

# FACILITIES SERVICE PROVIDER CHECKLIST

Below is a checklist of service providers to contact prior to setting up new service, relocation or closure.  
The service provider contact information is listed as well.

## DESIGN AND CONSTRUCTION

**Renovation or Construction project support** - point of contact is your Division Administrator and/or  
Ken Hargreaves - ext. 8881 or [kenh@caltech.edu](mailto:kenh@caltech.edu) Project planning, support and execution

**Campus maps or space information** – ext. 2040 or [bottomley@caltech.edu](mailto:bottomley@caltech.edu)

Maps, floor plans and space information – point of contact is Wayne Bottomley

## ENVIRONMENT, HEALTH, AND SAFETY

**Safety** - ext. 6727 website: [www.safety.caltech.edu](http://www.safety.caltech.edu)

Workplace and lab safety assessments, safety equipment evaluations, shipment of hazardous material,  
hazardous waste management issues, workplace and lab safety clearances

## FACILITIES MANAGEMENT

**Custodial** – ext. 4738 or email: [delmy.emerson@caltech.edu](mailto:delmy.emerson@caltech.edu)

Cleaning, Recycling and Event services and Tournament Park event planning

**Shop & Trades** – ext. 3783 or email: [kennith.lewis@caltech.edu](mailto:kennith.lewis@caltech.edu)

Carpenter, Paint, Lock and Key, Electrical, Transportation, Shipping and Receiving Services

**Maintenance** – ext. 3006 or email: [tim.ranalli@caltech.edu](mailto:tim.ranalli@caltech.edu)

HVAC, Plumbing, and Roofing

## GRAPHIC RESOURCES AND MAIL SERVICES

**Graphic Resources** – ext. 6701 or email: [grorders@caltech.edu](mailto:grorders@caltech.edu)

Business cards, letter head, envelopes, sensitive document shredding and scanning services

**Centralized Copier Program** – ext. 6706 or email: [rachel.delgadillo@caltech.edu](mailto:rachel.delgadillo@caltech.edu)

Arrange for service, technical support, set-up, relocation, or removal of copier equipment

**Mail Services** – ext. 6371 or email: [mailservices@caltech.edu](mailto:mailservices@caltech.edu)

Mail forwarding and address change, retire old mail code, new mail code assignment, toner cartridge  
pick-up, and change of address moving kits to notify correspondents of new location

## SECURITY

**Electronic Access** - Greg Powell, ext. 4708 or e-mail [greg.powell@caltech.edu](mailto:greg.powell@caltech.edu)

Granting/removing access, locking and unlocking times

**Security Systems** - Greg Powell, ext. 4708 or e-mail [greg.powell@caltech.edu](mailto:greg.powell@caltech.edu)

CCTV, alarm systems (new, activate, or deactivate)

## ADDITIONAL SERVICES PROVIDERS TO CONTACT:

**IMSS** - ext. 3500: Network cable/drops, and other computer and printer support

**Telephone Office** - ext. 4701: Arrange for disconnects and additions to phone, computer, fax lines

**Property Management** - ext. 4181: Notification of furniture/equipment being sold, donated, or discarded

**Human Resources** - ext. 3300 : [access.caltech.edu](http://access.caltech.edu), employee relations, staffing, reorganization, job posting,  
compensation, benefits

**Procurement** - ext. 8900: List of warehouse storage companies and resources