



## **FACT SHEET**

### **SERVICES FOR MEMBERS**

**Attending Physician, Health Units:**

- |                      |              |                     |              |
|----------------------|--------------|---------------------|--------------|
| ○ H-166, The Capitol | 202-225-5421 | ○ HS-145 Ford HOB   | 202-225-2442 |
| ○ S-153, The Capitol | 202-226-4830 | ○ B-344 Rayburn HOB | 202-225-7131 |
| ○ 110 Cannon HOB     | 202-225-3470 | ○ 124 Hart SOB      | 202-224-6580 |
| ○ 1204 Longworth HOB | 202-225-2500 | ○ Postal Square     | 202-224-6500 |

**Architect of the Capitol:** SB-15, The Capitol; 202-228-1793.

**Barber Shop:** B-323 Rayburn House Office Building; 202-225-7024.

**Beauty Salon:** 139 Cannon House Office Building; 202-225-4008.

**Cafeterias:**

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|--|---|
| ○ Capitol Coffee Shop – HB-9, The Capitol            | ○ Longworth Capitol Scoops Ice Cream / Starbucks – B-224A Longworth House Office Building |
| ○ Cannon Carryout / The Burger Hop – Cannon Basement | ○ Longworth Food Court – B-223 Longworth House Office Building                            |
| ○ Ford Cafeteria – H2-125 Ford House Office Building | ○ Rayburn Cafeteria – B-357 Rayburn House Office Building                                 |
| ○ Ford Carryout – H2-126 Ford House Office Building  | ○ Rayburn Gourmet Deli – B-326 Rayburn House Office Building                              |

**Call Center:** Technical support; 202-225-6002

**Capitol Dome Tours:** Capitol Guide Service; 202-225-6827

**Capitol Guide Service:** ST-13, the Capitol; 202-224-8406

**Cloakrooms:**

*Republican* – H223, The Capitol; 202-225-7350; Floor Information – 202-225-7430; Legis. Program – 202-225-2020

*Democratic* – H222, The Capitol; 202-225-7330; Floor Information – 202-225-7400; Legis. Program – 202-225-1600; Messages Only – 202-225-0466

**Combined Airlines Ticket Office (CATO):** B-222 Longworth House Office Building; 703-522-2286.

**Congressional Research Service:** Library of Congress; 202-707-5700.

**Congresswomen’s Suite:** H235, The Capitol; 202-225-4190; Immediate Office of the Clerk; 202-225-7000.

**Congressional Federal Credit Union:**

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| ○ H-129, The Capitol                    | ○ Rayburn House Office Building (by the subway to the Capitol)                      |
| ○ H2-195 Ford House Office Building     | ○ Web site – <a href="http://www.CongressionalFCU.org">www.CongressionalFCU.org</a> |
| ○ B-203 Longworth House Office Building |   |

**Convenience Store:** B-224B Longworth House Office Building

**Dry Cleaning and Laundry Services:** B-239 Longworth House Office Building.

**Extension of Remarks, Floor Proceeding Transcripts:** Official Reporters; 202-225-5621.

**First Call Customer Service Center:** B-227 Longworth House Office Building; 202-225-8000.

Fitness Center for Staff: Southwest corner of the Rayburn building on the G2 level; 202-225-1500

