

# STATE OF WISCONSIN FACILITIES TENANT MANUAL

RULES AND INFORMATION FOR STATE AGENCY BUILDING OCCUPANTS IN  
STATE-OWNED AND MANAGED BUILDINGS & FACILITIES



DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES & TRANSPORTATION SERVICES  
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**Division of Facilities & Transportation Services:** <https://doa.wi.gov/Pages/AboutDOA/DFTS.aspx>

**Department of Administration:** <https://doa.wi.gov/pages/home>

**Wisconsin State Statutes:** <http://www.legis.state.wi.us/rsb/stats.html>

**Wisconsin Administrative Code:** [http://docs.legis.wisconsin.gov/code/admin\\_code](http://docs.legis.wisconsin.gov/code/admin_code)

**Wisconsin Portal:** <http://www.wisconsin.gov/state/home>

## **SECTION I. INTRODUCTION, AUTHORITY, AND RESPONSIBILITIES**

### **A. Introduction**

Welcome to Wisconsin's Department of Administration (DOA) Facilities Tenant Manual. The Department of Administration, Division of Facilities & Transportation Services (DFTS) is responsible for the operation, maintenance, and repair of state office buildings. Our vision is to provide our customers with safe, cost-effective, quality facilities and services meeting the needs of all State of Wisconsin agencies.

The DFTS is responsible for managing the DOA-owned state facilities, space management, and leasing services to our tenant agencies. This responsibility includes the establishment of policies and procedures regarding the safety and security of public property and building occupants, tenant use of personal property, and the preparation and enforcement of rules of conduct in our facilities. The DFTS manages and operates 30 major state-owned buildings throughout the state. The state-owned facilities include the State Capitol, Executive Residence, and state office buildings in Madison, Milwaukee, and several cities throughout Wisconsin.

The Capitol Police are part of the Department of Administration and provide police and investigative services to the Capitol, Executive Residence, all state-owned office buildings, and leased facilities throughout Wisconsin. The Capitol Police have substantial police, security, and access control responsibilities for DOA facilities and non-DOA sites and provide enforcement of the Department's parking program.

### **B. DOA Building Management and Capitol Police Authority and Responsibilities**

Chapter 16 of the Wisconsin Statutes designates the Department of Administration as the managing authority under the Wisconsin Administrative Code, Adm. Chapter 2 – "Use of State Buildings and Facilities" (as defined in s.16.845(2) (b)), of the state-owned, leased or rented office buildings and facilities as provided in s.16.84 (1). In addition, the Department of Administration is required to appoint police and security officers to safeguard all public property under its control. The Capitol Police and security officers shall have the powers provided in s.16.84 (2) and are authorized to enforce any rule promulgated under s. 16.843, and the Wisconsin Administrative Code, Adm. Chapter 1 – "Parking."

The DFTS provides leadership, coordination, and technical advice working with our partners and stakeholders to develop and preserve the investment in the State of Wisconsin facilities and related assets.

This division ensures that facilities and related physical assets meet their intended functions, and are designed, built, and maintained in a high-quality, cost-effective, and timely manner. The division seeks cooperation and open lines of communication with State agencies occupying state-owned or leased facilities to help ensure we achieve our mission.

The purpose of this manual is to set forth facility procedures and rules for our tenants. More detailed information can be obtained by contacting your Agency/Tenant Coordinator or by referencing the divisions' contact telephone numbers found in **Section II. Contact Information** of this manual.

## SECTION II. CONTACT INFORMATION

### A. Capitol Police Contact Information

The Capitol Police provide police, emergency, security, safety, and investigative services for state-owned, and state-leased properties. The Capitol Police have law enforcement responsibilities for state-owned and leased facilities located in Madison, Milwaukee, and throughout the State of Wisconsin.

See Section X of this Building Tenant Manual for further information on the Capitol Police authority, rules to follow in reporting emergencies, crimes, inclement weather, or safety procedures and policies.

