

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