

# Hamtramck DHHS – Woody Plaza

12140 Joseph Campau  
Hamtramck, Michigan 48212



## 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](http://www.bojigroup.com)

March 30, 2021

## Table of Contents

1. Emergency Communications Procedure
2. Emergency and Employee Contact Information
3. Utility Contact and Shut Off
4. Miscellaneous Building Vendors and Contacts

# 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 12140 Joseph Campau, the Hamtramck 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 12140 Joseph Campau, 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 12140 Joseph Campau, 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
Hamtramck Police Department	911	313-800-5281
Hamtramck Fire Department	911	313-876-7760
Boji Group	517-377-3000 ext. 102	517-377-3000
	Boji Group	State of Michigan
Primary Contact	Sonya Frost Property Manager (o) 517-377-3000 ext. 117 (c) 517-214-0659 <a href="mailto:sfrost@bojigroup.com">sfrost@bojigroup.com</a>	Michael Jackson Administrative Supervisor (o) 313-892-0189 <a href="mailto:jacksonm8@michigan.gov">jacksonm8@michigan.gov</a>
Secondary Contact	Janna Roberts Office Manager (o) 517-377-3000 ext. 110 <a href="mailto:jroberts@bojigroup.com">jroberts@bojigroup.com</a>	Mi Wha McBrien District Manager (o) 313-493-7806 <a href="mailto:mcbrienm@michigan.gov">mcbrienm@michigan.gov</a>
Management	Terri Fitzpatrick Chief Operating Officer (o) 517-377-3000 ext. 114 (c) 517-410-6172 <a href="mailto:tfitzpatrick@bojigroup.com">tfitzpatrick@bojigroup.com</a>	Brian Garden Property Analyst (o) 517-899-4034 <a href="mailto:Gardenb@michigan.gov">Gardenb@michigan.gov</a>
Maintenance	Paul Kaliszewski Director of Facilities (o) 517-377-3000 ext. 118 (c) 313-304-6237 <a href="mailto:pkaliszewski@bojigroup.com">pkaliszewski@bojigroup.com</a>	N/A

### 3. Utility Contact and Shut Off

ELECTRICITY	<table border="1"> <thead> <tr> <th>Provider</th> <th>Phone</th> <th>After Hours Phone</th> </tr> </thead> <tbody> <tr> <td>DTE Energy</td> <td>855-383-4249</td> <td>800-477-4747</td> </tr> <tr> <td>Shut-off Location:</td> <td><input checked="" type="checkbox"/> Inside</td> <td><input type="checkbox"/> Outside</td> </tr> <tr> <td>Description of Location:</td> <td colspan="2">Electrical room</td> </tr> <tr> <td>Is there a key needed for access? If yes, location?</td> <td colspan="2">Yes – Boji Group Maintenance Staff and District Manager have key.</td> </tr> <tr> <td>Notes:</td> <td colspan="2">To be switched off only by Boji Group except in case of an emergency.</td> </tr> </tbody> </table>	Provider	Phone	After Hours Phone	DTE Energy	855-383-4249	800-477-4747	Shut-off Location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside	Description of Location:	Electrical room		Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.		Notes:	To be switched off only by Boji Group except in case of an emergency.		
	Provider	Phone	After Hours Phone																	
	DTE Energy	855-383-4249	800-477-4747																	
	Shut-off Location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside																	
	Description of Location:	Electrical room																		
	Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.																		
Notes:	To be switched off only by Boji Group except in case of an emergency.																			
WATER	<table border="1"> <thead> <tr> <th>Provider</th> <th>Phone</th> <th>After Hours Phone</th> </tr> </thead> <tbody> <tr> <td>City of Hamtramck Water Department</td> <td>313-800-5233</td> <td>N/A</td> </tr> <tr> <td>Shut-off location:</td> <td><input checked="" type="checkbox"/> Inside</td> <td><input type="checkbox"/> Outside</td> </tr> <tr> <td>Description of Location:</td> <td colspan="2">Closet inside kids' interview room</td> </tr> <tr> <td>Is there a key needed for access? If yes, location?</td> <td colspan="2">Yes – Boji Group Maintenance Staff and District Manager have key.</td> </tr> <tr> <td>Notes:</td> <td colspan="2">To be switched off only by Boji Group except in case of an emergency.</td> </tr> </tbody> </table>	Provider	Phone	After Hours Phone	City of Hamtramck Water Department	313-800-5233	N/A	Shut-off location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside	Description of Location:	Closet inside kids' interview room		Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.		Notes:	To be switched off only by Boji Group except in case of an emergency.		
	Provider	Phone	After Hours Phone																	
	City of Hamtramck Water Department	313-800-5233	N/A																	
	Shut-off location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside																	
	Description of Location:	Closet inside kids' interview room																		
	Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.																		
Notes:	To be switched off only by Boji Group except in case of an emergency.																			
FIRE ALARM	<table border="1"> <thead> <tr> <th>Provider</th> <th>Phone</th> <th>After Hours Phone</th> </tr> </thead> <tbody> <tr> <td>I/Q Life Safety Systems</td> <td>248-328-0000</td> <td>833-700-0301</td> </tr> <tr> <td>Shut-off Location:</td> <td><input checked="" type="checkbox"/> Inside</td> <td><input type="checkbox"/> Outside</td> </tr> <tr> <td>Description of Location:</td> <td colspan="2">Hallway behind door near security desk</td> </tr> <tr> <td>Is there a key needed for access? If yes, location?</td> <td colspan="2">No</td> </tr> <tr> <td>Notes:</td> <td colspan="2"></td> </tr> </tbody> </table>	Provider	Phone	After Hours Phone	I/Q Life Safety Systems	248-328-0000	833-700-0301	Shut-off Location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside	Description of Location:	Hallway behind door near security desk		Is there a key needed for access? If yes, location?	No		Notes:			
	Provider	Phone	After Hours Phone																	
	I/Q Life Safety Systems	248-328-0000	833-700-0301																	
	Shut-off Location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside																	
	Description of Location:	Hallway behind door near security desk																		
	Is there a key needed for access? If yes, location?	No																		
Notes:																				
SPRINKLER	<table border="1"> <thead> <tr> <th>Provider</th> <th>Phone</th> <th>After Hours Phone</th> </tr> </thead> <tbody> <tr> <td>Vanguard Fire &amp; Security Systems</td> <td>248-449-4846</td> <td>800-826-8577</td> </tr> <tr> <td>Shut-off location:</td> <td><input checked="" type="checkbox"/> Inside</td> <td><input type="checkbox"/> Outside</td> </tr> <tr> <td>Description of Location:</td> <td colspan="2">Closet inside kids' interview room</td> </tr> <tr> <td>Is there a key needed for access? If yes, location?</td> <td colspan="2">Yes – Boji Group Maintenance Staff and District Manager have key.</td> </tr> <tr> <td>Notes:</td> <td colspan="2">Building ID # 311527</td> </tr> </tbody> </table>	Provider	Phone	After Hours Phone	Vanguard Fire & Security Systems	248-449-4846	800-826-8577	Shut-off location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside	Description of Location:	Closet inside kids' interview room		Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.		Notes:	Building ID # 311527		
	Provider	Phone	After Hours Phone																	
	Vanguard Fire & Security Systems	248-449-4846	800-826-8577																	
	Shut-off location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside																	
	Description of Location:	Closet inside kids' interview room																		
	Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.																		
Notes:	Building ID # 311527																			

**ELEVATOR**

<b>Provider</b>	<b>Phone</b>	<b>After Hours Phone</b>
Schindler Elevator	800-225-3123	800-225-3123
Shut-off location:	<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Outside
Description of Location:	Electrical room	
Is there a key needed for access? If yes, location?	Yes – Boji Group Maintenance Staff and District Manager have key.	
Notes:	Account #54095801	



## 4. Miscellaneous Building Vendors and Contacts

<b>Vendor</b>	<b>Service</b>	<b>Phone Number</b>	<b>Contact</b>	<b>Acct #</b>
<i>Roof-Top Solutions</i>	Roof	517-294-4636	n/a	n/a
<i>AMS Cleaning Services</i>	Janitorial	616-690-1511	Nimba Shankali	n/a
<i>Allied Building Services</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 Services</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>Redford Lock &amp; Security</i>	Locksmith	248-374-0600	Gary Smith	n/a
<i>Rose Pest Control</i>	Pest Control	313-582-1300	n/a	20015125
<i>Cutting Edge Services</i>	Landscaping/Snow Removal	734-216-6201	Brian Tchozewski	n/a
<i>Waste Management</i>	Trash Removal	800-797-9018	n/a	16-19096-52000