Building Coordinator Desk Reference

For all fire, medical and police emergencies call 911.

• In all emergency circumstances, it is important to remain calm. More information is available on the Environmental Health & Safety web page.

<table>
<thead>
<tr>
<th>Campus Facilities Customer Service</th>
<th>882-8211</th>
<th><a href="http://www.cf.missouri.edu">www.cf.missouri.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>• AC/Heating</td>
<td>• Electrical problems</td>
<td></td>
</tr>
<tr>
<td>• Fire protection</td>
<td>• Light bulb replacements</td>
<td></td>
</tr>
<tr>
<td>• Plumbing repairs</td>
<td>• Door access/repair</td>
<td></td>
</tr>
<tr>
<td>• Snow Removal</td>
<td>• Specialized equipment repair</td>
<td></td>
</tr>
<tr>
<td>• AC/Heating</td>
<td>• Elevator problems</td>
<td></td>
</tr>
<tr>
<td>• Fire protection</td>
<td>• Pest control</td>
<td></td>
</tr>
<tr>
<td>• Plumbing repairs</td>
<td>• Water problems</td>
<td></td>
</tr>
<tr>
<td>• Snow Removal</td>
<td>• Power outage</td>
<td></td>
</tr>
</tbody>
</table>

Customer Service Center personnel need the following information:

• Description of the problem
• Building name and room number
• Name and number of contact person
• An IOF (internal order form) for recharge services

Requests are prioritized and sent to the appropriate service unit:

• Emergency requests receive an immediate response - e.g. fire or flood
• Urgent requests receive assessment the same day - e.g. leaks, light bulb interfering with work, etc.
• Routine service requests are scheduled on a regular maintenance schedule for your building.

---

Custodial & Special Services 882-8211
umccfcustomerservice@missouri.edu

• Custodial Operations: Provides routine cleaning
• Special Services: Provide recharge services through Movers Unit, Chair Rental Service and Custodial Repair Shop
• Sign Shop

Key Shop 882-8211
• Window hours are 7:30 to 10 a.m. for key pick up

Energy Management 882-3094
(After 4 p.m., 882-8211)
• Call for underground locates

Planning, Design & Construction 882-2228
• For physical changes to work areas or buildings

Campus Facilities Administration 882-6896
• For Billing Issues

Business Services
http://businessservices.missouri.edu/

Scheduling Temporary Use of Facilities 882-7255
http://rooms.missouri.edu/main.cfm
• Scheduling outside functions (underground locates needed)

Vending 882-7254

Sustainability Office 882-7287
Recycling Pickup:
• Tuesdays: cardboard (flattened) and beverage containers
• Wednesday: paper
• For all other items, refer to website.

Landscape Services & Mizzou Botanic Garden 882-4240
• General landscaping questions