MERRITT COLLEGE

A great place to work!

12500 Campus Drive
Oakland, CA 94619
(510) 531-4911
www.merritt.edu

MERRITT COLLEGE
MISSION
STATEMENT

To enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

Business Office

[QUICK NUMBERS]

Business Office Staff Assistant:
(510) 436-2691

Cashiers Office:
(510) 436-2402

Production:
(510) 436-2665

Custodial Services:
(510) 436-2525
(510) 436-2527

Facilities:
(510) 434-3967

Evening Administrator/Supervision:
(510) 333-9594

Do you know...

How to get Keys?

How to get a Parking Permit?

How to get Photocopy/Duplication services?

How to get or activate your Smart Classroom Badge?

How to get Custodial Services?

How to contact Campus Safety Aides?
**KEYS**

Fill out a Key Request Form available at the Business Office (Q214) Monday thru Friday, 8:30 am to 4:30 pm. The signature of your manager is required. Once your request form has been turned in, an order will be placed for your key and you will be notified when it arrives. (Please allow 6-7 business days)

**PARKING PERMITS**

Fill out a Parking Permit Request Form available at the Business Office (Q214) Monday thru Friday, 8:30 am to 4:30 pm. The signature of your manager is required.

**PHOTOCOPY SERVICES**

Location: Q106; (510) 436-2665
Monday – Thursday: 8:00 AM – 7:30 PM
Friday: 8:00 AM – 4:30 PM

Requests may be made in person by submitting hard copies or send e-mail request to:

PC Users Email: Merritt-Production@peralta.edu

Mac Users Email: Merritt-Mac-Copy@peralta.edu

• Copyrights Laws are strictly enforced.
• Copies are produced on a First in- First Out Basis

**SMART CLASSROOM ACCESS**

A badge is required to access all Merritt Smart Classrooms. Access is authorized on the assigned classrooms for a specific period or term. If you need to obtain or replace a badge please contact Regina Davis at the District office:

(510) 466-7376

After receiving the badge it must be activated in the Business Office (Q214)

**CUSTODIAL/MAINTENANCE**

For custodial issues such as clean-up, minor maintenance repair, replacement and electrical work, please send an email to: merworkorders@peralta.edu or call

(510) 436-3967

**FACILITIES USAGE/RENTAL**

For questions, or application for usage of any Merritt facility, internal or external, please send your inquiry to: merfacilities@peralta.edu or call

(510) 436-3967

**CAMPUS SECURITY/SAFETY AIDES**

Please call (510) 436-2546, from 8:00 am to 10:00 pm, Monday- Friday
You may also call Peralta Police Services at (510) 466-7236, or x7236 from any campus phone.
Weekend security services are provided by Securitas. Call (510) 466-7236

For more information on special forms and services please visit our website at:
www.merritt.edu/wp/businessservices/important-documents
Business and Administrative Manual is also available online at: