

Company Information

Archiving Procedure

Sonja Cotterell takes care of our archiving needs. See the Archiving Procedure on the UMC Intranet www.umci.intra/archiveprocedure.html for instructions on how to prepare your boxes for archiving.

Building Maintenance

Contact Wayne Hakola.

Mounting Items on Walls

Contact Les Bouck if you would like something mounted on your wall.

Business Cards

Contact Catherine Waldren in Human Resources

Printed Forms

Contact Gail Kinner in Marketing

Cell Phones/Batteries/Tools/Equipment

Contact Monica Todd in Accounting.

Company Brochures/Marketing Materials

Contact Gail Kinner in Marketing

Company Store

Check out the UMC Store at <http://pipeline.umci.com/global/costore/>. Items can be ordered online; contact Gail Kinner for assistance.

Computer/Network Assistance:

For questions related to computers and the UMC network, use the **IT Request Form** available at <http://kbox/>

Conference Rooms

Mary Bouck maintains a master schedule for conference rooms. Please be sure to schedule with her or notify her of any cancellations. Also provide her with a list of attendees so she will know who is not available for calls.

Electronic File Transfer

When transferring electronic files internally, please use the special transfer drive (U:\transfer\ instead of emailing documents. Simply create a folder with the name of the employee to whom you are transferring the document. NOTE: The transfer drive is a temporary holding place for files. Files should be retrieved and saved elsewhere by the receiver as they will be deleted after 15 days.

Forms

UMC has a set of standard forms that are to be used by employees. Transmittals and other company-wide forms are located in U:\forms\ Other group-specific forms (Project Management, Engineering, Estimating, etc.) are located in specific directories. Contact your supervisor with any questions.

Keys

Shane Jacob is in charge of issuing electronic keys for the building.

Logo (Electronic Copy of UMC logo)

Contact Gail Kinner in Marketing.

Meeting & Travel Arrangements

All travel arrangements – air, hotel, and car rental, should be made through Marj Schmidt. Please fill out the *Employee*

Travel Request Form prior to contacting Marj. This form can be found at http://pipeline.umci.com/intra/travel_form.pdf.

Lunch Room

Two microwaves, a toaster, a dishwasher and a refrigerator are located in the lunchroom for employee use. A wide selection of teas, coffee and hot chocolate is also available for employees to enjoy. Please keep the appliances clean. Unused items left in the refrigerator will be thrown out once a month after the monthly birthday party.

Newsletter

UMC publishes a printed company newsletter, *The Pipeline*, two times a year in addition to the monthly electronic *U-Connections*. Please submit any news/photos that you would like to share in *The Pipeline* to Gail Kinner or *U-Connections* to Marj Schmidt.

Office Phone Extensions

Chris Bondelid can answer your questions regarding office phones.

Office Supply Orders

Office supplies are located in the downstairs mail room and the upstairs copy center. Additional supplies can be ordered via the UMC Intranet at <http://pipeline.umci.com/intra/supplies/>. Contact Les Bouck with questions.

Phone Lists

Extension, cell and job site phone lists are located on the company Intranet <http://pipeline.umci.com/intra/>

Safety Information/Assistance

UMC offers a safe workplace to all employees. Workplace posters are located on main office bulletin boards and at job sites. Contact Kirk Baisch for further information: Office: (206) 368-6221; cell: (206) 604-2743; kbaisch@umci.com

Time Cards

Submit every Friday via Intranet <http://pipeline.umci.com/global/timesheet/>

Toner

Toner is located in the upstairs storage area. Contact Les Bouck for assistance. Used recyclable toners should be returned to Les for re-ordering.

Training

UMC provides computer training for employees. Please contact your supervisor if you are interested in other training, seminars, etc. UMC encourages continuing education.

UMC Charitable Foundation (UMCCF)

The UMC Charitable Foundation (UMCCF) supports a variety of causes, in particular those that focus on sick children, as well as those that are important to UMC employees and clients. It also strives to increase charitable contributions by supporting fundraisers and augmenting philanthropic awareness among employees and business associates.

If you wish to participate with support for a charity, please check out our UMC charity website at www.umccf.org