



WHO TO CALL FOR WHAT LIST

A Resource Created to Help Find What You Need

Materials Management

Biomed Engineering

Building & Grounds

Environmental Services

Nutrition & Food Services

Patient Care Services

To Request any changes to the information on the

Who to Call for What List Please contact:

Dulce Cardona-Rivera at 6-9561 or via email:

dcardona-rivera@partners.org

Revised June 2020



MASSACHUSETTS
GENERAL HOSPITAL

Department Services

Department/Liaison	Abbreviation	Contact #	Description
Biomedical Engineering		4-1333	Maintenance and repair of biomedical equipment
Buildings and Grounds	B&G	6-2422	Maintenance and repair, electrical shop, carpentry, construction, HVAC
Environmental Services	ESD	6-2445	Strip and wax floors, clean common areas, pest control, cleaning supply stocking
Materials Management Customer Service	MMCS - Lunder LL 0	6-9144	Emergent supply, linen and equipment needs.
Central Sterile Processing & Supply	CSPS - Lunder LL 1	4-7070	Sterilizes reusable equipment
Nutrition and Food Services	NFS	4-FOOD 4-3663	Dietary, patient food services
Nutritional Support Unit	NSU	6-3373	questions regarding TPN

Services

Department/Liaison	Abbreviation	Contact #	Description
Boxes - outgoing FedEx, UPS, USPS			Bring to Mail Services - GRBBA 020. Hours of operation Mon. - Fri. 8am-5pm
Case Management	Discharge Planning	6-3666	M-F 8:30am-6:00pm and on weekends/holidays case mgnt-on call pager, 2-3559.
Chaplaincy Department		6-2220	Send a Voalte message to your Unit Chaplain (they are listed by name in the Chaplaincy group). If your Unit is not signed in, send a message to the On Call Chaplain.
Catering		6-2528	all catering orders need to be entered by 12 pm the day before into CaterTrax the online catering system.
Cake Ordering		4-8879	Need 24 hour notice for 8 or 10 inch cake and 48 hour notice for a full sheet cake
Pizza Delivery		4-8877	Available 11am-8pm Email: MGH Catering
Cleaning Chemical Dispensers (loading)	ESD	6-2445	
Commuter Services	Police and Security	4-6588	Replacement for MBTA Passes
Coffee Central		4-9596	
Conference Rooms			View room availability: http://fastbook.partners.org/envservices/timeline.asp
Main Campus	ESD	2-2445	Email: MGH Main conference room
Yawkey	ESD	6-2445	Email: MGH Yawkey conference room
Courier (within Partners)		6-2279	Outside Patient Transportation Customer Service
Eat Street Cafeteria Daily Menu		4-MENU 4-6368	http://apollo.massgeneral.org/todaysmenu/
Exterminator Services	ESD	6-2445	same for off hours
Flower Shop		6-4500	
Carpet (Shampoo)	ESD	6-2445	call to make arrangements
Interpreter Services		6-6966	M-F 7am- 8pm and Sat -Sun 8am - 6:30pm, please contact Voalte schedule coordinators to book an interpreter. The coordinators may be found in the
IPOP/VPOP	Interpreter Services	6-6966	
Meal Tray	NFS	4-FOOD	http://apollo.massgeneral.org/todaysmenu/
Newspapers	White Lobby Alcove		Mon-Sat Globe and Herald available for purchase. Change machines are also there. No Sunday newspaper sold at MGH.

Services

Department/Liaison	Abbreviation	Contact #	Description
Package Return	Receiving & Distribution	6-2278	
Patient Food Requests	NFS	4-FOOD	Menus, trays, snacks, etc.7:30am to 9:00pm. Patients must have a diet order in Epic to receive a tray.
Photo ID Badge	Police and Security	4-9339	Location: WACC 203 Hours: Mon. - Thurs. 7:30am-4pm and Fri.10:30am-4pm
Radiation Safety Officer		pager # 26520	Can have operator page Radiation Safety Officer on call
Recycling	ESD	6-2445	
Restraints - Leather	CSPS	6-2846	Available from Central Sterile Processing & Supply LL1. Unit cost center is needed.
Signage	Partners Real Estate Planning	4-3576	
Social Services	Mental Health Support		Contact unit social worker M-F 8:30am-5:00pm and on weekends/holidays, page 2-6803 for social work assistance.

