



HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK ROAD MEDFORD OR 97501
PH/TDD (541) 779-5785 FAX (541) 857-1118

EMERGENCY SERVICE CALLS

Situations that are considered “Emergencies” are those listed below:

BROKEN WATER PIPES

- *Not an emergency if water to particular pipe can be shut off, with reasonable effort, without causing another “emergency”.*

NO POTABLE WATER (Water is not available from any faucet.)

- *Make sure that the Water Commission hasn’t interrupted water service.*
- *Check that valve at water meter hasn’t been inadvertently shut off.*

PLUGGED TOILET

- *Not an emergency if another toilet in unit is functional.*
- *Do not continue to flush plugged toilet.*
- *Shut off water to toilet by turning angle stop clockwise. (Valve coming out of wall behind toilet.)*

PLUGGED DRAINS

- *Only an emergency if all drains are plugged.*
- *Don’t continue using fixtures until drains have been cleared.*

ELECTRICAL HAZARDS

- *Shorts, sparking, burning, etc...*
- *If there is no power to particular outlets:*
 - Push the red, reset button on outlet near the kitchen or bathroom sink.*
 - Check to see if breaker has tripped.*
 - (If breaker continues to trip, leave it in off position until fixed.)*

NO HEAT (During winter months.)

- *Check if power supply switch has been inadvertently turned off.*
 - (Switch may be located on wall inside utility closet.)*
 - (Switch may be located on furnace itself.)*
- *Check if thermostat is set to correct mode.*

Emergency service calls **MUST BE CALLED** in to the site manager or the Housing Authority Office as soon as possible. (IF CLOSED, LEAVE MESSAGE @ EXT. 1000)

The phone number to call during office hours is 779-5785 Ext 1020.

PLEASE SEE NEXT PAGE

The Housing Authority office is open:

8:00 AM – 4:30 PM

Monday



Tuesday
Wednesday
Thursday (except 1st Thursday of month
10:00am - 4:30pm)
Friday - Closed

We are closed on the following Holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
President's Day	Thanksgiving (Thursday and Friday)
Memorial Day	Christmas Day

If an emergency occurs while the Housing Authority Office is closed, leave a message explaining the emergency and then you may proceed with calling the following contractors:

FOR PLUMBING:

SPEEDY ROOTER..... (541) 200-9668
ACCURATE PLUMBING.....(541) 773-3035
ROTO-ROOTER.....(541) 772-6766
DRAIN PROS.....(541) 779-7800

FOR DRAIN PROBLEMS:

SPEEDY ROOTER..... (541) 200-9668
ACCURATE PLUMBING.....(541) 773-3035
ROTO-ROOTER.....(541) 772-6766
DRAIN PROS.....(541) 779-7800

FOR ELECTRICAL PROBLEMS: (Including baseboard and ceiling cable heat.)

WELBURN ELECTRIC.....(541) 535-3727
DOUBLE D ELECTRIC.....(541) 664-5483
VALLEY ELECTRICAL.....(541) 773-1405

FOR HEATING PROBLEMS:

NATHAN PERRY HEATING & A/C..... (541) 826-2194
CAVEMAN HEATING & AIR.....(541) 476-0009
LAM- AIR HEATING & A/C.....(541) 772-6100

