

Directory of Services

Department of Physics and Astronomy

University Services	Responsible entity	Location	Phone	Backup
Emergency: fire, police, medical...any life-threatening emergency	Police dispatch	Bldg 301	911	5-COPS (5-2677)
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	
Security: doors to be locked, unlocked	Security	Bldg 436	1-8669	
Utility repair: plumbing, heat, electrical, ventilation... emergency only	Plant Operations dispatch	Bldg 350	1-7221	dispatch@fm.utah.edu
Emergency access: when you get locked out...	Security	Bldg 436	1-8669	
Department Services	Responsible Person	Backup	Backup II	Backup III
Absorption spectrometer training	Zhiheng Liu			
Additions and updates to this document	Heidi Frank			
Academic advising (undergraduate)	Cyri Dixon	John Belz		
Building maintenance and repairs: JFB, PHYS, INSCC	Harold Simpson			
Bulletin Boards	Receptionist	Mary Ann Woolf		
Chair's appointments	Heidi Frank	Christoph Boehme		
Colloquium information	Bryce Nelson	Colloquium Committee		
Computer accounts, email accounts	Brad Hawks			
Computer installation and repair		Brad Hawks		
Computer networking	Brad Hawks			
Conference room reservations	Receptionist		Bryce Nelson	
Construction, remodeling, lab repairs: JFB, PHYS, INSCC	Harold Simpson			
Course evaluations	Mary Ann Woolf	Heidi Frank		
Donor letters	Michele Swaner	Christoph Boehme		
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	http://www.physics.utah.edu/forms/access-request.php		
Electronics: design, fabrication and repair	Chemistry Dept. 1-6037			
Emergency access: master keys	Harold Simpson, James Norwood, Bryce Nelson, Krista Perkins, Brad Hawks			
Facilities billing	Josh Tomlin	Marcia Cook deWolfe		
Graduate admissions	Bryce Nelson	Admissions Committee		
Graduate student office assignment	Harold Simpson	Space Committee		
Graduation approval	Tamara Young	John Belz		
Grant and contract accounting	Marcia Cook deWolfe	Josh Tomlin	Krista Perkins	
Grants (pre-award support)	Krista Perkins	Marcia Cook deWolfe		

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Physics Department Services	Responsible Person	Backup	Backup II	Backup III
Hazardous materials shipping	EHS	http://www.ehs.utah.edu/HazMatShippingForm.html		
Hazardous waste disposal	EHS	www.ehs.utah.edu		
Helium transfer, liquid	Harold Simpson			
Inventory, equipment	Harold Simpson			
Key requests	Physics web page	http://www.physics.utah.edu/facilities/key-requests.php		
Key pick up	Receptionist			
Laser Institute	Zhiheng Liu	Valy Vardeny		
Lecture demonstrations	Adam Beehler	Tabitha Buehler		
Library	Bryce Nelson	Receptionist		
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 emergency access	Harold Simpson, James Norwood, Bryce Nelson, Krista Perkins, Brad Hawks			
Money: Department accounting	Marcia Cook deWolfe	Vicki Nielsen	Josh Tomlin	
Observatory	Paul Rickets	Wayne Springer	Tabitha Buehler	
Payroll questions	Vicki Nielsen	Marcia Cook deWolfe		
Permission codes	P&A web page	http://www.physics.utah.edu/courses/permission-code-request.php		
Printer maintenance, Department contract	See label on each printer	Brad Hawks		
Purchasing	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	Safety Committee		
Scanning Electron Microscope	Zhiheng Liu			
Scholarships	Bryce Nelson	Student Awards Committee		
Shipping and receiving, supplies	Josh Tomlin	Harold Simpson		
SEM:153 INSCC	Zhiheng Liu			
Star parties	Paul Rickets	Wayne Springer	Tabitha Buehler	
Stockroom, special orders	Josh Tomlin	James Norwood	Harold Simpson	
Student Advisory Committee - Graduate (GSAC)	Isaac Brown-Heft	Charlie Jui		
Student Advisory Committee - Undergrad (USAC)	Candace Bryan	Charlie Jui		
Student orientation (graduate)	Bryce Nelson	Doug Bergman		
Student records (graduate)	Bryce Nelson	Doug Bergman		
Student records (undergraduate)	Tamara Young			
Surplus, to send equipment	Harold Simpson	James Norwood		

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Physics Department Services	Responsible Person	Backup	Backup II	Backup III
Teaching assignments	Ben Bromley	Christoph Boehme		
TA & LA assignments	Mary Ann Woolf	Ben Bromley		
Textbook orders		Bryce Nelson		
Travel arrangements		Bryce Nelson	Heidi Frank	
Travel arrangements (Cosmic Ray Group)	Frank Misak		Heidi Frank	Bryce Nelson
Undergraduate advising	Cyri Dixon	John Belz		
Updates and additions to this document	Heidi Frank			
Utility repair: plumbing, heat, electrical, ventilation, phone... non-emergency: JFB, PHYS, INSCC	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	Bryce Nelson	International Center, 1-8876		
Web page (Department)	Michele Swaner	Bryce Nelson	Brad Hawks	