



C&J CONTRACTING, INC.

Facilities Services Division

Services we provide...

We provide maintenance services on a daily, weekly, monthly or “as-needed” basis, including 24/7 emergency services with calls directly to our “on-call” service technicians. We are security and safety-conscious, ready to offer you the best facilities services and maintenance programs available today.

Services we provide include, but are not limited to . . .

Electrical

- Lighting maintenance plan (ext/int)
- Change bulbs (ext/int)
- Change ballasts (ext/int)
- Check circuit breakers, replacement
- Trouble shoot power outages
- Repair/replace outlets and switches
- Install motion sensors
- Install light fixtures/photo cells
- Repair bathroom exhaust fans

Plumbing

- Repair leaky toilets
- Repair leaky faucets
- Unplug toilets/clean up restrooms
- Unplug drain lines
- Repair/replace hot water heaters
- Repair/replace restroom part/access
- Installation of garbage disposal
- Sump pump repair and installation
- Installation of dishwashers

Parking Lots

- Clean/maintain parking lots; storm drains
- Patrol (unauthorized parking)
- Perform repairs
- Seal/stripe/paint curbs
- Trash removal/weekly grounds clean up
- Bollard installation and repair

Miscellaneous

- Fire/life safety: conduct inspections and necessary repairs
- Fountains: clean filters and repair
- Earthquake bracing: bookcases, cabinets, shelves, ect.

HVAC Mechanical

- Change filters
- Adjust/calibrate thermostats
- Adjust set points/control
- Repair ductwork
- Clean cooling towers
- Clean T-bar supplies/returns
- Install lock boxes on thermostats
- Balance airflow
- Inspect roof top equipment

Welding

- Repairs on hand railings
- Gate enclosures, metal fabrication
- Repair/install metal signs/poles
- Dock bumpers

Carpentry

- Repair decks, fences/gates, shelving
- Repair kitchen cabinets
- Install windows, doors, hardware

Roofs

- Perform repairs as needed
- Annual inspections
- Provide preventative maintenance
- Snake and clean drains and roof
- Inspect/repair leaks



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Emergency: board up windows and doors
Ceiling tile replacement
General office maintenance for tenants
Day porter services
24-hour emergency response
Adjust/repair door closures, locksets, re-key
Hanging white boards/pictures
Move furniture/cubicles
Pressure wash walkways and buildings
Repair/replace ceramic tile/vct tile
Install concrete walkways/curbs
Install wire for bird control
Design emergency shutdown maps including water main, electrical, and gas shut-offs
Hazardous waste removal

If we can serve you in this capacity or have questions about how we might customize our maintenance services for your particular needs, please contact Vince Amaya, Director of Facilities Services at vamaya@cnjcontr.com.

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