

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	Anil Seth		
Building maintenance and repairs: JFB, PHYS, INSCC	Harold Simpson	James Norwood		
Bulletin Boards	Receptionist	Kim Forsyth	Maeve Haggerty	
Chair's appointments	Heidi Frank	Christoph Boehme		
Colloquium information	Kim Forsyth	Colloquium Committee		
Computer accounts, email accounts	http://www.physics.utah.edu/computing/help.php			
Computer installation and repair	http://www.physics.utah.edu/computing/help.php			
Computer networking	http://www.physics.utah.edu/computing/help.php			
Conference room reservations	Receptionist	Kim Forsyth	Maeve Haggerty	
Construction, remodeling, lab repairs: JFB, PHYS, INSCC	Harold Simpson	James Norwood		
Course evaluations	Heidi Frank	Maeve Haggerty		
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	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		
Facilities billing	Josh Tomlin	Marcia Cook deWolfe		
Graduate admissions	Bryce Nelson	Admissions Committee		
Graduate student office assignment	Harold Simpson	Space Committee		
Graduation approval	Cyri Dixon	Anil Seth		
Grant and contract accounting	Krista Perkins	Marcia Cook deWolfe	Josh Tomlin	
Grants (pre-award support)	Krista Perkins	Marcia Cook deWolfe	Josh Tomlin	

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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	James Norwood		
Inventory, equipment	Harold Simpson	James Norwood		
Key requests		http://www.physics.utah.edu/facilities/key-requests.php		
Key pick up	Receptionist	Kim Forsyth	Maeve Haggerty	
Laser Institute	Zhiheng Liu	Valy Vardeny		
Lecture demonstrations	Adam Beehler	Tabitha Buehler		
Library	Kim Forsyth	Receptionist	Maeve Haggerty	
Light bulb replacement	Custodial Department	Harold Simpson		
Liquid Nitrogen Ordering	Josh Tomlin	Harold Simpson	James Norwood	
Machine shop: design, fabrication, repair	Harold Simpson	James Norwood		
Machine shop: training; assistance in fabrication and repair	Harold Simpson	James Norwood		
Master keys for emergency access	Harold Simpson	James Norwood		
Money: Department accounting	Marcia Cook deWolfe	Vicki Nielsen	Josh Tomlin	
Observatory	Paul Rickets	Wayne Springer	Tabitha Buehler	
Payroll questions	Vicki Nielsen	Marcia Cook deWolfe	Josh Tomlin	
Permission codes		http://www.physics.utah.edu/courses/permission-code-request.php		
Postdoc offers	Krista Perkins			
Printer maintenance, Department contract	See label on each printer	http://www.physics.utah.edu/computing/help.php		
Purchasing	Josh Tomlin	Lena Uta'i	Marcia Cook deWolfe	
Purchasing card reconciliation	Lena Uta'i	Josh Tomlin	Marcia Cook deWolfe	
Recharge center billing	Josh Tomlin	Marcia Cook deWolfe	Lena Uta'i	
Safety issues	Harold Simpson	Safety Committee		
Scanning Electron Microscope	Zhiheng Liu			
Scholarships	Cyri Dixon (undergraduate)	Bryce Nelson (graduate)	Student Awards Cmt	
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)	TBD	Charlie Jui		
Student orientation (graduate)	Bryce Nelson	Zheng Zheng		
Student records (graduate)	Bryce Nelson	Zheng Zheng		
Student records (undergraduate)	Cyri Dixon	Anil Seth		
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	Maeve Haggerty	Claudia De Grandi	Ben Bromley	
Textbook orders	Maeve Haggerty			
Travel arrangements	Kim Forsyth	Heidi Frank	Frank Misak	
Travel arrangements (Cosmic Ray Group)	Frank Misak	Kim Forsyth	Heidi Frank	
Undergraduate advising	Cyri Dixon	Anil Seth		
Updates and additions to this document	webmaster@physics.utah.edu			
Utility repair: plumbing, heat, electrical, ventilation, phone... non-emergency: JFB, PHYS, INSCC	Harold Simpson	James Norwood		
Visas: H-1B, O-1	Heidi Frank	General Counsel, Kelly South, 5-7002		
Visas: J-1 (postdocs)	Krista Perkins	International Center, 1-8876		
Visas: F-1 (grad students)	Bryce Nelson	International Center, 1-8876		
Web page (Department)	webmaster@physics.utah.edu			