



Building Rules and Information



**Office of Administration
Division of Facilities Management,
Design & Construction**

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Division of Facilities Management, Design and Construction

Mission Statement:

To provide a superior workplace environment for state occupants and their visitors while protecting the State's investments in property assets. The goal is to provide agencies with the information and resources that will support their development of high-performance workplaces that will meet with agency's business needs and can be readily adapted to changing work practices and strategies.

Introduction:

The Division of Facilities Management, Design and Construction works to ensure that employees of the State of Missouri enjoy a clean, safe, efficient and comfortable work environment.

Cooperation and open lines of communication between the agency occupying the premises and the Division of Facilities Management, Design and Construction helps to ensure we achieve our mission statement.

To foster, facilitate cooperation and communication, we recommend that the Agency designate specific individuals to serve as their Agency Facilities Coordinator in dealing with any questions or problems that may arise concerning the premises.

This handbook sets forth guidelines you will need as an agency occupying State owned buildings. It outlines your responsibilities and answers many of your information needs and questions.

Building Access

Each facility's hours will be established by the facility manager based on the tenant operations requirements. Building hours are listed on the Facilities Management, Design and Construction (FMDC) web site (<http://oa.mo.gov/fmdc/facilitylist.htm>). Building entrance doors will be unlocked during normal building hours only, Monday through Friday, with the exception of holidays.

Employees will be issued ID badges, keys and after-hours access only upon written request from the appropriate agency contacts. All information regarding ID badges and/or after-hours access can be found on the FMDC web site (<http://oa.mo.gov/fmdc/security/>). Each employee will sign and be responsible for all keys issued to them. ID Badges will be worn at all times while in state facilities.

In accordance with each building procedure, individuals who must work in the building at times other than the usual building hours must make prior arrangements with the Division of Facilities Management, Design and Construction.

The tenant must see that all windows and doors are closed and securely locked and that all lights or other electrical apparatus not in use are turned off at the end of each day before leaving the building.

Use of State Property

All public requests for the use of State facilities and property must be in compliance with the Code of State Regulations, CSR 30-40.50 and CSR 35-1.050. Requests must be submitted to the Division of Facilities Management, Design and Construction.

Soliciting on State property is prohibited.

Conference rooms will be made available by advanced reservation. Request may be submitted up to twelve months in advance. All rooms will be scheduled on a first come, first served basis. Agencies are responsible to ensure posted maximum occupancy limits are not exceeded.

Refreshments and meals are permitted in conference rooms during business meetings, as a part of a state business function. Notification is required, in advance, if refreshments will be served. Clean-up following refreshments or luncheons is the responsibility of the using agency.

The tenant may not use the occupied premises, or any part of it, for any purpose other than its intended use with the consent of the Division of Facilities Management, Design and Construction.

The use of rooms for sleeping or apartments is prohibited, unless they were constructed for this intended purpose.

Facilities Management, Design and Construction are to be notified in advance of any public events.

Unlawful Use of Weapons

In compliance with the State of Missouri Statute 571.030, employees are not allowed to carry a firearm or any other weapon into any building owned or occupied by State government, except authorized law enforcement personnel. Authorized state personnel that routinely carry firearms should inform the Facility Manager with the Division of Facilities Management, Design and Construction.

Locks & Keys

All locks and keys for building doors shall be installed and maintained exclusively by the Division of Facilities Management, Design and Construction. No additional locks or keys may be used or manufactured other than those issued by the Facility Manager's Office.

Smoking

State buildings are tobacco/smoke free facilities. No smoking is permitted in any Office of Administration Building. This includes but is not limited to cigarettes, electronic cigarettes, chewing tobacco, snuff, etc. Use of these products is permitted only in officially designated areas outside of the building. We ask that smokers please use the ash urns provided.

Restricted Access

Access to restricted areas such as floor panels, ceiling areas and the roof of the building shall be restricted to personnel specifically authorized by the Division of Facilities Management, Design and Construction.

All "wheeled" carts used in the building are to have bumpers to protect building surfaces. All carts must use the freight elevator.

Use of HVAC Systems

Employees may not, in any way, adjust or make modifications to thermostats, diffusers, dampers or any other part of the Heating, Ventilation, Air-Conditioning (HVAC) Systems.

Remember that many factors affect your environment. Closing or opening blinds, leaving doors open or closed, even office configurations will have an effect. In accordance with Executive Order 2009-18, our goal is to maintain a temperature of 76 – 78 degrees in the summer and 68 – 71 degrees in the winter.

