



**Purchasing and General Services Department  
Facility Services**

**SOUTH EAST SERVICE CENTER**

7402 S. New Braunfels St.

Sq. Ft. 10,780

Building Hours 7:00 a.m. – 5:00 p.m.

Guadalupe Saldana, Building Supervisor (cell # 482-0764, offic # 207-8773)

Greg Odom, Building Manager (207-6308)

**CUSTODIAL CARE**

**Cleaning Hours:** Tuesdays/Thursdays; 1:00 p.m. to 4:30 = 3.5 hrs

**Please contact Maria Trevino, Crew Leader, (Pager #603-8656) to schedule/discuss these issues.**

**Common Area Maintenance**

- Floor Care Twice a Week
- Trash Pick Up Twice a Week
- Dusting Once A Week
- Fixture Polish Twice Weekly

**Office Care**

- Trash Pick Up twice a week
- Vacuum twice a week/request
- Dust upon request/scheduled
- Spot clean carpet stains/weekly
- Custodial project upon request/needed
- Restrooms stock/clean twice a week

**BUILDING MAINTENANCE**

**Maintenance/Repair Request Line:** 207-5600 (6:45 am to 3:30 pm); 359-3110 (3:31 pm – 6:44 am)

**Routine Maintenance and Building Repairs**

Asset Management is responsible for the operation and maintenance of this building and will absorb these expenses. Tenant departments have a Building Maintenance scheduled line item that is debited each month to cover utilities and the services provided by Asset Management. Such services include plumbing, HVAC, electrical, drywall, and all other related structure repairs.

**Contractual Services**

- **Pest Control** services are on request by Triple B to treat the facility for fleas, roaches, ants, rats, mice, crickets, silverfish, spiders and scorpions).
- **HVAC** monthly maintenance includes filter change and routine AC checks by Air Jireh.
- **Lawn Maintenance** provided by R&R Ent. (2x month October – March; 4x month April – September)
- **Generator Service** provided by Holt Power Systems

**OTHER SERVICES**

Most tenant departments have a Building Maintenance-Trade scheduled line item within their operating budget to cover additional services charges that are presented below. To schedule these services, please call 207-5600

**Special Requests**

Tenant departments are able to request office remodels, outlet moves, etc. These types of requests however are outside of routine maintenance and repair. The material cost and hourly labor charge will be billed to the requesting department. Listed below are the fees and hourly charges for these services:

- |              |         |             |         |               |         |
|--------------|---------|-------------|---------|---------------|---------|
| • Plumbing   | \$30.00 | • Painting  | \$25.00 | • Maintenance | \$20.00 |
| • Electrical | \$32.00 | • HVAC      | \$28.00 | • Admin Fee   | \$25.00 |
| • Carpentry  | \$25.00 | • Bldg. Svc | \$14.00 | • Supply Fee  | \$14.00 |

**Keys** are distributed once for each space to the tenant department's administrative staff. Additional keys are provided by request at cost. For additional Locksmith Service, please coordinate with the Building Maintenance Crew Leader or Supervisor listed above.

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