Equipment

Equipment	Department	Contact #	Special Instructions
Bair Hugger Machine	ICUs		Owned by ICUs - consult with unit leadership
Bair Hugger Blanket	MMCS	6-9144	
Balkan Frame & Patient Helper/Trapeze	MMCS	6-9144	Balkan Frame used for patients with traction. Patient Helper has trapeze to help patients be able to move themselves. When done, please call 6-9144 for pick-up.
Bariatric Equipment/Furniture - MGH			
Bariatric Commode	MMCS	6-9144	Capacity 600 lbs - 1000 lbs.
Bariatric Walker	MMCS	6-9144	500 lb. Limit. Place in soiled equipment room for pick-up.
Bariatric Walker	Size Wise	1-800-814-9389	Max Patient Weight 750 lbs.
Bariatric Wheelchair	Patient Escort	6-2255	500 lb. Limit.
Bariatric Stretcher	Patient Escort	6-2255	Weight capacity 400-700 lbs.
Beds - MGH			
General Care and ICU	ESD	6-2445	Call for delivery or pick-up
Bed Extenders	ESD	6-2445	Call for delivery or pick-up. Beds used in Lunder 9 & 10 require a different type of extender (indicate unit that it is used for)
Beds/Cribs/Cots	ESD	6-2445	Call for delivery or pick-up
Beds - Rental			
<small>(CNS approval is required before ordering rentals from Hill Rom and Size Wise)</small>			
300 Wound Surface	Hill-Rom	800-638-2546	WT limit 350 lb. Low air loss, pressure redistribution overlay
Dolphin Bed	ESD	6-2445	Max Patient Weight 500 lbs.
Clinitron Rite Hite Bed	Hill-Rom	800-638-2546	WT limit 350 lb. Air-fluidized therapy (do not order-trapeze contraindicated)
Compella Bariatric Bed	MCS	6-9144	weight limit 1000 lbs - 88" L & 50" width. Call Hill-Rom to obtain bed. Call Materials Management for Trapeze
Posey 8070 Enclosure (Net bed)	Size Wise	800-814-9389	WT limit 405 lb. For patients at extreme risk of serious injury from a fall, or unassisted bed exit.
SIZEWISE Evolution (Low Bed)	Size Wise	800-814-9389	WT limit 850 lb. Used for HIGH FALL RISK patients to prevent injury. (Order floor mats from Materials Management/ do not order from Sizewise)
Shuttle A Series Advance	Size Wise	800-814-9389	Stretcher to chair position (only order if recommended by PT or CNS)
Shuttle B Series Advance	Size Wise	800-814-9389	Stretcher to chair position (only order if recommended by PT or CNS)

Equipment

Equipment	Department	Contact #	Special Instructions
Bedside Med Carts	PCS	Pager # 24314	Mon.-Fri. 8:30am-5:00pm (email:sbrine@partners.org)
Fly Carts	Biomed	4-1333	carts will be assess by biomed and enlist other depts. as needed
Bilibed and bili blanket	Unit Based		Consult with unit leadership. Beds shared between Pedi, NICU, OB floors
BiPAP / CPAP	Respiratory Therapy	Partners directory for floor based Respiratory Therapy	Please contact the respiratory therapist to inspect the device and provide a label, e.g., "Before use in the hospital patient-owned BIPAP/CPAP devices must be inspected and labeled to assure electrical safety. Page respiratory therapist." https://hospitalpolicies.ellucid.com/documents/view/9310/11956
Breast pump	MMCS	6-9144	Held on some units. For emergent need call 6-9144. Return to soiled equipment room and call MMCS for pick-up.
Cane, adjustable aluminum	MMCS	6-9144	Held on some units. For emergent need call 6-9144.
Ceiling Lifts - 2nd Motor request	Prism Medical	1-800-987-6219 24/7	Call vendor to obtain a second motor for patients over 625 lbs. (max. lifting capacity on the motor)
Chairs			
Standard Visitor Chair/ Harter Quest Standard	Unit Based		Weight Limit: 250 lbs. seat:19.5"D x 20"W
Bariatric Visitor Chair/ Harter Quest Bari	Unit Based		Weight Limit: 500 lbs. seat:19.5"D x 25"W
High Back Chair/ Nemschoff Marco	Unit Based		Weight Limit: 350 lbs. seat: 27"D x 19.75"W
Visitor Lounge Bariatric Seating/ Carolina Silver Ion	Unit Based		Weight Limit: 500 lbs.
Clipper Handle and Charger Assembly	MMCS	6-9144	Item held on equipment cart. For emergent need call 6-9144
Clipper Blade Assembly Single Use Disposable			Refer to Supplies Section
Clocks			Staples or Fisher Scientific

