



ServiceMaster Recovery Management (SRM) has partnered with the Association of Educational Purchasing Agencies (AEPA) and AEA Purchasing to serve as your go-to for any disaster recovery situations that arise at your location, consistent with the AEA Purchasing **Disaster Recovery Services Contract- 021.5**. We can restore your property from any type of fire, water, smoke, mold, or severe weather-related damage. Our goal is to provide you with long term consistent service, minimizing disruption to your business and returning normalcy to your day-to-day activities as quickly as possible. Please make a copy of this document and keep it by your office phone. Be sure to share with anyone that may need emergency service. We believe that communication is extremely important to this relationship so know that we are always available to you 24/7/365.

+For any loss emergency, call **800-245-4622** to begin the loss process and ensure you receive full benefits of the **AEPA-021.5** contract.

When reporting a loss to SRM please have the following information available, as well as any other specifics that will help us respond more efficiently.

1. Is everyone safe? Is the property safe? Is there any danger that we need to be aware of?
2. What is the situation and what is the cause/source?
3. What is currently affected and what is the size of the area affected?
4. What time did the damage occur?
5. Who is/are the contact/contacts and what are their phone numbers?
6. What will be the safest and most efficient way for us to access the building?

Thank you,

Wayne Semerad

SRM National Account Manager