

Responsibility Matrix		
Building Services Provided	Responsible Party	Notes
<b>Utilities:</b>		
Electric	Veterans	
Gas	Veterans	
Water and Sewer	Veterans	
Trash/Recycling Removal	Veterans	
Telephone systems	Veterans	
<b>Appliances</b>	Veterans	
<b>Art</b>	Veterans	
<b>AV Equipment</b>	Veterans	
<b>Backflow Prevention Device</b>	General Services - Facilities	
<b>Carpet</b> ( <i>safety/non-cosmetic</i> )	General Services - Facilities	
<b>Carpet</b> ( <i>cosmetic/upgrade</i> )	Veterans	
<b>Computers/Peripherals</b>	Veterans	
<b>Doors &amp; Closers</b>	General Services - Facilities	
<b>Electrical (systems)</b>	General Services - Facilities	
<b>Electrical (outlet repair)</b>	General Services - Facilities	
<b>Electrical (outlet installation - added)</b>	Veterans	Responsible for funding of additional circuits
<b>Elevators</b>	General Services - Facilities	
<b>Exterior Lighting</b>	General Services - Facilities	
<b>Fencing</b>	General Services - Facilities	
<b>Fire Systems/Monitoring</b>	General Services - Facilities	
<b>Fire Alarm Monitoring</b>	General Services - Facilities	
<b>Fire Extinguishers Maintenance</b>	General Services - Facilities	Monthly Inspections are the Veterans responsibility
<b>Furniture</b>	Veterans	
<b>HAZMAT Remediation</b>	General Services - Facilities	
<b>HVAC Systems</b>	General Services - Facilities	
<b>Interior Finishes</b>	General Services - Facilities	
<b>Graffiti Removal</b>	Veterans	
<b>Janitorial Services/Window Cleaning</b>	Veterans	
<b>Keys</b> ( <i>doors, rekey copies, coded</i> )	General Services - Facilities	
<b>Keys</b> ( <i>furniture, replace LOST</i> )	Veterans	Responsible for funding when rekeying due to lost keys
<b>Landscaping/Grounds</b>	Veterans	Includes irrigation backflow devices
<b>Lighting Systems</b>	General Services - Facilities	
<b>Lighting</b> ( <i>bulbs, task lighting, additional fixtures</i> )	Veterans	
<b>Painting</b> ( <i>Life cycle and repair touch up</i> )	General Services - Facilities	
<b>Painting</b> ( <i>Aesthetic</i> )	Veterans	
<b>Parking Lot</b>	General Services - Facilities	
<b>Pest Control</b>	Veterans	
<b>Glazing Systems</b>	General Services - Facilities	
<b>Phones Systems/Peripherals</b>	Veterans	
<b>Plumbing (systems)</b>	General Services - Facilities	
<b>Plumbing</b> ( <i>clogs, leaks, repairs</i> )	Veterans	
<b>Roof</b>	General Services - Facilities	
<b>Security Systems/Monitoring</b>	Veterans	
<b>Signage</b> ( <i>compliance/directional/way-finding</i> )	General Services - Facilities	
<b>Signage</b> ( <i>non-directional</i> )	Veterans	
<b>Water Filtration/Conditioning Systems</b>	Veterans	
If you need a work order open please contact Facilities at 707-784-6335		