Who to see in IREAP for ...

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Admin Support  
• Photos, Bulletin Board, Signage  
• Listserv management  
• Phones  
• Office Supplies  
• Keys/Swipe Access  
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Director’s Office  
• Events, Announcements, Publicity, Scheduling  
• APT  
• Parking  
• Conference Room Reservations  
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Visas & Foreign Visitors (AVW / ERF)  
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Travel  
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All travel must be done in CONCUR:  
https://ter.ps/concur  
CONCUR help: concur-helpdesk@umd.edu  
Help Desk Aids:  
https://purchase.umd.edu/travel/concur/concur-help-center  
Computing  
• Computers  
• Conference Room Audio Visual Equipment  
• Hardware and Software Support  
• Printer issues  
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Renovations / Technical Assistance / Safety  
• Construction / Facilities Modifications  
• Lab Equipment Integration / Installation  
• Safety  
• Technical Consultation  
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Building Systems / Facilities Maintenance:  
• Heating / Air Conditioning  
• Cleaning  
• Light Fixtures  
• Electrical Receptacles  
• Bathroom / Plumbing  
Facilities Management  
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