Equipment

Equipment	Department	Contact #	Special Instructions
Code Cart Exchange	Pharmacy	6-4602	Exchange Room Located at Jackson Loading Dock - GRJ 061
Commode			
Standard Commode	Unit Based		Off-hours and emergent need call 6-9144
Bariatric Drop Arm Commode	MMCS	6-9144	Refer to Bariatric section above
Shower Chair 1	Unit Based		Weight Limit: 400 lbs. (static weight)
Shower Chair 2	Unit Based		Weight Limit: 500 lbs. (static weight)
Cooling blanket and machine (Sub-Zero)	MMCS	6-9144	
Copier/Fax Machines	RICOH (formally IKON)	888-456-6457	Obtain ordering information, complete and fax requisition to 888-881-6594
Continuous passive motion device (CPM)	Ellison 6		Complete special services request form and bring to Ellison 6 where devices are stored
Critical Care Cribs in PICU	PICU	4-4350	HARD Dohrenbecher Crib - Return to PICU if found
Crutches	MMCS	6-9144	Specify size: Child 4'-4'6" Small 4'6"-5'2" Medium 5'2"-5'10" Large 5'2"-6'6" Bariatric: (Capacity 700 lbs.) 5'2"-5'10" or 5'11"-6'7"
Defibrillator	Biomedical Engineering	4-1333	Loaners are available while floor unit being repaired
Dumpster Removal and Replacement	ESD	6-2445	
Equipment Needing Pick-up			
Ambulance Equipment	Emergency Department	4-4190	Bring to EMS equipment closet or call ED to have item placed on transport board.
Balkan Frame & Patient Helper/Trapeze	MMCS	6-9144	Call 6-9144 for pick-up
Oxygen Tanks	MMCS	6-2278	Mon.-Fri. from 7am-3pm orders please call 6-2278. All other times please call customer service 6-9144
Beds/Cribs/Cots	ESD	6-2445	
Feeding Pumps	MMCS	See Contact Sheet on Equipment Cart for Pager #'s	Item held on equipment cart. Off hours call 6-9144.
Glucometer	Unit Based		For assistance page 3-5058 or email; MGH POCT Coordinators@partners.org
Hamper (Metal Frame)	MMCS	6-9144	
Headphones - Disposable	MMCS	6-9144	Held on units. For emergent need call 6-9144.

Equipment

Equipment	Department	Contact #	Special Instructions
Hearing Enhancers	MMCS	6-9144	As needed for patients
Hearing - Portable Inpatient Video Phone IVP	MMCS	6-9144	Intended for inpatients and Emergency Department use. Only for patients who are deaf and use sign language as their primary language. For phone calls only to family friends and clinicians. Not to be used for interpreting purposes.
Hoyer lift - See Portable lift			
Infant Warmer	NICU	4-4310	For emergency use
IV Poles	Unit Based		
Kendall SCD Compression Device	MMCS	See Contact Sheet on Equipment Cart for Pager #s	Item held one equipment cart. Off hours call 6-9144.
Light Bulbs (Replace)	B&G	6-2422	
Magnifier 2X4 Rectangular (Sight Saver)	MMCS	6-9144	Vision enhancement. As needed for patients.
Mattress	ESD	6-2445	
Micropaqs	Unit Based		OM orders replacements via PeopleSoft with # from Biomedical Engineering website .
Motor - See Ceiling Lift - 2nd Motor request			
Nat Racks/ICU Pump Racks	Unit Based		Unit Based with some backups in Biomed. For service racks contact Biomed at 4-1333
Otosopes/ Ophthalmoscopes (Welch Allyn)	Biomed	See the Welch Allyn Website for replacement parts.	Welch Allyn Website Parts Page
Oxygen Cylinders	Receiving & Distribution	6-9144	For unit O2 par levels call 6-4368. Off hours emergent need call 6-9144.
Oxygen Tank Holders	Receiving & Distribution	6-2278	M-F 7am-2:30pm
Oxygen Wall Mounted Regulators	Unit Based		Unit orders via special order PS # 335402
Patient Owned Equipment	Biomed	Reference the MGH Medical Equipment Management Program on the Biomed website.	MGH Medical Equipment Management Program

