

LFD MISSION STATEMENT

The Leased Facilities Division plans, coordinates, and administers a program for centralized management and operation of assigned DoD leased buildings in the Washington, DC area. We are dedicated to providing a safe, healthful work environment in which tenant agencies can conduct mission objectives.

Full Service Lease Administration

- 24 Hour on Call Response
- Service Calls
- Custodial
- Recycling
- Heating/Air Conditioning
- Safety/Environmental
- Security Coordination
- Conference Facilities
- Alterations
- Project Management
- Moving/Loading Dock Coordination
- Occupant Emergency Program Coordination
- Publication of "Welcome to" Guides

Call to Find Your Facility Solutions!

LFD DIRECTORY

Leased Facilities Division

Director 703-604-5730

Deputy Director 703-604-5730

NORTH AREA Offices

Falls Church Office 703-681-7711

Rosslyn Office 703-588-6882

SOUTH AREA Offices

Crystal City Office 703-607-2178

Alexandria Office 703-325-1694

24 Hour Emergency 703-697-1001

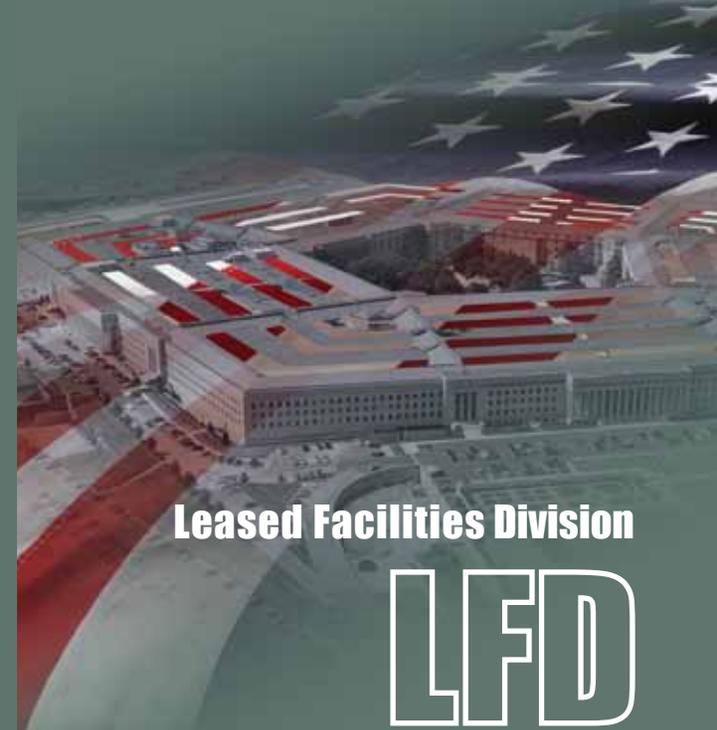
To determine what Area Office services your building, contact the Director's Office during normal work hours or call 703-697-1001 for emergency response at all other times.

For additional information about our services, please visit our Website at:

<http://www.whs.mil/DFD/LFD/index.cfm>

NEW HORIZON

THE MOVE TO MARK CENTER



Leased Facilities Division

LFD

**Defense Facilities Directorate
Washington Headquarters Services**



Customer Service Information

What We Do:

Leased Facilities Division -
A Team Committed to Excellence and
Recognized Leadership in Real Property
Management

Serving DoD Leased Facilities in the
Washington, DC Area including the District
of Columbia; Montgomery & Prince
Georges counties in Maryland; Arlington,
Fairfax, Loudoun & Prince William counties
in Virginia; plus the cities of Alexandria,
Fairfax, and Falls Church.

Recycling

Coordinates and manages centralized
recycling program for DoD customers
including containers and pick up.

Moving / Loading Dock Coordination

Central scheduling of loading dock and
freight elevator services. Coordination of
DoD furniture/personnel moves with the
landlord.

Periodic Tenant Meetings

Schedules and conducts periodic
meetings with Designated Agency
Contacts from each DoD agency and
landlord to discuss service delivery and
quality of life issues.

Safety / Environmental

Coordinates surveys of DoD spaces
for safety and environmental problems.
Coordinates remediation actions with the
tenant and landlord.

Security

Coordinates security services with
Pentagon Force Protection Agency and the
General Services Administration.

Parking Information

Maintains and provides up to date
parking information for DoD customers.
Coordinates visitor and Government
vehicle parking requirements.

Conference Facilities

Provides and schedules joint conference
facilities in several locations.

Alterations & Project Management

LFD is the provider of alteration services
within DoD leased spaces. LFD provides
project management of alteration projects
including requirements review, project
design, Government estimates, contract
award and contract inspection to deliver
turn-key service.

Occupant Emergency Program

LFD coordinates and ensures that an
Occupant Emergency Program is in place
at each leased facility to provide for the
safety and security of DoD customers.
LFD provides training and assistance in
plan development and schedules annual
test of the plan.

Welcome Guides

LFD compiles and publishes a series
of "Welcome To" brochures designed
to provide new DoD customers basic
information about their assigned space and
the surrounding local area and amenities.

24-Hour On Call Response

LFD provides responses to DoD tenant
responsibilities on a 24-hour basis to ensure
that facility emergencies are addressed
promptly. Floods, equipment failures, and
power outages can be reported to a LFD
representative 24 hours a day.

Central Lease Administration

LFD ensures satisfactory and timely
delivery of all services due under the lease
and provides "One Stop" coordination for
all of your facility needs.

Service Calls

LFD provides services for repairs
needed insofar as lights, power outage,
temperatures, and other building services.



Coordinates central handling of service
calls to ensure correct routing and service
delivery.

Heating and Air Conditioning

Coordinates requests for Overtime service
when DoD customers require service after
normal building operating hours. Provides
contract maintenance for Government-
owned special HVAC equipment.

Custodial

Inspection of cleaning services and
remediation of custodial problems with the
landlord.