

TAF Intellicenter, LLC
WEEKEND AND AFTER-HOUR INFORMATION SHEET

March 2024

I. ON DUTY CONTACTS

Manager On Duty	Ana Kountz	817-800-7383 cell
Manager On Duty	Brittany O’Hanlon	214-432-3975 cell
Engineer On Duty	Leo Hernandez	469-901-0937 cell

In the event the on-duty manager cannot be reached, the following should be called in sequence until one is contacted.

Name	Title	Home	Cell/Pager
Ana Kountz	Property Manager	N/A	817-800-7383
Brittany O’Hanlon	Management Assistant	N/A	214-432-3975
Brandon Shorter	Director	N/A	214-803-3438

A member of the Property Management Staff **MUST** be contacted when an after-hour emergency alarm occurs for “fire”, “forced entry”, “equipment malfunction”, “building function alarm”, or “a person trapped in the elevator”.

II. MANAGEMENT STAFF

Name	Title	Home	Cell/Pager
Ana Kountz	Property Manager	N/A	817-800-7383
Angela Wilson	General Property Manager	N/A	214-534-6095
Brittany O’Hanlon	Management Assistant	N/A	214-432-3975

III. ENGINEERING STAFF

Name	Title	Home	Cell/Pager
Brandon Shorter	Director	N/A	214-803-3438
Leo Hernandez	Building Engineer	N/A	469-901-0937
Nathan Pope	Operations Engineer	N/A	954-588-9140

IV. HINES CORPORATE COMMUNICATIONS

Name	Title	Cell/Pager	Office
George Lancaster	VP – Corporate Communications	713-446-4344	713-966-7676

V. EMERGENCY PROCEDURES

A. Fire

If there is a fire, call the Fire Department at 911. Then proceed to notify the Engineer and the Property Manager at the numbers listed above.

B. Alarms

In the event that an alarm on the enunciator panel in the Fire Control Room is sounded, please notify the Engineer on Duty. In the event the Engineer cannot be reached, please contact the Property Manager.

C. Bomb Threat

If there is a bomb threat, get as much information as to the specific location and detonation time. Call the Management Office at **214-307-8150** during the day and the numbers listed above for after-hours.

D. Flood and Wind Damage

If there is a flood and/or wind damage, contact the Engineer and Property Manager in sequence as soon as possible. After hours, please notify the Engineer on Duty. In the event the Engineer cannot be reached, please contact the Property Manager.

E. Electrical Power Failure

In the event there is a building power failure, notify the Engineer on Duty. In the event the Engineer cannot be reached, please contact the Property Manager.

F. Police Protection

In the event there is a need for the Irving Police Department, call the Property during the day and the numbers listed above for after-hours.

G. Ambulance Service

Call 911 then notify the Engineer on Duty.

H. Public Relations

In the event of a media situation, please notify the Property Manager. If the Property Manager is unavailable, please contact **George Lancaster w/ Corporate Communications at 713-520-7555, 713-446-4344 (cell)**.

VI. BUILDING OFFICE TELEPHONE NUMBERS

The Management Office telephone number: 214-281-3338

The Management Office security number: 214-418-1027

The management office phones are transferred to an off-site answering service after hours. All of the building staff, including engineering and security, can be reached through the management office phone number.

