

Information from the Division for Service and Infrastructure, IKE:

Bellow you can see how to handle different issues concerning the facilities and equipment.

Most of the issues/errands should be reported/ notified to the customer service FIXA, at Region Östergötland.

Errands to FIXA can be reported by phone (010-1044000), or by website (only available in Swedish): <http://vardgivarwebb.regionostergotland.se/Startsida/Verksamheter/FM-Centrum/FIXA-Kundtjanst-externa/FIXA---webb-anmalan-for-externa-hyresgaster/> (For Login: Choose kund; Password=Hyresgäst)

For information about "kostnadsställe" (payment), ask your PI/ head of the division/administrator

For further questions please contact Veronika Brodin (head of the division for Service and Infrastructure, 013-286725).

Other errands/issues at IKE can be handled according bellow:

Errand/issue:	Contact	Phone number	e-mail	Comment
Sending packages (postpac)	Anna Lardfelt Pia Karlsson (sterile central, Cellbiology building floor 10)	010-1034269	anna.lardfelt@liu.se pia.karlsson@liu.se	<i>Help with ordering of the delivery, print of waybill from postpac/softpac. Also supplies labels for the package. All employees can also send by themselves if they have a customer number.</i>
Sending packages: DHL	Anna Lardfelt Pia Karlsson (sterile central, Cellbiology building floor 10)	010-1034269	anna.lardfelt@liu.se pia.karlsson@liu.se	<i>For help with the ordering. All employees with DHL customer number can also order delivery by themselves.</i>
Handling of liquid nitrogen	Håkan Wiktander	010-1032274	hakan.wiktander@liu.se	<i>For questions, contact Veronika Brodin</i>
Error-report concerning the facilities/	Report to FIXA (by the employees)	010-1044000	See above	<i>For example: concerning room temperature,</i>

equipment in the facilities				ventilation, lights. PEOE/HSA ID is not needed if you report by website
Error-report concerning Lab equipment/ service or repair of instruments	Report to CMIT (if CMIT are responsible for the service) Report concerning other equipment besides lab equipment should be reported to FIXA!	010-1033000 (around the clock) Or directly to (working hours only! 8-16): Peter 010-1034385 Krister 010-1032257	https://stodochservi.ce.lio.se/ROSelfService/AutoGen.aspx?page=13	CMIT (Center for Medical Technology and IT)= Former MTÖ= former MTA= former LFÖ
Reconstruction projects: questions about on-going projects, ordering of new	Contact Veronika Brodin	013-286725	veronika.brodin@liu.se	<i>Is ordered to the landlord by Veronika Brodin</i>
Assembly of fittings and equipment (attached to the wall for example shelves)	Order by FIXA (ask Veronika Brodin before ordering, by the employee)	010-1044000	See above	<i>Is ordered by FIXA, handled by Veolia. When it comes to anything attached to the wall, please ask Veronika Brodin if the errand can be handled by FIXA or not.</i>
Assembly of furniture	Contact ISS-customer service	010-1030300		<i>Can also be ordered by FIXA, but the will redirect you to ISS anyway</i>
To move/ hauling furniture	Ordered directly by ISS-customer service	010-1030300		<i>Is ordered by the employee</i>
Purchase and procurement: (requirement specification/ quotations)	All purchases should be handled by the purchase routine (see IKEA homepage)			For information see: https://liu.se/medfak/ike/internt/

	Purchase over 22 150 kr has to be registered in Diariet (Sofia Gripenbäck)	013-286652	sofia.gripenbäck@liu.se	upphandling-och-inkop?l=sv
	Purchase over 133 000kr: contact Sofia Gripenbäck	013-286652	sofia.gripenbäck@liu.se	
Gas tubes:	Order by FIXA	010-1044000		<i>For example CO₂</i>
Copy machines:				
-ordering of paper and toner	Order directly on the purchasing system		LiU inköp	
-used toners	Are send back to the company/producer.			<i>Handled by the employees</i>
-Questions about printers	Contact Veronika Brodin (unless they are broken, malfunctioning)	013-286725	veronika.brodin@liu.se	<i>Malfunctioning printers are reported according to the instructions on the machine</i>
Ventilation:				
-Error reports	Report to FIXA	010-1044000	See above	<i>By the employees directly, remember to give the room number (can be found on /above the door)</i>
-Questions about the ventilation	FIXA (alt. to Veronika Brodin)			
Waste:				
-Chemicals	Contact Elisabeth Hollén and/ or Mats Söderström (you can also contact the delegate for chemicals / waste at your workplace, see notice board)	Elisabet: 070-085 05 00 Mats: 010-103 3190	elisabet.hollen@liu.se mats.g.soderstrom@liu.se	<i>Chemical waste should be stored properly in the designated cabinets, before it is transported to Miljörum at Cellbiology building. Contact Mats/Elisabet or the delegate for chemicals/waste if you need to get rid of chemicals.</i>

				<i>If the room at Cellbiology is full, contact Mats /Elisabet.</i>
-Isotopes	Contact the coordinator for Radiation Safety, Åsa Schippert	013-282822	asa.schippert@liu.se	<i>Handling of Isotopes requires permit/license. Please contact Åsa if you have any questions about licenses.</i>
-Biological waste (transport to Miljörum)	Is handled by the employees			<i>Contact Mats Söderström if you have any questions about GMM/GMO waste. Contact Elisabet Hollén concerning other waste.</i>
-Biological waste: destruction/transport	Is ordered by FIXA (by the employees) or directly to ISS	010-1044000 010-1030300	See above	
-Needles, sharps	Is handled by the employees. Use proper canisters and place them on the wagon for combustion in the Miljörum			<i>Important! The designated canisters for sharps must be properly closed and marked with name/research group</i>
-Electronic waste/ Metal waste/ lead waste	Is ordered by FIXA/ISS.	010-1044000 010-1030300	See above	
Dry ice	The employees fetch/deliver dry ice by them self. If larger amounts are needed, it can be ordered by for example AGA (see LIU inköp)		LiU inköp	<i>For further questions contact Veronika Brodin</i>