Equipment

Equipment	Department	Contact #	Special Instructions
Pacing Cables	Unit Based		
PAPR Kit	MMCS	6-9144	Powered Air-Purifying Respirator
Portable Lift for Transferring Patients	MMCS	6-9144	When requesting portable lifts please advise if slings are needed and specify sling type and size. Refer to SLINGS below. Equipment must be returned to Materials Management. Call 6-9144 for pick-up.
1. EZ Lift	MMCS	6-9144	To lift and transfer patients up to 1,000 lbs.
2. EZ Lift with Scale	MMCS	6-9144	To lift, weigh and transfer patients up to 1,000 lbs.
3. Guldmann Portable lift	MMCS	6-9144	To assist with transfers for patients up to 440 lbs.
4. Liko Golvo Portable lift	MMCS	6-9144	To assist with transfers for patients up to 440 lbs.
Propaq Monitor Non-Telemetry	MMCS	6-9144	Item held on equipment cart. Off hours call MMCS
Pulmo-aid/Nebulizer	MMCS	6-9144	Return to soiled equipment room and call MMCS for pick-up.
Pulse Oximeter/Rad 5s	Unit Based		Unit orders replacements via PeopleSoft with # from Biomed website http://biomed.partners.org/clinical/index.asp
Pumps			
Foot Pump - Kendall Impulse	MMCS	6-9144	Need to request cuff at time of call. Return pump to soiled equipment room when no longer in use.
Foot cuff for Kendall Impulse	MMCS	6-9144	Specify foot cuff size: regular or large.
Rangers Warming Pump	MMCS	6-9144	
KCI VAC Pump	MMCS	6-9144	Must supply patient first & last name, MRN #, building, floor and room #. Billed to patient daily. Important to call MMCS to call off pump on patient.
Patient Controlled Analgesia Epidural Pump (PCAs)	MMCS	See Contact Sheet on Equipment Cart for Pager #s	Item held on equipment cart. Off hours call 6-9144.
Recliners			
Standard Recliner/ Steel Empath	Unit Based		Weight Limit: 300 lbs. dynamic, 750lbs. Static seat: 21"D x 23"W
Bariatric Recliner/ Carolina Orchestra Bariatric	Unit Based		Weight Limit: 750 lbs. seat: 20"D x 29"W
Bariatric Recliner - Rental	Size Wise	1-800-814-9389	Max Patient Weight: 750 lbs.

Equipment

Equipment	Department	Contact #	Special Instructions
RTLS/TRACK IT -MGH	Biomedical Engineering	617-724-1333	For questions or problems, please reach out to the OPS users in your department (see table under MGH Support on the Track It – MGH page on the Biomed website). If your department is not listed, or if the issue needs to be escalated, submit a ticket in ServiceNow, call Biomed, or send an email to mghbiomedicalengineering@partners.org .
Spectrum Large Volume Infusion Pump (LVP)	MMCS	See Contact Sheet on Equipment Cart for Pager #s	Item held on equipment cart. Off hours call 6-9144.
Scale	Unit Based		Should interface with LMR
Seizure Pad	MMCS	6-9144	Must specify bed type " items held in some units"
Slide Board	Unit Based		Unit orders via PeopleSoft
SLINGS: Ceiling and Portable Lift Sizes Note: Colors will vary depending on size and/or manufacturer.	MMCS	See Contact Sheet on Equipment Cart for Pager #s	Item held on equipment cart. Off hours call 6-9144.
Suction Canister Regulators	Unit Based	6-9144	Unit orders via PeopleSoft. Limited amount available for emergent need - call MMCS 6-9144.
Suction Canister	MMCS	6-9144	Stocked on some units call MMCS for emergent need
Temporal Thermometer (Exergen)	Unit Based	6-9144	when broken/damaged exchanges available in MMCS. When receiving a "low temp" message; see cleaning instructions on the thermometer handle. (see Biomed website for more information)
Tent Card Call Cord	MMCS	6-9144	Tent like device that activates the nurse button. Can be placed anywhere for activation including cheek, foot, head, etc.
Toilet Seats, Raised	MMCS	6-9144	
Transducer Clamp	Unit Based		Unit orders via PeopleSoft
Transducer Holder	Unit Based		Unit orders via PeopleSoft
Trapeze equipment/Patient Helper	MMCS	6-9144	Call 6-9144 for pick-up
TTY Telephone (hearing impaired)	track it	6-9144	When done call 6-9144 for pick-up
Vacuum Cleaner Changing Bags	Unit Based		

