

CWRU School of Dental Medicine

What Should I Do When....

<u>Please E-Mail (or Call)</u>		<u>When You Experience</u>
James or Ken	X6823 sod-maint@case.edu See your department assistant See your department assistant Tori X6982 See your department assistant	Bathrooms - messy; out of supplies Batteries CDs CWRU AV Services Elevators - broken, unruly Fed-Ex
James or Ken.	X6823 sod-maint@case.edu sod-maint@case.edu denthelp@case.edu	Furniture - broken, or desire "previously owned" items Heating/Cooling (I'm too hot! Or too cold!)
James or Ken.	X6823 sod-maint@case.edu Tori X6982 sod-maint@case.edu Tori X6982 Tori X6982 See your department assistant See your department assistant See your department assistant	Ink-Jet , Laser Printer Problems Keys (desks, cabinets, drawers) - lost, forgotten Keys - medeco building keys only Light Bulbs - burnt out Lockers - switching, obtaining, vacating Payroll Vouchers, Overtime, Student Employment Printing Services Purchasing Almost Anything Reimbursement of Expenses
James or Ken.	X6823 sod-maint@case.edu	Repairs of cubicle/dental equipment
James or Ken.	X6823 sod-maint@case.edu	Roll-Arounds - switching, obtaining, vacating
James or Ken.	X6823 sod-maint@case.edu	Strange Noises
James or Ken.	X6823 sod-maint@case.edu See your department assistant Tori X6982 Tori X6982 See your department assistant Tori X6982	Strange Smells Supplies that are not found in the supply room Telephone - no dial tone, static, inoperative Telephone - new phone needed Travel reimbursement Photocopiers - jammed, toner, staples