



AFTER HOURS EMERGENCY REFERENCE SHEET

*Emergency contact is for true EMERGENCIES ONLY.
If it can wait until regular business hours, it is not an emergency.*

IF IT IS AN EMERGENCY:

- 1st** In case of Fire or other life threatening emergencies Call 911
- 2nd** Call after hours number/Property Manager - 503.914.0717. Leave a message and management will call you back.

AN EMERGENCY IS: Fire, Burst Pipe/Flood, Gas Leak, or similar

NOT AN EMERGENCY: Anything that can wait until regular business hours.

FIRE ALARM IS BEEPING

Change batteries

CARBON MONOXIDE DETECTOR IS BEEPING

Take outside, if its still beeping change batteries. If it stops, there is a leak! Stay out of your house and call NW Natural.

CLOGGED TOILET

Use a plunger, if its still clogged stop using the toilet and leave a message on the after hours emergency line.

TOILET EXCESSIVELY LEAKING

Turn off water at toilet. If its your only toilet, leave a message on the after hours emergency line.

CLOGGED GARBAGE DISPOSAL

Push the Reset button on the bottom of the disposal, if its sill clogged, stop using disposal and call maintenance during regular business hours.

LOCKED OUT OF UNIT

If its during regular business hours, call the office for a spare key. If its after hours, call a Locksmith.

NOISE COMPLAINT

Call Non Emergency Police at 503.823.3333

DOMESTIC VIOLENCE

Call 911 and notify Management during regular business hours.

Mail

PO Box 28182 Portland, OR 97228

Physical

3330 NW Yeon Ave | Suite 110
Portland, OR 97210

Office 503.914.0717

Fax 503.200.1106

Email info@porterbrauen.com

Web porterbrauen.com