



Welcome to the Herbert C. Hoover Building

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



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.



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



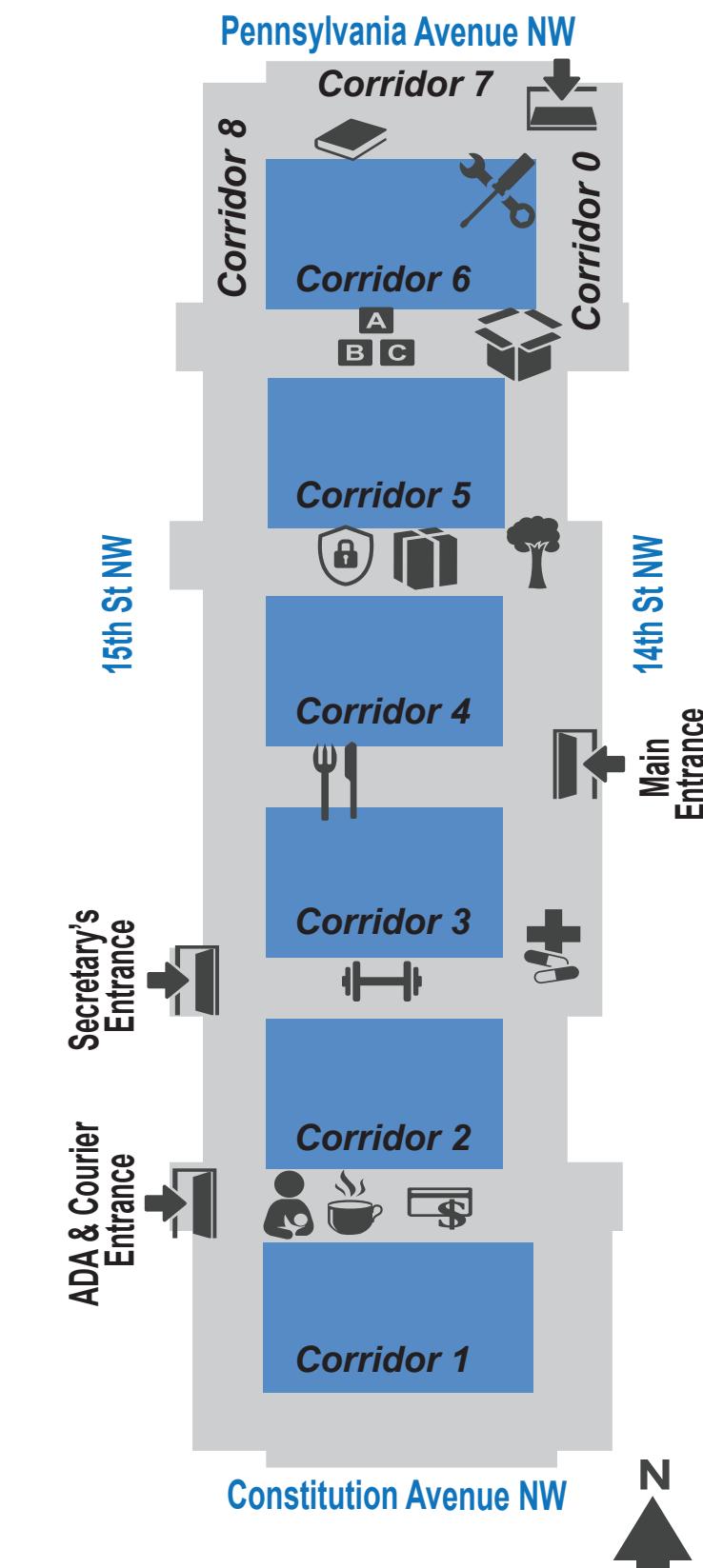
Fitness Center

COHOFitness@teamcfw.com
202-482-0437
Basement



Business Café

Rooms 52019 & C004
24 hour snacks and drinks



United States Department of Commerce
1401 Constitution Ave. NW
Washington, DC 20230

