## **FACILITIES ISSUES CONTACT INFO**

EMAIL LINKS Facilities Coordinator  Management Resources Security Coordinator Shipping and Receiving COC HR  ISSUE  COC HR  COC HR  Sequently Coordinator Shipping and Receiving COC HR  Sequently Coordinator Shipping and Receiving COC HR  Sequently Coordinator COC HR  Sequently Coordinator Shipping and Receiving COC HR  Sequently Coordinator Sequently Coordinator mailbox.	EDAAH HINKS		VIACI IIVI C
Management Resources Security Coordinator Shipping and Receiving COC HR  ISSUE CONTACT  Badge Access Issues		For Physical Control Control	
Security Coordinator Shipping and Receiving Shipping and Receiving COC HR  ISSUE CONTACT  Badge Access Issues			
Shipping and Receiving  COC HR  ISSUE  CONTACT  Badge Access Issues			
COC HR  ISSUE  CONTACT  Badge Access Issues	•		
ISSUE CONTACT Badge Access Issues			
Badge Access Issues	OC HR	COC HR	
-	ISSUE	CONTACT	
Send email to the COC Security Coordinator mailbox	ladge Access Issues		
Some contained and Security Security Security		Send email to the COC Security Coordinator ma	ilbox.
Badge Replacement for Lost, Lost or stolen badges should be reported to the supervisor	Sadge Replacement for Lost,	Lost or stolen badges should be reported to the	supervisor
Stolen, Damaged or Worn ID immediately.	tolen, Damaged or Worn ID	immediately.	
New badges can be picked up at:	padges	New badges can be picked up at:	
301 W Jefferson 1st floor Suite 160	_	301 W Jefferson 1st floor Suite 160	
The hours are:		The hours are:	
Monday Friday 8:00 a.m. to 4:00 p.m. Conta		Monday Friday 8:00 a.m. to 4:00 p.m.	Contact
information: Janette Corre			nette Correa
- 506-8580			
Card Reader Issues	 Card Reader Issues		
For non-urgent issues, send an email to COC Facilities		For non-urgent issues, send an email to COC Fac	cilities
_		_	For
immediate attention, contact staff in this priority order:			
Gene Yamamoto - 506-6525			ly order.
Ulises Martinez - 506-6525			
			Frances
			Frances
Horst - 372-3614	Yournal Danair	HOIST - 372-3014	
Keypad Repair  For non-urgent issues, send an email to COC Facilities	еурай керап	For non urgent issues, send an amail to COC Fa	cilitios
Coordinator mailbox.			cilities
			ioritu ordori
For immediate attention, contact staff in this priority order:  Gene Yamamoto - 506-6525		·	ionty order.
Ulises Martinez - 506-6525			
			F
			Frances
Horst - 372-3614	and Man Mandana Barana d	HOIST - 372-3014	
ocks Not Working Properly	ocks Not Working Properly		••••
For non-urgent issues, send an email to COC Facilities			cilities
Coordinator mailbox.			
For immediate attention, contact staff in this priority order:		•	iority order:
Gene Yamamoto - 506-6525			
Ulises Martinez - 506-6525			
			Frances
Horst - 372-3614			
Safe and Vault Issues - changes to	afe and Vault Issues - changes to		
combinations, repairs	ombinations, repairs		
Contact Frances Horst – 602 372 3614			

