

Flint DHHS

4809 Clio Road

Flint, Michigan 48504



BUILDING INFORMATION

AND

EMERGENCY READINESS



Prepared By: Boji Group, LLC
Property Manager
124 W. Allegan Street, Suite 2100
Lansing, Michigan 48933
(517) 377-3000 | www.bojigroup.com

March 30, 2021

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1. Emergency Communications Procedure

In the event of an emergency or critical incident situation (**CODE RED**) such as a building lock-down or fire alarm that may occur at 4809 Clio Road, the Flint Department of Health and Human Services (DHHS) will notify Boji Group property management in the following manner.

Phone Call – The DHHS will notify the Boji Group property management contact via phone call. Upon receipt of call, Boji Group shall be responsible for the dissemination of this information to employees or service contractors at its discretion.

In the event of a non-threatening event (**CODE ORANGE**) that may occur at 4809 Clio Road, the DHHS will notify Boji Group property management in the following manner.

Email Message – The DHHS will notify the Boji Group property management contact via email with any event information deemed significant to the situation. Upon receipt of this message, Boji Group shall be responsible for the dissemination of this information to employees or service contractors at its discretion.





In the event of a building management event (**CODE YELLOW**) such as a power outage or building closure due to weather conditions that may affect 4809 Clio Road, the DHHS will notify Boji Group property management in the following manner.

Email/Text Message – The DHHS will notify the Boji Group property management contact via email and/or text with any building management events. Manner of notification will depend upon the time sensitivity of the event. Upon receipt of this message, Boji Group shall be responsible for the dissemination of this information to employees or service contractors at its discretion.

2. Emergency and Building | Employee Contact Information

	Emergency	Non-Emergency
Flint Police Department	911	810-237-6800
Flint Fire Department	911	810-762-7336
Boji Group	517-377-3000 ext. 100	517-377-3000
	Boji Group	State of Michigan
Primary Contact	Sonya Frost Property Manager (o) 517-377-3000 ext. 117 (c) 517-214-0659 sfrost@bojigroup.com	Dan Savoie District Manager (o) 810-787-6301 savoied2@michigan.gov
Secondary Contact	Janna Roberts Office Manager (o) 517-377-3000 ext. 110 jroberts@bojigroup.com	Sharon Matthews District Secretary (o) 810-787-6304 matthewss2@michigan.gov
Management	Terri Fitzpatrick Chief Operating Officer (o) 517-377-3000 ext. 114 (c) 517-410-6172 tfitzpatrick@bojigroup.com	N/A
Maintenance	Paul Kaliszewski Director of Facilities (o) 517-377-3000 ext. 118 (c) 313-304-6237 pkaliszewski@bojigroup.com	N/A

3. Utility Contact and Shut Off

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4. Miscellaneous Building Vendors and Contacts

Vendor	Service	Phone Number	Contact	Acct #
<i>Roof-Top Solutions</i>	Roof	517-294-4636	n/a	n/a
<i>M and P International</i>	Janitorial	810-701-4772	Perry Warrior	n/a
<i>Allied Building Service Company</i>	Electrical	313-230-0800	Mike Franz	n/a
<i>Coatings Unlimited</i>	Wall Repairs	517-651-5793	Don Bates	n/a
<i>Allied Building Service Company</i>	Plumbing	313-230-0800	Mike Franz	n/a
<i>Iovan Glass</i>	Glass	313-937-3222	n/a	n/a
<i>Guardian Environmental Services</i>	HVAC	734-513-9500	n/a	n/a
<i>Rayhaven Group</i>	Locksmith	248-357-1006 x 109	n/a	n/a
<i>Rose Pest Control</i>	Pest Control	313-582-1300	n/a	10020517
<i>M and P International</i>	Landscaping/Snow Removal	810-701-4772	Perry Warrior	n/a
<i>Waste Management</i>	Trash Removal	800-797-9018	n/a	10-14426-33000