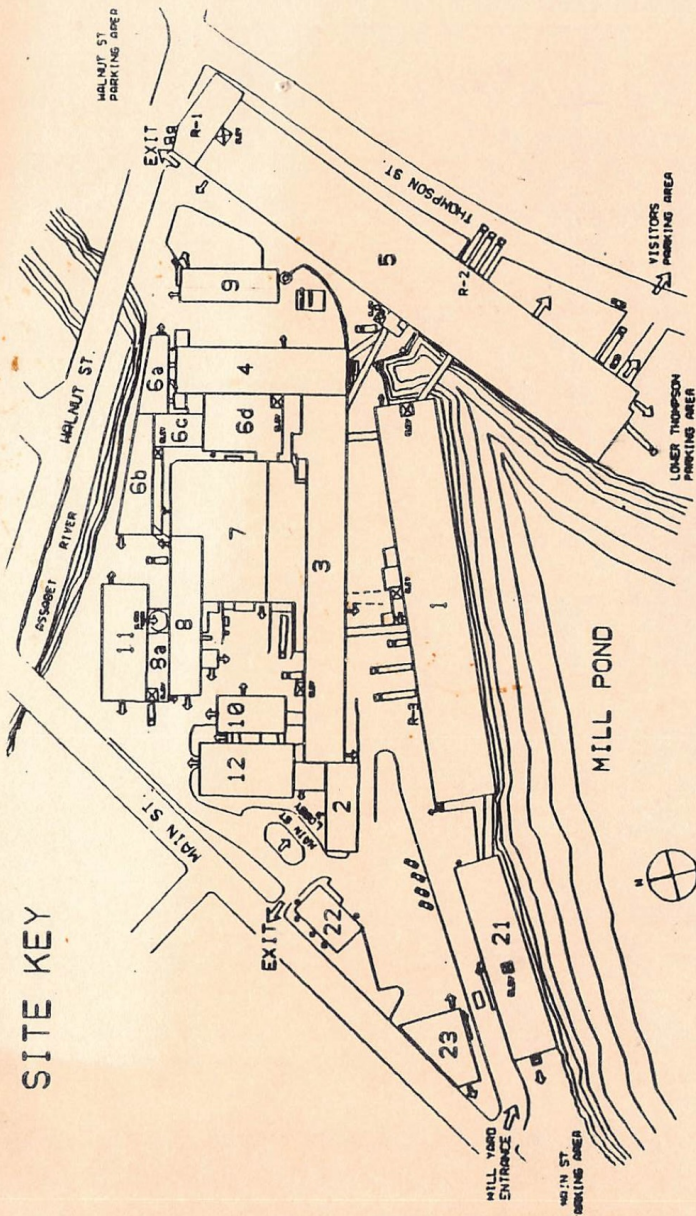
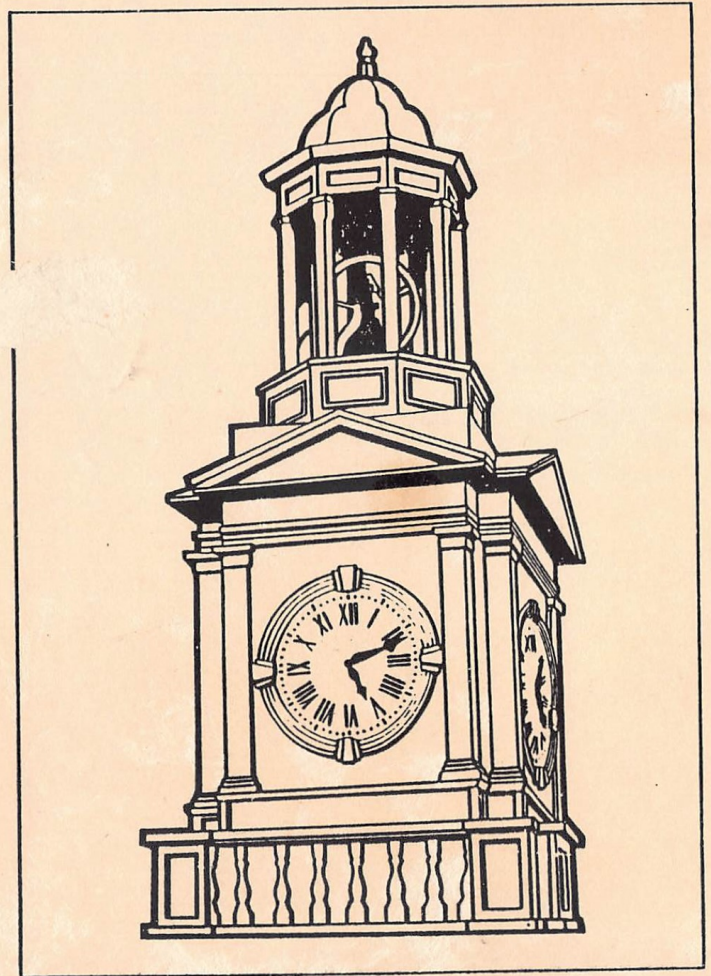


SITE KEY



MILL SITE SERVICES



digital

EMERGENCY/MEDICAL & FIRE DIAL 8-911

PROPERTY MANAGEMENT/CENTRAL ORDER DESK 223-2308

PROPERTY MANAGEMENT (CENTRAL ORDER DESK)