Equipment

Equipment	Department	Contact #	Special Instructions
Wall- Mounted Aneroid Manometers	Biomed	4-1333	Call Biomedical Engineering 4-1333. If the unit is damaged, Biomed will repair or replace (and provide a loaner unit if available). If there is a calibration issue, Biomed will verify calibration and provide replacement if needed.
Walkers			
Standard Adjustable	MMCS	6-9144	Held on some units. For emergent need call 6-9144
Bariatric	MMCS	6-9144	Capacity 500 lbs. For patients over 650 lbs call Sizewise Rentals (800) 814-9389.
Walker Wheels	MMCS	6-9144	Held on some units. For emergent need call 6-9144
Wheelchairs			
Wheelchairs, Bariatric	Patient Escort	6-2255	Capacity 500 lbs. For patients over 500 lbs call Sizewise Rentals (800) 814-9389.
Quad Bells			
Adapter	MMCS	6-9144	May be required on some units based on which call system is in use. When done place in soiled equipment room.
Adapter Power for Call Cord	MMCS	6-9144	When done place in soiled utility room
Big Red Button Quad Bell	MMCS	6-9144	When done place in soiled utility room
Breath Call Quad Bell	MMCS	6-9144	When done place in soiled utility room
Buddy Button Quad Bell	MMCS	6-9144	When done place in soiled utility room
Compact Button Quad Bell	MMCS	6-9144	When done place in soiled utility room
Jelly Bean Button Quad Bell	MMCS	6-9144	When done place in soiled utility room
Microlight Quad Bell	MMCS	6-9144	When done place in soiled utility room
Pad Call - Large Quad Bell	MMCS	6-9144	When done place in soiled utility room
Press Call - Small Quad Bell	MMCS	6-9144	When done place in soiled utility room
Tent Call Bell	MMCS	6-9144	Can be placed anywhere for activation including cheek, foot, head, etc. When done place in soiled equipment room.

Supplies

Supplies	Department	Contact #	Special Instructions
Abdominal Binders	MMCS	6-9144	
Storage Bins	Unit Based		Unit orders via PeopleSoft.
BP Cuff, all sizes including bariatric	MMCS	6-9144	Held in clean supply rooms; for emergent need call 6-9144
Buckets			
Red Buckets (Biohazard)	ESD	6-2445	Ellison 23 warehouse
Yellow Buckets (Chemo)	ESD	6-2445	Ellison 23 warehouse
Black Buckets (pharmaceutical waste)	Safety	6-2425	
Cables for Monitoring	Unit Based		Unit orders via PeopleSoft.
Cal Stat Dispenser and Refill	ESD	6-2445	Ellison 23 warehouse
Cal Stat 15 oz. Hand Pump	MMCS	6-9144	Item held on some units. For emergent need call 6-9144.
Chemotherapy Containers	ESD	6-2445	Ellison 23 warehouse
Chemotherapy Spill Kits	ESD	6-2445	Ellison 23 warehouse
Clamps, Alligator	Unit Based		Unit orders using PeopleSoft # from Biomed website http://biomed.partners.org/clinical/index.asp
Cleaning Supplies	ESD	6-2445	Weekly delivery to unit. Includes paper towels, toilet paper, hand soap, & cleaning chemicals.
Clipper Blade Assembly Single Use Disposable	MMCS	6-9144	held on some units; call MM 6-9144
Crackers	NFS		Get stocked at 2pm daily. Crackers, juices, soda, etc.
Cryo Cuffs	Brace Shop	6-3248	Mon. - Sat. 8:00am- 4:30pm
Cubicle Curtains Annual/Cycle Cleaning	ESD	6-2445	
Cubicle Curtains Exchange	ESD	6-2445	Need to provide the unit and room number for the correct size. Clean curtains located on Ellison 23. Ladders are located on each patient care unit.
Cups			
Nutritional supplies	NFS	4-FOOD	Paper cups from NFS Customer Service. Hours of operation 7am-9pm.
Plastic	NFS	4-FOOD	
Paper Cups & Styrofoam	MMCS	6-9144	Held in unit; for emergent need call 6-9144
Curtains			
Window	ESD	6-2445	Ellison 23 warehouse
Shower	ESD	6-2445	Ellison 23 warehouse
Defibrillator Supplies	MMCS	6-9144	Check Biomedical Engineering website. Limited products available; Item held on unit for emergent need call 6-9144

