



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures - 7.07 Station 5 Work Requests



### STATION 5 WORK REQUESTS

---

Effective: June 18, 2025  
Scheduled Review: June 18, 2028  
Approved: Fire Chief Mike Kennedy

---

#### **I. PURPOSE**

Station 5, 1946 Beal Ave, Ann Arbor, MI 48109-2141, is owned by the University of Michigan. There is a nuanced relationship between the City of Ann Arbor and the University of Michigan for which entity covers building related expenses and maintenance costs.

#### **II. U-M IDENTIFICATION**

University of Michigan Reference Information for Station 5  
U-M Building Number: 1000409  
U-M Building Name - Official: FIRE SERV INSTR RES CENTER  
U-M Address: 1946 BEAL AVE, ANN ARBOR, MI 48109-2141

#### **III. URGENT REPAIRS**

For time-sensitive facility repairs such as loss of water, pipe break, loss of heat, broken windows, or loss of power, the on-duty officer at Station 5 may call the University of Michigan, Facilities Service Center at 734-647-2059. The caller will need to reference building number 0409. Please email the other Station 5 lieutenants and the fire chief with the facilities request number and nature of the issue. A copy of this email shall then be printed and posted at Station 5 for reference. The posting shall come down once the repair has been made.

#### **IV. CAPITAL PROJECT OR ROUTINE MAINTENANCE REQUEST**

All capital or routine maintenance requests shall be requested to the fire chief. Personnel outside of the fire chief or an assistant chief are strictly prohibited from making any verbal, written, or other communication to any U-M personnel requesting any capital project work, routine maintenance, or other work request for Station 5.