**Garages and Parking Security:** G2-28 Rayburn House Office Building; 202-225-6749.

**Gift Shop:** B-218 Longworth House Office Building; 202-226-5362.

**HouseNet:** House Intranet site – <http://housenet.house.gov/>

**Identification Services:** 321 Cannon House Office Building; 202-225-3820.

**Legislative Resource Center:** B-106 Cannon House Office Building; 202-226-5200.

**Members' Gym:** SB-319 or SB-322 Longworth House Office Building; 202-225-6658

**Members' Dining Room:** H-117, The Capitol; 202-225-6300.

**Member Spouse Emergency Contact Line:** 888-330-5382 or local 202-225-9911.

**Office of the Chief Administrative Officer:** HB-30, The Capitol, or 225-6969.

**Office of the Clerk:** H-154, The Capitol; 202-225-7000.

**Office Services:** B-227 Longworth House Office Building; 202-225-3994.

**Office Supply Store:** B-217 Longworth House Office Building; 202-225-3321.

**Page Service:** *Republican* – 202-225-6377; *Democratic* – 202-225-4607, 225-4838.

**Post Office Locations:**

- o HT-1, The Capitol; 202-226-5420
- o 202 Cannon House Office Building; 202-226-5408
- o B-202 Longworth House Office Building; 202-226-5425
- o H2-121 Ford House Office Building; 202-226-5413
- o 2106 Rayburn House Office Building; 202-225-0956

**Recording Studio:** B-310 Rayburn House Office Building; 202-225-3941.

**Sergeant at Arms:** H-124, The Capitol; 202-225-2456.

**Shoe Shine and Repair Service Locations:** Cannon (Basement Rotunda); B-323 Rayburn House Office Building; Ford House Office Building (West Entrance; 202-225-0075.

**U.S. Capitol Police:** 119 D Street, NE, Washington, D.C.; non-emergency – 202-225-5151; emergency – 911.

**Miscellaneous Information**

**Dear Colleague Letters:** An official correspondence that is distributed in bulk to Members, Committees, and other offices. It must be written on official letterhead, contain official business, and be signed by a Member of Congress. For distribution, a cover letter signed by a Member with specific distribution instructions must accompany the *Dear Colleague*. The appropriate number of copies and cover letter may be dropped off in the First Call Customer Service Center in B-227 Longworth HOB.

- o To all Members: 475
- o To all Members and Full Committees 500
- o To all Members, Full Committees, and Subcommittees 625
- o To all Republicans Only 250
- o To all Democrats Only 250
- o To all House Mail Boxes 700

**Legislative Bell System:** Hall clocks and wall fixtures in House office buildings will light up with the respective number of bell rings listed below. One light remains lit while the House is in session.

- o 1 long bell, pause, followed by 3 bells: Signals the start or continuation of a notice quorum call. (This call will be terminated if and when 100 Members appear.)
- o 1 long bell: Termination of a notice quorum call
- o 2 bells: 15-minute recorded vote
- o 2 bells, pause, followed by 2 bells: Manual roll call vote—(bells ring again when Clerk reaches Rs)
- o 2 bells, pause, followed by 5 bells: First vote in a series of votes
- o (The first vote will be a minimum of 15 minutes with successive votes of not less than 5 minutes each. Each successive vote signaled by 5 bells.)
- o 3 bells: Quorum call (either initially or after a notice quorum has been converted to a regular quorum call. Members have a minimum of 15 minutes to be recorded.)
- o 3 bells, pause, followed by 3 bells: Manual quorum call (bells ring again when Clerk reaches the Rs).
- o 3 bells, pause, followed by 5 bells: Quorum call in Committee of the Whole, which may be immediately followed by a 5-minute recorded vote
- o 4 bells: Adjournment of the House
- o 5 bells: 5-minute recorded vote
- o 6 bells: Recess of the House

- 12 bells rung at 2-second intervals: Civil Defense Warning

**Office Building Room Numbering System:**

- Cannon House Office Building – three-digit room numbers (321, 122, etc.)
- Longworth House Office Building – room number beginning with “1” (1202 – 2<sup>nd</sup> floor; 1001 – ground floor, etc.)  
Basement / subbasement rooms have three digits beginning with “2” and are preceded with “B” or “SB”
- Rayburn House Office Building – room numbers beginning with “2” (2201 – second floor; 2410 – fourth floor, etc.)  
Basement / subbasement rooms have three digits beginning with “3” and are preceded with “B” or “SB”
- Ford House Office Building – room numbers beginning with “H2” (H2-425 – fourth floor). Terrace room numbers begin with “B”.