



# STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

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## CORRESPONDENCE/Memorandum

**Date:** 9/13/2021

**To:** State Agencies leasing space from the Department of Administration

**From:** Division of Facilities & Transportation Services

**Subject:** Opening of DOA Hoteling Suites

The Hill Farms State Office Building hoteling suite will open effective September 15<sup>th</sup>, 2021. The hoteling suite is a secure suite on the 2<sup>nd</sup> floor of the Hill Farms State Office Building that offers 26 cubicle stations and 2 (4-person) conference rooms that can be booked. It also has 3 first come, first served collaboration tables, Wi-Fi, and a large monitor with AV equipment at the front of the room. Users are expected to bring their own equipment (laptops, phones, etc.) for use. There are no fees associated with use of these spaces, but they do require that agencies utilize a DOA provided reservation application to book hoteling suite space.

The reservation system is available on the DOA website at the following link as of September 15<sup>th</sup>:

<https://doa.wi.gov/Pages/AboutDOA/Facilities-Management.aspx>

The system utilizes the Microsoft Power Platform. Agencies that have PowerApps and SharePoint online enabled will have access to the reservation software to book hoteling suite stations that will open at DOA-owned facilities. If your agency does not have PowerApps or SharePoint online enabled, your employees will not have the ability to reserve these spaces. DET has been working with agency IT teams to alert them of this application as well as the parking stall share application that will utilize similar functionality. It is up to each agency to determine if they would like to utilize these features as DOA is not mandating use of the PowerApps platform. However, if an agency decides not to utilize these applications, the agency will not have the opportunity to take advantage of these new DOA services. If you have issues using the application, please contact your IT department. DET is available to assist with enabling these features and can be reached by phone at **(608) 267-6930** or by e-mail at [DOAHelpdesk@wi.gov](mailto:DOAHelpdesk@wi.gov).

The Hill Farms State Office Building and Wisconsin Rapids State Office Buildings are the first to offer this service and we are working to complete the hoteling suites at the following buildings:

- Department of Administration Building
- Milwaukee State Office Building
- LaCrosse State Office Building
- Green Bay State Office Building
- GEF3 State Office Building
- Eau Claire State Office Building

As facilities are brought online, the reservation system will be updated to include additional locations.

Lastly, attached is the Hoteling Suite Policy that will be posted at each location. We hope that your agency finds this new service offering a positive step to increase efficiencies for teleworking staff. Please feel free to provide DFTS any feedback as staff begin to utilize these spaces.