- * BUILDING MAINTENANCE & REPAIRS
 - * BUILDING DESIGN & CONSTRUCTION
 - * AUDIO/VISUAL LOAN EQUIPMENT
 - * NAMEPLATES
 - * HILL CONFERENCE ROOM LISTING
 - * TV/FMR/TCF REPAIRS
 - * POSTING SERVICE/HILL SITE INFORMATION BOARDS AND MARKETPLACE BOARDS
- o Location: MLO7A1, Pole 1A
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 223-2308

CAFETERIA

- o Location: MLO5-4, Pole 42D
o Hours: 6:30 a.m. to 11:00 a.m., 11:30 a.m. to 1:00 p.m.,
2:00 p.m. to 3:00 p.m.
o Phone: 223-2404 or 223-8847

CONVENIENCE COPIER SERVICE

- o Location: MLO3-1 Pole 31A
o Hours: 7:45 a.m. to 5:00 p.m.
o Phone: 223-5665

COPY CENTER

- o Location: MLO3-1, Pole 46C
o Hours: 7:30 a.m. to 5:00 p.m.
o Phone: 223-4054

COURIER SERVICES

- Passenger Transportation Schedule on Livewire
o Hours: 6:30 a.m. to 5:00 p.m.
o Phone: 223-5566 or 223-5344

CREDIT UNION

- o Location: MLO5-4, Pole 34B
o Hours: 8:00 a.m. to 4:00 p.m.
o Phone: 223-7190

CUSTOMER TOURS

- o To schedule: Node-Asabet::Tours
o Location: MLO7A1 Pole 1A
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 223-2700

EMPLOYEE DISBURSEMENT

- o Location: MLO3-4, Pole 32A
o Hours: Mon./Tues. 1:00 p.m. to 3:30 p.m.
Wed./Fri.: 8:30 a.m. to 11:30 a.m.
1:00 p.m. to 3:30 p.m.
Thurs.: 1:00 p.m. to 3:30 p.m.
8:30 a.m. to 11:30 a.m. (PAYROLL DIST. ONLY)
o Phone: 223-3663 or 223-9398

ENVIRONMENTAL HEALTH AND SAFETY

- o Location: MLO23-2, Pole 4B
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 223-4433 or 223-2152

FURNITURE ACQUISITION

- o Location: MLO7A1, Pole 1A
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 223-2395

HEALTH SERVICES

- o Location: MLO5-3, Pole 22C
o Hours: 8:15 a.m. to 5:00 p.m.
o Phone: Emergency ----- 8-911
Employee Assistance --- 223-4439
All Other Calls ----- 223-3000
- o Location: MLO3-2/Near Main ST. Lobby
o Hours: 8:30 a.m. to 12:00
o Phone: Emergency ----- 8-911
All Other Calls ----- 223-3733

EMERGENCY/MEDICAL & FIRE DIAL 8-911

PROPERTY MANAGEMENT/CENTRAL ORDER DESK 223-2308

IN-HOUSE RELOCATION

- o Location: MLO7A1, Pole 1A
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 223-2395

HILL LEARNING CENTER SERVICES

- o Location: MLO1-4, Pole 23B
o Hours: 8:30 a.m. to 4:30 p.m.
o Phone: 223-6022

HAYWARD AREA INFORMATION SERVICES (Including LIBRARY)

- o Location: MLO4-3, Pole A12
o Hours: 8:15 a.m. to 5:00 p.m.
o Phone: 223-6231

MAIL ROOM

- o Location: MLO3-1, Pole 31A
o Hours: 7:45 a.m. to 5:00 p.m.
o Phone: 223-2360 or 223-1638

METPAY

- o Location: MLO3-2, Pole 7B
o Hours: 8:30 a.m. to 12:00 p.m., 1:00 p.m. to 4:30 p.m.
o Phone: 223-9790

OFFICE SUPPLIES--RECYCLE WALK IN CENTER

- o Location: MLO3-1 Pole 29C
o Hours: 7:00 a.m. to 4:00 p.m.
o Phone: 223-5655

PURCHASING

- o Location: LK9 1-1/M06 (GENERAL HOTLINE)
o Hours: 7:00 a.m. to 5:00 p.m.
o Phone: 226-7330

SECURITY

- o Location: MLO23-3
o Hours: 24 Hours
o Phone: 223-2833

SHIPPING/RECEIVING

- o Location: MLO1-1, Pole 14A
o Hours: 7:30 a.m. to 4:00 p.m.
o Phone: 223-2860

SITE PERSONNEL SERVICES

- o Administration & Employee Relations
o Location: MLO3-4, Pole 24C
o Hours: 8:15 a.m. to 5:00 p.m.
o Phone: 223-9250

- o Employment & Job Resource Center
o Location: MLO5-5, Pole 41D
o Phone: 223-6488

TELECOMMUNICATION SERVICES

- o Location: PRO-1/52
o Hours: 8:00 a.m. to 5:00 p.m.
o Hours: Operator Services 7:30 a.m. to 5:30 p.m.
o Location: MLO3-4, Pole 42C
o Hours: 8:00 a.m. to 5:00 p.m.
o Phone: Customer Service Desk ---- 223-2420
Data & Telephone Repair/Data Requests---223-2420
Telephone Installations MLO-223-3983/PRO-223-2387

TRAVEL/AVIATION RESERVATIONS

- o Location: PRO/TVL
o Hours: 7:30 a.m. to 5:30 p.m.
o Phone: 223-3052

Additional copies call 223-2308

COURTESY OF HAYWARD AREA PROPERTY MANAGEMENT

OCTOBER 1991