- **FOR ALL FIRE & MEDICAL EMERGENCIES**                      **9-911 (TTY/Voice)**
- **FOR ALL POLICE EMERGENCIES**                                      **608-266-7700**
  
- **Capitol Police Headquarters**
  - 17 West Main Street; Risser Justice Center
  - Emergency Capitol Police                      608-266-7700
  - Non-Emergency Number                      608-266-8797
  
- **Capitol Police Milwaukee Office**
  - 819 North 6th Street, Room 50, Milwaukee, Wisconsin 53203
  - Milwaukee Capitol Police Emergency                      608-266-7700
  - Milwaukee SOB Non-Emergency Number                      414-227-4691
  - Contract Security Desk                      414-227-4637

### B. Facilities & Transportation Services Contacts

The DFTS main offices are located at 101 East Wilson Street, 7th-floor, Madison, Wisconsin 53703. The main number for the Information Center is 608-266-1485. DFTS has three bureaus: Real Estate Management (BREM), Building Management (BBM), and Bureau of Enterprise Fleet (BEF). DFTS Web Page:

<https://doa.wi.gov/Pages/AboutDOA/DFTS.aspx>

### C. Tenant Coordinators

To foster and facilitate cooperation and communication, we require that each tenant agency designate a specific individual to serve as the Tenant Coordinator in dealing with any questions or problems that may arise concerning the agency's use of buildings and facility premises. Tenant Coordinators serve as the contact person for DFTS and represent their respective agency in facility-related issues.

- **Agency Responsibility.** Agency Heads should forward the Tenant Coordinator's name, phone number, e-mail address, and regular business address to the appropriate Bureau of Building Management Building Manager.
  
- **Examples of Tenant Coordinator Responsibilities.**
  - All routine work or "service requests" should first be routed through the Tenant Coordinator.
  - Tenant Coordinators are responsible for preparing "Facilities Service Requests/FMIC Work Orders" for agency-authorized Requests for Building Services.
  - Tenant Coordinators are responsible for obtaining approval and coordinating the completion of all work requests with Building Management.
  - The Tenant Coordinator initiates key request work orders for interior door keys or security access cards for Agency employees.
  - When an Agency requires vendors or contractors to work off-hours or on weekends, the Tenant

- Coordinator must provide written notification to the Capitol Police and the Building Manager.
- Tenant Coordinators work with DFTS Space Management in the approval and development of both minor and small projects, agency moves, cubicle reconfigurations, remodeling timetables, and cost estimates of projects.

## **SECTION III. BUILDING HOURS AND ACCESS ISSUES**

### **A. Hours of Operation in State Facilities**

#### **State Office Buildings – Regular Public Business Hours: Monday – Friday from 7:45 a.m. to 4:30 p.m.**

- **Normal Business Hours.** Normal business hours for state office buildings are established according to the operational needs of tenant agencies. Normal business hours are the only times that building entrances will be unlocked, Monday through Friday, except for official state holidays. Only authorized agency employees, building management, and Capitol Police staff are allowed in state facilities outside normal business hours.
- **Tenant Access to Facilities.** State Agency employees have access to state building offices, 6:00 a.m. to 6:00 p.m., Monday – Friday. State employees may work after hours and on weekends with supervisory approval.
- **Tenant Responsibilities for After Hours and Weekend Access.** Agency employees should make sure windows and doors are closed and locked, and the electrical equipment and lights not in use are turned off before leaving the agency office. State buildings are not usually staffed during off-hours and weekends so employees should exercise personal safety. Please note that heating, ventilating, and air conditioning systems in state buildings are usually not provided during off-hours. Groups that are working after hours should notify building management if a work request is necessary to ensure heating, ventilating, and air conditioning systems are scheduled to stay running.
- **Official Holiday Closing Dates of State Office Buildings:**
  - New Year's Day, January 1st
  - Martin Luther King, Jr. Day, 3rd Monday in January
  - Memorial Day, 4th Monday in May
  - Independence Day, July 4<sup>th</sup>
  - Labor Day, 1st Monday in September
  - Thanksgiving Day, 4th Thursday in November
  - Christmas Eve, December 24th
  - Christmas Day, December 25th
  - New Year's Eve, December 31st

### **B. Restricted Access Areas**

- **Restricted Access Areas.** Access to building areas such as floor, wall, and ceiling panels, areas below the floors or above the ceilings, equipment and mechanical rooms, electrical, tele-data, dock areas, roofs, security, or secured storage areas are restricted. Personnel must have prior authorization from Building Management before entering any restricted area.

