

POWERING PROGRESS

Corporate Services & Facilities Review



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FM Cotton Center Campus

Hub and Zone

- Provides variety of flexible workspace for in-person meetings and collaboration.
- Hub and Zone Guidelines: [Here](#)
- [Robin](#)
 - Self-service to book space in Hub/Zone
 - Contact Corporate Services if you can't find space
- [Visitor Access](#)
- Practice good Housekeeping
 - Tidy up space before you leave room
 - Erase whiteboards
 - Push in chairs
 - Utilize café for meals, if possible, to minimize spills
- Campus Expansion: New building design and build in progress
 - Expected opening: 1Q26

Amenities

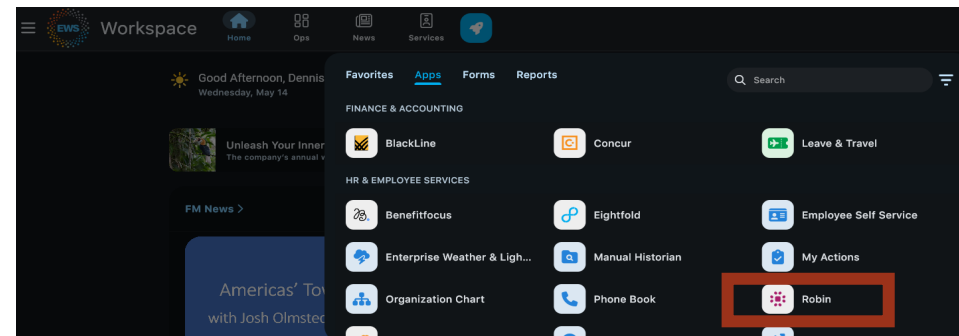
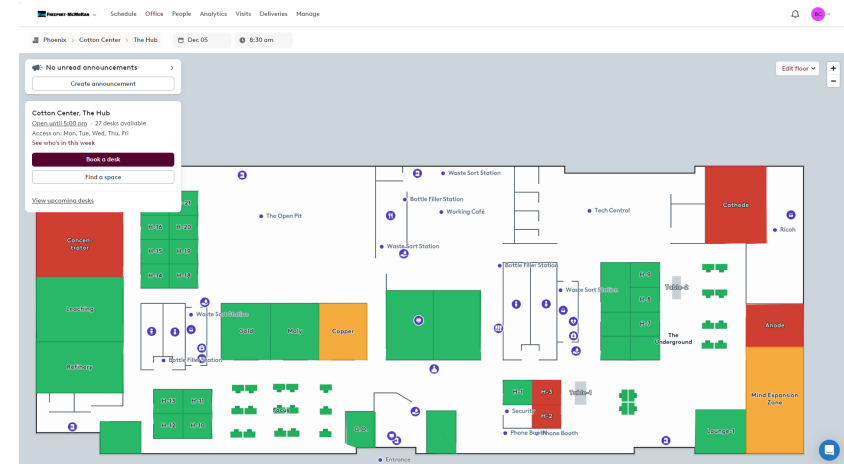
- Support Team
 - Corporate Services, Facilities, MIS, Ricoh, Security, Housekeeping
- Easy to use Technology for Teams meetings
- Workspaces
 - Variety of enclosed and open spaces
 - Individual-large event space
 - Phone booths
- Lockers (The Hub only)
- Working café and Patio
 - Lunch daily for working meetings
 - Event space
 - Contact Corporate Service to plan your next event at the Hub
- Ample parking (covered and non-covered)

Robin- Space Management



- Access Link: [Schedule | Robin](#)
- Training Tools: [Your guide to Robin](#)
- Reminders:

