

Facilities Maintenance - Who to Contact

revised 08/04/2026

Department Administration	
Dr. Barry Lanford, Executive Director	210-356-9300 (office) / blanford@neisd.net
-Marta Dominguez, Admin. Asst.	210-356-9327 / mdomin2@neisd.net
Mike Sendejo, Director Facility Maintenance	210-356-9325 (office) / msende@neisd.net / 210-465-2312 (district cell)
Dion Dibrell, Director Facility Support	210-356-9253 / adibre@neisd.net
Nick Kellar, Indoor Air Quality Coordinator	210-356-9312 / nkella@neisd.net
Faith Williams, Facility Maintenance Coordinator	210-407-0945 / fwilli@neisd.net
Craig McDowell, Energy Management Coordinator	210-356-9339 / dmcdow@neisd.net

Shop	Types of Work Shop Handles	Shop Foreman	Work Order Scheduler
After Hours Air Conditioning or Heating Requests	requests for air conditioning or heating outside normally scheduled service hours Please enter requests as far in advance of events as possible. --log into Employee Portal --Work Order System ---HVAC Requests	Craig McDowell 210-356-9339 (office) 210-465-2502 (district cell) dmcdow@neisd.net 7:00 am - 4:00 pm, Mon-Fri	
Airconditioning	air conditioning or heating not working (must include current temperature reading on work order) window units, condensation leaks ice machines, refrigeration systems walk in coolers/freezers	John Tuttle 210-356-9307 (office) 210-391-7531 (district cell) jtuttl@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Veronica Ureste 210-407-0948 (office) 210-465-2443 (district cell) vurest@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Appliance Repairs - <u>NOT related to SNS</u>	appliances and equipment in culinary arts programs, teacher breakrooms, offices, clinics, athletic and fine arts laundry equipment	John Tuttle 210-356-9307 (office) 210-391-7531 (district cell) jtuttl@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Veronica Ureste 210-407-0948 (office) 210-465-2443 (district cell) vurest@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Carpentry (including hardware)	cafeteria table repair interior/exterior walls, hardware doors - hinges, closers, knobs, kick plates lockers, suspended ceilings cabinets and shelving, handrails, ramps leveling of portable buildings, chalk and dry erase boards, mini-blinds	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Custodial Services	all cleaning equipment, vacuums, buffers, etc.	Dion Dibrell, Director 210-356-9253 (office) 210-465-2369 (district cell) adibre@neisd.net 7:00 am - 4:00 pm, Mon-Fri	Melissa Rangel 210-356-9259 (office) 210-465-2448 (district cell) 7:30 am - 4:00 am, Mon-Fri
Electrical	no power, no lights, tripping breaker light poles, burning smell ventilation systems (exhaust fans) exhaust fans, spider box rental for festivals (\$150.00 ea)	John Tuttle (temporary) 210-356-9307 (office) 210-391-7531 (district cell) jtuttl@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Nancy Flores 210-407-0946 (office) 210-465-2418 (district cell) nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Elevator Repair	repairs of elevators elevator entrapments	Mike Sendejo 210-356-9325 (office) 210-465-2312 (district cell) msende@neisd.net 7:00 am - 4:00 pm, Mon-Fri	Marta Dominguez 210-356-9327 (office) 210-465-2477 (district cell) mdomin2@neisd.net 6:30 am - 3:30 pm, Mon-Fri
Engineering	roof leaks and roof repairs		Denise Moya 210-356-9361
Environmental/Indoor Air Quality	concerns of illness or IAQ symptoms	Nick Kellar 210-356-9312 (office) 210-465-2495 (district cell) nkella@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Nancy Flores 210-407-0946 (office) 210-465-2418 (district cell) nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Environmental Heating	no hot water no heat	John Tuttle 210-356-9307 (office) 210-391-7531 (district cell) jtuttl@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Veronica Ureste 210-407-0948 (office) 210-465-2443 (district cell) vurest@neisd.net 6:00 am - 3:00 pm, Mon-Fri