Vault Doors Not Working Properly	
value boots were working i roperty	For non-urgent issues, send an email to COC Facilities
	Coordinator mailbox.
	For immediate attention, contact staff in this priority order:
	Gene Yamamoto - 506-6525
	Ulises Martinez - 506-6525
D	Horst - 372-3614 Send an email to COC Facilities Coordinator mailbox. Include
Request Keys	
Daniel Daniel Daniel	manager or administrator approval.
Doors Do Not Close Properly	Francisco de la constitución de
	For non-urgent issues, send an email to COC Facilities
	Coordinator mailbox.
	For immediate attention, contact staff in this priority order:
	Gene Yamamoto - 506-6525
	Ulises Martinez - 506-6525
	Chuck Gobble - 506-8977 Frances
	Horst - 372-3614
Exterior Doors/Windows Broken	
and Space is Unsecured	
	Contact FMD - 506-3277
Furniture Purchase	
i armeare i aremase	Send request through your management chain.
Furniture Repair, Requests to	Send an email to COC Facilities Coordinator mailbox. Include
Move, etc	manager or administrator approval.
Chairs - Repair	inanager of autimistrator approvar.
Chan's - Repair	Send an email to COC Facilities Coordinator mailbox.
Chairs - Purchase	Send an email to COC Facilities Coordinator mailbox. Include
Chairs - Purchase	
Cubiala / Daala Barraira	manager or administrator approval.
Cubicle/Desk Repair	Send an email to COC Facilities Coordinator mailbox. Include
Office (Course Becautions	manager or administrator approval.
Office/Space Reconfigurations,	
Painting, Remodels, etc	
Name and a to a /Name at the state of a CH	Send request through your management chain.
Nameplates/Name Inserts for All	Condense with a cooperative of the cooperative of t
Locations	Send an email to COC Facilities Coordinator mailbox.
Bathroom Supplies, Biohazard	
Spills or Contamination, Cleaning	
Crew Issues, Trash Pick Up	
	Send an email to COC Facilities Coordinator mailbox.
	ISEND AN EMAIL TO CUC FACILITIES COORDINATOR MAILINGS

Biohazard Container Removal		
Bioliazard Container Removar	For non-urgent issues, send an email to COC Facilities	
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority order	ır.
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
		606
	Chuck Gobble - 506-8977 Fran Horst - 372-3614	ces
Pagyala Bin Eyahanga	HOIST - 372-3014	
Recycle Bin Exchange	Send an email to COC Facilities Coordinator mailbox.	
Carpet/Floor Cleaning	Send an email to COC Facilities Coordinator mailbox.	
Carpet/Floor Cleaning	Send an email to COC Facilities Coordinator mailbox.	
	Send an email to COC Facilities Coordinator mailbox.	
Loud or Unusual Noises		
	For non-urgent issues, send an email to COC Facilities	
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority orde	r:
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
	Chuck Gobble - 506-8977 Fran	ces
	Horst - 372-3614	
Odors		
	For non-urgent issues, send an email to COC Facilities	
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority orde	r:
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
	Chuck Gobble - 506-8977 Fran	ces
	Horst - 372-3614	
Pest Control - Insects, Rodents,		
etc	Send an email to COC Facilities Coordinator mailbox.	
Plumbing Issues - Sinks Not		
Draining, Toilets Not Flushing	For non-urgent issues, send an email to COC Facilities	
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority orde	r:
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
	Chuck Gobble - 506-8977 Fran	ces
	Horst - 372-3614	
Power Outage		
	For non-urgent issues, send an email to COC Facilities	
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority orde	r:
1	•	
	Gene Yamamoto - 506-6525	Ì
	Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525	
		ces

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Temperature Control		
	For non-urgent issues, send an email to COC Facilitie	S
	Coordinator mailbox.	
	For immediate attention, contact staff in this priority	order:
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
	Chuck Gobble - 506-8977	Frances
	Horst - 372-3614	
Depository Box Issues		
	For non-urgent issues, send an email to	COC
	Facilities Coordinator mailbox.	
	For immediate attention, contact staff in this priority	order:
	Gene Yamamoto - 506-6525	
	Ulises Martinez - 506-6525	
	Chuck Gobble - 506-8977	Frances
	Horst - 372-3614	
Cash Drawer Repair		
Cash Francis Hopan	For non-urgent issues, send an email to	coc
	Facilities Coordinator mailbox.	
	For immediate attention, contact staff in this priority	order:
	Gene Yamamoto - 506-6525	order.
	Ulises Martinez - 506-6525	<b>.</b>
	Chuck Gobble - 506-8977	Frances
	Horst - 372-3614	
Rapid Print Issues		
	Send an email to the <b>Shipping and Receiving</b> mailbox	Κ.
Time Clock Not Working	Send email to COC HR mailbox or call 506-1090.	
Reverse Osmosis/RO System		
	Send an email to COC Facilities Coordinator mailbox.	
Light Bulb Replacement		
Light Buib Replacement	Cond on amoil to COC Facilities Coordinates mailbox	
	Send an email to COC Facilities Coordinator mailbox	•
Ceiling Tile Repair		
	Send an email to COC Facilities Coordinator mailbox	•
Elevators Not Working		
	Contact FMD 506-3277	
Purchasing Requests		
r di chashig Kequests	The request and approval should be sent to Manage	mont
	Resources.	ment
Signage County	nesources.	
Signage - County		
	Send request through your management chain. Man	_
	send an email to COC Facilities Coordinator mailbox.	
Surplus Equipment	Send an email to <b>COC Facilities Coordinator</b> mailbox manager or administrator approval.	. Include

