

**General services (in course of approval)**

DSTF staff provides technical, administrative and general services in various areas:

1. GAS- DISTILLED WATER MANAGEMENT AND SUPPLIES**2. SOLVENT SUPPLY AND MANAGEMENT****3. ORDINARY MAINTENANCE****4. SCIENTIFIC WORKSHOP****5. PORTER'S LODGE/RECEPTION****6. HEALTH AND SAFETY****7. DISPOSAL OF BULKY AND ELECTRONIC MATERIAL****8. CLEANING SERVICES**

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General services (in course of approval)

DSTF staff provides technical, administrative and general services in various areas:

1. GAS- DISTILLED WATER MANAGEMENT AND SUPPLIES

PERSON IN CHARGE :

gas Stefano MANTEGNA (stefano.mantegna@unito.it - 011 670.7684) and Davide Antonio TUCCI (davideantonio.tucci@unito.it - 011 670.7824)

distilled water Rita SPAGNOLO (rita.spagnolo@unito.it - 011 670.7191)

USER: DSTF

AVAILABILITY: request via phone or email

2. SOLVENT SUPPLY AND MANAGEMENT

PERSON IN CHARGE: Livio STEVANATO (livio.stevanato@unito.it - 011 670.7680)

DESCRIPTION: The service consists in the supplies, management and distribution of widely used laboratory solvents. The person in charge will order and receive the goods which will be stocked in safe cupboards in an appropriately equipped storeroom. The people in charge will distribute the solvents informing the office they have handed the solvents in so that the costs may be correctly written into the books. The service may require the help of technical and research staff as well as of the concierge services.

List of DSTF solvents:

Acetone
Acetonitrile
Chloroform
Dichloromethane
Ethanol
Ethylacetate
Methanol
Petroleum ether
Tetrahydrofuran

STAFF IN CHARGE: All technical and scientific staff

USERS: DSTF

3. ORDINARY MAINTENANCE

PEOPLE IN CHARGE: Davide Antonio TUCCI (davideantonio.tucci@unito.it - 011 670.7824)

DESCRIPTION: maintenance of working spaces by the University central maintenance or through the help desk. USERS: DSTF

AVAILABILITY: by phone or email

4. SCIENTIFIC WORKSHOP

PEOPLE IN CHARGE: Davide Antonio TUCCI (davideantonio.tucci@unito.it - 011 670.7824)

DESCRIPTION: maintenance of scientific instruments, developing electrical/electronic devices in aid of the scientific instruments, technical advice. AVAILABILITY: by phone or email

USERS: DSTF

5. PORTER'S LODGE/RECEPTION

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PERSON IN CHARGE: Marilena PALLADINO (marilena.palladino@unito.it - 011 670.7651)

DESCRIPTION: Porter's services, mail and shipping

USERS : DSTF

AVAILABILITY: Monday through Friday 08.00 am to 7 pm

6. HEALTH AND SAFETY

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PERSON IN CHARGE OF HEALTH AND SAFETY: Fabrizio SIVIERO (fabrizio.siviero@unito.it - 011 670.4023)**ASSIGNED TO THE HEALTH AND SAFETY ROOM:**Daniele ZONARI (daniele.zonari@unito.it - 011 670.6667),Claudio VIGNOLO (claudio.vignolo@unito.it - 011 670.7975)Luigi CANGEMI (luigi.cangemi@unito.it - 011 670.7791)

DESCRIPTION: Advice and support on Health and Safety – as soon as the new organisation of the University's Health and Safety has been completed The Department will draft a new List of Services

AVAILABILITY: All staff can be contacted via email or in an emergency, on the phone

USERS: DSTF

CONTACTS IN CASE OF FIRE OR IN CASE OF EMERGENCY

PERSON IN CHARGE	IN CASE OF FIRE	IN CASE OF EMERGENCY	CONTACTS
Silvia ARPICCO		X	(silvia.arpicco@unito.it - 011 670.6668)
Silvia BARRERI	X	X	(sede di Savigliano - silvia.barreri@unito.it - 011 670.8341)
Massimo BERTINARIA	X	X	(massimo.bertinaria@unito.it - 011 670.7738)
Konstantin CHEGAEV	X	X	(konstantin.chegaev@unito.it - 011 670.7669)
Annalisa COSTALE	X	X	(annalisa.costale@unito.it - 011 670.7822)
Claudio FRANCHINO		X	(claudio.franchino@unito.it - 011 670.8498)
Margherita GALLICCHIO		X	(margherita.gallicchio@unito.it - 011 670.7690)
Corrado GHE'		X	(corrado.ghe@unito.it - 011 670.6239)
Silvia IDROFANO		X	(silvia.idrofano@unito.it - 011 670.7656)
Erica LIBERTO		X	(erica.liberto@unito.it - 011 670.7662)
Stefano MANTEGNA	X		(stefano.mantegna@unito.it - 011 670.7684)
Elisabetta MARINI	X		(elisabetta.marini@unito.it - 011 670.7671)
Daniela MASTROSIMONE		X	(daniela.mastrosimone@unito.it - 011 670.5693)
Elisabetta MUNTONI		X	(elisabetta.muntoni@unito.it - 011 670.6244)
Simona OLIARO BOSSO		X	(simona.oliaro@unito.it - 011 670.6864)
Elena PEIRA		X	(elena.peira@unito.it - 011 670.7668)
Simona SAPINO		X	(simona.sapino@unito.it - 011 670.7192)
Rita SPAGNOLO	X	X	(rita.spagnolo@unito.it - 011 670.7191)
Livio STEVANATO	X	X	(livio.stevanato@unito.it - 011 670.7680)
Elena UGAZIO	X		(elena.ugazio@unito.it - 011 670.7192)
Daniele ZONARI	X	X	(daniele.zonari@unito.it - 011 670.6667)

AVAILABILITY: All staff can be contacted via email or in an emergency, on the phone

USERS: DSTF

7. DISPOSAL OF BULKY AND ELECTRONIC MATERIAL

PERSON IN CHARGE: Annalisa COSTALE (annalisa.costale@unito.it - 011 670.7822)

DESCRIPTION: for the disposal of solvents, chemicals and medical waste

USERS: DSTF

AVAILABILITY: contact via email

8. CLEANING SERVICES

PERSON IN CHARGE: Rita SPAGNOLO (rita.spagnolo@unito.it - 011 670.7191)

DESCRIPTION: in charge of checking cleaning services carried out by a cooperative (contracted out)

USERS: DSTF

AVAILABILITY: email for an appointment

Information may be incomplete due to the reorganisation of services.

All staff can refer to online material and may contact the webmasters to make suggestions or to inform about a problem.