# WHO TO CALL

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

## Building Issues
- **Work Request Desk/Facility Emergencies:** 753-1741
  - For routine support related to the following, see Website for further instructions:
    - [http://www.niu.edu/facilities/index.shtml](http://www.niu.edu/facilities/index.shtml)
  - Repair requests for building maintenance (carpenters, electricians, elevator repair, key control, masons, painters, plumbers, refrigeration), equipment moving and archive pick-up, remodeling requests/capital improvement, cooling/heating/ventilation, window treatments, carpet, upholstering, snow removal, barricades, irrigation, landscaping, pest control, lawn & plant maintenance, ergonomic assessment, extra building cleaning.

## Building Services:
- **Repair requests** for building maintenance, key control, masons, painters, plumbers, refrigeration, equipment moving and archive pick-up, remodeling requests/capital improvement, cooling/heating/ventilation, window treatments, carpet, upholstering, snow removal, barricades, irrigation, landscaping, pest control, lawn & plant maintenance, ergonomic assessment, extra building cleaning.
- **753-1147**
  - For informational questions only. For work related requests, contact Work Request Desk above.

## Housing & Dining (Building Issues)
- **753-4948**

## Environmental Health & Safety:
- **753-0404**
  - [http://www.niu.edu/ehs/](http://www.niu.edu/ehs/)
  - For informational questions only. For work related requests, contact Work Request Desk above.

## Grounds:
- **753-1479**
  - For informational questions only. For work related requests, contact Work Request Desk above.

## Key Control:
- **753-1215**
  - General key questions, otherwise contact Work Request Desk

## 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
  - Outside Sycamore/DeKalb 888-464-8673
- **NIU Weather:** 753-5492
  - Weather radio issues & planning outdoor or major events forecasts

## Materials Management Issues
- **Campus Mail:** 753-6286
  - Postage masters, mass mailings, unusual mailing requests
- **Property Control:** 753-1436
  - New equipment tagging, reprint replacement, Property tags, annual inventory report
- **Central Stores:** 753-6274
  - See Website for further instructions:
    - [http://www.niu.edu/MaterialsMgt/centralstores](http://www.niu.edu/MaterialsMgt/centralstores)
    - Office supplies, stock/non-stock

## MyNIU
- **servicedesk@niu.edu** or Cindy Kozumplik: 753-8647
  - Schedule of Classes, Advising/Student Support, Milestones, Queries, Reports

## Public Safety Issues
- **EMERGENCY:** 911
- **Non-Emergency:** 753-1212
- **Huskie Safe Line:** 753-2222
- **Huskie Patrol:** 753-9658
- **Lost and Found:** 753-1148

## Miscellaneous Issues
- **NIU Information:** 753-1000
- **Campus Parking:** 753-1045
  - See Website for further instructions:
    - [http://www.niu.edu/parking](http://www.niu.edu/parking)
  - Occupied reserved space, lot availability, permit inquiries, meters.

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Need more help? Contact any member of the APAC or visit our website [http://www.niu.edu/apac/](http://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.*
Miscellaneous Issues (cont.)

Holmes Student Center:

General Inquiries: 753-1744
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

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