



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services
Property Management
November 2006**



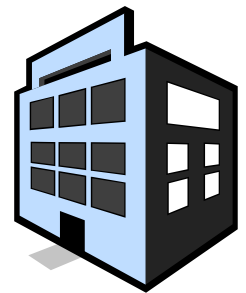
Summary of Services:

The National Business Center, Division of Facilities Management Services (DFMS), provides property management services for the Office of the Secretary and the National Business Center nationwide. Employees can acquire and dispose of excess/surplus furniture and equipment through their administrative contacts by contacting this office at the numbers listed below.



The following are some of the services provided by this office:

- Provide excess furniture for office set-ups
- Disposal of surplus furniture
- Purchase of New/Used furniture thru GSA
- Recycling of ADP equipment
- Issues guidance on property accountability.
- Establishes and maintains listing of accountable and custodial officers.
- Conduct training for accountable and custodial officers
- Conducts and maintains property inventories



Helpful Hints

- Do not place surplus furniture or equipment in the hallways
- Dispose of surplus furniture and equipment through your Administrative Contacts
- Provide 2 business days notice to schedule removal of surplus furniture and equipment
- Clearly label furniture and equipment as surplus
- Contact this office to arrange for proper disposal of refrigerators and microwaves
- Disposal of large volume of surplus furniture and equipment may require Reimbursable Moving Services

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