# Contacts by Service

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Content</th>
<th>Context / Definition</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Managers</td>
<td>Bldg. Managers Contacts - (Collaboratively Maintained List)</td>
<td>Questions? Contact Dan Schrantz: <a href="mailto:DSchrantz@lbl.gov">DSchrantz@lbl.gov</a> 510-486-7822</td>
<td></td>
</tr>
<tr>
<td>Bus Services</td>
<td>Routes &amp; schedules Instructions for riders &amp; bikeists After-hours taxi</td>
<td>Contact Bus Services at <a href="mailto:busservices@lbl.gov">busservices@lbl.gov</a> or 510-486-4165 to provide comments, compliments, feedback, or suggestions.</td>
<td></td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Courier services FAQ Pick-ups Hours/location/contact info</td>
<td>Material moves are handled by Transportation.</td>
<td></td>
</tr>
<tr>
<td>Vehicle Services / Fleet Operations</td>
<td>Reserve a vehicle - 1 day or overnight Vehicle list Accident report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td>Login to Point &amp; Ship Shipping at Berkeley Lab Training Policies &amp; Procedures How to Create a Shipment in Point &amp; Ship Reference Guide Hours/location/contact info</td>
<td><a href="http://shipping.lbl.gov">http://shipping.lbl.gov</a> Material shipped from the Lab is handled by Shipping.</td>
<td></td>
</tr>
<tr>
<td>Receiving</td>
<td>Track packages at [<a href="http://trackit.lbl.gov">http://trackit.lbl.gov</a>] FAQ Hours/location/contact info</td>
<td>All materials and packages delivered to the Lab are routed through Central Receiving and officially received in the eProcurement system.</td>
<td></td>
</tr>
<tr>
<td>Move Coordination</td>
<td>Office moves</td>
<td>See Space Planning</td>
<td></td>
</tr>
<tr>
<td>Space Planning</td>
<td></td>
<td>The Facilities Planning Department manages and maintains institutional data regarding space assignments.</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail Services</td>
<td>Bulk mail Change mail stop Int'l. mail Route schedule USPS links Zip + 4 Hours/location/contacts</td>
<td>We pick up, sort and deliver the Laboratory’s USPS Mail, International Mail and Interoffice Mail both on and off site.</td>
<td></td>
</tr>
</tbody>
</table>

## Building Managers Contacts
- **Bldg. Managers Contacts** (Collaboratively Maintained List)
- Questions? Contact Dan Schrantz: DSchrantz@lbl.gov 510-486-7822

## Bus Services
- **Routes & schedules**
- **Instructions for riders & bikeists**
- **After-hours taxi**
- Contact Bus Services at busservices@lbl.gov or 510-486-4165 to provide comments, compliments, feedback, or suggestions.

## Transportation Services
- **Courier services**
- **FAQ**
- **Pick-ups**
- **Hours/location/contact info**
- Material moves are handled by Transportation.

## Vehicle Services / Fleet Operations
- **Reserve a vehicle - 1 day or overnight**
- **Vehicle list**
- **Accident report**

## Shipping
- **Login to Point & Ship**
- **Shipping at Berkeley Lab Training Policies & Procedures**
- **How to Create a Shipment in Point & Ship Reference Guide**
- **Hours/location/contact info**
- **http://shipping.lbl.gov**
- Material shipped from the Lab is handled by Shipping.

## Receiving
- **Track packages at [http://trackit.lbl.gov]**
- **FAQ**
- **Hours/location/contact info**
- All materials and packages delivered to the Lab are routed through Central Receiving and officially received in the eProcurement system.

## Move Coordination
- **Office moves**
- See Space Planning

## Space Planning
- **The Facilities Planning Department manages and maintains institutional data regarding space assignments.**

## Mail Services
- **Bulk mail**
- **Change mail stop**
- **Int'l. mail**
- **Route schedule**
- **USPS links**
- **Zip + 4**
- **Hours/location/contacts**
- We pick up, sort and deliver the Laboratory's USPS Mail, International Mail and Interoffice Mail both on and off site.

## Contact Information
- **Location:** Bldg 69
- **Hours:** 7:00am- 3:30pm
- **Phone:** (510) 486-5404
- **Request work:** workrequest.lbl.gov
- **Email:** transportation@lbl.gov

## Contact Information
- **Location:** Bldg 69
- **Hours:** 7:00am- 3:30pm
- **Phone:** (510) 486-4165
- **Fax:** (510) 486-7200
- **Questions? Contact Kory Porter:** KJPorter@lbl.gov 510-486-5112
<table>
<thead>
<tr>
<th>Drawing Archive</th>
<th>The Facilities Drawing Archive</th>
<th>Questions? Contact Romy Tecson: <a href="mailto:RZTecson@lbl.gov">RZTecson@lbl.gov</a> 510-486-6104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Site Planning, Interior Design</td>
<td>Facilities Site Planning</td>
</tr>
<tr>
<td>Website Support</td>
<td></td>
<td><a href="mailto:webmaster-facilities@lbl.gov">webmaster-facilities@lbl.gov</a></td>
</tr>
<tr>
<td>Work Request Center</td>
<td></td>
<td>workrequest.lbl.gov <a href="mailto:wrc@lbl.gov">wrc@lbl.gov</a> 510-486-6274 7:30 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>