Supplies

Supplies	Department	Contact #	Special Instructions
Dialysate (Hemodialysis)	MMCS	6-9144	
EKG Paper (3 hole) for GE MAC 5000 device	MMCS	6-9144	Check Biomedical Engineering website. Held in clean supply rooms; For emergent need call 6-9144
EKG Color Lead wires- GE MAC 5000 device	Unit Based		Check Biomedical Engineering website.
Electrodes - EKG	MMCS	6-9144	Check Biomedical Engineering website. Held in clean supply rooms; for emergent need call 6-9144.
Electrodes - Hypoallergenic Monitoring	MMCS	6-9144	Adhesive on this 3M electrode, and not the whole electrode, is hypoallergenic, but may be an option.
Ezymatic Cleaner	Unit Based		PS# 558795 - item it's called Prepzyme forever wet. Needs to be in Soiled Utility Room bedside red bin
"Food Only" signs	MGH Photo Lab		Each nourishment station refrigerator needs to have a green " Food Only" sign posted on the front of the refrigerator. _MGHphoto@partners.org
Forms-Allied Group	Unit Based		Forms ordered on line from the Allied Group. Contact: Nicola Dunning email: ndunning@thealliedgrp.com
Helmets	Brace Shop	6-3248	Patient head has to be measured. Not open during off hours.
Kendall SCD- Sleeve / Knee & Thigh (Pneumoboots)	MMCS	6-9144	Item held on equipment cart or clean supply rooms; for emergent need call 6-9144. Specify size: Small, Medium, Large, XLarge and type: Knee or Thigh or Foot.
Lab Coats Online Ordering	Materials Management		Online ordering service is available at www.suitestyles.com . To request a log-in user name and password. Email: akdunbar@partners.org
Lab Coats Cleaning	Materials Management		Drop off/pick up coats at the Mail Services desk Located in the Gray Bigelow Basement Room 020
Linen	MMCS	6-9144	
Mesh underwear	MMCS	6-9144	held on some units; for emergent need call 6-9144

Supplies

Supplies	Department	Contact #	Special Instructions
Murphy drip	MMCS	6-9144	Held in clean supply room; for emergent need call 6-9144
Nasal Cannula	MMCS	6-9144	Held in clean supply rooms; for emergent need call 6-9144
Needle boxes	ESD	6-2445	
Office supplies	Unit Based		Available from Staples
Paper Towels	ESD	6-2445	
Peanut Butter	NFS		Gets stocked at 2pm daily - crackers, juices, soda, etc.
Philadelphia Collar	Brace Shop	6-3248	Brace Shop open Mon-Sat 8am-4:30pm
Pillows	MMCS	6-9144	
Plastic Bed Covers	ESD		Ellison 23
Polar Care	Brace Shop	6-3248	Mon-Sat 8:00am-4:30pm
Propaq Green Telemetry Wire	Unit Based		Check Biomedical Engineering http://biomed.partners.org/clinical/index.asp website for PeopleSoft #
Restraints, lock leather	CSPS	6-2846	Issued from Central Sterile Processing & Supply, Lunder LL1. After patient use, return restraints to CSPS.
Ring Cutters			Contact the Main OR desk 6-8910 or the ED 4-4400 in an emergency
Scrubs	Gray/Bigelow 4		Must retrieve from Gray/Bigelow 4 - need cost center #. For ScrubEx access email linen supervisor. Include 5 digits found on the back side of ID badge and scrub size - top and bottom.
Soap, hand	ESD	6-2445	Ellison 23 warehouse
Soiled Linen bags	MMCS	6-9144	
Straws	MMCS	6-9144	Held on units. Call CS.
Super Sani-Cloths	MMCS	6-9144	Held in clean supply rooms; for emergent need call 6-9144
Super Sani-Cloths Brackets	B&G	6-2422	
Suction Canister Liners	MMCS	6-9144	Held in clean supply rooms; for emergent need call 6-9144
Surgi Bras	MMCS	6-9144	Held on some units. For emergent need call 6-9144
TPN (Total Parenteral Nutrition)	NSU	6-3373	
Tube Feedings	NFS	4-FOOD	Ready to hang tube feedings 7:30am to 9pm
Wire Cutters	CSPS	6-2846	Issued from Central Sterile Processing & Supply, Lunder LL1
Yellow Emergency Numbers Stickers for	Telecommunicatio		Issued from Central Sterile Processing & Supply, Lunder LL1

