

Logistics

Management Office

Facilities Branch

Frequently Asked Questions

- Q.** What is the proper procedure for handling problems or complaints with the building?
- A.** Each office should designate one person as contact person. All problems or complaints should be directed to the designated contact. The contact person should then notify logistics (1D08), logistics will route the message to GSA.
- Q.** How do I request heat and/or air for employees working overtime hours?
- A.** Send a request in the form of an email to logistics (1D08). The email needs to include the time, room number, and date of the requested overtime hours. Logistics will forward a request to GSA.

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