



U.S. Department of the Interior

# Office of Facilities and Administrative Services

Email: [facilities@nbc.gov](mailto:facilities@nbc.gov)

Phone: (202) 208-2222

Website: [www.doi.gov/ofas](http://www.doi.gov/ofas)

Hours of Operation: 7:00 a.m. - 5:00 p.m.

The following is a list of the services provided at the Main and South Interior Buildings. Please email us at [facilities@nbc.gov](mailto:facilities@nbc.gov) or call **202-208-2222** for any questions or services. You are also welcome to visit us in the MIB 1400 east corridor.

## **BUILDING OPERATIONS**

- ◆ Maintenance & Repairs
- ◆ Emergencies (e.g., power outages & floods)
- ◆ Pest Control
- ◆ Exhibits & Displays
- ◆ Space Management and Alterations
- ◆ Landscaping

## **CAFE, SNACK BAR & VENDING MACHINES**

- ◆ **Bison Bisro Cafeteria** (MIB Basement)  
Open weekdays 6:30 a.m. to 2:30 p.m.
- ◆ **Watering Hole** (MIB Basement)  
Open weekdays 7:00 a.m. to 3:00 p.m.
- ◆ **Snack Bar** (Room 4061)  
Open weekdays 7:00 a.m. to 4:00 p.m.
- ◆ **Vending Machines**  
Located on different floors throughout the building

## **CLEANING / CUSTODIAL**

- ◆ **Office and Restroom Cleaning**
- ◆ **Trash Pickup**  
Weekly
- ◆ **Recycling Pickup** (Blue Containers)  
Each Friday

(over)

## RECYCLING & COMPOSTING

### ◆ Bin Locations

- ▶ Recycling bins for paper, plastics, glass and aluminum are in each office. Recycling collection areas are located in kitchenettes and at each freight-elevator lobby. Custodial staff will empty your "blue" containers each Friday.
- ▶ Composting bins are located in the cafeteria, kitchenettes, at each freight-elevator lobby, and in other locations on each floor throughout the buildings.

## INTERIOR LIBRARY

- ◆ Open weekdays 7:45 a.m. to 5:00 p.m.

## EMPLOYEE HEALTH AND SAFETY

- ◆ Nurse / Health Unit
- ◆ Air Quality & Noise Issues
- ◆ Safety Management

## ADMINISTRATIVE SERVICES

- ◆ DOI Telephone Directory  
Available on oneINTERIOR under Resources
- ◆ Special Events and Multimedia Services
- ◆ Conference Room Reservations  
(Auditoriums, 7000A/B, 1352, 7429, Rachel Carson, Kiowa Room, Penthouses).
- ◆ Transit Subsidy Program
- ◆ DOI Headquarters Parking Services
- ◆ Office Moving Services
- ◆ Mail & Messenger Service
- ◆ Graphics & Printing
- ◆ DOI Flag & Seal Program
- ◆ Personal Property Management for the Office of the Secretary
- ◆ Fleet Management & Drivers for the Office of the Secretary
- ◆ Alcohol Waivers

*Quality Service is Our Commitment to You*