

Mercer University School of Medicine

Physical Plant Workorder Guidelines: Physical Plant workorders must be submitted by email to the responsible person for the area needing to be serviced. Always copy the message to the backup person to be sure of a prompt response.

Please prioritize your needs as follows:

Priority 1: matter of impending doom - pick up phone and call Physical Plant without delay (ext. 4002); then call responsible person or backup person

Eg. Water leak, tiles falling, ceiling leaks, smoke or smell

Priority 2: must be done today - send email and call responsible person or backup who will call Physical Plant and forward email

Eg. Toilet that is stopped but not overflowing onto floor, Light that is out that affects your ability to work.

Priority 3: routine - can be done within a few days: send email

Eg. Attaching keyboard drawer, light out that does affect ability to work, hanging pictures, etc.

Priority 4: will take time to do but is not pressing - must be scheduled; discuss with responsible person

Eg. Patching and painting walls, moving furniture at a certain date/time, large projects which require coordination of many individuals

The Medical School buildings are assigned as follows:

Dr. Roy Russ Medical School Research Addition, upstairs and downstairs
Basic Sciences areas of the Medical School building
Medical School Research Labs at the Law School

Email: russ_rd@mercer.edu backup: Shirley Coleman; coleman_sp@mercer.edu

Ms. Jan Labeause Medical School Building – First Floor (excluding Research & MHS)

Email: labeause_j@mercer.edu backup: Beth Hart; hart_bo@mercer.edu

Ms. Jan Labeause Medical School Building – Second Floor (excluding Basic Sci & Research)

Email: labeause_j@mercer.edu backup: Kim Meeks; meeks_k@mercer.edu

Ms. Barbara Windom Mercer Health Systems office contained within the Medical School

Email: windom_b@mercer.edu backup: Angie White; white_ad@mercer.edu

Ms. Lenora Rogers 707 Pine Street, Internal Medicine bldg – both floors

Email: rogers_lc@mercer.edu backup: Patricia Daniels; daniels_pe@mercer.edu

Ms. Jane Hardee 655 First Street, Psychiatry bldg – academic and patient care areas
857 Orange Terrace – Family Therapy and Brain Research areas

Email: hardee_jn@mercer.edu backup: Susan Hill; hill_s@mercer.edu

Ms. Kathy Warford Patterson Building – both floors

Email: warford_km@mercer.edu backup: Ava Chambliss_Richardson; chambliss_a@mercer.edu

Dr. Robert Fore 790 First Street – Medical Education building

Email: fore.robert@mccg.org backup: Melinda Burdette; burdette.melinda@mccg.org

Administrative Coordinator: Cheryl B. Reagan; reagan_cb@mercer.edu

PLEASE POST

Key Requests: Please note that key requests are processed as follows:

Key Request form is completed within the department and approved by Chair/Dean who is responsible for the area where the key is being issued.

Key Request form is faxed to **Attn: Cliff Brown, fax ext 5304, phone ext 4002**

The keys will be returned to the department admin coordinator with the Key Request form. The form will be signed by the person receiving the keys (i.e. the department admin coordinator). The department will be responsible for issuing and maintaining the records of all keys issued and for collecting the keys when someone leaves Mercer's employ. The keys always need to be returned to Cliff Brown so the University database can be updated. Keys always need to be reissued to new employees, not passed from one person to another.

The Physical Plant Workorder system covers any area or function of a building or facility except for those listed below:

The services listed below are covered by University Auxiliary Services. The Administrative Coordinator is responsible for contacting these University departments directly for problems with any of these service areas:

Alarm Systems: ext 2741

Bearcard System or Vending Operations; ext. 2741.

Telecommunications; ext. 2393.

Main Post Office Operations; ext. 2946 or ext. 2741.

Or email to: bearcard_support@mercer.edu

The Medical School Post Office is supervised by Elaine Pergerson in the Dean's Office; ext 5570.

The Medical School IT technology systems are managed by the MUSM IT and Media Services operations, Shane Milam, Director; ext 5138 or online at: <http://medport.mercer.edu/support>

Scheduling of classroom and meeting areas in the Medical School are handled as follows:

Dean's Conference Room contact Bessie Duggan; ext. 2600

LRC Classrooms contact Kim Meeks; ext. 4149.

All other classroom/meeting areas are covered by Campus Reservations office; ext. 4200 or reservations can be done online at: <http://www.mercer.edu/csil/suro.htm>

Be sure to designate special setups and media equipment needs at the time the room is requested, either by phone or online.

Mercer Police (ext. 4357, 2970, or emergency ext. 2911) They are responsible for keeping the campus and people safe. They need everyone to help by calling their office whenever there is something or someone that might threaten this safety. They are also responsible for severe weather alerts and are the contact point for reporting personal injury including Workman's Compensation claims. After hours, they take calls for emergency maintenance problems and contact the physical plant person on-call.