

SECURITY

- * Badges, camera passes, confidential bins, key cards, locksmith, receptionists, property passes, vehicle registration, visitors
- o Location: PK03-1/18F
- o Hours: 24 hours; 7 days/week
- o Contact: DTN 223-5151, 5152 (Employee Entrance)
PK03-1 Visitor Lobby DTN 223-5047
PK02 Lobby DTN 223-4302
PK01 Lobby DTN 223-5376

SHOWERS

- o Location: Restrooms PK03-1/23F; 2 men/2 women w/lockers
Restrooms PK03-2/3E; 2 men/2 women/1 handicap
- o Hours: 6 a.m. - 7 p.m.
- o Contact: DTN 223-4501 (ICS::PROPERTY)

SHIPPING & RECEIVING

- * Process all vendor and interplant shipments, salvage, office recycle
- o Location: PK03-1/28J & PK01 Rear
- o Hours: PK03 7:30 a.m. - 4:45 p.m.
PK01 7:30 - 11:30 a.m.
- o Contact: DTN 223-2697 (PK03), 223-5595 (PK01)

SITE ROOM SCHEDULING SYSTEM (SRS)

- * On line conference room scheduling
At local prompt type "C CONF"; User "SRS"
- o Contact: DTN 223-4501 (ICS::CRAIL)

Automated Conference Rooms

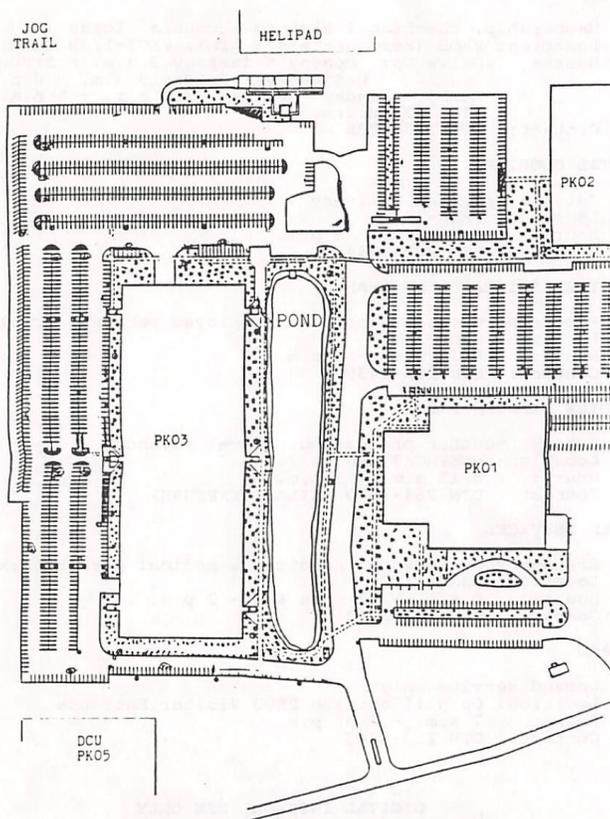
Name	Location	SRS Name
Maynard	PK03-1/8D	Maynard
Lincoln	PK03-1/8E	Lincoln
Sudbury	PK03-1/8F	Sudbury
Acton	PK03-1/7F	Acton
Concord	PK03-1/16B	Conc
Port	PK03-1/30C	Port
Starboard	PK03-1/22G	Starboard
Anchor	PK03-1/30B	Anchor
Eagle	PK03-1/28C	Eagle
R.D.Murphy	PK03-1/30J	R.D.Murphy
Red Cross	PK03-2/22D	Red Cross
Bob Ellis	PK03-2/25C	Bob Ellis
Dan Cook	PK03-2/26C	Dan Cook
Rhode Island	PK01 Conf.Ctr.	R. I.
Connecticut	PK01 Conf.Ctr.	Conn
New Hampshire	PK01 Conf.Ctr.	N.H.
Vermont	PK01 Conf.Ctr.	Verm

TELECOMMUNICATIONS

- * Data and voice repair, installations, voicemail
- o Location: PK01
- o Hours: 8:15 a.m. - 5 p.m.
- o Contact: DTN 223-2420 (PKHUB1::CSDMAIL)

