



Division of Facilities &
Transportation Services

FACILITY RESOURCES AT YOUR FINGERTIPS

Exploration into everything DFTS has to offer
and the various **services we provide!**

doa.wi.gov/Pages/AboutDOA/DFTS.aspx

2025

Primary public-facing webpage in the lower left corner.

Information accurate for 2025 website design/content.

Finances ▾ **About DOA ▾**

- Contact Us
- Secretary's Office
- Wisconsin State Capitol P...
- Energy, Housing & Commun
- Enterprise Operations
- Enterprise Technology
- Executive Budget & Finance
- Facilities Development
- Facilities & Transportation Services**
- Gaming
- Hearings & Appeals
- Intergovernmental Relations
- Legal Services
- Personnel Management

Introduction

This presentation highlights the significant **programs & processes** the talented DFTS staff oversee.

We aim to bring **awareness** to colleagues & customers of what services DFTS offers and where they can **find answers/resources online**.

We aim to inform you about our collective efforts toward **responsive & responsible** facility, fleet, and real estate management.

[DFTS Webpage](#)

From the DOA homepage, select 'About DOA' then 'Facilities & Transportation Services'

All underlined content are live links to the current site content

Everything We Do



Real Estate Management

- Enterprise Leasing
- Space Management
- Parking Administration
- Tenant Occupancy Services
- Administrative Support
- State Capitol Tours Program



Enterprise Fleet

- Central Fleet
- Commute with Enterprise
- Wisconsin Air Services
- State Records Center
- Mail Transportation



Building Management

- DOA-Owned Facilities
- Facility Use & Event Permits
- Tenant Manual
- Hoteling Suites
- State Capitol & Executive Residence Board

Overview of the 3 Bureaus, comprising 175+ FTE and 65+ LTE for a combined total of 240+ employees.

Admin Services

FMIC (Facilities Management Information Center)

7:30 AM – 4:30 PM; M-F
608-266-1485

Tenant Coordinators

Manage internal facility-related communications, [monitor space usage](#) & [request changes](#), and assign accounting codes for [billable services](#).



Parking Administration

[Parking Policy](#), [Application](#), [Cancellation](#), [Wayleadr Hourly](#), [Parking User Manual](#), and [EV charging station policy](#).

Capitol Tours & Museum

[Tour info](#), [Outside Observation Deck](#), [Capitol History](#), [Virtual Tour](#), and [Events Calendar](#).

FMIC: aka "the Call Center"

How to submit a request:

Emergent Repairs *call*

Service Requests *call*

Routine Maintenance *tenant coordinator*

Billable Services *tenant coordinator*

Key Requests *tenant coordinator*

Examples of billable services (linked)

Parking Info, hourly parking app, EV charging policy, & related links

Capitol Tour Info, Capitol history, virtual tour, & related links

Lobby Display Requests

Step 2



Email Your Attachment

The workflow will send the requestor an automated email for you to submit the attachment file you want posted.

Step 4



Content Goes Live

Content can be displayed in the Administration Building lobby. Additional locations coming soon!



Submit a Request

Using the [publicly accessible form](#), submit your request at least 1 week in advance.

Step 1



Request & File Reviewed

Requests are reviewed on the 1st and 3rd Tuesday of each month prior to posting.

Step 3

Review process & links included for the lobby display request process and ease of use.

Enterprise Fleet

Online Fleet Portal

Submit new driver requests, make fleet vehicle reservations, and submit fleet vehicle mileage. [Location, hours, & contact info.](#)

Air Services

Provides air transportation for State and UW employees as they deliver important public services across the state. It also provides organ transplant flights throughout the region.



Commute with Enterprise

Enterprise provides alternate transportation for state and non-state employees commuting to Madison from outside communities.

State Records Center & Mail Distribution Services

Provides a secure, low-cost facility for off-site control for record maintenance, security, and disposition. [Interdepartmental & USPS mail pick-up & delivery.](#)

Fleet Portal for all vehicle fleet resources.

Air Services info for resources they offer.

Commute with Enterprise link for employees interested in ridesharing.

State Records Center & Mail Distribution info and resources.

Building Management Resources



Building Info

Specific details about every building owned & managed by DOA from amenities, to transportation options, to accessibility resources.

01



Tenant Manual

Rules & information for state agency building occupants in state-owned & managed buildings. Your 'one-stop-shop' when it comes to answering occupant questions!

02



Locker/Wellness Room

Details about the buildings with wellness rooms with physical fitness equipment and the policy for the use of their corresponding locker rooms and how to reserve a locker for personal use.

03

Primary tenant resources provided by Building Management.

Event Permits & Hoteling Suites

- **Facility Use & Event Policy**

Describes the expectations for events & activities in all State facilities under the management and control of the DOA.

- **Facility Use & Permit Application**

Applications are processed by the Wisconsin State Capitol Police in collaboration with DFTS.

- **Hoteling Suite Details**

Details on the [Hoteling Suite Policy](#), [booking instructions](#), and the [booking application](#) used for multiple locations.

Hosting an event at any DOA-managed building requires a review of the permit policy and submission of the permit application.

Hoteling suites are available for reservation booking at a number of DOA-managed locations using the instructions and booking application linked resources.

Locations include:

- Madison: Administration Building
- Madison: Hill Farms State Office Building
- Milwaukee State Office Building
- La Crosse State Office Building
- Green Bay State Office Building
- Wisconsin Rapids State Office Building

Key Partners

Name	Services	Contact
<u>Capitol Police</u>	Emergency Response & After-Hours Assistance	608-266-7700
<u>Security Desk</u>	Onsite security staff greeting visitors & ensuring a safe workplace	Contact your local security desk
<u>COOP/COG</u>	Planning & execution of the continuation of the agency's mission essential functions	608-266-8566 DOA.COG@wisconsin.gov
<u>DFD</u>	Enterprise construction & renovation oversight and contracting and enterprise capital budget planning and management	doadfdadminservices@wisconsin.gov
<u>HR: Reasonable Accommodations</u>	Submit requests for employee workplace space needs . Examples include lighting and/or temperature adjustments, etc.	Contact your assigned accommodations specialist

Capitol Police answers all after-hours maintenance and emergency calls. DFTS staff are dispatched to assist/respond based on the situation.

Typical Security Desk Hours:
7:30 AM - 4:30 PM, M-F

COOP = Continuity of Operations
COG = Continuity of Government. This group is responsible for managing the RAVE emergency alert program.

DFD = Division of Facilities Development. This group partners with all agencies for capital budget project planning, plan design review, and construction oversight.



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BIG THANKS

Our purpose is to provide **service excellence** through a lens of **adaptability, equity, and integrity** at an exceptional value to state agencies and citizens, maximizing **collaboration** and the **stewardship** of our human, fiscal, and physical resources.

Presented by: Jason Rittel



[DFTS Webpage](#)



608-266-1485



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