Energy Management

All office lights will be turned off when leaving for the day, unless controlled by Facilities Management, Design and Construction panels. Blinds and verticals in outside windows must be closed and lowered at the end of the day. Please notify Facilities Management, Design and Construction of specific computers that need to stay on continuously. We recommend these computers have an uninterrupted power supply (UPS). Personal computers and printers should be turned off at the end of each week.

For detailed information on energy management, please see the State Facilities Energy Conservation Program located on the Facilities Management, Design and Construction web site (<http://oa.mo.gov/fmdc/Energy%20Management/State%20Facilities%20Energy%20Conservation%20Operations%20Program.pdf>).

Telecommunications Equipment

Any installation of electrical signaling, telegraphic, telephonic equipment or other wire and/or equipment required by the tenant must first be approved by the Division of Facilities Management, Design and Construction. The coordination, installation and cost is the responsibility of the Agency.

Obstructions to Free Access

The sidewalks, driveways, entrances, vestibules, corridors, elevators, stairways and fire escapes of the building must not be obstructed by the tenants or used for any purpose other than ingress and egress. Section 26-2.3.2 of the National Fire Protection Association Code states the width of any corridor or egress passageway shall be a minimum of 44 inches (112 cm) in the clear.

No items shall be stored or stacked on fan coil units. Please do not place any objects in front of mechanical room doors. Life Safety codes require immediate access to these rooms and any delay in getting inside could cause significant damage to property or individuals.

Indoor Air Quality

Sterno cans, potpourri, heated potpourri pots, scented sprays, nail polish remover and burning candles are potential fire hazards; employees who are chemical sensitive and suffer with allergy problems are affected by these and other scents. These are not allowed in State owned facilities.

Appliances

There are to be no toasters, hot plates or other cooking appliances utilized in State owned facilities. Microwave ovens, coffee makers and crock pots may be used if situated in an established food preparation area. No coffee makers or other appliances may be used in any individual work area. All inappropriate appliances will be confiscated.

Individual fans and portable electrical heating units WILL NOT be permitted, unless specifically authorized by the Facility Operations Manager.

Coffee and ice tea makers are to be maintained in a neat and orderly fashion, and are to be turned off when not in use. Do not leave microwave unattended while making popcorn. Burnt popcorn may trigger a false fire alarm.

Extension cords, three-way adapters, ground adapters and other electrical apparatus should only be used with prior authorization from the Facility Operations Manager for the facility.

Use of non-UL labeled equipment is prohibited in all buildings.

Food

Coffee grounds or tea leaves must be disposed of ONLY in trash containers. NEVER in lavatories, drinking fountains, toilets or disposals. No dishware, silverware, food containers, etc., shall be washed in lavatories.

Supplies for coffee, tea and foodstuffs must be stored in sealed plastic or metal containers only, no open in desk drawers. Perishable foods such as fruit and vegetables shall not be kept at individual work areas. Trash from drinks and foods must be deposited in proper, identified containers.

Refrigerators may be required to be set upon plastic floor pad and must be maintained and cleaned. One refrigerator per agency is allowed unless located on multiple floors. Only frost-free refrigerators may be used.

Wall Hangings – Posters/Pictures

Do not mark, paint, hang or affix anything to the walls or doors yourself. Contact your coordinator for assistance. Division of Facilities Management, Design and Construction personnel will hang pictures, etc., in the appropriate place and with the appropriate hooks.

February 3, 2014

Bulletins, notices, posters, articles, pictures, etc., shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by the Facility Operations Manager. Building occupants must utilize bulletin boards.

Posters and announcements are not to be placed in public areas without specific permission from the Division of Facilities Management, Design and Construction. Only information dealing with state activities will be permitted. Easels are available to post notices of authorized functions at the main entrances.

Bicycles and Vehicles

No bicycles or vehicles of any kind may be brought into or stored in any building unless specifically permitted, such as law enforcement bicycles and mobility devices required for ADA.

Plants

Plants are allowed in the building. Plants must not be larger than three feet tall or two feet across. All plants must have watering trays. Plants not procured by the Division of Facilities Management, Design and Construction must be maintained by the individuals responsible for bringing them on site.

No plants shall be set on window sills, fan coil units or any other building equipment. Hooks for hanging plants will be furnished and installed by Facilities Management, Design and Construction maintenance personnel. No hanging plants will be placed in cubicle or work station.

