



Faculty of Medicine
Director of Buildings Office
3655 Promenade Sir William Osler, Rm. 529,
Montreal, QC, Canada H3G 1Y6
Tel: (514) 398-7170 Fax: (514) 398-2163

Wednesday October 3rd, 2012

****Director of Buildings Help Desk ****

Director's Website

<http://www.mcgill.ca/medbuildings/>

Building Access

<http://www.mcgill.ca/medbuildings/access>

Building Services

<http://www.mcgill.ca/medbuildings/services>

Building Bookings

<http://www.mcgill.ca/medbuildings/bookings>

Contact Us

<http://www.mcgill.ca/medbuildings/contacts>

Change of Address?

Login into Minerva at

*<http://www.mcgill.ca/minerva-faculty-staff/>
using your McGill ID and PIN.*

From the MAIN MENU bar click on:

- "Personal", then

- Addresses and Phones

FOR ALL BUILDING ISSUES

The Help Desk can be contacted by phone at 398-7170.

For non-urgent requests please [Email](#)

In case of an emergency, please phone **Security at 398-3000**

The Help Desk will be available between the hours of 8am & 3:45pm Monday to Friday. During off hours, please contact Facilities at 398-4555.

When reporting a problem (by phone or e-mail) please have the following information ready:

1. Location of problem - building and room number if possible.
2. Name of the person who reported the problem.
3. Nature of the problem - e.g. mechanical/electrical services, fixtures etc.
4. Description of problem