

Travis County FMD
700 Lavaca Street, Suite 1300
Austin, TX 78701
Telephone: (512) 854-0700

700 Lavaca
Building Information for Travis County Tenants

Building Management Office:

The Travis County FMD Building Management Office is located in **Suite 1300** on the 13th floor. Normal office hours are from 8:00 AM to 5:00 PM, Monday through Friday. The phone number is 512-854-0700.

Maintenance Requests:

All County departments needing services will enter work requests into the FMD Facility Work Order system. To access the FMD Work Order System:

1. Access Travis Central and the QuickLink is located on the right hand side or go to:
<http://travintranet/fwos/>
2. Click *Enter New Work Order*.
3. When done, click *Enter*.



For emergencies such as overflowing toilets or flooding water, elevators, power outages, burning smells or smoke, alarms, etc. please do not enter a work order! Call the Travis County FMD Work Order Dispatcher (512-854-9500) or Security (512-854-5555) **IMMEDIATELY**.

Building Hours and Security:

The building is open from 7:00 AM to 6:00 PM, Monday through Friday, except holidays. The elevators are locked on weekends and after building hours - tenants must use their building access cards for floor entry. The card readers are located at the front accessible door at the main building entrance and at the garage tunnel on the Lower Level and in the elevators. A security officer or a Sheriff's Deputy is on-site 24 hours daily. **Security's 24/7 phone number is 512-854-5555**. The officer is available for evening escorts to vehicles in the parking garage.

Access Cards:

Access cards for the garage, building, elevators and fitness center are available in the Travis County FMD Building Management Office. There is a \$10 fee for lost cards.

Parking:

Travis County tenants must register with the FMD Parking Coordinator for approval to park at the *700 Lavaca Parking Garage*. The link to this website is: <http://tcprod/parkingmanagement>. Once approved, the FMD Parking Coordinator will email the Travis County FMD Building Management Office with approval for a parking access card to be granted for the tenant. **Tenants are not permitted to park in**

the designated ‘visitor’ parking spaces or reserved spaces. Violators are subject to infraction. **Scooters and motorcycles must park in their designated areas as well.** Speeding and other dangerous driving in the garage is prohibited. Violators are subject to infractions, leading up to and including losing parking privileges or towing.

When County offices need validation tickets, they must email 700-Lavaca-Building-Management@traviscountytexas.gov. Please allow a 24-hour turnaround time for ticket availability.

Conference and Meeting Rooms:

Meeting rooms and conference rooms for Travis County use are available on the first and second floors on a first-come basis. Please email 700-Lavaca-Building-Management@traviscountytexas.gov to request room availability with the date, time, purpose and number of people. *Food and drinks are permitted in the conference and meeting rooms. Users must clean up afterwards.*

Please note that, if absolutely necessary, we will ask you to move or cancel your meeting if the need arises for the members of the Commissioners Court to use this room during your scheduled times. Also, should the members of the Commissioners Court need Media Services for any reason, their need will always surpass the needs of others using the facilities at 700 Lavaca Building.

Fitness Center:

The 700 Lavaca Fitness Center is located on the Lower Level. It is available 24/7 by card access only exclusively for those with a signed liability waiver. **The Fitness Center lockers are available for use only while in the Fitness Center or jogging, etc.** All personal items must be removed from the lockers when you leave and the key put back in the lock. Any personal property left in the lockers will be discarded.

Bike Storage:

Indoor bike storage is located on the Lower Level behind the Fitness Center. **Any bikes brought into the building must use the Loading Dock entrance at 7th and Guadalupe only.** Please contact the Travis County FMD Building Management Office if you need loading dock access for after-hours.

Security Cameras:

Monitored security cameras are located at the ingress and egress points of the building and parking garage. Additional cameras have been installed by Travis County in and around the building. Please contact the Travis County FMD Building Management Office or Security regarding any security concerns, solicitors or suspicious people on the property.

Air Conditioning:

Air conditioning turns off at 6:00 PM weekdays and 1:00 PM Saturday and is off Sundays and building holidays. If you require additional air conditioning or heat in your suite, please contact the Travis County FMD Building Management Office for an Overtime Air Conditioning-Heating Request form.

Security Pass-Downs:

All after-hours, non-tenant visitors must have prior authorization to access tenant suites. A Security Pass-Down form is available in the Travis County FMD Building Management Office. The security officer will only let those visitors, contractors, etc. in the tenant suite with an approved pass-down.