### **C. Facility Access Cards and Keys**

- **Requests for Access Cards and Building Keys.**
  - [Key Requests](#) are processed by the [State Capitol Police](#).
  - Agency employees are required to submit Key Requests through the FMIC work request system for building keys. All key(s) requests must be submitted by the Tenant Coordinator.

- Key requests are approved by the Agency Department Head or representative, Building Management, and Capitol Police.
- The Tenant Coordinator must submit a facilities service request at <https://fmic.wisconsin.gov>. The key information necessary for each key request includes the Name of the person the key will be issued to, Phone Number, Building, Department/Division, Door# and Key T# if known.
- A work request must also be submitted for a key transfer request (transfer of a key to another individual.)
- Building Managers will route approved work requests to the Capitol Police, who are responsible for the issuance of all interior office key(s).
- Keys for file cabinets, desks, and cubicle overheads are purchased from the furniture vendors. Contact your Tenant Coordinator for availability or check with the DFDM Space Management group.
- The keys issued must be consistent with job responsibility and actual need.
- **Access Card Requests**
  - The Agency Supervisor is responsible for submitting a request for Access Cards for staff specifically identifying the access areas, hours requested, and employee type (FTE, LTE, or contractor) to Capitol Police.
  - Authorized access card coordinators may request new access cards or updated card access for current employees at the following Capitol Police SharePoint site: <https://doa-cpd.wisconsin.gov/layouts/15/start.aspx#/SitePages/Home.aspx>
  - Emailed requests should be sent to [DOADCPAccessCards@wisconsin.gov](mailto:DOADCPAccessCards@wisconsin.gov) if outside the State system. Once approved, an appointment will be set up with Capitol Police for the employee to be photographed and receive their card.
  - Each employee is responsible for the security of all access card(s) and key(s) issued to them.
  - Employees, visitors, and contractors are required to always wear access ID badges.
- **Keys and Access Cards Issuance Responsibility.**
  - Agency Department Heads or the designated tenant coordinators may only issue key(s) or access card(s) to established areas under their responsibility.
  - Key(s) and access card(s) necessary to perform the Agency's mission but in another agency's area of control must be co-authorized by both Agency Department Heads and designated Tenant Coordinators.
  - Agencies are responsible for the use of a key(s) and access card(s) in their respective building areas.
- **Duplication of State Keys.**
  - State-issued building keys may not be duplicated except upon approval of the Agency Department Head, Building Manager, and the Capitol Police.
  - The unauthorized duplication of state keys adversely affects security and violations may result in disciplinary action and/or withholding of wages per the Employee Handbook.
- **Return of Keys and Access Cards.**
  - DFTS requires that Agencies notify Building Management and Capitol Police if keys and/or access cards are lost or not returned upon termination or separation of employment.
  - Employing agencies will be billed for the new lock plus labor for replacing or re-keying.

#### **D. Barrier-Free Accessibility**

- **Accessibility Requirements.** Sidewalks, driveways, entrances, vestibules, corridors, elevators, stairways, and fire escapes of a state-owned building must not be obstructed by the building occupants or used for any purpose other than ingress and egress. The National Fire Protection Association code for accessibility [Section 26-2.3.2] always requires corridors or egress passageways to be kept clear. Fire

alarms, firefighting equipment stations, smoke or heat detectors, electrical and electronic panels, and mechanical rooms must always be clear of obstructions. Safety codes necessitate immediate access to these spaces, and any delay in access could result in significant damage to property or individuals.