Surplus Office Supplies - Paper,	
File Folders, Paper Clips, etc	
	Send email to Management Resources.
Incident Reporting	Complete form and email to COC HR mailbox.
Parking Agreement	
	Submit the completed parking agreement form to COSC HR.
	Employees must complete a new parking agreement when
	changing vehicles or parking location.
URGENT ISSUES	
Flooding - toilets overflowing,	
water leaks, etc	FMD - 506-3277
Any issue that occurs outside	
normal business hours that needs	
immediate attention	FMD - 506-3277
Court Security Emergency Line	506-3424
<b>County Security Services</b>	
Emergency Line	506-3700

	ADDITIONAL INFORMATION
	estions regarding your request, call 506-1090.
•	ent badges, the following information should be
noted:	
-	<u>lost</u> badge - There is a \$12.00 replacement fee. * To
· ·	<u>aged</u> badge - There is no charge if the damaged
-	ned to FMD at the same time the new badge is
requested.	
	I questions, please email the COC Security
Coordinator n	
•	e location, onsite contact name and phone number.  mal business hours, contact FMD at 506-3277.
Please provide	e location, onsite contact name and phone number.
•	e location, onsite contact name and phone number.  mal business hours, contact FMD at 506-3277.

Please provide location of vault and onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.  For urgent or after hours assistance, please contact FMD - 506- 3277
Follow up with an email to COC Facilities Coordinator
NOTE: These requests require Deputy Director and Chief Deputy
approval.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
NOTE: These requests require Deputy Director and Chief Deputy approval.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.

Please provide location, onsite contact name and phone number.  In the event that a response is not received timely, please call
Frances Horst - 372-3614
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
If outside normal business hours, contact FMD at 506-3277.
Please provide location, onsite contact name and phone number.
If outside normal business hours, contact FMD at 506-3277.
Please provide location, onsite contact name and phone number.

Please provide location, onsite contact name and phone number.
ricase provide location, offsite contact fiame and priorie number.
Please provide location, onsite contact name and phone number.
riease provide location, offsite contact flame and priorie flumber.
NOTE: Repairs may require a purchase order.
Please provide location, onsite contact name and phone number.
NOTE: Do not contact vendors without the permission of
Management Resources to ensure the vendor is contracted with
Maricopa County
Please provide the location and time clock number.
Please provide location, onsite contact name and phone number.
riease provide location, orisite contact name and priorie number.
Please provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.
. lease provide location, onsite contact hame and phone number.
Follow up with an email to COC Facilities Coordinator mailbox.
Tollow up with all email to coc racilities coordinator malibox.
NOTE: Do not contact vendors without the permission of
Management Resources to ensure the vendor is contracted with
Maricopa County
NOTE: May require a purchase request form.  Please
provide location, onsite contact name and phone number.
Please provide location, onsite contact name and phone number.

<b>NOTE:</b> Include a short description of the items. Place in a secured
box for easy transport.
Incident Departing Form
Incident Reporting Form
Parking Agreement
Follow up with an amail to COC Facilities Coordinates
Follow up with an email to COC Facilities Coordinator
Follow up with an email to COC Facilities Coordinator
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