

Frances Perkins Building Operations During a Government Shutdown

October 2015

Curtailed Services:

FPB Facility Services— The Point of Contact for services is **202-693-6665**. FPB Services include bathroom cleaning/replenishment and Engineering (plumbing leaks, spill cleanup, etc.). Routine maintenance services, such as common area light bulb replacement, will not be performed. Building Engineering and Janitorial Staff is limited to 2 engineers and 5 janitors so fulfillment of requests may experience some delay.

Bathrooms and Cleaning Services—Two bathroom sets (male/female) per FPB floor (one on the North side and one South side) will be operational and cleaned daily. Signs have been posted on all hallway bathrooms identifying which bathrooms are open and which are closed. Closed bathrooms and office spaces will not be cleaned. Please use only the bathrooms that are identified as open; they will be regularly checked and serviced. If you find a problem in a bathroom, please call 202-693-6665.

Trash Pick-Up—Trash bins are set up near the open bathrooms on each floor. Because of the very limited janitorial staff on duty, employees in the building will need to empty their trash cans into these bins located near the bathrooms. Please be considerate and make sure that you empty your trash, especially if you have any food waste, **daily by 3:00pm**. Janitorial crew will empty the trash bins once daily. There will be no after hours janitorial services, no vacuuming or servicing of special cleaning requests.

Garages and Parking—The **South Garage** is the only garage that will be open during shutdown and use is restricted to DOL employees who hold valid parking permits for any of the FPB garages. Parking is permitted **only** for the purpose of employees performing “exempt” or “excepted” activities and will be open from 5:45 am – 7:30 pm. Employees, contractors, and visitors without DOL issued parking permits will not be able to park in the FPB garage.

Elevators—elevators will be limited to 2 elevators in each of the three (3) elevator banks in the building. If you are trapped in an elevator, please use the phone in the elevator to contact the Security Command Center (Direct line 202-693-7777) to inform them that you are trapped.

Telephone Maintenance Services—OASAM employees will be on-call in case of a telephone system breakdown. Please note that it may take some time for them to arrive on site to make service repairs. Please call 202-693-6665 to report phone problems.

Day Care—The Day Care Center will remain open during a shutdown. Special instructions for parents to drop off their children have been provided to the Day Care Center Director for dissemination to parents.

Pedestrian Access to FPB--*Only* the **3rd Street entrance** will be open for pedestrian access to the FPB. Entrances at Constitution Avenue, Metro and 2nd Street will be closed.

The 3rd Street entrance will be staffed 24/7 for “excepted” and “exempt” employees accessing the building to perform “exempt” or “excepted” activities. “Excepted” and “exempt” employees will be allowed to sign in guests, provided there is a reasonable connection to their performance of permissible activities.

Loading Dock—The Loading dock will be open from 6:00 am - 6:00 pm. Agency representatives will be required to authorize and/or /pick up all deliveries.

Passports/Visas – Limited capability for issuing passports and visas will be available during a shutdown, though processing passports and visas may require additional time. Contact 202-693-6665 for information.

Suspended Services:

FPB Cafeteria and 4th Floor Snack Bar—The Cafeteria and the 4th Floor Snack Bar will not be open during a shutdown. FPB occupants should plan to make other arrangements for meals.

Dry Cleaner—The Dry Cleaner will not be open during the shutdown.

Health Center on the 3rd Floor—The Health Center will be closed.

FPB Fitness Center—The FPB Fitness Center on the service level will be closed.

FPB Credit Union— The Credit Union in FPB will be closed during the shutdown period. Credit Union staff will be working to answer phone calls, emails and continue to work on loan requests but they will not be open for walk-in clients. The DOLFCU ATMs at FPB will be operational, but may have limited hours or fund accessibility during a shutdown period.

FPB Heat & Air Handlers—Air conditioning to the FPB will continue to be provided for the safety and health of building occupants. Air conditioning and air handling units will be operated Monday-Friday (Weekends Holidays excluded) from 7:00am – 5:00pm.

Mail Service—Mail to DOL agencies will be delivered to one office for each agency that is to be designated by each agency. There will be only one delivery and one pick-up per day. UPS and FedEx packages will be received at the mail room and distributed on the next delivery cycle after it is received. We cannot guarantee same day delivery.

Moving Service—Moving Services will not be available during the shutdown.

Conference Center—The Conference Center will be closed during the shutdown.

DOL ID Issuing Office—will be closed. No PIV cards or temporary ID cards will be issued, and PIV cards will not be enrolled into the FPB Physical Access System during the shutdown. Expired PIV cards and Temporary ID cards of excepted and exempt employees will be honored in the meantime.