

COLLEGE OF DESIGN NEW EMPLOYEE RESOURCES

ADDRESS: 715 BISSELL ROAD AMES, IA 50011

MAIN OFFICE NUMBER: (515) 294-7428

MAIN OFFICE ADDRESS: 146 COLLEGE OF DESIGN

Fire – Ames Fire Department	911
Medical Emergency	911
POLICE – CAMPUS	4-4428
FPM & M SERVICE	4-5100
THEILEN STUDENT HEALTH CENTER	4-5801
Student Assistance (mental health)	4-5056
POISON INFORMATION	800-222-1222
PARKING	4-3388
DINING/VENDING	4-2900
IT SOLUTION CENTER	4-4000
Output Center	4-1774
Student Services	4-6983
Design Café	4-2845

IF YOU EVER FEEL UNSAFE OR HAVE A DIFFICULT PERSON THAT WONT LEAVE CALL THE CAMPUS POLICE!

Copying/printing

- Faculty requests refer them to their departmental partner.
- Report supplies needed to the front desk supervisor.

TV's

Check and make sure that the triangles, atrium, or the whole building in general do not have TVs left out overnight or especially the weekends.

- If found, return to the output center on the 4th floor.
- For output center questions, contact (4-1774).

Posters

Each week, make sure that the posters hung up throughout the building are up to date. If outdated, recycle them.

- See "Poster Policy" page in the handbook for more information.

Bulletin Boards

Check and make sure that wheeled bulletin boards are put away overnight.

- If found, return to the auditorium.

First Aid Kits

If supply runs low, contact Shawnia Silverthorn or Amy Bannister.

Parking Requests

- Faculty requests, refer them to their department partner.
- Visitors can directly go online or to the Armory:
<https://www.parking.iastate.edu/visitor/permit>
- Shawnia Silverthorn or departmental partners can request parking permits for job candidates for interviews on campus

Lost and Found

Located in Room 146. Return lost items to this room to be placed on the list.

Building/Maintenance Requests

Any issues, such as water leak, elevator issues, etc. contact FPM 4-5100.

- Left elevator is #1. Right elevator is #2.
- Lightbulbs in display cases report to Mike Miller.
- Computer issues report to Dan or Mike.