DISTRIBUTED BY PKO PROPERTY MANAGEMENT

WELCOME TO PKO SITE



digital

EMERGENCY 8-911

CAFETERIA

- * Cafeteria manager, catering, vending
- o Location: PK03-1/3C (full service), PK01, PK02 (vending)
- o Hours: 6:30 a.m. - 3:30 p.m.
- o Lunch: 11:30 a.m. - 1:30 p.m.
- o Contact: DTN 223-5067 (ICS::PKOCAFE)

DIGITAL CREDIT UNION

- * Membership, checking & savings accounts, loans
- o Location: PK05 (Headquarters & ATM); PK03-1/7B (ATM)
- o Hours: Drive Up: Monday & Tuesday 9 a.m. - 5:30 p.m.
- o Wednesday - Friday 9 a.m. - 6 p.m.
- o Lobby: Monday - Friday 7:30 a.m. - 5 p.m.
- o ATM: 24 hours
- o Contact: DTN 223-6735

DIGITAL COURIER

- * Internal package delivery
- o Location: PK03-1/3C
- o Hours: 6:30 a.m. - 5 p.m.
- o Contact: DTN 223-5344

EMPLOYEE ASSISTANCE PROGRAM

- * Resource/referral center for employee personal problems
- o Location: PK03-1/11F
- o Hours: 8:15 a.m. - 5 p.m.
- o Contact: DTN 223-4439

EMPLOYEE DISBURSEMENTS

- * Expense voucher processing, travel advances
- o Location: NNEFMC @ MK01-1/29L
- o Hours: 8:15 a.m. - 5 p.m.
- o Contact: DTN 264-1970 (LILAC::EXPENSE)

HEALTH SERVICES

- * Emergency assistance, handicap & medical permit parking
- o Location: MS02-1/E22
- o Hours: 9 a.m. - 12 noon & 1 - 2 p.m.
- o Contact: DTN 223-3000

HELIPAD

- * Demand service only
- o Location: On hill outside PK03 Visitor Entrance
- o Hours: 7 a.m. - 7:30 p.m.
- o Contact: DTN 223-6163

DIGITAL INTERNAL USE ONLY

HUMAN RESOURCES

- * Processes Employee Data Change Forms, Benefit Authorizations, Payroll Deductions. Location of employee files. Consultants located near groups they support.
- o Location: MS02-3/F25 (daily secured mail pickups)
- o Hours: 8:00 a.m. - 5:00 p.m.
- o Contact: DTN 223-8089
- * People Support Network
- o Infoline: DTN 521-4080 or 800-544-9944 (24 hr/7 day recorded information on benefits, policies, and programs)
- o PSN: DTN 592-7500 or 800-544-9944 (Direct access to professional during normal working hours to answer benefit, policy, and program questions. Personal data changes.)

METPAY

- * Home, automobile, and associated insurance
- o Location: PK03-1/16K
- o Hours: 8:30 a.m. - 12 noon & 1:00 - 4:30 p.m.
- o Contact: DTN 223-8932

OFFICE SERVICES

- * Airline ticket pickup, A/V equipment, copying services, copier repair, fax, interoffice mail, U.S. Mail, student shipments, typewriter repair
- o Location: PK03-1/5G (Mailroom)
- o Hours: 7:30 a.m. - 4:45 p.m.
- o Contact: DTN 223-5096, 223-4501 (ICS::PROPERTY)

OFFICE SUPPLIES

- * COSMOS
- o Location: MKO
- o Hours: 8:15 a.m. - 5 p.m.
- o Contact: DTN 264-4117 (VTX PVTX COSMOS INFOBASE)

PAYROLL

- * Garnishments, paychecks, time cards, W2 forms
- o Location: PK03-1/12F
- o Hours: 8:15 a.m. - 5 p.m.
- o Contact: DTN 223-3577

PROPERTY MANAGEMENT

- * Construction, custodial, designated smoking areas, environmental health, furniture, heating, ventilation, air conditioning, electrical, exterminator, groundskeeping, jogging trail, lighting, maintenance, moves, nameplates, signage, recycle, safety, salvage, snow removal, space, trash
- o Location: PK03-1/5G
- o Hours: 7:30 a.m. - 5 p.m.
- o Contact: DTN 223-4501 (ICS::PROPERTY)

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