

The Office of Facilities and Environmental Quality (OFEQ)

Please visit the OFEQ Self-Service Portal at www.Commerce.gov/OFEQ to electronically request work.


HCHB Security Office
HDispatch@doc.gov
Non-Emergency 202-482-4584
Emergency 202-482-2222
<http://www.commerce.gov/OSY>


 **Occupant Emergency Quick Reference Guide**





Revised April 2025

Welcome to the Herbert C. Hoover Building

 **Entrances**
Main Entrance - 24/7
RRB Tunnel Entrance - M - F 6:30am-7:30pm
ADA & Courier Entrance - M - F 7:00am-6:00pm
Secretary's/VIP Entrance - M - F 6:30am-7:30pm

 **Building Management And Facility Services**
osbm-io@doc.gov
202-482-1340
Room C100, C level
Heating and cooling, plumbing, electrical, 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 - A Scratch Kitchen**
Basement
Monday-Friday
Breakfast: 7:00-10:00am | Lunch: 11:00am-2:00pm


 **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-life-balance/eap
1-800-222-0364
24 hours a day/7 days a week

 **Auditorium**
OAS-OFEQ-Multimedia@doc.gov
202-482-8200
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.

 **Supply Exchange Store**
Room 2511, 2nd floor
Office supplies

 **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