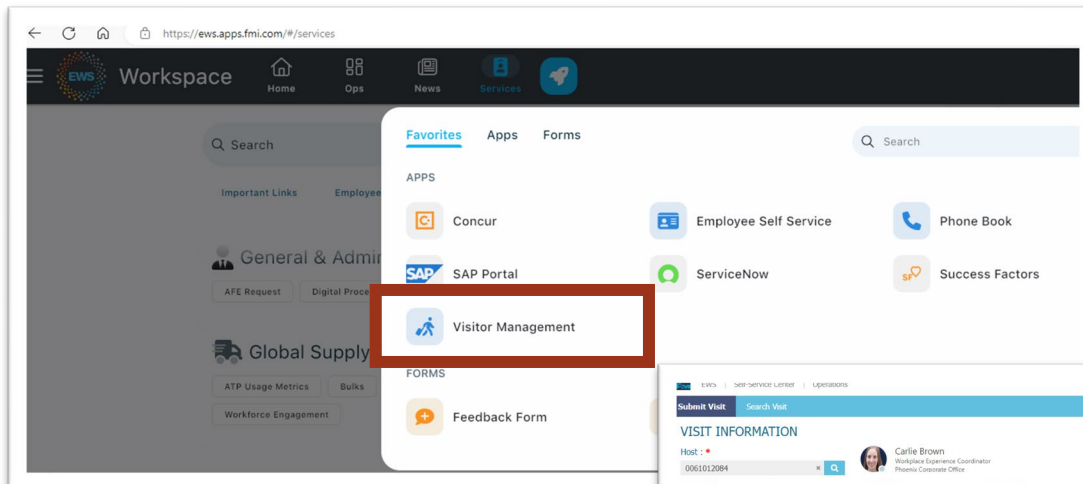
- All enclosed spaces require a reservation
- Reserve spaces in advance for busier days (Tuesday-Thursday)
- Reserve spaces for the accurate amount of time
- Cancel your reservation/room if you no longer need it
- Most spaces can be reserved up to 90 days in advance in Robin
- Shared space- help us keep the Hub tidy



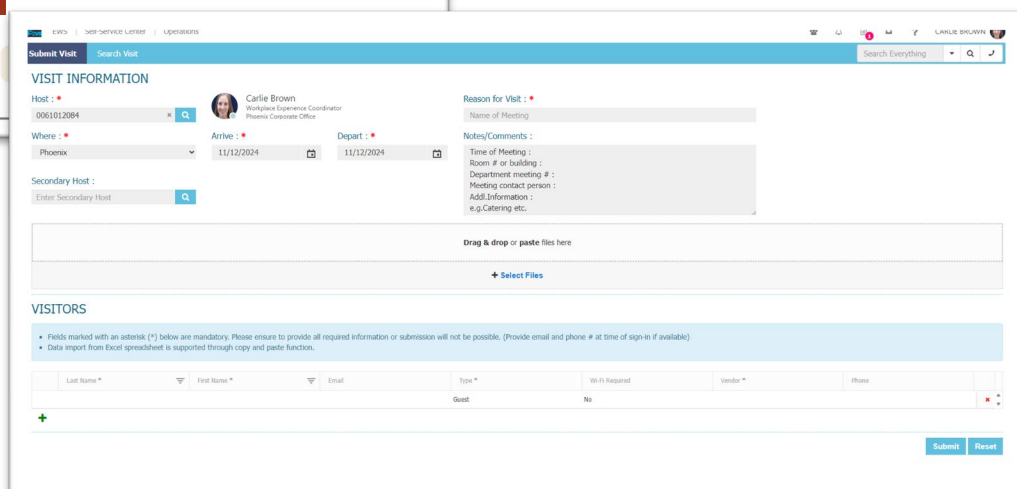
- **Contact:** Dennis Nguyen and Carlie Brown

Visitors

- **VMS:** Submit a [Visitor Request](#) for any non-FMI visitors, or FMI site employees
- Note the “Wi-Fi Required” field if guests will need to access the Internet
 - Guest Wi-Fi Information: [MIS Help Desk - Request Access to FCX Guest WIFI](#)



The screenshot shows the EWS Workspace interface. In the 'Favorites' section, the 'Visitor Management' app is highlighted with a red box. The app icon shows a person with a checkmark.

