

# Directory of Services

## Department of Physics and Astronomy

<b>University Services</b>	<b>Responsible entity</b>	<b>Location</b>	<b>Phone</b>	<b>email</b>
Emergency: fire, police, medical...any life-threatening emergency	Police dispatch	Bldg 301	5-COPS (5-2677)	Backup: 9-911
Chemical, environmental safety	EHS	Bldg 605	1-6590	Backup: 5-2677
Custodial (includes water cleanup 24/7)	Custodial Department	228 USB	1-6108	
Radiological emergency	Radiological Health	322 RAB	1-6141	Backup: 5-2677
Insurance, defensive driving course	Risk management	110 Park	1-5590	<a href="mailto:jallred@park.admin.utah.edu">jallred@park.admin.utah.edu</a>
Security: doors to be locked, unlocked	Security	Bldg 436	1-8669	Dennis.North@dps.utah.edu
Utility repair: plumbing, heat, electrical, ventilation... <b>emergency only</b>	Plant Operations dispatch	Bldg 350	1-7221	<a href="mailto:dispatch@fm.utah.edu">dispatch@fm.utah.edu</a>
Emergency access: when you get locked out...	Security	Bldg 436	1-8669	
<b>Physics Department Services</b>	<b>Responsible Person</b>	<b>Backup</b>	<b>Backup II</b>	
ACCESS program	College of Science (1-6958)	Rosemary Gray (Biology, 5-7869)		
Additions and updates to this document	Heidi Frank	Sare Gardner		
Building maintenance and repairs	Harold Simpson	Matt DeLong	Wayne Wingert	
Bulletin Boards	Mary Ann Woolf	Heidi Frank		
Campus orders	JoLene Snyder	Kathy Blair	Vicki Nielsen	
Chair's appointments	Heidi Frank	David Kieda		
Colloquium information	Jackie Hadley	Stephan LeBohec		
Common exams	Mary Ann Woolf	Christoph Boehme		
Computer accounts, email accounts	Brad Hawks	Carleton DeTar		
Computer installation and repair	Jay Norwood	Brad Hawks		
Computer networking	Brad Hawks	Jay Norwood		
Construction, remodeling, lab repairs	Harold Simpson	Matt DeLong		
Course evaluations	Mary Ann Woolf	Heidi Frank		
Crackpot phone calls	Lynn Higgs			
Curriculum issues	Brian Saam	Curriculum Committee		
Donor letters	Kathy Blair			
Doors (building), locked, "daytime"	Harold Simpson	Matt DeLong	Head custodian	Security: 1-8669
Doors (building), unlocked, "nights or weekends"	Security: 1-8669	Harold Simpson	Matt DeLong	
Electron beam lithography	Randy Polson	Matt DeLong		
Electronic building access: INSCC	Physics web page	Sare Gardner	Heidi Frank	DeeAnn Raynor (1-5253)
Electronic building access: JFB, SP	Physics web page	Sare Gardner	Heidi Frank	
Electronic access (rooms/machines)	Physics web page	Harold Simpson	Matt DeLong	
Electronics: design, fabrication and repair	Chemistry Dept. 1-6037			
<b>Emergency</b> access: master keys	Kathrine Skollingsberg, Jackie Hadley, Heidi Frank, Kathy Blair, Harold Simpson, Matt DeLong			
Facilities billing	JoLene Snyder	Vicki Nielsen		

