

You must report any equipment or furniture damage or food and drink spills right away to protect yourself from liability. Report the situation by email to

**hotpoint@encs.concordia.ca or
helpdesk@encs.concordia.ca**

Report also if the room is dirty or messy when you arrive, saying that the garbage was there when you arrived is not an excuse unless you reported it. If you do not report damage and we have to track you down, you could be held responsible for restitution of the situation or risk banishment from the area.

**Raymond Bruton
Capstone Technician
H961-9**