

NW Labs/MCZ Labs - JIM SHEEHAN, 617-413-3018, jksheeh@fas.harvard.edu

Operations Center (617-495- 5560)

The Operations Center will continue to provide 24 hour/day, 7 day/week alarm monitoring, facility response and emergency call center services.

Building Operations

- **Jim Sheehan** **617-413-3018** jksheeh@fas.harvard.edu
- Fred Lindberg 978-815-3447 flindberg@fas.harvard.edu
- Jesselynn Opie 617-999-3541 jopie@fas.harvard.edu

Building Operations (updated 3/18/20)

Building operations staff will alternate days of coverage and tours of facilities. FMO operators and custodial staff will be working to respond to alarms and to assist staff as needed.

Shipping and Receiving (updated 3/23/20)

For information, **Jesse Machado T: 978-335-1091, E: jsmachado@fas.harvard.edu.**

Starting Monday, 3/23/20, the Northwest Shipping/Receiving schedule will be:

Monday through Friday, 7am – 1pm.

This schedule will be in effect until further notice. Please direct specific shipping/receiving questions to jsmachado@fas.harvard.edu.

If you have any questions or concerns or are still expecting deliveries, especially cold storage packages, please contact Jesse Machado or Jim Sheehan. Any U.S. mail received after today will have to be held by S/R until the buildings are opened again.

Gas/Liquid Nitrogen

Most of the gas and liquid nitrogen in the Northwest is delivered from Air Gas. Air Gas should have card access to enter the building and make their deliveries. If for some reason their cards do not work, the Shipping/Receiving department will assist with deliveries. If you are using Middlesex Gas, you will need to go through the Receiving department with all your deliveries.

At the Northwest, most gasses and liquids are alarmed at the control center. When an alarm is received, a maintenance operator will respond and replace the tank from the NWL tank farm.