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Physics Department Services	Responsible Person	Backup	Backup II	
Graduate admissions	Jackie Hadley	Wayne Springer	David Kieda	
Graduate student office assignment	Harold Simpson	Space Committee		
Graduation approval	Lynn Higgs	Brian Saam		
Grant and contract accounting	Kathy Blair	Vicki Nielsen	Jolene Snyder	
Hazardous materials shipping	Matt DeLong	Wayne Wingert		
Hazardous waste disposal	Wayne Wingert	Matt DeLong	<a href="http://www.utahehs.org">www.utahehs.org</a>	
Helium transfer, liquid	Wayne Wingert			
Inventory, equipment	Wayne Wingert			
Key requests & pick up	Receptionist	Kathrine Skollingsberg	Jackie Hadley	
Laser Institute	Randy Polson	Valy Vardeny		
Lecture demonstrations	Adam Beehler			
Library	Kathrine Skollingsberg			
Light bulb replacement	Your Custodian	Harold Simpson		
Liquid Nitrogen Access	Department web page	Harold Simpson		
Machine shop: design, fabrication, repair	Ed Munford	Harold Simpson		
Machine shop: training; assistance in fabrication and repair	Ed Munford	Harold Simpson		
Master keys for <b>emergency</b> access	Kathrine Skollingsberg, Jackie Hadley, Heidi Frank, Kathy Blair, Harold Simpson, Matt DeLong			
Money: Department accounting	Kathy Blair	Vicki Nielsen	JoLene Snyder	
Observatory	Paul Rickets	Cierra Blair	Wayne Springer	
OEML equipment: training, maintenance, repair	Wayne Wingert	Matt DeLong		
Parking passes (day passes) & validations	Receptionist	Kathrine Skollingsberg	Jackie Hadley	
Payroll questions	Vicki Nielsen	Kathy Blair		
Printer maintenance, Department contract	Printelligent (483-1400)	Brad Hawks	Jay Norwood	
Purchase orders	JoLene Snyder	Kathy Blair		
Purchasing card reconciliation	JoLene Snyder	Kathy Blair		
Recharge center billing	JoLene Snyder	Vicki Nielsen		
Recruiting of students	Lynn Higgs	David Kieda		
Safety issues	Harold Simpson	Wayne Wingert	Matt DeLong	
Sample preparation: cutting and polishing, etc	Wayne Wingert	Matt DeLong		
Scanning Electron Microscope	Matt DeLong	Randy Polson	Wayne Wingert	
Scholarships	Jackie Hadley	Lynn Higgs		
Shipping and receiving, supplies	Harold Simpson			
SEM: 153 INSCC	Matt DeLong	Randy Polson	Wayne Wingert	
Sigma Pi Sigma	Lynn Higgs	Jackie Hadley		
Society of Physics Students (SPS)	Jamie Rankin	Orest Symko		
Star parties	Paul Rickets	Cierra Blair	Wayne Springer	
Stockroom, special orders	JoLene Snyder	Harold Simpson		
Stockroom account setup	Vicki Nielsen	Kathy Blair		

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<b>Physics Department Services</b>	<b>Responsible Person</b>	<b>Backup</b>	<b>Backup II</b>	
Student Advisory Committee - Graduate (GSAC)	Eric Sorte	Zayd Ma	Wayne Springer	
Student Advisory Committee - Undergraduate (USAC)	Brad Berg	Laurel Hales	Wayne Springer	
Student orientation	Lynn Higgs	Jackie Hadley	Wayne Springer	
Student records	Jackie Hadley	Heidi Frank		
Surplus, to send equipment	Wayne Wingert	Harold Simpson		
Teaching assignments	Eugene Mishchenko	David Kieda		
Teaching Assistant assignments	Lynn Higgs	Mary Ann Woolf	Eugene Mishchenko	
Textbook orders	Kathrine Skollingsberg			
Thin film deposition	Wayne Wingert	Matt DeLong		
Travel arrangements (JFB & SP)	Kathrine Skollingsberg	Sare Gardner	Heidi Frank	
Travel arrangements (INSCC & all visitors)	Sare Gardner	Kathrine Skollingsberg	Heidi Frank	
Travel arrangements (Cosmic Ray Group)	Frank Misak			
Travel arrangements (Symko Group)	Amber Bottari			
Undergraduate advising	Lynn Higgs	Brian Saam		
Undergraduate research	Lynn Higgs	Brian Saam		
Updates and additions to this document	Heidi Frank	Sare Gardner	Harold Simpson	Matt DeLong
Utility repair: plumbing, heat, electrical, ventilation, phone... <b>non-emergency</b>	Harold Simpson	Matt DeLong	Wayne Wingert	
Visas: H-1B	General Council, Lorina Tester or Kelly South, 5-7002			
Visas: J-1	Heidi Frank	International Center, Marilyn Owen, 1-8876		
Visas: graduate students	Jackie Hadley	International Center, Marilyn Owen, 1-8876		
Web page (Department)	Sare Gardner - Content	Brad Hawks -Technical		