Fertilizer or plant food must be stored in sealed containers with Material Safety Data Sheet(s) (MSDS).

Animals

Fish aquariums are not permitted. No animals may be brought into or kept in any building, unless this use was program specifically permitted, or unless the animals are trained to assist ADA Special Needs persons and are there to perform such services.

Housekeeping

Keep clear all areas to be cleaned. The janitorial staff normally is instructed not to touch any computers, papers, files or records that are lying on desks, file cabinets or bookcases. Unnecessary items should not be stored on the floor. This makes it difficult for the housekeeping staff to clean your area.

February 3, 2014

Do not remove paper towels, toilet tissue and other janitorial supplies from restrooms or supply closets.

All boxes to be disposed of must be labeled as "TRASH".

Recycling

Recycling shall only be done through programs established through the Division of Facilities Management, Design and Construction. Tenants shall not engage in recycling programs on their own.

In no case shall empty beverage cans be permitted to accumulate overnight in desk or other unauthorized storage areas. Storage of empty aluminum cans in your work area creates a habitat and food source for insects and pests.

Personal Items

State policy prohibits reimbursement or replacement of missing or damaged personal items. All personal items brought into the building are brought at the individuals own risk. Personal items, such as toothpaste, toothbrushes, hair brushes etc., are not to be stored in the restrooms. These items must be kept in the employee's desk or locker. Secure all personal items at all times. Lock all personal items away at the end of the day.

Contact Missouri Capitol Police or Security for "Lost and Found".

Holiday Decorations

Decorations will be allowed in tenant areas with the following guidelines:

1. Lights, including tree lights, must be UL approved and in good condition. Lights and other electrical decorations must be turned off after 5:00 p.m. and in areas un-attended by staff.
2. No decorations at any time shall be suspended from the ceiling.
3. You may not use any product (i.e., spray paint, clocking, etc.) which will adhere to glass walls, windows or other building surfaces.

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Children

Parents/guardians shall not leave their children unattended in the public areas of the facilities.

By their very nature, inquisitive children find their way into equipment rooms, onto roofs and into other maintenance areas that could be dangerous.

Children must be attended by a parent or guardian at all times while in a State owned facility.

Trouble Calls

For trouble calls (hot/cold, power outages, cleaning, spills, safety, etc.), contact your Agency Facility Coordinator so they may contact the Division of Facilities Management, Design and Construction.

All other maintenance requests should be directed to your Agency Facility Coordinator and will be scheduled with the Division of Facilities Management, Design and Construction for completion.

Renovations

At times, renovations of office space become necessary. When this occurs, every effort will be made by the Division of Facilities Management, Design and Construction to assist you in accomplishing the needed renovations. When elective renovations are needed, it is the agency's responsibility to provide funding.

All requests for renovations, cubicle renovations and services shall be directed to the Division of Facilities Management, Design and Construction. In order to meet a tenant's needs expeditiously, sufficient lead time must be given. This will help prevent unnecessary program delays and minimize inconvenience to you.

The Division of Facilities Management, Design and Construction approval is necessary to do renovations. FMDC will assist your agency in arranging the work. Funding is required prior to commencement of the job.

Contact your Agency Facility Coordinator for assistance if you need additional electrical outlets. Extension cords are a fire and tripping hazard and are not approved unless specifically authorized by the Facility Operations Manager for your facility.

Agency personnel are specifically prohibited from performing construction or maintenance to Office of Administration operated facilities.

February 3, 2014

Emergency – Safety Plans

All emergency actions should be conducted in accordance with the Office of Administration Health & Safety Handbook and Emergency Procedure Manuals, available through your Agency Facility Coordinator or the Facility Operations Manager.

Any other questions pertaining to building operations may be directed to the Office of Administration, Division of Facilities Management, Design and Construction, Office of the Facility Operations Manager.

Hazardous Materials Storage

All hazardous materials will be stored in appropriate storage containers and properly marked. Every container must be accompanied by Material Safety Data Sheets (MSDS).

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Emergency Contact Names/Numbers

Emergency Safety Coordinator	Paula Jacobs (573) 751-0461
Assistant Emergency Safety Coordinator	
Capitol Police / Police Depart./Fire Dept.	2-2222 or dial 9-1-1 outside of the Jefferson City Capitol Complex area
Facilities Management, Design and Construction	1-2624 or 1-3339