



## RECORDS MANAGEMENT AND DOCUMENT CONTROL

- Facilities Equipment and Maintenance Services
- Records Destruction
- Records Inventory
- Records Recall and Refile
- Records Scanning and Secure Messaging System



## FACILITIES OPERATIONS AND MAINTENANCE

- Administrative and Management Support
- Environmental and Safety Specialists
- Hazardous Material Management
- Shipping/Receiving and Warehouse Specialists
- Specialty Trades Work; HVAC, Electrician, Plumber, Painter



## JANITORIAL SERVICES

- COVID Protocols
- General and Heavy Cleaning; Floors, Carpets, and Trash Disposal
- Professional and Technical Staff Augmentation
- Recordkeeping/Documentation
- Repair Notifications
- Snow and Debris Clearing
- Safety Training and OSHA Compliance



## ADMINISTRATIVE SUPPORT SERVICES

- Equipment Custodian Support
- IT Support Services
- Management and Data Analyst
- Medical Case Management Support Services
- Psychological Health Coordination Services
- Telecom Support Services