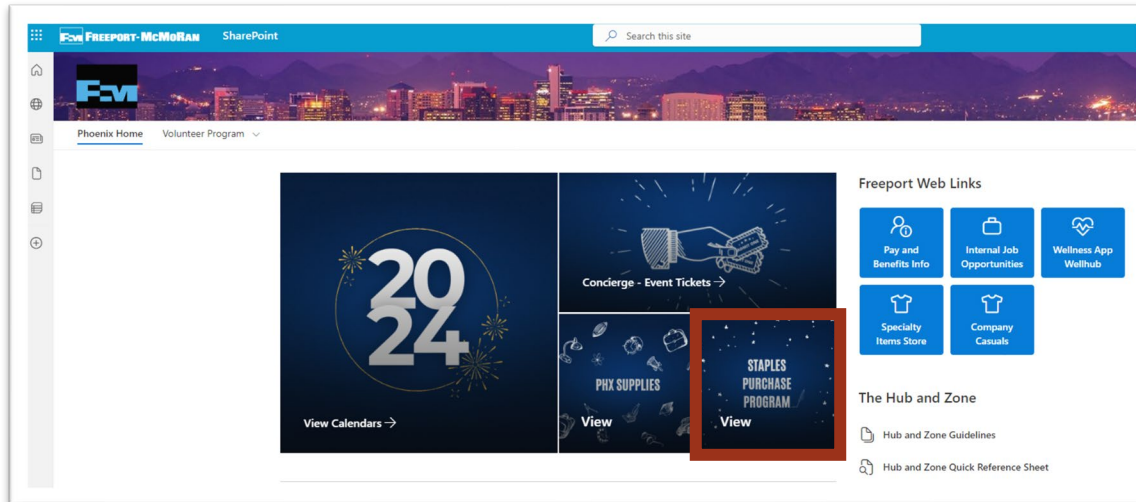


The screenshot shows the Visitor Management form. The 'VISIT INFORMATION' section includes fields for Host (Carlie Brown), Where (Phoenix), Arrive (11/12/2024), and Depart (11/12/2024). The 'Reason for Visit' field is empty. The 'VISITORS' section contains a table with columns for Last Name, First Name, Email, Type, Wi-Fi Required, Vendor, and Phone. The table has one row with a '+' icon in the first column, indicating a new visitor can be added.

