

# Office Services Department

## Overview

<b>Staff</b>	<b>Phone (651)</b>	<b>Floor</b>	<b>Phone (651)</b>	<b>Floor</b>
Wendy Madsen, Office Manager	201-1583	3B	Tom Johnson	296-8135 6 mailroom
Larry Anderson	649-5777	3B reception desk	Lisa Lee	201-1586 3B
Dennis Carlson	201-1584	3B	Curtis Johnson	297-3223 6 mailroom
Alan Johnson	201-1585	3B	Karin Ward	296-8012 3A reception desk

<b>Support Services Provided</b>	<b>Who to Call</b>
<b><i>Clerical Assistance</i></b>	
Copying, collating, stuffing, mailing, typing	Lisa Lee
<b><i>Conference Rooms and Meetings</i></b>	
Catering	Dennis Carlson, Alan Johnson
Conference room cleanliness (daily checking)	Curt Johnson
Conference room reservations (3 <sup>rd</sup> and 4 <sup>th</sup> floor)	3A desk Karin Ward, 3B desk Larry Anderson
Conference room set-ups	Dennis Carlson
<b><i>Equipment, Furniture, and Supplies</i></b>	
Access cards	Dennis Carlson
Business cards, ordering	Larry Anderson
Coffee supplies and equipment	Dennis Carlson
Copy paper and supply distribution	Curt Johnson
Copiers and faxes: service and supplies	Lisa Lee
Keys (floor and office) and key cards (access)	Dennis Carlson
Furniture and equipment	Wendy Madsen
Letterhead stationery and envelopes	Larry Anderson
Name badges	Dennis Carlson
Name badges, producing	Larry Anderson
Office supplies, including copy paper	Curt Johnson
Purchases: chairs, copiers and fax machines, modular furniture components	Wendy Madsen
Shirts, MnSCU	Larry Anderson
Signage	Wendy Madsen
Vending machines	Dennis Carlson
Water dispensers	Dennis Carlson
Wireless communication equipment (cell phones and pagers)	Wendy Madsen

<b>Janitorial Issues</b>	Wendy Madsen
<b>Mail and Courier</b>	
Bank deposit runs	Tom Johnson
Capitol Complex run	Tom Johnson
Mail: Incoming and outgoing US, state interoffice, and WFP	Tom Johnson
Newspaper distribution	Lisa Lee
<b>Moving and Storage</b>	
Moving services: furniture	Wendy Madsen
Records storage	Alan Johnson
Storage access	Alan Johnson
Shredding of confidential documents	Dennis Carlson
<b>Reception/Information Desk</b> 7:30 a.m. to 5:00 p.m. Monday through Friday	
Greet and direct visitors Reserve fleet and rental cars Assist with conference room schedule Assist with master calendar	3A desk: Karin Ward (Lisa Lee 4:00-5:00 p.m. and backup) 3B desk: Larry Anderson (Alan Johnson 7:30-8:30 a.m. and backup)
<b>Transportation</b>	
Car maintenance (fleet cars to Travel Management)	Alan Johnson
Car reservations (fleet car or rental car)	3A desk: Karin Ward 3B desk: Larry Anderson
Parking and Metro bus pass	Dennis Carlson
Rides to Capitol	Karin Ward/Larry Anderson direct requests to Alan Johnson