

New Hire Information Sheet

Office of the Dean, Faculty of Medicine

Office Address: _____

Telephone:

- Your phone has been programmed for this specific handset and has the features that were requested by your department for you to have access to (for example, speak phone, conference calling).
- Your phone number is _____ and to access voicemail please dial 8 – 1700 and your password is _____. Once you have dialed into your voicemail you can make a change to your voicemail greeting and passcode.
- A manual for your phone should be provided or if it isn't available then the manual can be found on the University of Toronto Telecom website at <http://www.fs.utoronto.ca/telecomm> and your model is type is found on the underside of the phone.

Keys:

- Your key can be picked up from the Facilities Coordinator's office in MSB 2356. You will be required to sign out the key when you are issued it and are required to return the key once you no longer require it.
- Keys for filing cabinets and furniture should have been left inside the furniture. Please let the Facilities Coordinator know if the key for the furniture is missing and you require the drawer to be locked.
- If you are requested to have access to another office if you share resources then another key can be provided to you at the request of your supervisor.
- You can request a building Access Card through your Business Officer.

Furniture:

- If you require any additional furniture then the request must be made through your supervisor to the Facilities Management and Space Planning office.
- If you are find that the ergonomics of your new workstation is uncomfortable for you then please email space.med@utoronto.ca and a time can be arranged for you to meet with our ergonomics specialist.

Computer:

- All computer concerns, requests and service calls are done through Discovery Commons and the computer is organized to be purchased through your Business Officer. Discovery Commons can be reached by dialing 8-8504 and their help desk will be able to assist you.

Hanging Artwork:

- Personal artwork or framed certificates can be hung-up in your office space. This can be done through a service order which can be put in by your Business Officer.

Caretaking:

- Individual office garbage is removed once a week by caretaking. You are responsible for emptying your recycling bin into of the large blue bins that are located throughout the buildings.
- If you spill something on the floor or notice that the washrooms need to be attended to then you can call Caretaking at 416-978-6252.

Should you have any questions related to any of the above items please don't hesitate to contact the Facilities Coordinator at either space.med@utoronto.ca or by phone at 8 – 1489.