- **Americans with Disabilities Act (ADA).** It is the intent of the State of Wisconsin to comply with the Americans with Disabilities Act (ADA), [Title II, Section 35.151], which outlines building alterations and new construction standards for the use of public facilities by individuals with disabilities. The ADA guidelines take precedence over state building codes Chapter 52.04, except when the state codes shall be equal to or exceed the ADA standard specifications. Questions regarding ADA policy should be directed to your Agency's Disability Rights Coordinator.

### E. Vendor and Contractor Access

There may be instances when an Agency's vendors or contractors need to perform work in state-owned building offices during non-business hours. When an Agency requires vendors or contractors to work off-hours or on weekends, the Tenant Coordinator must provide written notification to the Capitol Police and the Building Manager. The Division of Facilities & Transportation Services, Bureau of Building Management reserves the rights to manage, restrict, or limit, the date, time, and type of work the Agency has contracted.

The contractor or vendors performing work affecting building-related elements (ex. Smartboard or fixture installations, cable or wireless accessibilities, satellites, etc.) must be communicated and approved by Building Management. Right of Entry Agreements must be approved by Building Management for many of these installations.

- **Written Notification Requirements.** The Tenant Coordinator should include the following in the written notification sent to the Capitol Police and Building Management:
  - Name of the Agency Contact, work, and home phone numbers.
  - Date(s), time(s) that the contracted work is to be done.
  - Type of contracted work to be performed.
  - Name of Contractor(s) or Vendor(s) Contact, work, and home phone numbers.

## **SECTION IV. BUILDING SERVICES DEFINITIONS AND RESPONSIBILITIES**

### A. Building Services Definitions

- **Building Services** – Routine maintenance, custodial, repair services, or charge-back requests for non-routine or other special building services provided to Tenant Agency Building Occupants of the state-owned properties managed by the Department of Administration.
- **Real Property** – Any physical tangible elements of real estate, and intangible amenities, materials, equipment, or component that is permanently affixed to the State building structure or land and intended solely for use in the location where installed.
- **Personal Property** – Any property items not permanently affixed to the real estate that is not real property and not attached to the building structure or land. Personal property items include office equipment, movable furnishings, and agency equipment that is not a permanent fixture essential to the functioning of the real estate.

### B. Requests for Routine Work or "Trouble Calls"

The **Facilities Management Information Center (FMIC)** provides centralized support for the Division of Facilities & Transportation Services. Specifically, the Information Center provides a central clearinghouse to obtain information about the facilities managed by the Department of Administration, and for agency Tenant

Coordinators to request maintenance and space design services. The FMIC also schedules tours of the State Capitol and responds to inquiries by the public.

The FMIC is staffed on weekdays from 7:30 a.m. until 4:30 p.m. Emergencies such as safety hazards, burning smells, leaks, plugged toilets, etc. should be reported directly to the FMIC by calling (608) 266-1485. If there is an emergency after hours, please report it to the Capitol Police at (608) 266-7700. All other requests for building services should be made through the web-based form that can be found at <https://fmic.wisconsin.gov>. An Identity and Access Management (IAM) username and password issued by the DOA Division of Enterprise Technology is required to access the form. Additionally, an employee must be granted access to the system by DFTS. Employees who have been authorized to file electronic maintenance and design requests can find instructions on completing the forms [here](#).

State agencies that occupy our facilities have designated one or more employees in each facility to act as Tenant Coordinators. Tenant Coordinators are authorized to submit web-based maintenance and space design services requests on behalf of their agency/divisions.