VII. CONTRACTORS, CONTACTS TELEPHONE NUMBERS

Cleaning (Day & Night)			
Starlight Cleaning 972-644-3055	Mia Perez Sef Marquez	469-446-1818 cell	mperez@starlightcleaning.com smarquez@starlightcleaning.com
Elevator Maintenance			
KONE Bldg I.D.# 41218418	Nick Eoff Service	469-993-8025 cell 877-276-8691	nicholas.ekhoff@kone.com
Security			
iidon 972-620-2344 – Office 214-418-1027– Onsite Cell Outside Lockbox Code: 6528	Greg Autry Shawn Hughes	469.866.8633 cell	greg.autry@iidon.net Intellicentersec3701@gmail.com
Utilities-Electricity			
Gexa Energy – Account # ESI ID #: 10443720007726825 Meter #: 111723093LG	For Emergencies/Outages Michelle Kelly Oncor / C&I Customer Op	888.313.4747 ONCOR 866-961-9399 Gexa Customer Service 817 215-4567	Leah.shiels@gexaenergy.com michelle.kelly@oncor.com
Utilities-Water			
City of Irving Acct # 548333 548334 548335 548336	Office Emergencies Meter: 007012525 000606766 000603656 000606771	972-721-2411 972-721-2261	
Utilities-Gas			
N/A	N/A	N/A	
Interior Landscaping			
Plant Interscapes	Jackie George	972-243-4800 ext313	jgeorge@naturahq.com
Exterior Landscaping			
Landworks	Bill Bray	972-606-0311 817-819-2709 cell	landworks1@yahoo.com
Electrical			
Petri Electric	Randy Leveen	972-644-5407 214-223-7605 cell	r.leeven@petri-electric.com
Plumbing & Mechanical			
Mechanical Solutions	Kevin Clark	972-893-3400 Svc	kclark@mechsolution.com
Pioneer Plumbing	Todd Taylor	972-965-9792 cell	toddtaylor@pioneerplumbingservices.com
Emergency Generators			
Clifford Power	DJ Carter	817-718-0261	djcarter@cliffordpower.com
Fire Sprinkler System			
Action Fire Pros Daryl Barber		972-923-0711 214-549-0339	dbarber@actionfirepros.com
Metal/Wood Refinishing			
Mid-America Metals	George Smith	214-882-2391 cell	gsmith@midamericametals.com www.midamericametals.com

HVAC			
Johnson Controls	Charles Lee Service	972-868-4992 214-763-2542 cell 866-656-9681	Charles.R.Lee@jci.com
Life Safety System Equipment			
Siemens, Inc. Acct # 30573271	Meredith Moose	469-236-4216 cell	
Glass/Doors			
Alpha Glass Door Control Services	Mickey Dyson Eric Timm	214-502-8979 cell 903-352-1429 cell	mdyson@swbell.net ETimm@DoorControlServices.com
Window Washing			
Skyline Building Services	Danny Scott	214.769.1920 cell	Danny@DFWSkyline.com
Locksmith			
Armored		972-772-8822	
Telephones			
Spectrum Account# 8260-13-032-3645260 Security Code 0488	Elevator/FLS Phone Lines Management Office Internet	866-519-1263	
Hines IT			
After hours IT information		713-966-5315	ITEmergency@hines.com
Roof			
Cardinal	Josh Potter	817-401-8326 cell	jpotter@cardinalroofinginc.com
Bathroom Air Fresheners			
Tidy Aire		972-234-6048	Billiling@tidyaire.com
Parking Lot Sweeping			
Mister Sweeper Cust ID: 10175-2837-3588		214-688-4444	
Pest Control			
Definity	Johnny Lockridge	469-471-6798	definitypestservices@gmail.com
Trash Removal			
Republic – Wet/Dry	Alex Nicholson	512-962-7940 cell	ANicholson1@republicservices.com republicservicesdfw.com
Access System			
I3	Jeff Fielder	214-662-2425	jfielder@i3concepts.net

VIII. POWER OUTAGE CONTACT

In the event there is a building power failure, notify the Engineer on Duty. In the event the Engineer cannot be reached, please contact the Property Manager.

1. Engineer On Duty	Leo Hernandez	469-901-0937 cell
2. Manager On Duty	Ana Kountz	817-800-7383 cell
3. Manager On Duty	Brandon Shorter	214-803-3438 cell
4. Manager On Duty	Brittany O’Hanlon	214-432-3975 cell

Gexa Energy - ONCOR

For Emergencies and Outages please call 1-888-313-4747.

Tenant Contacts:

Verify Suite 150	Brenda DeLong	949-622-1269 cell	bdelong@vscnet.com
OWL Suite 100	Audra Hession	203-918-5987 cell	Audra.Hession@owlservices.com
Resort Vacations Suite 175	Chris Rocco	215-275-3328 cell	crocco@gevc.net