

GENERAL SERVICES DIVISION INDEX

SERVICE REQUIRED	SERVICE PROVIDED BY
Air Conditioning	Trades Management Section 777 - 7767
Bidding	Purchasing Section 777 - 7253
Blown Fuse	Trades Management Section 777 - 7767
Board/Picture Hanging	Trades Management Section 777 - 7767
Broken water pipe	Trades Management Section 777 - 7767
Bulk Mail	Central Mail Section 777 - 7236
Buying Products	Purchasing Section 777 - 7253
Cars	MVMS Section 777 - 7248
Ceiling Problems	Trades Management Section 777 - 7767
Cold Room	Trades Management Section 777 - 7767
Clogged Plumbing	Trades Management Section 777 - 7767
Concrete Problems	Trades Management Section 777 - 7767
Contract buying	Purchasing Section 777 - 7253
Custodial Services	Facilities Operations Section 777 - 7760
Desk Repair	Trades Management Section 777 - 7767
Drain Problems	Trades Management Section 777 - 7767
Dirty Room/Office	Facilities Operation Section 777 - 7760
Door Problems	Trades Management Section 777 - 7767
Electrical Problems	Trades Management Section 777 - 7767
Elevator Issues	Trades Management Section 777 - 7767
Flags	Facilities Operations Section 777 - 7760
Furniture Problems	Trades Management Section 777 - 7767
Glass/Window Repair	Trades Management Section 777 - 7767
Grounds Maintenance	Facilities Operation Section 777 - 7760
Hot Room	Trades Management Section 777 - 7767
Ice on Steps/Sidewalks	Facilities Operation Section 777 - 7760
Information at Capitol Building	Capitol Information Desk 777 - 7220
Information at Herschler Building	Herschler Information Desk 777 - 7011
Keys/Locks Problems	Trades Management Section 777 - 7767
Lights don't work	Trades Management Section 777 - 7767
Light Bulb Change	Trades Management Section 777 - 7767
Lawns	Facilities Operation Section 777 - 7760
Mail Services	Central Mail Section 777 - 7236
Masonry Problems	Trades Management Section 777 - 7767
Metal Work	Trades Management Section 777 - 7767
Moving	Trades Management Section 777 - 7767
Office Supplies	Purchasing Section 777 - 7253
Paint/Painting	Trades Management Section 777 - 7767
Plaster Work	Trades Management Section 777 - 7767
Plugged Sink	Trades Management Section 777 - 7767
Plumbing Problem	Trades Management Section 777 - 7767
Postage	Central Mail Section 777 - 7236
Purchasing Questions	Purchasing Section 777 - 7253
Risk Management/Loss Control	Risk Management Section 777 - 5853
Sink Problems	Trades Management Section 777 - 7767
Slippery Floor	Facilities Operation Section 777 - 7760
Snow Removal	Facilities Operation Section 777 - 7767
Stamps/Postage	Central Mail Section 777 - 7236

Surplus Property	Purchasing/Surplus Property Unit 777 - 7901
Toilet Problems	Trades Management 777 - 7767
Tourists	Capitol Information Desk 777 - 7220
Vehicle Problems/Issues	MVMS Section 777 - 7248
Visitors	Capitol Information Desk 777 - 7220 Herschler Information Desk 777 - 7011
Walls/Wall Repairs	Trades Management Section 777 - 7767