DIRECTORY OF OPERATIONS

MESSIAH PRESS

• Messiah Press .............. x6030
• Bulk Mailings ............... x5615
• Campus Post Office ...... x6026

Business Cards
Envelopes
Letterhead
Design Services
Campus Copiers
Full Service Copying
Scanning

Printing
Laminating
Posters and Displays
Warehousing
UPS Shipping
US Mail
Mass Emails

FACILITY SERVICES, GROUNDS & CAMPUS EVENTS

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

Carpentry Work:
• Installing Shelving
• Repair Counter Tops
• Replace Window Frames
Ceiling Tile Replacement
Cleaning of Buildings:
• Office
• Classroom
• Public Areas
Plumbing/Electrical
Furniture Moving, Repair, Removal & Storage

Landscaping
Heating
Air Conditioning
Ventilation
Refrigeration Service
Pest Control
Light Bulb Replacement
Locks and Keys
Snow Removal
Trash and Recycling Collection

CONFERENCE & EVENT SERVICES

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

Room Reservations
Vehicle Reservations
Sound and Lighting

Event Planning
Fleet Driver Approvals

DINING SERVICES

• Café Diem (Library) ....... x2892
• Catering ...................... x4095
• Dietary Needs .............. x7223
• Dining Services Main .... x3270
• Dining Services .......... x7126
• Falcon ......................... x6045
• Student Union .............. x5345
• Café @ Winding Hill ...... x2743

Catering
Dietary Needs
Dining Services
Falcon
Student Union
Café @ Winding Hill

DINING SERVICES

SAFETY

• Department of Safety .... x6005
• Fire Safety ..................... x6747

Building Security
First Aid Kits
University Fleet Driver Training
Emergency Maintenance Calls After Hours
Emergency Phones
The Connection - Training and Programming
Fire Safety

Investigation of Campus Incidents and Crimes
Lost and Found
Parking
Safety Training
Vehicle Accidents
Visitor ID & Temporary Parking Passes
Annual Security Report

SUSTAINABILITY

• Sustainability Office ... x4785

Campus Compost
Tree Care Committee
Greenhouse Gas Inventory
Bike-share

Grantham Community Garden & Garden Apiary
Sustainable Move-Out

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
Insurance:
Automobile (fleet)
General Liability (domestic & foreign)
Professional Liability - Property

New Construction
Renovations
Land Development
Notary Services (students & employees only)
Text Alert System (students & employees only)

messiah.edu/operations
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