

Each situation is unique, so use the information below as needed and as appropriate

Recipients:

ushihara@berkeley.edu Mako Ushihara (Executive Director for Housing Facilities)
vcsa@berkeley.edu ssutton@berkeley.edu Steve Sutton (Vice Chancellor of Student Affairs)
vca@berkeley.edu Marc Fisher (Vice Chancellor of Administration)
mackness@berkeley.edu Jo Mackness (Assistant Vice Chancellor & Chief Operating Officer - Division of Student Affairs)

Subject: Urgent: Major Leak

Content:

To housing and student affairs leadership,

I hope this finds you well. I am a student living in _____(building), _____ (unit). I live in room ____ (room number) on floor __ (floor number). I am experiencing a serious leak in my room (or where the leak is). I have submitted a maintenance request that (was/wasn't) accepted. Despite this, this leak has not been fixed and is currently a major issue. Having a leak in my room (or where the leak is) has become extremely detrimental to my wellbeing. (Describe any other impacts if applicable)

As dictated by [Chapter 17920.3 of the California Health and Safety Code](#), ineffective waterproofing can contribute to substandard housing conditions and needs to be repaired. Signs of ineffective waterproofing include leaks, cracks, and flooding.

Additionally, according to the Cal Housing Contract that I signed, "Maintenance is included in your housing contract. When you need something repaired, submit a work order or Maintenance Request (log in with your CalNet ID)." As of now, Cal Housing isn't holding up their end of this agreement.

Please let me know the plan for how this will be addressed and amended in a timely manner.

Sincerely,
(your name)