

Maintenance

For your maintenance needs, please complete a Work Order Form and fax to the appropriate number found on form. Contact your Property Manager 907-212-2328 for forms.

Maintenance services are provided as outlined in the Lease agreement or per the following general guidelines. Services provided assure that the Building and grounds are safe and well maintained, including:

1. Structural – foundation, glass, roof, exterior walls, etc.
2. Electrical – lighting (interior [attached to the Building] and exterior), main Building electrical systems, and branch circuits to general-purpose outlets (but not including Tenants' equipment).
3. HVAC – heating, air-conditioning, ventilation as relates to maintaining a standard office space environment.
4. Plumbing – main water service, Building pipes, toilets, sinks, showers, hot water heaters. This service includes clearing plugged plumbing. Please inform your maintenance contact of such incidents for tracking purposes.
5. Elevators – serviced by a state-approved elevator contractor, overseen by Maintenance.
6. General Interior – walls, ceilings, floors (hard-surface and carpet, including rubber base), cabinetry and other built-ins (not including Tenant-owned items), doors and windows. Building common areas, including furniture, plants, and signage.
7. General Exterior – Building painting, landscaping, parking lots (striping, lighting), sidewalks, waste containment sites.
8. Life Safety Equipment – Building-supplied fire extinguishers, fire alarms, exit signs/lighting and fire suppression systems. Specialty systems installed to protect Tenants' equipment will be maintained by Tenant. **Maintenance provides and maintains all fire extinguishers as required to meet current fire code.** Tenants wanting additional extinguishers shall request such through their maintenance department, at Tenant's expense.
9. Telephone – main Building telephone demarcation point and wiring to each suite's main terminal in conjunction with PHSA I.S./Telecommunications Department. Tenants are responsible for their own telephone equipment and wiring within the suite; Tenant's telephone system shall be installed within Tenant's Leased Premises.

Please call the following numbers to report Building-related maintenance issues: **907-212-2328, 907-212-5000**

FOR MAINTENANCE EMERGENCY SITUATION AT ANY TIME, CALL 907-223-0407.