

The Office of Facilities

and Environmental

Please visit
Self-Service Portal at Please visit the OFEQ

www.Commerce.gov/OFEQ

to electronically request work.

HCHB Security Office

HDispatch@doc.gov

Non-Emergency 202-482-4584

Emergency 202-482-2222

www.commerce.gov/OSY

Revised:3/28/2024

Occupant Emergency

Quick Reference Guide

Quality (OFEQ)

Welcome to the Herbert C. Hoover Building



Entrances Main Entrance -

Tunnel Entrance -ADA & Courier Entrance Secretary's/VIP Entrance -

M - F 6:30am - 7:30pm M - F 6:30am - 7:30pm M - F 7:00am - 6:00pm

M - F 6:30am - 7:30pm

Building Management And Facility Services



www.Commerce.gov/OFEQ 202-482-1340

Heating and cooling, plumbing, electrical, and pests.

Janitorial Services

chimes@doc.gov

202-482-5406

Request disinfecting wipes, hand sanitizer, trash receptacles, and cleaning. Contact if you are working in the building and would like to be added to the regular cleaning schedule.



Cafeteria

Basement

Tues -Thurs 11:30 am - 1:30 pm

Multimedia Services

OAS-OFEQ-Multimedia@doc.gov 202-482-8200 Room 2864, 2nd Floor Door Signs, Business Cards, Printing and Graphic Design, Auditorium, Audiovisual.



Mail and Courier Services

HCHBMail@doc.gov 202-482-4447

Contact the Mail Room to arrange mail pick-up.

Commuter Programs

OAS-parking@doc.gov 202-482-1340

Parking, Carpool, Bicycle and Transit Subsidies.

Employee Assistance Program

www.Commerce.gov/hr/employees/work-lifebalance/eap

1-800-222-0364

24 hours a day/7 days a week

Auditorium

www.Commerce.gov/OFEQ 202-482-1340 1st floor



Health Unit

202-482-4088 Room 60045, 6th floor

For a life threatening emergency, dial 911 or

go to the nearest Emergency Room



Lactation Room

Room 32027, 3rd floor Contact the Health Unit for access.



Green Store

GoGreen@doc.gov Room 2511, 2nd floor

Office supplies available by appointment



Moving Services

OFEQ-Movers@doc.gov Room B511 202-482-6215



HCHB Security Service Center

HCHBsecurity@doc.gov 202-482-8355 Room 1522, 1st floor

PIV Cards - Mon-Fri 8:00am-4:30pm



Research Library

research@doc.gov Room 1894, 1st floor

Space Management Services

SMD@doc.gov 202-482-1340 Space and furniture modifications.



Child Care Center

Executive.Director@commercekids.org 202-482-1587 1st Floor



Credit Union

service@docfcu.org 202-808-3600

Tunnel Entrance, 8:30am - 3:30pm



Fitness Center

COHOFitness@teamcfw.com 202-482-0437 Basement



Business Café

Rooms 52019 & C004 24 hour snacks and drinks



15th St NW Secretary's Entrance

ADA & Courier Entrance

Constitution Avenue NW

Corridor 1

Pennsylvania Avenue NW

Corridor 6 Α

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Corridor 5

Corridor 4

Corridor 3

Corridor 2

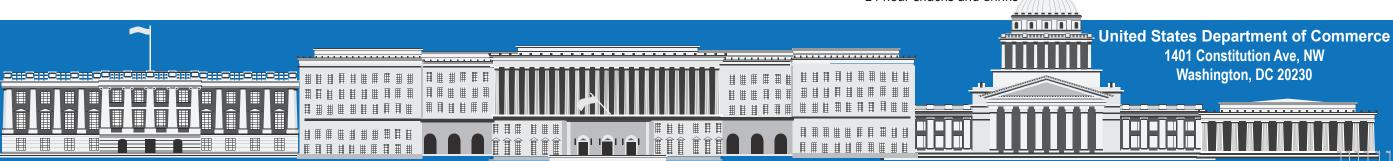
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Sorridor

Corridor 7

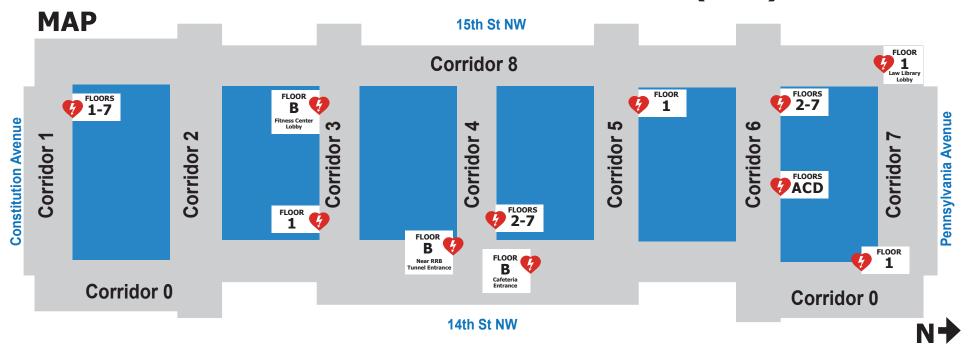


14th St NW Main Entrance





Automated External Defibrillator (AED)



FLOOR LOCATIONS

FLOORS	CORRIDOR	ADJACENT CORRIDOR	SPACE
A, C, D	6		Swing Space
В	0	4	RRB Tunnel Entry
В	0	5	Cafeteria Entry
В	3	8	Fitness Ctr. Lobby
1	0	7	
1	3	0	
1	5	8	
1	7	8	Law Library Lobby
1-7	1	8	
2-7	4	0	
2-7	6	8	

WHEN DO YOU NEED AN AED?



When a person is unconscious and has no pulse.

First, call OSY X2-2222 (202-482-2222).

Then, locate nearest AED unit and follow instructions provided.

Office of Facilities and Environmental Quality OSBM-IO@doc.gov | 202-482-1340