FABLEHURST UNIVERSITY

CAMPUS SAFETY & WARD MAINTENANCE

Ward incident report

Case W-26-104 | Founders' Hall, east stairwell | October 14, 2026

A. Incident intake

Date / time observed	Location / reporting office
October 14, 2026 / 06:40	Founders' Hall / Facilities
Reported by	Contact extension
Mira Fenwick, shift custodian	214

B. Observations

Water entered the east stairwell after overnight rain. The protective ward flickered at the second-floor landing. No injuries were reported. The east stairwell remains closed until the landing has dried and the ward has been retested.

Not the roof again — check the window seal!

Water still dripping at 07:15. Keep barrier up.

C. Immediate actions

- [x] East stairwell closed
- [x] Drying equipment requested
- [ ] Ward reset authorized

D. Osei-Barrow

Reviewed by Campus Safety

Inspection register

Case W-26-104 | October 14, 2026 | Attach to incident intake

Check point	06:50	08:10	10:30	Disposition
East door seal	wet	wet	dry	Replace seal
Landing drain	blocked	cleared	clear	Retest Friday
Ward anchor A	stable	stable	stable	No action
Ward anchor B	flicker	isolated	isolated	Do not reset
Upper window	open	closed	closed	Latch ordered
Stair tread 12	wet	damp	dry	Barrier stays
Exit sign	on	on	on	No action
Humidity (%)	91	78	64	Target below 60

Anchor B - NOT CLEARED!

Recorded values refer only to the east stairwell. The west stairwell remains available. A dry surface does not establish that the ward is safe to energize.

Work order & follow-up

Case W-26-104 | Work order FM-261014-07

1. Requested work

Item	Quantity	Unit cost	Extended
Window latch assembly	2	$38.50	$77.00
Exterior sealant cartridge	4	$12.00	$48.00
Drying fan rental, day	3	$45.00	$135.00
Total materials and rental			$260.00

2. Completion conditions

Facilities must confirm that the window seal is watertight. Campus Safety must inspect ward anchor B before the circuit is re-energized. Remove the stairwell barrier only after both checks are recorded.

Friday inspection: 16 Oct, 09:00

Do not reopen on a verbal OK.

pending

Facilities completion

pending

Campus Safety release

Distribution: Facilities dispatch; Campus Safety; Founders' Hall building manager. Retain this packet with the maintenance record.