WHO TO CALL

Accounting Issues
Check Requests, Honorariums: 753-1514
Purchase Orders (Procurement): 753-1671
Travel Vouchers & Related Inquiries: 753-1514

Building Issues
Work Order Desk: 753-1741
Routine repair requests for building maintenance (carpenters, electricians, elevator repair, key control, masons, painters, plumbers, refrigeration)

Capital Projects: 753-1768
Remodeling requests/capital improvement forms (requests other than routine repair)

Heating Plant East Campus: 753-1151
Heating Plant West Campus: 753-1791
Cooling/Heating/Ventilation Issues

Building Services: 753-1147
Requests regarding building cleanliness

Housing & Dining (Building Issues) 753-4948

Environmental Health & Safety: 753-0404
Interior pest control, Ergonomic Assessment

Grounds: 753-1479
Requests regarding the outside of the facility (snow removal, barricades, irrigation, landscaping, exterior pest control, lawn, & plant maintenance)

Copiers
Information 753-1662
Canon repairs 800-950-4717

Document Services
Printing 753-1692

Employee Issues
Human Resource Services: 753-6000
Civil Service Testing: 753-6034
Operating Staff Council Inquiries: 753-6692
(Holly Nicholson, President)

Employee Wellness & Assistance: 753-9191

Notary Public 753-6029
Call Rose Miller for name of closest Notary Public

NIU Weather Information
Weather - Information: 753-1623
Weather - Closings:
DeKalb/Sycamore Callers 752-OPEN
752-6736
Outside Sycamore/DeKalb 888-464-8673

NIU Weather – Weather radio issues & planning
outdoor or major events forecasts 753-5492

Materials Management Issues
Campus Mail: 753-6286
Postage masters, mass mailings, unusual mailing requests

Property Control: 753-1436
New equipment tagging, reprint replacement

Central Stores (non-stock office supplies): 753-0262
Central Stores (in-stock office supplies): 753-6274

Movers: 753-6280
Mover work requests (equipment moving and archive pick-up)

Furniture Repair: 753-6287
Window treatments, carpet, upholstering

MyNIU erptraining@niu.edu or Cindy Kozumplik: 753-6790
Schedule of Classes, Advising/Student Support, Milestones, Queries, Reports

Public Safety Issues
EMERGENCY: 911
Non-Emergency: 753-1212

Late Safe Line Service: 753-2222

Huskie Patrol: 753-9658

Lost and Found: 753-1148

Miscellaneous Issues
NIU Information: 753-1000

Campus Parking: 753-1045
Occupied reserved space, lot availability, permit inquiries, meters.

Holmes Student Center:
General Inquiries: 753-1745
Lost & Found: 753-8560
Accounting/Billing: 753-1427
Meeting Room Reservations: 753-1743

Guest Rooms (Hotel): 753-1444
Guest Services: 753-1924

Huskie Bus Line: 758-6900
Campus bus schedules (www.huskieline.com)

DoIT Service Desk: 753-8100
Computer support, Outlook, cell phones, passwords, office machine repairs, telecommunications, phone repairs

Key Control: 753-1215
Issues keys, creates keys

Need more help? Contact any member of the APAC or visit our website www.niu.edu/apac.

We’re here to support you!!!

Note: please be aware of your department policies on calling in work orders before using the “Who to Call” list.

October 2015