

Directory of Services

University of Utah Physics Department

University Services	Responsible entity	Location	Phone	email
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	100 OSH	1-6141	Backup: 5-2677
Insurance, defensive driving course	Risk management	110 Park	1-5590	jallred@park.admin.utah.edu
Security: doors to be locked, unlocked	Security	Bldg 436	1-8669	mark.round@hsc.utah.edu
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	
Physics Department Services	Responsible Person	Backup	Backup II	
ACCESS program	College of Science (1-6958)	Rosemary Gray (Biology, 5-7869)		
Additions and updates to this document	Heidi Frank	Matt DeLong		
Building maintenance and repairs	Harold Simpson	Matt DeLong	Wayne Wingert	
Bulletin Boards	Mary Ann Woolf	Heidi Frank		
Campus orders	Kathy Blair	Roberta McCormick		
Chair's appointments	Heidi Frank	David Kieda		
Change (US denominations; not Geldwechsel!)	Receptionist	Jackie Hadley	Desiree Harris	
Colloquium information	Jackie Hadley	John Lupton		
Common exams	Mary Ann Woolf	Wayne Springer		
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	Stephen Rowley		
Course evaluations	Mary Ann Woolf	Jackie Hadley		
Crackpot phone calls	Lynn Higgs	Charlie Jui		
Curriculum issues	Lynn Higgs	Carleton DeTar		
Donor letters	Mary Ann Woolf	Roberta McCormick		
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	
Electronic access: INSCC	Sare Gardner	Heidi Frank	DeeAnn Raynor (1-5253)	
Electronic access: JFB, SP	Physics web page	Stephen Rowley	Harold Simpson	Matt DeLong
Electronics: design, fabrication and repair	Chemistry Dept. 1-6037			
Emergency access: master keys	Jackie Hadley, Heidi Frank, Harold Simpson, Matt DeLong, Roberta McCormick, Jay Norwood, Brad Hawks			
Facilities billings	Vicki Nielsen	Kathy Blair		

Directory of Services

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Physics Department Services	Responsible Person	Backup	Backup II	
Graduate admissions	Jackie Hadley	Admissions Committee	David Kieda	
Graduate student office assignment	Lynn Higgs	Harold Simpson		
Graduation approval	Lynn Higgs	Brian Saam		
Grant and contract accounting	Roberta McCormick	Kathy Blair		
Hazardous materials shipping	Matt DeLong	Wayne Wingert		
Hazardous waste disposal	Wayne Wingert	Matt DeLong	www.utahehs.org	
Helium transfer, liquid	John Viner			
Inventory, equipment	Wayne Wingert	Helen Wang		
Key requests (conventional)	Receptionist	Heidi Frank		
Laser Institute	Randy Polson	Valy Vardeny		
Lecture demonstrations	Adam Beehler	Sid Rudolph		
Library	Desiree Harris	Receptionist		
Light bulb replacement	Your Custodian	Harold Simpson		
Liquid Nitrogen Access	Department web page	Stephen Rowley	Matt DeLong	
Machine shop: design, fabrication, repair	Roy Rydman	Ed Munford		
Machine shop: training; assistance in fabrication and repair	Ed Munford	Roy Rydman		
Master keys for emergency access	Jackie Hadley, Heidi Frank, Harold Simpson, Matt DeLong, Roberta McCormick, Jay Norwood, Brad Hawks			
Money: Department accounting	Roberta McCormick	Kathy Blair	Vicki Nielsen	
Newsletter, Department	Mary Ann Woolf			
Observatory	Paul Rickets	Wayne Springer	Lynn Higgs	
OEML equipment: training, maintenance, repair	Wayne Wingert	Matt DeLong		
Parking passes (day passes) & validations	Receptionist	Jackie Hadley	Desiree Harris	
Payroll questions	Vicki Nielsen	Roberta McCormick		
Printer maintenance, Department contract	Printelligent (483-1400)	Harold Simpson	Jay Norwood	
Purchase orders	Kathy Blair	Roberta McCormick		
Purchasing card reconciliation	Kathy Blair	Roberta McCormick		
Recharge center billing	Vicki Nielsen	Kathy Blair		
Recruiting of students	Lynn Higgs			
Safety issues	Harold Simpson	Wayne Wingert	Matt DeLong	
Sample cutting and polishing	Wayne Wingert	Matt DeLong		
Scanning Electron Microscope	Matt DeLong	Wayne Wingert		
Scholarships	Jackie Hadley	Lynn Higgs		
Scout Tours	Receptionist	Lynn Higgs		
Shipping and receiving, supplies	Helen Wang	Harold Simpson	Stephen Rowley	

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SEM (153 INSCC)	Matt DeLong			
Sigma Pi Sigma	Lynn Higgs	Jackie Hadley		
Society of Physics Students (SPS)	Ilya Reznik	Christoph Boehme		
Star parties	Receptionist	Paul Ricketts	Wayne Springer	Lynn Higgs
Stockroom, special orders	Helen Wang	Stephen Rowley	Harold Simpson	
Stockroom account setup	Vicki Nielsen	Kathy Blair		
Student Advisory Committee - Graduate (GSAC)	Ben Mangum		Charlie Jui	
Student Advisory Committee - Undergraduate (USAC)	Matt Lindsey	Maricio Rascon	Charlie Jui	
Student orientation	Lynn Higgs	Jackie Hadley		
Student records	Jackie Hadley	Heidi Frank		
Surplus, to send equipment	Wayne Wingert	Harold Simpson		
Teaching assignments	Brian Saam	David Kieda		
Teaching Assistant assignments	Lynn Higgs	Brian Saam		
Textbook orders	Desiree Harris			
Thin film deposition	Wayne Wingert	Matt DeLong		
Travel arrangements (JFB & SP)	Heidi Frank	Sare Gardner	Vicki Nielsen	Frank Misak
Travel arrangements (INSCC)	Sare Gardner	Heidi Frank	Vicki Nielsen	Frank Misak
Travel arrangements (Cosmic Ray Group)	Frank Misak	Sare Gardner	Heidi Frank	Vicki Nielsen
Undergraduate advising	Lynn Higgs	Miguel Mostafa		
Undergraduate research	Lynn Higgs	Miguel Mostafa		
Updates and additions to this document	Heidi Frank	Sare Gardner	Harold Simpson	Matt DeLong
Utility repair: plumbing, heat, electrical, ventilation, phone... non-emergency	Matt DeLong	Brian Saam	Wayne Wingert	
Visas: H-1B	Heidi Frank	International Center Lawyer, Lorina Tester, 1-8876		
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		