

## **Building/Tenant Services**

### **Heating, Ventilation and Air Conditioning (HVAC):**

HVAC services are supplied on business days from 8:00am until 5:00pm. An overtime charge will be billed to tenants receiving HVAC service outside normal operating hours (8:00am – 5:00pm) on business days, and all hours on weekends and building holidays ([See 2017 After Hours Services](#)). The charge is divided equally among the agencies that are working in the building during these hours.

### **Cleaning Services:**

Cleaning operations occur Monday through Friday, except holidays starting at 5:00pm and lasting until approximately 12:30am the following day. Window sills are to be kept clear at all times. Window-washing may be omitted where a sill is not clear. Window exteriors will not be cleaned during the winter season or inclement weather. A sign will be posted in the elevator lobby of the floor where windows are to be cleaned the following day.

### **Day-time maintenance:**

Day-time staff is available to assist in the case of substances spilled on the floors, burned-out light bulbs, delivery of garbage dumpsters\* or recycling bins, etc. Call the Property Manager's office for assistance.

### **Work Orders:**

Special maintenance services such as painting, plastering, furniture moving and/or removal and other minor office renovations are provided at the tenant agency's expense. Requests for such work should be submitted to the Property Manager's office at least 3 working days prior to the requested service via Angus Anywhere by an authorized tenant representative. To get access to Angus Anywhere authorized personnel send an email to Chong Lee, Assistant Property Manager at [clee@interchurch-center.org](mailto:clee@interchurch-center.org).

### **Recycling & Refuse:**

Dumpsters: Dumpsters are available upon written request, via Angus Anywhere for non-recyclables.

ID stickers are available through the property's management office for rubbish and recyclable paper.

Garbage: Bulk Items not usually picked up with nightly office collections such as office furniture or machinery will need to be removed by the building's day porters at a cost to the tenant. Submit a request via Angus Anywhere Please DO NOT leave bulk items by the Freight Elevator.

Recycling Bins are available at no cost. Submit a request via Angus Anywhere.

### **Stair Access**

Lobby access to Stairway A (North Lobby Corridor) is available by swiping your employee I.D. at the doors near the rear entrance to the Chapel. For security purposes, do not allow anyone to access behind you. Anyone accessing the stairway should have his/her own building identification card.