

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
www.commerce.gov/OSY

Occupant Emergency Quick Reference Guide



Revised: 3/28/2024

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

Building Management And Facility Services
www.Commerce.gov/OFEQ
202-482-1340
Room C100, C level
Heating and cooling, plumbing, electrical, and 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
Basement
Tues -Thurs 11:30 am - 1:30 pm

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
www.Commerce.gov/OFEQ
202-482-1340
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.

Green Store
GoGreen@doc.gov
Room 2511, 2nd floor
Office supplies available by appointment

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

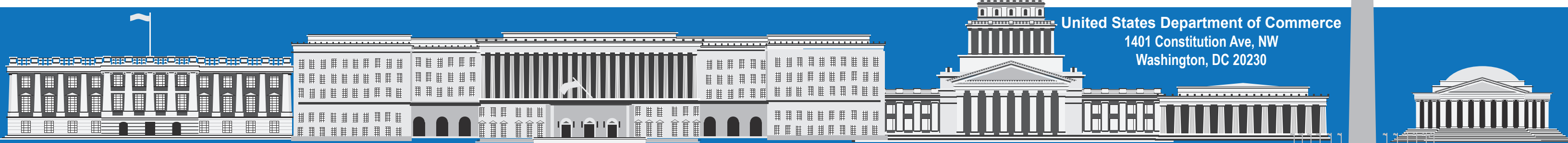
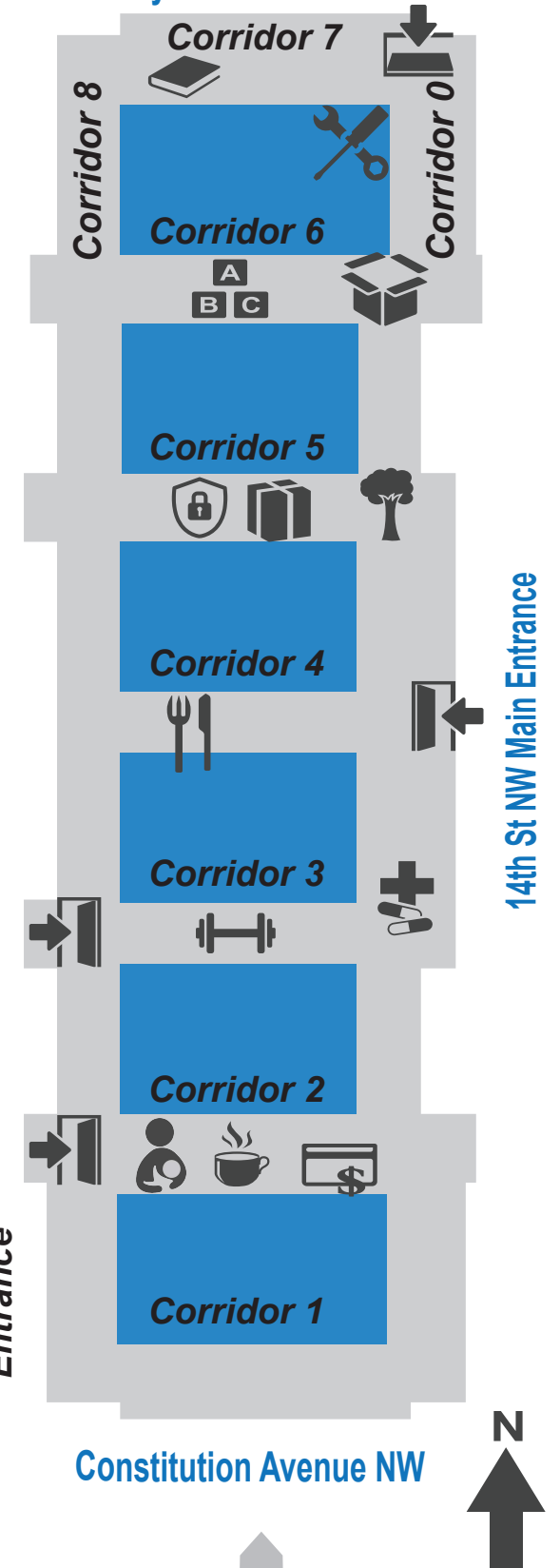
Fitness Center
COHOFitness@teamcfw.com
202-482-0437
Basement

Business Café
Rooms 52019 & C004
24 hour snacks and drinks

Pennsylvania Avenue NW

15th St NW Secretary's Entrance

Constitution Avenue NW



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