Repair

Repair	Department	Contact #	Special Instructions
Bed	B&G	6-2422	Call B&G for repair. If B&G is unable to repair, B&G will tag the bed. Once the bed is tagged, ESD should be called to remove the bed.
Bed (Removal)	ESD	6-2445	Must be tagged
Blood Pressure Monitor	Biomed	4-1333	
Cal Stat Dispensers & Tray (Installation/replacement)	B&G	6-2422	Additional dispensers available thru ESD; B&G will install
Cardiac Monitor	Biomedical Engineering	4-1333	
Ceiling Lift Repair	Agility	1-866-677-8668 option 1	24/7
Cleaning Chemical Dispensers (broken)	ESD	6-2445	
Computer	Help Desk	6-5085	Need computer control/device #
Curtains, Cubicle-Removal/Replacement	Unit Based		Clean curtains are located on Ellison 23. Annual cleaning organized by ESD.
ECG Device	Biomedical Engineering	4-1333	Yellow Tag/Sequester if involved in an incident. Loaners available when repairs are needed
Furniture	Unit Based		For inpatient unit please contact operations manager
Glucometer	Point of Care Testing	Pager # 35058	For any concerns or issue email; mghpoc coordinator@partners.org
Infusion Pump/Syringe Pump/PCA Epidural Pump	Biomedical Engineering	4-1333	Yellow Tag broken equipment it will be picked up by MM from soiled utility room. Sequester if involved in an incident.

Repair

Repair	Department	Contact #	Special Instructions
IV Pole Repair	B&G	6-2422	Yellow Tag and bring to Metal Shop.
Needle boxes cabinet (remove/install new)	B&G	6-2422	
Nurse Call Cord (replacement/repair)	Television Repair	6-8888	Mon. - Fri. 9am-5pm and Sat 10am-6pm. Off hours contact B&G 6-2422.
O2 Sat Monitor	Biomedical Engineering	4-1333	
Phone Repairs & Changes	Help Desk	6-5085	
Phototherapy Lights (bulb replacement)	Biomedical Engineering	4-1333	
Portable Lifts	Biomedical Engineering	4-1333	
Pulse Oximeter Cables/Probes	Unit Based		Refer to Warranty Replacement Program on Biomed website .
Pump Star Rack Process	Biomedical Engineering	4-1333	
Repair and Maintenance Request tags	The Allied Group		Ref: 82733- Customer Service: 1-800-556-6310 x 3207 or email: Partners@thealliedgrp.com
Scales - Electronic	Biomedical Engineering	4-1333	
Sigma Mutli Doser Infusion Pump	Biomedical Engineering	4-1333	Tag and return to soiled equipment room for pick-up
Spill, Mercury	ESD	6-2445	
Super Sani-Cloth Brackets (Install)	B&G	6-2422	
Telephone Repair	Help Desk	6-5085	
Television Repairs	Television Repair	6-8888	Mon. - Fri. 9am-5pm and Sat. 10am-6pm. Off hours contact B&G 6-2422.
Toilet Seats with Support Bars	B&G	6-2422	
VOALTE phones	Help Desk	6-5085	Partners Help Desk for repair
VPOP/IPOP	Interpreter Services	pager# 1-4722	



Materials Management Contact List— June 2020



Customer Service

Request Line: **Ext: 6-9144** **24hrs/ 7 days a week**

Day Team Lead: Larry Burke Pager: 30900
 Supervisor: Brittany Gunn Ext: 4-1829 Pager: 29355

Patient Escort & Specimen Services

Central Transport Service Calls Ext: 6-2255
 Patient Escort Ellison Elevator Ext: 6-9297
 Patient Escort Blake Elevator Ext: 5-0108

