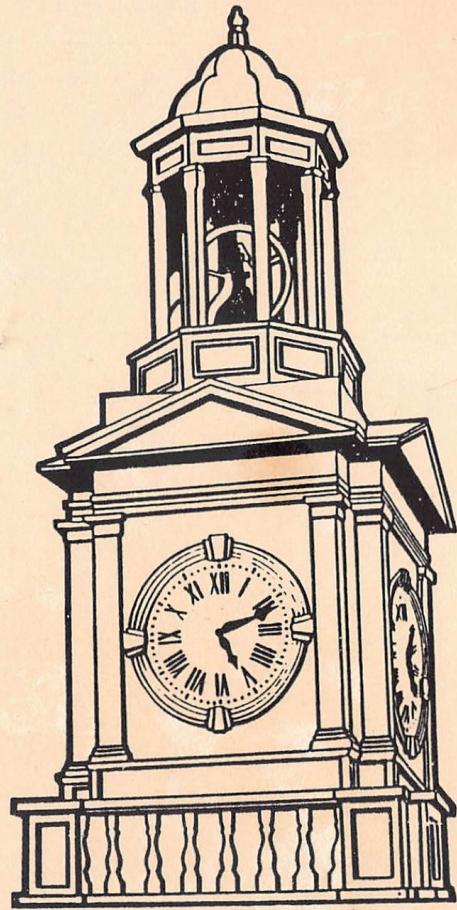
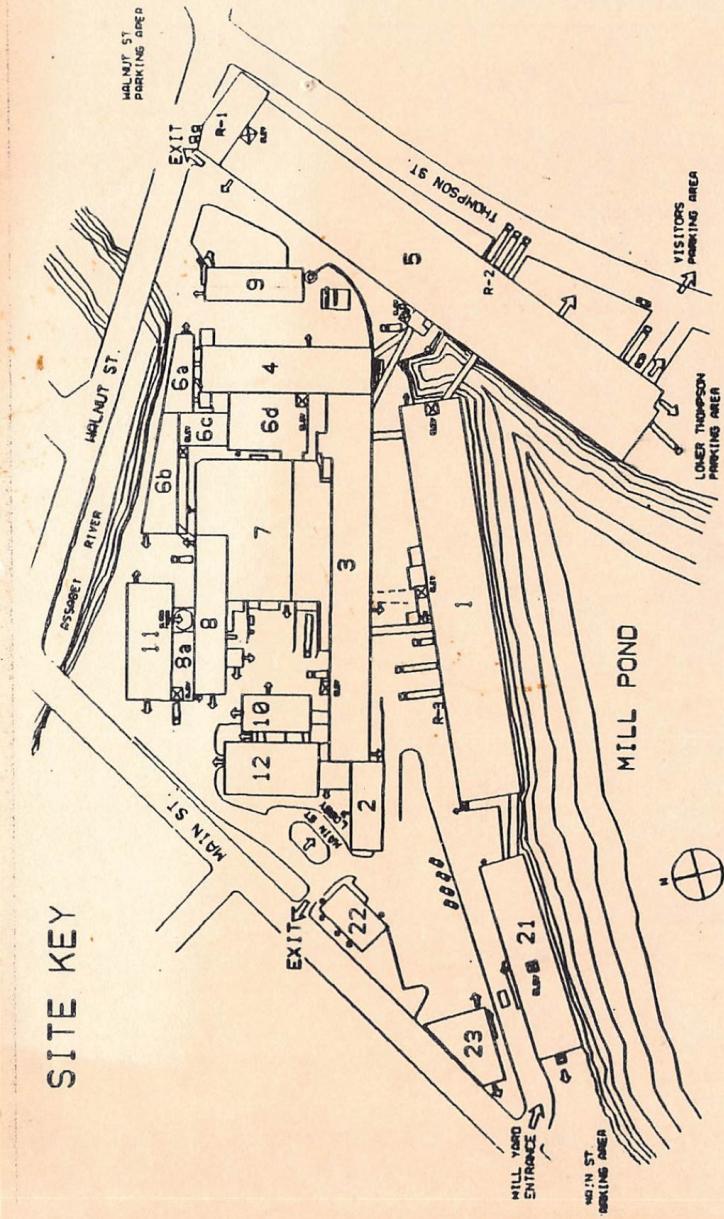


MILL SITE SERVICES



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
- MILL CONFERENCE ROOM LISTING
- TYPewriter REPAIRS
- POSTING SERVICE/MILL SITE INFORMATION BOARDS AND MARKETPLACE BOARDS
- Location: MLO7A1, Pole 1A
- Hours: 7:00 a.m. to 5:00 p.m.
- Phone: 223-2308

CAFETERIA

- Location: MLO5-4, Pole 42D
- 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.
- Phone: 223-2404 or 223-8847

CONVENIENCE COPIER SERVICE

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

COPY CENTER

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

COURIER SERVICES

Passenger Transportation Schedule on Livewire

- Hours: 6:30 a.m. to 5:00 p.m.
- Phone: 223-5566 or 223-5344

CREDIT UNION

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

CUSTOMER TOURS

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

EMPLOYEE DISBURSEMENT

- Location: MLO3-4, Pole 32A
- 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)
- Phone: 223-3663 or 223-9398

ENVIRONMENTAL HEALTH AND SAFETY

- Location: MLO23-2, Pole 48
- Hours: 7:00 a.m. to 5:00 p.m.
- Phone: 223-4433 or 223-2152

FURNITURE ACQUISITION

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

HEALTH SERVICES

- Location: MLO5-3, Pole 22C
- Hours: 8:15 a.m. to 5:00 p.m.
- Phone: Emergency ----- 8-911
Employee Assistance --- 223-4439
All Other Calls ----- 223-5000
- Location: MLO3-2/Near Main ST. Lobby
- Hours: 8:30 a.m. to 12:00
- 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

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

MILL LEARNING CENTER SERVICES

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

MAYNARD AREA INFORMATION SERVICES (Including LIBRARY)

- Location: MLO4-3, Pole 41Z
- Hours: 8:15 a.m. to 5:00 p.m.
- Phone: 223-6231

MAIL ROOM

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

NETPAY

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

OFFICE SUPPLIES--RECYCLE WALK IN CENTER

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

PURCHASING

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

SECURITY

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

SHIPPING/RECEIVING

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

SITE PERSONNEL SERVICES

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

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

TELECOMMUNICATION SERVICES

- Location: PRO-1/B2
- Hours: 8:00 a.m. to 5:00 p.m.
- Hours: Operator Services 7:30 a.m. to 5:30 p.m.
- Location: MLO3-4, Pole 42C
- Hours: 8:00 a.m. to 5:00 p.m.
- Phone: Customer Service Desk ---- 223-2420
Data & Telephone Repair/Data Requests--223-2420
Telephone Installations MLO-223-3983/PRO-223-2387

TRAVEL/AVIATION RESERVATIONS

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

Additional copies call 223-2308

COURTESY OF MAYNARD AREA PROPERTY MANAGEMENT

OCTOBER 1991