Filters	HVAC / Air Conditioner Filters	Nick Kellar 210-356-9312 (office) 210-465-2495 (district cell) nkella@neisd.net 6:00 am - 3:00 pm, Mon-Fri	April Gutierrez 210-356-9264 (office) 210-465-2403 (district cell) agutie20@neisd.net 12:30 pm - 11:00 pm, Mon-Thur
Fire Alarms	fire alarm panel beeping tripped smoke alarms	Gabe Martinez 210-356-9333 (office) 210-465-2414 (district cell) gmarti3@neisd.net 12:30 pm - 11:00 pm, Mon-Thur	April Gutierrez 210-356-9264 (office) 210-465-2403 (district cell) agutie20@neisd.net 12:30 pm - 11:00 pm, Mon-Thur
Floors	all flooring - carpeting, tile, VCT	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Glass	all glass broken windows	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Grounds	campus perimeter fencing, traffic and parking signs, playground equipment trimming and removal of trees landscaping, material handling services ex. moving band equipment/wrestling mats generator rental (\$50.00/ea) BBQ pit rental (\$50.00 rental + \$100.00 if not returned cleaned)	Joey Martinez 210-356-9251 (office) 210-502-7771 (district cell) jmarti@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Heavy Equipment	Bobcat type work, heavy hauling forklift type work	Joey Martinez 210-356-9251 (office) 210-502-7771 (district cell) jmarti@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Irrigation Repair	adjust, repair, and programming of landscaping irrigation systems	Joey Martinez 210-356-9251 (office) 210-502-7771 (district cell) jmarti@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Kitchen Repair - School Nutrition Services (behind the serving line repairs)	kitchen equipment repair	(vacant) 210-356-9128	
Locks	re-key locks duplicate keys (master keys require approval, \$10.00/key) key broke in lock	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Masonry	brick paver installs, block walls sidewalks, concrete ramps, ceramic tile	Joey Martinez 210-356-9251 (office) 210-502-7771 (district cell) jmarti@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Mower Repair	repair lawn equipment repair all-terrain vehicles, Gators and golf carts	Joey Martinez 210-356-9251 (office) 210-502-7771 (district cell) jmarti@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Paint	drywall repair parking lot stripping painting	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Pest Control	pest control treatment removal of trapped animals	Nick Kellar 210-356-9312 (office) 210-465-2495 (district cell) nkella@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Plumbing	water leaks, sewage back-up, backflow prevention systems, gas smell, toilets sinks, water fountains	Gene Grosscup 210-356-9303 (office) 210-465-2550 (district cell) igross@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Nancy Flores 210-407-0946 (office) 210-465-2418 (district cell) nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri

Security Alarms	security cameras security/intrusion alarms	Donald Puente 210-356-9306 (office) 210-465-2419 (district cell) dpuent1@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Technical Building Systems	clock and bell systems, scoreboards and visual displays, marquees, intercoms, all-call systems, and public address systems	Donald Puente 210-356-9306 (office) 210-465-2419 (district cell) dpuent1@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Neva Sandoval 210-407-0947 (office) 210-465-2486 (district cell) nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Trash and Recycling Dumpsters	dumpsters need to be emptied schedule extra pick-ups move dumpsters	Craig McDowell 210-356-9339 (office) 210-465-2502 (district cell) dmcdow@neisd.net 7:00 am - 4:00 pm, Mon-Fri	
Welding	all welding	Henry Enriquez 210-356-9305 (office) 210-465-2402 (district cell) eenriq@neisd.net 6:00 am - 3:00 pm, Mon-Fri	Irma Vasquez 210-407-0949 (office) 210-465-2360 (district cell) ivasqu@neisd.net 6:00 am - 3:00 pm, Mon-Fri
2nd Shift Monday - Thursday 12:30 pm - 11:00 pm	North East Police Department 210-407-0911 (has on-call schedule and contact information for 2nd shift foreman)	Gabe Martinez 210-356-9333 (office) 210-465-2414 (district cell) gmarti3@neisd.net 12:30 pm - 11:00 pm, Mon-Thur	April Gutierrez 210-356-9264 (office) 210-465-2403 (district cell) agutie20@neisd.net 12:30 pm - 11:00 pm, Mon-Thur