Day Team Lead: Larry Burke Pager: 30900
 Evening Team Lead: Eman Hyppolite Pager: 35436

Supervisor: Brittany Gunn Ext: 4-1829 Mon-Fri 7am - 2:30pm

Mail Services

Main Campus: Ext: 4-6245 Mon-Fri 7am - 5pm
 CNY Mail Center: Ext: 6-5488 Mon-Fri 8am - 4:30pm

Team Lead: Amanda Dunbar Ext: 4-2117
 Operations Manager: Jim Burns Ext: 6-4368 Pager: 33044

Materials Service (Supplies & Equipment)

Supervisor: Adilson Depina Ext: 6-4331 Mon-Fri 7am - 3pm
 Project Supervisor: Arnel Bernier Ext: 8-6146 Mon-Fri 7am - 3pm

Receiving & Distribution

For O2 tanks off shift hours please contact Ext: 6 – 9144

Customer Service: Janette Au Ext: 6-2278

Day Team Lead: (Vacant) Ext: 4-2370
 Dock Coordinator : Allan Offley Ext: 8-6130
 Operations Manager: Jim Burns Ext: 6-4368 Pager: 33044

Yawkey

Shift Supervisor: Juan Cardona Ext: 3-1140 Pager: 36388

Linen

Operations Manager: Mike Ciulla Ext: 6-4817
 Linen Supervisor: Jason Tyson Ext: 6-6610

***Any concerns after 2:30pm please contact our off shift supervisors.**



Off Shift Supervisors

Evening Supervisor: Louis Gerard Ext: 6-6910 **Mon-Fri 2:30pm - 10pm**
Evening Team Lead: Eman Hyppolite Pager: 35436
Overnight Supervisor: Keith McCarthy Pager: 32712 **Mon-Fri 10pm - 6:30am**
Overnight Team Lead: Tom Steele Pager: 28417
Weekend Supervisor: Larry Burke Ext: 6-2255 **Sat-Sun 7 am - 5pm**
Weekend Day Team Lead: Calixto Villanueva Ext: 3-6168

UNIT PHONE NUMBERS

ELLISON BUILDING			BLAKE			LUNDER		
4	4-5100	Surgical ICU (SICU)	6	4-8610	Transplant	6	8-5600	Neuro ICU
6	4-4610	Ortho	7	6-8048	Medical ICU (MICU)	7	8-5700	Neuro
7	4-4710	Surgical	8	4-4410	Cardiac Surgical ICU (SICU)	8	8-5800	Neuro
8	4-4810	Cardiac	9	6-7400	Cath Lab	9	8-5900	Oncology
9	4-4910	CICU	10	4-4310	Neonatal ICU (NICU)	10	8-1000	Hem/ Onc/ BMT
10	4-5010	Cardiac Arrhythmia Step-Down	11	4-9110	Psychiatry			
11	4-5110	Cardiac Access	12	6-8071	ICU			
12	4-5210	Medical	13	4-9310	Newborn			
13	4-5310	Obstetrics	14	4-9410	Labor & Delivery			
14	4-5410	Burns/Plastics	GRAY/BIG					
16	4-5610	Medical	3	6-8910	Operating Rooms			
17	4-5710	PEDI	6	4-4350	PICU			
18	4-5810	PEDI	7	6-3496	Short Stay Unit/Med			
19	4-5910	Thoracic/Vascular	9	4-9000	Med			
PHILLIPS HOUSE			10	6-3700	Dialysis			
20	4-6010	Medicine	11	4-1500	Medical			
21	4-6110	Medicine	13	8-1300	RACU			
22	4-6210	GYN / Surgical	14	6-6100	Vascular			
EMERGENCY			WHITE					
Front Desk		4-4104	3	6-2835	PACU			
Triage		4-4141	6	6-6106	Orthopedics			
Acute/Trauma		4-4170	7	6-3336	Surgical			
Pediatrics		4-4113	8	6-3339	Medical			
CDU (clinical diagnostic unit)		3-6265	9	6-3342	Medical			
Urgent		4-4190	10	6-3345	Medical			
APS		6-2995	11	6-3348	Medical			
Fast Track		4-4134	12	6-3294	CRC			
OR			13	6-3800	EDOU			
Main Desk		6-8910						