



GRIFFIN COMPANIES

Facility Management



Executive Our executive level of services provides assistance with such key initiatives as going green through recycling and energy savings assessments and plans, as well as detailed project and capital improvement planning.

- Working knowledge of building systems - inside and out
- Project management and planning skills for projects of all sizes
- An understanding of financial and business decisions
- Leadership skills to drive key initiatives
- Owner communication
- Systems and procedures creation and implementation
- Capital improvement coordination and oversight
- Problem resolutions
- Dispatch of maintenance techs and service vendors

Technical Our technical level of service provides mechanical assistance. CBC Griffin maintenance technicians are skilled, knowledgeable and licensed in all areas of HVAC (Heating, Ventilation & Air Conditioning) and can help keep your facility comfortable for employees throughout the year.

- Hot water and low pressure boiler operation
- HVAC service and repairs
- Plumbing repairs
- Minor roof maintenance
- Inspect and clean A/C coils
- Check electrical connections and amp draws
- Replace filters
- Repair/replace compressors, condensers and blowers
- Inspect and clean heat exchangers
- Install new HVAC units
- Repair duct work
- Install new duct work
- Adjust system controls
- Maintain Chillers
- Maintain Boilers
- Air balancing
- Inspect and maintain Cooling Towers

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Coldwell Banker Commercial Griffin Companies

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General/Routine Our general level of services provides general assistance. From changing a light ballast to repairing a faucet, our maintenance technicians are available to take on the daily chores and tasks required to keep your company running smoothly.

- Grounds and common area policing
- Lawn mowing
- Vacancy cleanup
- Lamp replacement
- Bulb recycling
- Ceiling tile repair
- Picture hanging
- Furniture relocation
- Painting
- Dry wall repair
- Door and window repairs

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