

MESSIAH PRESS

- Messiah Pressx6030
- Bulk Mailingsx5615
- Campus Post Officex6026

Business Cards	Printing
Envelopes	Laminating
Letterhead	Posters and Displays
Design Services	Warehousing
Campus Copiers	UPS Shipping
Full Service Copying	US Mail
Scanning	Mass Emails

CONFERENCE & EVENT SERVICES

- Conference & Event Services x6009
- Ticket Office/ Guest House x6036
- Receptionist..... x3770

Room Reservations	Event Planning
Vehicle Reservations	Fleet Driver Approvals
Sound and Lighting	

DINING SERVICES

- Café Diem (Library)x2892
- Cateringx4095
- Dietary Needsx7223
- Dining Services Mainx3270
- Dining Servicesx7126
- Falconx6045
- Student Unionx5345
- Café @ Winding Hill.....x2743

SAFETY

- Department of Safety....x6005
- Fire Safetyx6747

Building Security	Investigation of Campus Incidents and Crimes
First Aid Kits	Lost and Found
University Fleet Driver Training	Parking
Emergency Maintenance Calls After Hours	Safety Training
Emergency Phones	Vehicle Accidents
The Connection-Training and Programming	Visitor ID & Temporary Parking Passes
Fire Safety	Annual Security Report

FACILITY SERVICES, GROUNDS & CAMPUS EVENTS

- Facility Services..... x6011
- Campus Events x6011
- Key Services x6011
- Grounds Services x6011
- Central Receiving x3520 or x6011

Carpentry Work:	Landscaping
• Installing Shelving	Heating
• Repair Counter Tops	Air Conditioning
• Replace Window Frames	Ventilation
Ceiling Tile Replacement	Refrigeration Service
Cleaning of Buildings:	Pest Control
• Office	Light Bulb Replacement
• Classroom	Locks and Keys
• Public Areas	Snow Removal
Plumbing/Electrical	Trash and Recycling Collection
Furniture Moving, Repair, Removal & Storage	

SUSTAINABILITY

- Sustainability Office x4785

Campus Compost	Grantham Community Garden & Garden Apiary
Tree Care Committee	Sustainable Move-Out
Greenhouse Gas Inventory	
Bike-share	

Sustainability initiatives are directed by the Director of Sustainability.
Visit: messiah.edu/sustainability for the current list

VICE PRESIDENT FOR OPERATIONS

- Office x6003
- Assistant x2080
- University-owned Property Info..... x2080

University owned property: deeds, tax parcels, and closing documents	New Construction
Insurance:	Renovations
• Automobile (fleet)	Land Development
• General Liability (domestic & foreign)	Notary Services (students & employees only)
• Professional	Text Alert System (students & employees only)
Liability - Property	