### C. Routine Building Services Definition

**Routine Building Services are regular maintenance, custodial, or repair services** provided to State Office Building agency occupants for which there is no charge. DFTS facility's routine maintenance includes custodial and groundskeeping services, preventative maintenance work, and corrective maintenance when a building component fails to function as designed. Below are no-charge routine building services:

- Initial issuance of security access cards for exterior doors or access cards for interior doors in buildings equipped with pass-card readers. Requests for keys are processed by the [State Capitol Police](#).
- Exterior door keys are not issued to any agency without prior approval by the [State Capitol Police](#).
- Hot and cold calls related to the ventilation system.
- Routine preventative maintenance and repair of building systems and real property.
- Maintenance and cleaning of all interior areas of the building.
- Maintenance and cleaning of exterior areas including grounds, walks, and drives.
- Trash collection, storage, and removal of discarded and recycled materials.
- Recyclable collection and sale of papers, polystyrene, glass, and aluminum cans.
- Annual window washing performed by private contractors for building management.
- Cleaning of blinds, draperies, and window ledges (No displays are allowed in windows).
- Replace floor and wall coverings dependent upon typical life cycle, window treatments, light bulbs, and tubes (Exception: Task Lighting).
- Removal of snow and ice from steps, entrances, walks, drives, and parking lots (Building Management is not able to remove snow from agency vehicles).

### D. Requests for "Charge-back" Building Services

- Agency requests for building services may include renovation, remodeling, or other changes to the building, equipment, or furnishings. Agency projects to DOA facilities are strictly prohibited unless authorized by Building Management.
- The Tenant Coordinator must submit a request via the Facility Management Information Center <https://fmic.wisconsin.gov> to the DFTS Building Management office for charge-back building services. Include the following:
  - Tenant Coordinator will complete the form and assign the Customer use code.
  - Agency, Division, Bureau, and Address of Building.

- Describe the agency’s special building needs that require charge-back services.
- Contact Person of Agency requesting Special Building Services.
- Office address, phone number, and e-mail address.
- Estimated date work is needed for completion.
- Work that alters or modifies facility space to better accommodate tenant agency programs, and for maintaining equipment that benefits the tenant agency exclusively, is offered for an additional charge. Here are [some examples of maintenance services](#) that are billed back to agencies requesting such services. In addition to the cost of any materials and supplies used in completing a billable service request, the requesting agency is charged for maintenance labor at the following [published labor charge-back rates](#).

#### E. "Charge-back" Building Services Definition

- “Charge-back” building services are special building services requested by the agency that are provided to State agency tenants. The costs for these non-routine services will be charged-back to the requesting agency.
- The requesting Tenant Coordinator must submit a request via the Facility Management Information Center <https://fmic.wisconsin.gov/> for the following non-routine building services:
  - Keys for authorized state property items, lost interior door keys, or former state employees’ failure to return assigned keys will result in charges based on the replacement cost and administrative fees.
  - Additional security pass access cards for state employees not issued during initial allocation, for the replacement of lost security pass access cards, or for former state employees’ failure to return security pass access cards will result in charges based on the current replacement cost and administrative fees.
  - Special events maintenance and cleaning of all interior areas of the building and exterior areas including grounds, walks, steps, and drives, including trash collection and disposal.
  - Cleaning or disposal of items required due to the agency vacating or moving out of space.
  - Telephone, electrical, data, voice, speakers, microphones, and other communications-related equipment and system installation, removal, or relocation.
  - Office furniture and tenant agency special equipment installation, moving, maintenance, and repair.
  - Bulletin boards, picture frames, or special fixtures installation or hanging.
  - Providing and installing on office doors special lettering or other approved signage.
  - Repair of state property furnishings, including replacement of furniture parts and casters.
  - Office remodeling other than routine scheduled maintenance.
  - Space improvements to state-owned or leased property, primarily for the benefit of the requesting agency. Special arrangements must be made for contracted services not provided by the state.
  - Movement of agency material and supplies to offices received at building docks.
  - Task lighting for cubicles and offices.
  - Appliance repairs, replacement, water filter replacements, and cleaning.
  - Indoor air quality analysis costs when the issue was due to tenant agency actions/materials.
  - Pest control due to infestations caused by tenant agency actions/materials.
  - Security officer services in the lobby or entrance areas.
  - Recycling of batteries for tenant agencies.

