

Facilities Maintenance & Operations - Who to Contact

Department Administration	
Dr. Barry Lanford, Executive Director	210-356-9300 / blanford@neisd.net
-Marta Dominguez, Admin. Asst.	210-356-9327 / mdomin2@neisd.net
Dan Lugo, Director Maintenance	210-356-9302 / dlugo@neisd.net
Mike Sendejo, Asst. Director Maint.	210-356-9325 / msende@neisd.net
Dion Dibrell, Asst. Director Custodial	210-356-9253 / adibre@neisd.net
Craig McDowell, Energy Manager	210-356-9339 / dmcdow@neisd.net
Nick Kellar, IAQ Coordinator	210-356-9312 / nkella@neisd.net
Faith Williams, Coordinator	210-356-9301 / fwilli@neisd.net

Shop	Types of Work Shop Handles	Shop Foreman	Work Order Scheduler
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 210-465-2502 District Cell 210-356-9307 Office jtuttl@neisd.net	Veronica Ureste 210-356-9330 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 210-465-2402 District Cell 210-356-9305 Office eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Custodial Services	all cleaning equipment, vacuums, buffers, etc.	Lee Roy Davila 210-465-2385 District Cell 210-356-9253 Office ldavil3@neisd.net	
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)	Rudy Castaneda 210-465-2389 District Cell 210-356-9315 Office rcasta@neisd.net	Nancy Flores 210-356-9304 nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Elevator Repair	repairs of elevators entrapments	Mike Sendejo 210-356-9325 msende@neisd.net	Marta Dominguez 210-356-9327 mdomin2@neisd.net 6:30 am - 3:30 pm, Mon-Fri
Energy Controls	after hours HVAC requests	Craig McDowell 210-356-9339 dmcdow@neisd.net	
Engineering	roof leaks and roof repairs		Denise Moya 210-356-9361
Environmental/Indoor Air Quality	IAQ symptoms or concerns, water intrusion, concerns of contaminants within building, HVAC filters	Nick Kellar 210-465-2495 District Cell 210-356-9312 Office nkella@neisd.net	Nancy Flores 210-356-9304 nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Environmental Heating	no heat	John Tuttle 210-356-9307 jtuttl@neisd.net	Veronica Ureste 210-356-9330 vurest@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Fire Alarms	fire alarm panel beeping tripped smoke alarms	Gabe Martinez 210-465-2414 District Cell 210-356-9333 Office gmarti3@neisd.net	210-356-9324 12:30 pm - 11:00 pm, Mon-Thur
Floors	all flooring - carpeting, tile, VCT	Henry Enriquez 210-356-9305 eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Glass	all glass broken windows	Henry Enriquez 210-465-2402 District Cell 210-356-9305 Office eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@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 (\$25.00/ea) BBQ pit rental (\$50.00 rental + \$100.00 if not returned cleaned)	Joey Martinez 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Heavy Equipment	Bobcat type work, heavy hauling forklift type work	Joey Martinez 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri

Irrigation Repair	adjust, repair, and programming of landscaping irrigation systems	Joey Martinez 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Kitchen Repair	kitchen equipment repair	Michael Mozuch, SNS 210-356-9128 mmozuc@neisd.net	
Locks	re-key locks duplicate keys (master keys require approval, \$10.00/key) key broke in lock	Henry Enriquez 210-465-2402 District Cell 210-356-9305 Office eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Masonry	brick paver installs, block walls sidewalks, concrete ramps, ceramic tile	Joey Martinez 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 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 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 nsando1@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Paint	drywall repair parking lot stripping painting	Henry Enriquez 210-465-2402 District Cell 210-356-9305 Office eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Pest Control	pest control treatment removal of trapped animals	Joey Martinez 210-507-7771 District Cell 210-356-9251 Office jmarti1@neisd.net	Neva Sandoval 210-356-9329 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, no hot water	Gene Grosscup 210-465-2550 District Cell 210-356-9303 Office igross@neisd.net	Nancy Flores 210-356-9304 nflore6@neisd.net 6:00 am - 3:00 pm, Mon-Fri
Security Alarms	security cameras security/intrusion alarms	Donald Puente 210- 465-2419 District Cell 210-356-9306 Office dpuent1@neisd.net	Neva Sandoval 210-356-9329 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- 465-2419 District Cell 210-356-9306 Office dpuent1@neisd.net	Neva Sandoval 210-356-9329 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 210-465-2407 District Cell 210-356-9339 Office dmcdow@neisd.net	
Welding	all welding	Henry Enriquez 210-465-2402 District Cell 210-356-9305 Office eenriq@neisd.net	Irma Vasquez 210-356-9338 ivasquez@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 210-465-2414 District Cell 210-356-9333 Office gmarti3@neisd.net	April Guterrez 210-356-9324 12:30 pm - 11:00 pm, Mon-Thur