

FACILITIES ISSUES CONTACT INFO

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EMAIL LINKS	
Facilities Coordinator	Facilities Coordinator
Management Resources	Management Resources
Security Coordinator	Security Coordinator
Shipping and Receiving	Shipping and Receiving
COC HR	COC HR
ISSUE	CONTACT
Badge Access Issues	Send email to the COC Security Coordinator mailbox.
Badge Replacement for Lost, Stolen, Damaged or Worn ID badges	<p>Lost or stolen badges should be reported to the supervisor immediately.</p> <p>New badges can be picked up at: 301 W Jefferson 1st floor Suite 160</p> <p>The hours are: Monday -- Friday 8:00 a.m. to 4:00 p.m.</p> <p>information: Contact Janette Correa - - 506-8580</p>
Card Reader Issues	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox. For</p> <p>immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Frances Horst - 372-3614</p>
Keypad Repair	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Frances Horst - 372-3614</p>
Locks Not Working Properly	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Frances Horst - 372-3614</p>
Safe and Vault Issues - changes to combinations, repairs	Contact Frances Horst – 602 372 3614

Vault Doors Not Working Properly	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Request Keys	<p>Send an email to COC Facilities Coordinator mailbox. Include manager or administrator approval.</p>
Doors Do Not Close Properly	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Exterior Doors/Windows Broken and Space is Unsecured	<p>Contact FMD - 506-3277</p>
Furniture Purchase	<p>Send request through your management chain.</p>
Furniture Repair, Requests to Move, etc	<p>Send an email to COC Facilities Coordinator mailbox. Include manager or administrator approval.</p>
Chairs - Repair	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Chairs - Purchase	<p>Send an email to COC Facilities Coordinator mailbox. Include manager or administrator approval.</p>
Cubicle/Desk Repair	<p>Send an email to COC Facilities Coordinator mailbox. Include manager or administrator approval.</p>
Office/Space Reconfigurations, Painting, Remodels, etc	<p>Send request through your management chain.</p>
Nameplates/Name Inserts for All Locations	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Bathroom Supplies, Biohazard Spills or Contamination, Cleaning Crew Issues, Trash Pick Up	<p>Send an email to COC Facilities Coordinator mailbox.</p>

Biohazard Container Removal	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Recycle Bin Exchange	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Carpet/Floor Cleaning	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Loud or Unusual Noises	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Odors	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Pest Control - Insects, Rodents, etc	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Plumbing Issues - Sinks Not Draining, Toilets Not Flushing	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Power Outage	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>

Temperature Control	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Depository Box Issues	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Cash Drawer Repair	<p>For non-urgent issues, send an email to COC Facilities Coordinator mailbox.</p> <p>For immediate attention, contact staff in this priority order:</p> <p>Gene Yamamoto - 506-6525 Ulises Martinez - 506-6525 Chuck Gobble - 506-8977 Horst - 372-3614</p> <p style="text-align: right;">Frances</p>
Rapid Print Issues	<p>Send an email to the Shipping and Receiving mailbox.</p>
Time Clock Not Working	<p>Send email to COC HR mailbox or call 506-1090.</p>
Reverse Osmosis/RO System	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Light Bulb Replacement	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Ceiling Tile Repair	<p>Send an email to COC Facilities Coordinator mailbox.</p>
Elevators Not Working	<p>Contact FMD -- 506-3277</p>
Purchasing Requests	<p>The request and approval should be sent to Management Resources.</p>
Signage - County	<p>Send request through your management chain. Managers, send an email to COC Facilities Coordinator mailbox.</p>
Surplus Equipment	<p>Send an email to COC Facilities Coordinator mailbox. Include manager or administrator approval.</p>

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
County Security Services Emergency Line	506-3700

INFORMATION

ADDITIONAL INFORMATION

If you have questions regarding your request, call 506-1090.

For replacement badges, the following information should be noted:

* To replace a **lost** badge - There is a \$12.00 replacement fee. * To replace a **damaged** badge - There is no charge if the damaged badge is returned to FMD at the same time the new badge is requested.

For additional questions, please email the [COC Security Coordinator mailbox](#).

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.

If outside normal business hours, contact FMD at 506-3277.

Please provide location of safe or vault and onsite contact name and phone number.

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.

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NOTE: These requests require Deputy Director and Chief Deputy approval.

Please provide location, onsite contact name and phone number.

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In the event that a response is not received timely, please call
Frances Horst - 372-3614

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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.

Please provide location, onsite contact name and phone number.

Please provide location, onsite contact name and phone number.

Follow up with an email to **COC Facilities Coordinator** mailbox.

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.

NOTE: Include a short description of the items. Place in a secured box for easy transport.

[Incident Reporting Form](#)

[Parking Agreement](#)

Follow up with an email to COC Facilities Coordinator

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