## **SECTION V. STATE PROPERTY, BUILDINGS, AND FACILITIES GUIDELINES**

## A. Tenant and Public Use of State Property

- **Tenant Use of State Property.** Tenants may not use the occupied premises, or any part of it, for any purpose other than its intended use without the consent of Building Management. The use of rooms for sleeping or apartments is prohibited unless they were constructed for this intended purpose. Tenant requests for the use of State facilities and property must comply with the Wisconsin Administrative Code, Adm. Chapter 2 – Use of State Buildings and Facilities.
  - Special Event “[Facility Use Permits](#)” requests of state facilities, grounds, or other special events should be submitted to the State Capitol Police at least (72) seventy-two hours in advance. The State Capitol Police permit office is located at the Risser Justice building, 17 West Main Street, 3rd-floor, Madison, Wisconsin 53703 (608-266-7840).
- **[Public Requests for Use of State Facilities and Property](#).** All public requests for the use of State facilities and property must comply with the Wisconsin Administrative Code, Adm. Chapter 2 – Use of State Buildings and Facilities. “Facility Use Permits” requests of facilities or grounds must be submitted to the State Capitol Police, at least (72) seventy-two hours in advance. The State Capitol Police permits office is located at:
  - Risser Justice Building
  - 17 W Main Street, 3rd floor
  - Madison, Wisconsin 53703
  - (608-266-7840)
- **Large Events.** Tenants must submit special “Facility Use Permits” to the State Capitol Police for all large events far enough in advance so that the State Capitol Police and Building Management can be included in planning services for large events. These services include police, security, and maintenance required for large events.
- **Conference Rooms.** Conference rooms will be made available by reservation on a “first-come, first-served” basis. Agencies are responsible to ensure posted maximum occupancy limits are not exceeded.
- **Conference Rooms Clean-Up Responsibilities.** After all events, the clean-up of conference rooms or other special use areas is the express responsibility of the users (remove all soda cans, coffee cups, and napkins, clean tables, return furniture to the normal layout if any changes were made, etc.) If custodial services are required for cleaning efforts, the Agency may be charged for these services.
- **Leasehold Improvements.** No tenant shall make leasehold improvements in state office buildings and facilities by the Department of Administration without the express written approval of Building Management.

## B. Custodial Services

- The Custodial staff is instructed not to touch any computers, papers, files, or records that are lying on desks, file cabinets, or bookcases, so please keep clear all areas to be cleaned. Do not store items on the floor as this makes it difficult for the custodial staff to clean your floor area. Do not remove paper towels, toilet tissue, and other custodial supplies from restrooms or supply closets. All boxes or items too large for disposal containers must be broken down/flattened and labeled as “WASTE” or “RECYCLE.”
- See Section VI. State’s Recycling Program for waste and recycling pickup schedules.
- Do not store, stack, or display paper, files, or work items on building windowsills.

## C. Posters and Pictures

- **Do not mark, paint, hang, or affix anything to the walls, windows, doors, or elevators.** Affixed items that deface the surface of the building will be removed and costs will be charged to the building occupant’s agency. No signs, displays, banners, film, or similar items shall be visible through exterior windows of DOA State-Owned Buildings.

- **Procedure for Placement of Pictures/Posters.** Building Management staff will hang pictures, posters, etc. in the appropriate place and with appropriate hooks. Contact your Tenant Coordinator to submit a work request through the FMIC system.
- **Posters/Announcements/Notices.** Posters and announcements are not to be placed in public areas without approval from Building Management. Bulletins, notices, posters, articles, pictures, etc. shall not be posted in stairwells or attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by Building Management. Building tenants must utilize bulletin boards for information dealing with state-permitted activities. Contact Building Management for approval to post notices of authorized functions.

#### D. Directory Listing and Office Signage

- Tenant agency offices are listed on main and/or elevator lobby directories. Hand-lettered signs are not permitted in the building common areas or in tenant agency areas that are open to the public. For directory changes, work requests can be made through the FMIC system.
- Concealed Carry Posting – Conceal and Carry postings to prohibit weapons on State property must be approved by the Department of Administration as well as the legislature for posting changes in the State Capitol.

