

# Directory of Services

## University of Utah, Department of Physics and Astronomy

<b>University Services</b>	<b>Responsible entity</b>	<b>Location</b>	<b>Phone</b>	<b>E-mail</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	408 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>Department Services</b>	<b>Responsible Person</b>	<b>Backup</b>	<b>Backup II</b>	<b>Backup III</b>
Absorption spectrometer training	Zhiheng Liu			
Additions and updates to this document	Heidi Frank			
Building maintenance and repairs: JFB, PHYS, INSCC	Harold Simpson			
Bulletin Boards	Mary Ann Woolf	Receptionist		
Campus orders	Josh Tomlin	Marcia Cook deWolfe	Vicki Nielsen	
Chair's appointments	Heidi Frank	Peter Trapa		
Colloquium information	Krista Perkins	Doug Bergman		
Common exams	Mary Ann Woolf	Stephan LeBohec		
Computer accounts, email accounts	Brad Hawks	Wayne Springer		
Computer installation and repair	Jay Norwood	Brad Hawks		
Computer networking	Brad Hawks	Jay Norwood		
Conference room reservations	Receptionist	Krista Perkins	Nancy Kurtzeborn	
Construction, remodeling, lab repairs: JFB, PHYS, INSCC	Harold Simpson			
Course evaluations	Mary Ann Woolf	Heidi Frank		
Curriculum issues	Andrey Rogachev	Curriculum Committee		
Donor letters	Michele Swaner	Kathrine Skollingsberg	Peter Trapa	
Doors (building), locked, "daytime"	Harold Simpson	James Norwood	Security: 1-8669	
Doors (building), unlocked, "nights or weekends"	Security: 1-8669	Harold Simpson		
Electron beam lithography	Zhiheng Liu			
Electronic building access	Physics web page	<a href="http://www.physics.utah.edu/index.php/facilities/electronic-access-form">http://www.physics.utah.edu/index.php/facilities/electronic-access-form</a>		

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Physics Department Services	Responsible Person	Backup	Backup II	Backup III
Electronics: design, fabrication and repair	Chemistry Dept. 1-6037			
<b>Emergency</b> access: master keys	James Norwood, Krista Perkins, Nancy Kurtzeborn, Kathrine Skollingsberg, Marcia Cook deWolfe, Harold Simpson, Jay Norwood, Brad Hawks			
Facilities billing	Josh Tomlin	Marcia Cook deWolfe		
Graduate admissions	Krista Perkins	Vikram Deshpande		
Graduate student office assignment	Harold Simpson	Space Committee		
Graduation approval	Tamara Young	John Belz		
Grant and contract accounting	Marcia Cook deWolfe	Vicki Nielsen	Josh Tomlin	
Hazardous materials shipping	EHS	<a href="http://www.ehs.utah.edu/HazMatShippingForm.html">http://www.ehs.utah.edu/HazMatShippingForm.html</a>		
Hazardous waste disposal	EHS	<a href="http://www.ehs.utah.edu">www.ehs.utah.edu</a>		
Helium transfer, liquid	Harold Simpson			
Inventory, equipment	Harold Simpson			
Key requests	Physics web page	<a href="http://www.physics.utah.edu/index.php/facilities/key-requests">http://www.physics.utah.edu/index.php/facilities/key-requests</a>		
Laser Institute	Zhiheng Liu	Valy Vardeny		
Lecture demonstrations	Adam Beehler	Tabitha Buehler		
Library	Receptionist	Nancy Kurtzeborn		
Light bulb replacement	Custodial Department	Harold Simpson		
Liquid Nitrogen Ordering	Josh Tomlin	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	James Norwood, Krista Perkins, Nancy Kurtzeborn, Kathrine Skollingsberg, Marcia Cook deWolfe, Harold Simpson, Jay Norwood, Brad Hawks			
Money: Department accounting	Marcia Cook deWolfe	Vicki Nielsen	Josh Tomlin	
Observatory	Paul Rickets	Wayne Springer	Tabitha Buehler	
Parking passes (visitor)	Heidi Frank			
Payroll questions	Vicki Nielsen	Marcia Cook deWolfe		
Permission codes	Receptionist	Krista Perkins	Nancy Kurtzeborn	Heidi Frank
Printer maintenance, Department contract	HP (800-745-2025)	Brad Hawks		
Purchase orders	Josh Tomlin	Lena Uta'i	Marcia Cook deWolfe	
Purchasing card reconcilliation	Lena Uta'i	Josh Tomlin	Marcia Cook deWolfe	
Recharge center billing	Josh Tomlin	Marcia Cook deWolfe		
Safety issues	Harold Simpson			
Scanning Electron Microscope	Zhiheng Liu			
Scholarships	Krista Perkins	Tamara Young		
Shipping and receiving, supplies	Josh Tomlin	Harold Simpson		
SEM:153 INSCC	Zhiheng Liu			

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Sigma Pi Sigma			Tabitha Buehler	
Star parties	Paul Rickets	Wayne Springer	Tabitha Buehler	
Stockroom, special orders	Josh Tomlin	James Norwood	Harold Simpson	
Student Advisory Committee - Graduate (GSAC)	Greg Furlich	Flo Doval	Charlie Jui	
Student Advisory Committee - Undergrad (USAC)	Anthony Randazzo		Charlie Jui	
Student orientation (graduate)	Krista Perkins	Wayne Springer		
Student records	Krista Perkins			
Surplus, to send equipment	Harold Simpson			
Teaching assignments	Jordan Gerton	Peter Trapa		
Teaching Assistant assignments	Mary Ann Woolf	Jordan Gerton		
Textbook orders	Nancy Kurtzeborn	Kathrine Skollingsberg		
Travel arrangements	Nancy Kurtzeborn	Heidi Frank		
Travel arrangements (Cosmic Ray Group)	Frank Misak	Nancy Kurtzeborn	Heidi Frank	
Undergraduate advising	Tamara Young	John Belz	Anil Seth (honors)	
Updates and additions to this document	Heidi Frank			
Utility repair: plumbing, heat, electrical, ventilation, phone... <b>non-emergency: JFB, PHYS, INSCC</b>	Harold Simpson			
Visas: H-1B	Heidi Frank	General Counsel, Kelly South, 5-7002		
Visas: J-1	Heidi Frank	International Center, 1-8876		
Visas: graduate students	Krista Perkins	International Center, 1-8876		
Web page (Department)	Kathrine Skollingsberg - Content		Brad Hawks -Technical	