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| <p>Critical / High Priority</p> | <p>High impact / Must be done immediately</p> | <p>Gas leak- Smoky smell, smell of burning from electrical equipment Loss of power (No power to Lectern) to essential systems. light is <i>flickering- giving you a headache</i> <i>Overflowing Toilet or sinks</i> <i>Water leak during raining seasons,</i> <i>Biohazard spills</i> Stucked in Elevator Too cold or too hot (really uncomfortable)</p> |
| <p>Medium Priority</p> | <p>Important but not urgent, 1 to 3 days to fix.</p> | <p>Door is hard to open / close, Sighting of insects in offices, Toilet that flushes but not working properly or slow drains Inconsistent heating / cooling in office spaces Non functioning lights in non critical areas Broken chairs / desks (furniture)</p> |
| <p>Low priority.</p> | <p>Low urgency and low impact Minor inconveniences that does not impact daily operations.</p> | <p>Mounting of whiteboards / clock or gloves racks removing of accumulated junks Slow flowing tap (filter change) Requesting something new</p> |