

Photo  
Of  
Facility

**Purchasing and General Services Department  
Facility Services**

**FOCUS CENTER PD**

215 San Saba St

Sq. Ft. 9,192

Building Hours 6:00 a.m. – 5:00 p.m.

Jo Ann Palermo, Building Supervisor (207-8002, cell # 259-9707)

Greg Odom, Building Manager (207-6308)

**CUSTODIAL CARE**

**Cleaning Hours:** 9: a.m. – 10:30 a.m.; Mon/Thurs = 1.5 hrs a day

**Please contact Jo Ann Palermo, Supervisor (cell # 259-9707) to schedule/discuss these issues.**

**Common Area Maintenance**

- **\*Contracted Out\***

**Office Care**

- Trash Pick Up twice a week
- Vacuum twice a week/request
- Dust upon request/monthly
- Spot clean carpet stains/monthly
- Bonnet shampoo quarterly
- Custodial project upon request/needed

**BUILDING MAINTENANCE**

**Note: The Police Dept. is leasing three offices in this facility and we provide Custodial Services only to those offices leased.**

**Building Maintenance needs are provided by the building landlord.**

**Vending Machine Information** – Please contact Teri Lee, 207-6502, regarding issues with vending machines.