Deliveries and Moves of Furniture or Other Bulky Items:

All moves in/out of the building must be scheduled with FMD Building Management. All moves will utilize the service elevator only. Moves must occur between Friday 5:00 p.m. and Monday 6:00 a.m. *Exceptions will only be allowed in rare instances.* Moves include the delivery of furniture goods that are either large enough or of sufficient bulk to require the use of the elevator hold key. Failure to use the elevator hold key at any time for moves or deliveries may cause the elevator to automatically shut down when the doors are held open too long. If this occurs, FMD Building Management must be notified to authorize the elevator vendor to restart the elevator. There will be a minimum fee of \$300 when this occurs.

Signage:

Any signs, either temporary or permanent, may only be placed in the common areas of the building (hallways, lobbies, restrooms, elevators, etc.) with the Travis County FMD Building Management Office's written permission. Any *approved* signs must be posted using wall-mounting tabs that do not damage the surface on which the signs are posted. There is also a bulletin board for notices located on the Lower Level by the courier boxes.

In order to create a uniform appearance on the exterior of the building, tenants may not post, hang, or place items in windows that are easily visible. Installation of any window coverings other than the approved mini-blind is not allowed.

Couriers and Mail:

Federal Express and UPS courier boxes are located on the Lower Level by the restrooms. Boxes for outgoing U.S. Mail are in the First Floor lobby with mail pickup at 4:30 PM weekdays.

Smoking:

Smoking and tobacco products are not permitted anywhere on the 700 Lavaca Building property or in the garage, including inside vehicles. Travis County enforces a "tobacco-free workplace."

Food Service:

Murphy's Deli is located on the first floor and is open for breakfast and lunch from 7:30 AM to 3:00 PM, Monday through Friday. They also offer catering. The deli's number is 480-8881.

Luby's Cafeteria is located on the Lower Level and serves lunch weekdays from 11:00 AM to 2:00 PM.

Vending Machines:

Drink and snack machines are located on the Lower Level by the restrooms.

Trash and Janitorial:

Please do not leave any trash or boxes in the hallways or other common areas at any time. Boxes must be marked "TRASH" for the custodians to remove them from your suite. To request removal of large boxes during office hours, please email 700-Lavaca-Building-Management@traviscountytexas.gov for assistance.

Custodial service is provided Monday through Friday evenings and a day porter is on-site weekdays. The custodial crews are instructed not to move any equipment, papers or personal items in tenant offices

but to clean around them. The custodian should work behind locked doors. **Any cleaning problems should be reported to the Travis County FMD Building Management Office by email.**

Space Heaters

Space heaters are not permitted in the building. They are a fire hazard and cause breakers to trip.

Candles

Candles – open flame or otherwise -- are also prohibited.

Electrical Appliances

Tenants are not permitted to have personal appliances such as coffee pots, microwaves, or toaster ovens in their work area. All appliances must be located in the suite's break room or coffee bar areas only.

Recycling:

Paper, cardboard, plastic, aluminum and glass recycling are required by City of Austin ordinance. 700 Lavaca offers "single stream recycling" so the five materials can be combined in one recycling container. **Please provide appropriate containers in your suite for recycling.** Containers are available through Shaun Auckland with TNR. Shaun may be contacted via email for this purpose.

Please do not put unacceptable items in the recycle containers. If the recycle bins are contaminated, the entire contents will be disposed of as trash instead of being recycled. Battery recycling containers are located on the Lower Level by the vending machines.

Fire Stairwells:

There are two fire stairwells in the building – north and south. Each tenant should be familiar with the location of the stairs in the event of an emergency evacuation. The stairs lock at 5 PM weekdays and are locked on the weekends. Some full floor stair entrance doors (*at tenant's request*) remain locked 24/7. You can always exit at the building's street level when the stairwell doors are locked.

Fire Wardens:

Each tenant should designate at least one fire warden and assistant for their office area. Any employees with a mobility or health impairment must be reported to the Travis County FMD Building Management Office and assigned a "buddy" to assist. A list of mobility or health impaired tenants is also posted in the fire control room for the Fire Department in case of an emergency.

Downtown Austin Alliance:

The Downtown Austin Alliance is a partnership of individuals and businesses devoted to promoting and maintaining a safe, clean, attractive, accessible and fun Downtown environment. They are an excellent source of information about activities, events and issues related to the Central Business District. If you would like to receive the DAA's monthly newsletter or are interested in joining, call 512-469-1766 or email daa@downtownaustin.com.