FOIA Number: 2018-0764-F

FOIA MARKER

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Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40014

FolderID:

Folder Title:
Admin - Forms - Facility Request

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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 46050

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

(Attach copy of this form to EACH item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 MUST be attached to this form for all items being excessed)

14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY
PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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GSA COPY

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15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY
PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

☆U.S.GOVERNMENT PRINTING OFFICE 1996-411-690/40278

FACILITIES MANAGEMENT COPY

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

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III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

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15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY
PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

☆U.S. GOVERNMENT PRINTING OFFICE 1996-411-690/40278

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FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.

2. Estimates —

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5. Call x52335 if you have questions regarding this form or if you need a copy of the GSA Form 2957.

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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 46051

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone

❑ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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Office of Administration

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NO: 46051

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3. Name	4. Agency	5. Room	6. Phone

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7. Name	8. Agency acc't to be charged	9. Room	10. Phone

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

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15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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FACILITIES MANAGEMENT COPY

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II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone

❑ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

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15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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OA FORM 36
Rev. June 1996

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

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5. Call x52335 if you have questions regarding this form or if you need a copy of the GSA Form 2957.

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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 45996

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Cheryl Bauerle	AIDS Policy	736 JP	6-2959

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
above			

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

(Attach copy of this form to EACH item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 MUST be attached to this form for all items being excessed)

14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

PHOTOCOPY PRESERVATION

16. OTHER Panic Alarm wiring needs to be checked - the alarm has been set off randomly over the last 2 weeks

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

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NO: 45996

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Cheryl Bourke	AIDS Pol.	730 TP	[illegible]

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
[illegible]			

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

PHOTOCOPY
PLEASE RETAIN

16. OTHER Panic Alarm wiring needs to be checked - the alarm has been set off randomly over the last 2 weeks

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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OA FORM 36
Rev. June 1996

FACILITIES MANAGEMENT COPY

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Office of Administration

FACILITY REQUEST

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NO: 45996

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
[illegible]	AIDS Policy	736 NP	6-2474

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
[illegible]			

❑ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

[illegible]

16. OTHER Panic Alarm wiring needs to be checked - the alarm has been set off randomly for the last 2 weeks

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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FACILITY REQUEST INSTRUCTIONS

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Office of Administration

FACILITY REQUEST

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NO: 45998

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Cheryl Bauerle	AIDS Policy	736JP	6-2959

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acct to be charged	9. Room	10. Phone
above			

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☒ Other

Doorbell (@ front door) isn't working.

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

5/4/00

16. OTHER

ELECT
4-28-00
DC0125AA

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE
	4/27/00		4-27-00

☆U.S. GOVERNMENT PRINTING OFFICE 1998-411-880/40276

OA FORM 36
Rev. June 1996

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FACILITY REQUEST

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NO: 45997

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Cheryll Conrad	AIDS Policy	736 TP	456-2859

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
above			

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet PHOTOCOPY PRESERVATION ☐ Furniture ☐ Drapery

16. OTHER

Install lock and provide 3 keys for AIDS Policy office 0208 1913.

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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Rev. June 1996

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Office of Administration

FACILITY REQUEST

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NO: 45995

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Todd Summers	AIDS Policy	736 JP	6-2424

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
above			

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☒ Furniture Repair ☐ Locksmith Services ☐ Other

Repair three desks in basement (drawers are broken, and they need to be cleaned up)
Repair two windows in basement (sash cords are broken, window sills are peeling, and the glass has paint on it)

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☒ Painting ☐ Carpet ☐ Other

Repair damage to sheetrock leading into basement - damaged during furniture moving. (both walls and ceiling)

13. MOVING ☐ Computer Attach OA 65 ☐ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

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14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER PHOTOCOPY PRESERVATION

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EXECUTIVE OFFICE OF THE PRESIDENT
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FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 45989

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone
Cheryl Bowers	OVRP/DPC	193/F6	6-2959

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency acc't to be charged	9. Room	10. Phone
Sandra Thurman w/Cheryl Bowers	ONAP/DPC	TBD TP	6-2979

☐ *Check if estimate requested*

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other

12. DESIGN SERVICES ☒ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ Computer Attach OA 65 ☒ Furniture ☐ Phone Attach OA 67 ☐ Safes ☐ Other

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Move 1 sofa, 1 end table, 1 coffee table, 2 wing back chairs, 2 lamps, 1 desk & 1 arc out into rm. 193 from storage

14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

PHOTOCOPY
PRESERVATION

17. AGENCY AUTHORIZATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

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Rev. June 1996

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736 Jackson Pl. NW

WHO Office Furniture

Room #	Desks	Desk Chairs	Chairs	Sofas	Tables	Coffee Tables	Desk Lamps	Floor Lamps	Fridges	Credenzas	Filing Cabinets
Basement	3	3	10	0	2	6	8	3			16
First Floor	1	1	28	1	4	3	6	1	0	0	0
Second Floor	5	5	10	1	11	2	8	0	0	2	3
Third Floor	5	5	13	1	8	5	9	1	1	1	2