FACILITIES SERVICE PROVIDER CHECKLIST

Below is a checklist of service providers to contact prior to setting up new service, relocation or closure. The service provider contact information is listed as well.

DESIGN AND CONSTRUCTION

Renovation or Construction project support - point of contact is your Division Administrator and/or Ken Hargreaves - ext. 8881 or kenh@caltech.edu Project planning, support and execution

Campus maps or space information – ext. 2040 or bottomley@caltech.edu
Maps, floor plans and space information – point of contact is Wayne Bottomley

ENVIRONMENT, HEALTH, AND SAFETY

Safety - ext. 6727 website: www.safety.caltech.edu
Workplace and lab safety assessments, safety equipment evaluations, shipment of hazardous material, hazardous waste management issues, workplace and lab safety clearances

FACILITIES MANAGEMENT

Custodial – ext. 4738 or email: delmy.emerson@caltech.edu
Cleaning, Recycling and Event services and Tournament Park event planning

Shop & Trades – ext. 3783 or email: kennith.lewis@caltech.edu
Carpenter, Paint, Lock and Key, Electrical, Transportation, Shipping and Receiving Services

Maintenance – ext. 3006 or email: tim.ranalli@caltech.edu
HVAC, Plumbing, and Roofing

GRAPHIC RESOURCES AND MAIL SERVICES

Graphic Resources – ext. 6701 or email: grorders@caltech.edu
Business cards, letter head, envelopes, sensitive document shredding and scanning services

Centralized Copier Program – ext. 6706 or email: rachel.delgadillo@caltech.edu
Arrange for service, technical support, set-up, relocation, or removal of copier equipment

Mail Services – ext. 6371 or email: mailservices@caltech.edu
Mail forwarding and address change, retire old mail code, new mail code assignment, toner cartridge pick-up, and change of address moving kits to notify correspondents of new location

SECURITY

Electronic Access - Greg Powell, ext. 4708 or e-mail greg.powell@caltech.edu
Granting/removing access, locking and unlocking times

Security Systems - Greg Powell, ext. 4708 or e-mail greg.powell@caltech.edu
CCTV, alarm systems (new, activate, or deactivate)

ADDITIONAL SERVICES PROVIDERS TO CONTACT:

IMSS - ext. 3500: Network cable/drops, and other computer and printer support

Telephone Office - ext. 4701: Arrange for disconnects and additions to phone, computer, fax lines

Property Management - ext. 4181: Notification of furniture/equipment being sold, donated, or discarded

Human Resources - ext. 3300 : access.caltech.edu, employee relations, staffing, reorganization, job posting, compensation, benefits

Procurement - ext. 8900: List of warehouse storage companies and resources