



**Fur-Get Me Not VA office**

4140 S. Four Mile Run Drive  
Arlington, VA 22206

(703) 933-1935 main line  
(703) 933-1936 line 2  
(703) 933-1937 line 3 & voicemail line  
(703) 933-1938 fax  
(703) 933-1385 fire alarm  
(703) 894-1064 fire alarm

Office Hours: Monday - Saturday 9-5  
Voicemail Access: 703-578-0374  
**ON CALL Phone** 240-832-0599

**Landlord**

BM Smith & Associates  
2300 Ninth Street, South, First Floor  
Arlington, VA 22204  
(703) 920-2200

**Next Door Neighbors**

Maiky Tran 4142 Four Mile  
703-981-9987  
Gabriel Nassar GN Contracting 4120 Four Mile  
703-801-8500

**Internet**

Comcast 800-316-1619  
Option #1 business, zip 22206

**Phone**

Verizon Repair 800-275-2355  
VA Business Acct 800-826-2355

**Fire Alarm**

American Management Service  
703-461-8100  
800-633-2677

**Security Alarm**

ADT Security Services  
800-238-2727  
first call – Tammy  
second call – Steve  
third call – Tom

**Fur-Get Me Not DC office**

2607 24<sup>th</sup> St. NW, Suite #1  
Washington, DC 20008

(202) 319-7387 main line  
(202) 319-1350 line 2  
(202) 319-1504 line 3 & voicemail line  
(202) 319-7388 fax

Office Hours: Monday - Saturday 9-5  
Someone on site M,W,F 9-11am, T,H 5-7pm  
Voicemail Access: 202-319-0071  
\* On M,W,F DC voicemail should be checked by the closing office manager in the afternoon as well as right before leaving for the evening. On T&TH the opening office manager should be checking the DC voicemail in the mornings as well as right before leaving for the day.  
\*\* When not in DC office, all lines must be forwarded to VA by picking up the line and pressing \*72 + the phone number (703-933-1935). To unforward the lines, you pick up each line and hit \*73

**Landlord**

Spiegel Family Trust  
3902 Northampton Street NW  
Washington DC 20015  
(202) 686-7691

**Verizon DSL for Internet**

**Verizon for Phone**  
Repair 800-275-2355  
Account number 899145785  
ID:  
PWD:

**Locksmith for Sitters in DC**

Locksmith Washington  
888-607-4970



**Daycare Locksmith**

Federal Lock & Safe  
703-525-1436

**Locksmith for Sitters in VA**

Mr. Lockout  
703-751-4616

**Email & FGMM website hosting problems**

Crystal Tech  
877-323-4678, option 2  
domain: furgetmenot.com  
cust # 564437  
or call Trenton Van Vickle  
Cell: 703-608-1862  
Home: 703-642-3865  
Email: [trenton@vanvickle.biz](mailto:trenton@vanvickle.biz)

**Network / Printers**

Mike Burstein  
Dominion Repair  
(703) 768-3510  
(must be authorized by Tom or Tammy)

**Special print orders**

The Printed Page  
900 N. Stuart St., Suite 101  
Arlington, VA 22203  
703-351-7579  
<http://www.tppinc.com/>

**Floor cleaner for Daycare**

Buckeye Cleaning Center  
Quat 256  
301-490-5599

**Washington Gas**

Smell Gas? 703-750-1400  
Service Emergency 703-750-1000  
24 hour toll free 800-752-7520

**Electricity**

Dominion Power  
888-667-3000

**Handyman for repair**

Handyman Connection  
703-351-6595

**Electrician for repair**

Autumn Electric  
703-790-0275

**Trash pickup & recycling**

AAA  
703-818-8222  
\* Trash pick up is every other Tuesday. Recycling pick up every Wednesday.

**Veterinarians**

**Northside Vet Clinic**  
4003 Lee Highway  
Arlington, VA 22207  
(703) 525-7115

**Ballston Animal Hospital**

5232 Wilson Boulevard  
Arlington, VA 22205  
(703) 528-2776

**Caring Hands**

2955 C South Glebe Rd  
Arlington, VA 22206  
(703) 535-3100

**Southpaws Veterinary Specialists & Referral Center**

8500 Arlington Blvd  
Fairfax, VA 22031  
703-752-9100

**Alexandria Animal Hospital**

2660 Duke St.  
Alexandria, VA 22314  
703-751-2022

**Poison Control**

National Animal Poison Control Center  
(800) 548-2423  
(888) 426-4435

**Arlington County Police Non-Emergency**

703-558-2222

**Washington DC Police Non-Emergency**

3-1-1



**Animal Welfare League of Arlington**

2650 S. Arlington Mill Dr.  
Arlington, VA 22206  
703-931-9241

**Plumber for repair**

Kesterson Plumbing  
Kestersonplumbing.com  
703-549-3139

**Ivey Welding** (back steps)

703-524-4322

**Potomac Sail Makers** (training blockers)

5645 General Washington Dr.  
Alexandria, VA 22312

**VA Facility Key Holders:**

1. Owner - Tammy Rosen
2. Owner - Steve Rosen
3. GM On Site – Thomas Stuart
4. Accounting Mgr – Jini Clausen
5. Daycare Mgr – open
6. Daycare Mgr- Tyree Ramos
7. GM Field Ops – Jackie Cook
8. Opening Office Mgr – open - Tammy
9. Closing Office Mgr – Gianna Nicosia
10. Saturday Office Mgr – Necola Pierce
11. Floater – Laura Frese
12. Kennel Attendant – Tony DeRosa
13. Lockbox- Lockbox
14. Trainer- Lisa
15. Trainer - BJ
16. HR- Rebecca Johnson
17. Trainer- Vivian
18. Kennel Attendant – open –Tammy

**VA Internal Facility Keys**

1. Set (downstairs office) which includes the on call manager DC keys, and all internal doors (double doors, kitchen, utility)
2. Set (GM – Tom) all internal doors (double doors, kitchen, utility)

**On Call Rotation (cell phone and DC office keys)**

1. GM On Site Ops
2. Accounting Manager
3. GM Field Ops
4. Opening Office Manager
5. Closing Office Manager
6. HR Manager
7. AM Assistant Daycare Manager
8. PM Assistant Daycare Manager
9. Lead Office Manager

**VA Petty Cashbox**

1. Downstairs office
2. Jini

**VA Financial Filing Cabinet**

1. Jini
2. Tammy
3. Tammy

**DC Facility Key Holders:**

1. Owner – Tammy
2. GM – Tom
3. Pet Sitting Mgr – Jackie Cook
4. DC Office Manager – Marjorie Scott
5. DC Office Manager – Laura Frese