



**Purchasing and General Services Department
Facility Services**

EAST POLICE SUB/STATION

3650 Houston St

Sq. Ft. 14,455

24 hr Operation

Guadalupe Saldana, Building Supervisor (207-8733, cell # 482-0764)

Greg Odom, Building Manager (207-6308)

CUSTODIAL CARE

Cleaning Hours: 7:45 am – 4:30 pm

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

Common Area Maintenance

- Floor Care Daily
- Trash Pick Up Daily
- Dusting Daily
- Fixture Polish Twice Weekly
- Inside Windows Quarterly

Office Care

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

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.

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:

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|--------------|---------|-------------|---------|---------------|---------|
| • 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.