**IN CASE OF AN EMERGENCY**

**Please call 911 and remember to tell them your location. Include the building and Room number, if applicable.**

**In order to help expedite the arrival of emergency vehicles, it is extremely important that you call Public Safety immediately after contacting 911. The phone number is 305-237-2100.**

**Help Us Keep Our Campus Clean**

**Campus Services Support Helpdesk**

Monday – Friday (8:00 AM – 7:30 PM)

**305-237-2248**

**Please Report:** Spills, graffiti, any broken furniture, inadequate air conditioning, leaks, lighting problems, broken plumbing, etc. We will try to help answer miscellaneous questions as well.

**We ask that there be no eating, drinking or gum chewing in classrooms and labs.**

**Available Services and Resources**

**Public Safety** – Emergencies, parking information & decals

**305-237-2100**

24 hours /7 days-week Security Operation and Dispatch

Room #5118

**Duplicating Center** – Copies Needed **(Faculty & Staff Only)**

**305-237-2314**

Monday – Friday (7:00 AM – 4:30 PM)

Room #G-118

**Mailroom** –Internal and External Mail Deliver

**305-237-2280**

Monday – Friday (8:30 AM – 4:30 PM)

Room #5117

**Facilities Rentals and Room Reservations** –Use of Event Spaces

**305-237-2039**

Monday – Friday (8:00 AM –5:00 PM)

Room # 8215

**Fitness, Wellness, Aquatics, and Racquet Sports Center**

**Aquatic Center**

**305-237-2235**

Monday – Friday (12:00 PM – 8:00 PM)

Room # G-138

**Fitness Center**

**305-237-2838**

Monday- Thursday (7:00 AM – 8:00 PM)

Friday (7:00 AM – 7:00 PM)

Saturday (8:00 AM- 1:00 PM)

Room # G-139

**Wellness Center**

**305-237-2838**

Monday – Thursday (12:00 PM – 7:00 PM)

Friday (12:00 PM – 6:00 PM)

Room # G110

**Racquet Sports Center**

**305-237-2880**

Monday – Friday (8:00 AM – 9:00 PM)

Saturday (8:00 AM- 1:00PM)

Office located on North Courts

**Racquet Sports Center Free to all students and employees as approved in validation process. Email:** **kendallracquetsports@mdc.edu**

**Other Services Available on Kendall Campus**

|  |  |
| --- | --- |
| **CNS Helpdesk****Desktop Support and Network Issues****305-237-0400**Monday – Thursday (7:00 AM – 10:00 PM)Friday (8:00 AM – 5:00 PM)Saturday (8:00 AM – 1:00 PM) | **Cafeteria****305-237-2119****Building 8000**Monday – Thursday (7:30 AM – 7:00 PM)Friday (7:30 AM – 2:00 PM) |
| **Learning Commons****305-237-2502****Building 2000 –** **1st Floor**Monday – Thursday (7:30 AM – 9:00 PM)Friday (7:30 AM – 5:00 PM)Saturday (8:00 AM – 1:00 PM) | **Starbucks****305-237-2112****Building 100**Monday – Friday (7:00 AM- 7:00 PM)Saturdays (7:00 AM – 5:00 PM)  |
| **Campus Library****305-237-2291****Building 2000 –** **2nd Floor**Monday – Thursday (7:30 AM – 9:00 PM)Friday (7:30 AM – 5:00 PM)Saturday (8:00 AM – 1:00 PM) | **Follett Bookstore****305-237-2361****Building 8000**Monday-Tuesday (7:30 AM – 7:00 PM)Wednesday-Thursday (7:30 AM –4:00PM)Fri (7:30 AM – 1:00 PM)Sat (9:00 AM – 1:00 PM) |

**USEFUL CONTACTS**

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305-237-0596

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305-237-0877

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305-237-2039

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***Mario Ortiz***

Campus Facilities Planning

305-237-2419

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