

# 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.

## Campus Facilities Customer Service

**882-8211**

**[www.cf.missouri.edu](http://www.cf.missouri.edu)**

- AC/Heating
- Fire protection
- Plumbing repairs
- Snow Removal
- Electrical problems
- Light bulb replacements
- Door access/repair
- Specialized equipment repair
- Elevator problems
- Pest control
- Water problems
- Power outage

**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](mailto: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 4p.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