

## MEMORANDUM

**To:** All Custodial Staff  
**From:** Craig McFeetors, Director of Maintenance  
**Date:** July 6, 2017

**Re:** **Natural Gas Leaks, Power Outage and Water Main Breaks Information**

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### **Natural Gas Leaks**

Because natural gas is colourless and odourless, gas companies add a chemical called mercaptan. Mercaptan has a strong, sulphur-like or rotten egg smell that helps in the detection of gas leaks.

If you smell natural gas (mercaptan) in your building:

- Do not light matches, smoke, operate electrical switches or create any other source of ignition.
- Call Manitoba Hydro 24-hour emergency number to have the odour investigated at **204.480.5900**
- Contact the Maintenance office at **204.669.5660**

If the natural gas (mercaptan) odour is strong:

- Evacuate the building, leave the doors open as you leave.
- Call Manitoba Hydro 24-hour emergency number at **204.480.5900 or 911**
- Contact the Maintenance office at **204.669.5660**

### **Power Outage Information**

Power outage information and updates are also available from Manitoba Hydro by calling the same phone number:

- Call Manitoba Hydro 24-hour emergency number at **204.480.5900**
- Contact the Maintenance office at **204.669.5660**

### **Water Main Breaks or Service Disruption**

If there is a disruption to the water service to the school:

- Contact the Maintenance office at **204.669.5660**
  - Maintenance will provide drinking water and cups to the school.
  - Maintenance will work with the city to provide a storage tank of non-potable water to be used to service toilets etc.