Last Name *	First Name *	Email	Type *	Wi-Fi Required	Vendor *	Phone
+						

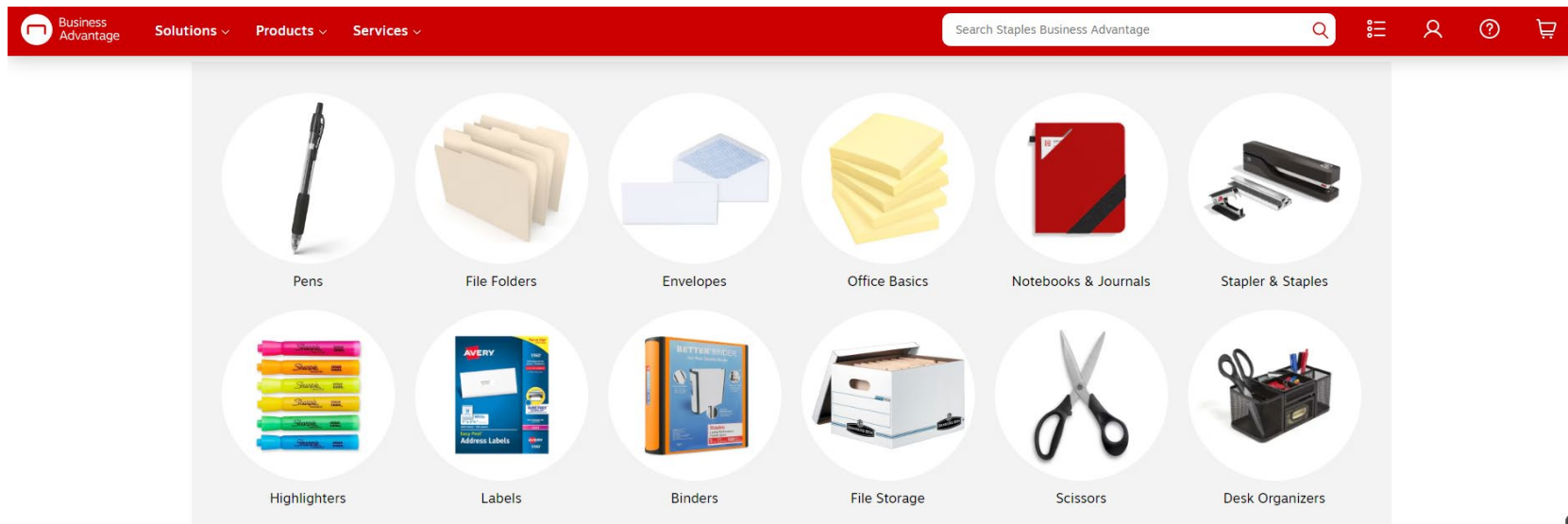
Staples Advantage Program

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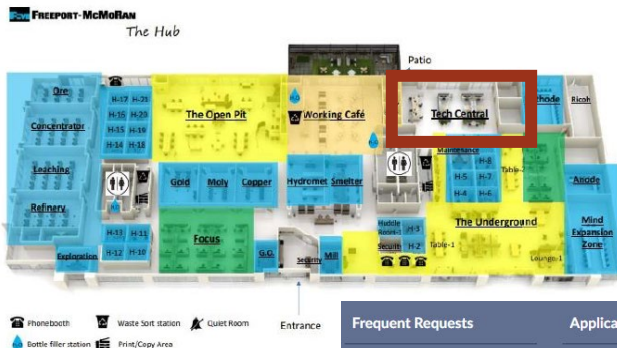
Staples Advantage Program

- **Allowance:** \$150.00 per year
 - Allowance does not roll over
 - Allowance resets every October of the year
- **Catalog:** Office supplies are for business use only. The program will provide employees with a stock list of standard office supplies to order from
- **Contact:** Dennis Nguyen



Tech Support/Service Now

- ServiceNow allows employees to create tickets for asset needs and MIS support
- Service Now Link: [Employee Center Homepage](#)
- Support Phone Number: [+1-602-366-7000](#)
- On-site Tech Support is available in Tech Central at The Hub, Sr. Spv IS – Jose Granado
- ServiceNow support for Facilities requests coming soon*



Frequent Requests	Applications	Hardware	MIS Security	Employee Information Change	Quick links
Email, Groups & Accounts	SAP	Computers	Report Security Event	Update My Contact Info	Report an issue
Shared Drives	Microsoft 365	Accessories		Onboarding	
Global Protect VPN	Reporting & Analytics	Mobile Phones and Devices	All Other Requests	Offboarding	
	Software Requests	Camera	Other Request		
IT for IT	Servicenow	Radios			
Network	Application Access Request				
Request new Admin Account					



Ricoh – Mail & Print Services

- Ricoh at Freeport-McMoRan offers a variety of services and solutions to meet your business needs:
 - Print, copy and mail services
 - Shipping and delivery
 - Meeting room set up
 - Standard office supplies can be found in the Ricoh Center in the Southeast corner of the Hub

Ricoh Mail & Print Services

- [Ricoh SharePoint Site](#)

- Contact: SM-PHX-SER-Ricoh@fmi.com
- Hub Office: 602-366-8236
- Downtown Office: 602-366-8099
- Site Manager: Alyssa Alvarado
 - aalvarad11@fmi.com

Print, copy and mail services. Meeting room set up. Shipping and delivery.

Ricoh at Freeport-McMoRan offers a variety of services and solutions to meet your business needs. The Ricoh Mail & Print Service Centers are located on the 19th floor in the southwest corner of FMC (see map) and the south side of CCS.

Mail & Copy Schedule	Track a Package	Nearest U.S. Post Office
Internal Mail runs are conducted at: 11:30 a.m. 3:30 p.m. Ricoh Courier run to the Cotton Center is at: 2pm External Courier Pickups at Tower are at: UPS 4pm FedEx 4pm DHL 4pm External Courier Pickups at CCS: UPS 3:30pm FedEx and DHL must be dropped off to Ricoh prior to 1pm *These pickups have to be scheduled and are not guaranteed same day pickup	FedEx UPS DHL U.S. Postal Service ATTENTION International Shipping Notice: When shipping the following items internationally: <ul style="list-style-type: none">• Items valued over \$2,500• Proprietary information stored on electronic devices Use Ricoh's International Shipping Form (items over \$2,500 or proprietary info)	To FMC USPS Phoenix 522 N. Central Ave. Monday - Friday 8:30 a.m. to 4:30 p.m. To CC4/CC5 USPS Tempe 500 S Mill Ave Tempe AZ 85281 Monday-Friday 9 a.m to 5:30 p.m.



Department Meeting Request (DMR)

- The DMR process applies for any meeting/event with at an **offsite venue** that requires a **contract**
 - Off-site trainings or workshops
 - Department outings or teambuilding activities
 - Large Team dinners
 - Large on-site events at the Hub/Zone
- Allows for consistent service, cost tracking, and budget planning
- To view the full Meetings & Event process click [here](#)
- For assistance with this process, please contact Gemma Wiseman and Carlie Brown