#### E. Smoking is Prohibited

- State-owned and leased office buildings are smoke-free. Smoking is permitted only in officially designated grounds areas. We ask that smokers please use the ash urns provided. Smoking is prohibited within 25 feet of any entrance door, opening, or building air intake. Smoking is prohibited in DOA parking buildings and/or structures. E-cigarettes or vapor cigarettes are considered standard cigarettes and should be used only where smoking is permitted.

#### F. Telecommunications Equipment

- **Approval by Building Management Required.** The installation/wiring of telecommunications, electrical, electronic, telegraphic, telephonic, or signaling equipment must have prior approval by Building Management. Right of Entry Agreements approved by Building Management is required for these types of installations.
- **Agency Responsibilities.** The Tenant Coordinator is responsible for coordinating the installation of the equipment and wiring with Building Management. Equipment and wiring purchase costs, installation labor costs, and maintenance labor costs are the responsibility of the requesting agency.
- **Telecommunications Moves/Changes.** The agency requesting telecommunications moves or changes shall submit a work request through the FMIC system. These requests should include phone numbers as well as binding post information. The Division of Facilities & Transportation Services, Bureau of Building Management may utilize contracted resources for large or complex requests.

#### G. Appliances and Electrical Apparatus

- **Requirements.** All appliances must be UL tested, Building Management approved and labeled before placement in a state-owned or managed facility.
  - Appliances will not be permitted, except in designated kitchenette areas, unless specific written authorization has been received from Building Management.
  - **Building Management Authorization** is required before the placement of extension cords, three-way adapters, ground adapters, and other electrical apparatus in State Office Buildings.
  - USB plug-powered appliances allowed within employee workspace.

- **Appliances must be accessible to all state agency employees** and may include refrigerators, microwave ovens, and coffee makers in an established food preparation area.
- No appliances may be used in any individual work area, including water coolers and coffee makers.
- Replacement or repairs to kitchenette equipment such as refrigerators or microwaves are the responsibility of the tenant agency.
- **Unsafe Appliances.** Non-UL-approved or open-element appliances are considered unsafe and are prohibited; these appliances will be confiscated by Building Management.
- **State Agency Responsibilities.** Agency employees are responsible for the cleanup of kitchenettes and other established food preparation areas at the end of each day.
  - Appliances must be maintained in a neat and orderly fashion and are to be turned off when not in use.
  - State Agency employees are required to monitor food preparation, such as in microwaves or other UL-approved kitchenette appliances.
  - It is prohibited to leave microwaves or other food preparation appliances unattended while in use. Coffee pots must be turned off after business hours.
  - State Agencies will be responsible for the cleanup, repair, and restoration of a food preparation area if damaged.
- **Refrigerator Requirements.** Refrigerators must be UL approved and authorized by Building Management.
  - Only frost-free refrigerators may be used and must be maintained and cleaned.

#### H. Food and Beverages

- **Food Storage Requirements.** Perishable food storage is not permitted at desks or workstations. Store food and beverages in kitchenettes or other designated food storage areas. Supplies for coffee, tea, etc. must be stored in sealed plastic or metal containers only in the kitchenette or designated storage areas.
- **Sanitation Requirements.** Keep all food preparation and storage areas clean and sanitary. Coffee grounds, tea leaves, or other perishable foods must be disposed of in containers labeled “Waste Only.” Please do not dispose of unwanted food in the kitchenette or restrooms, drinking fountains, toilets, urinals, or other types of recycling containers. Do not wash dishware, silverware, and food containers in restrooms. Beverage or liquid containers must be properly disposed of in the appropriate recycling container.
- **Vending.** Vending operations are provided in state facilities by the Blind Enterprise Program and are only located in approved vending areas by Building Management. Tenant agencies are prohibited from personal or private vending, clubs, or associations within DOA-owned facilities.

#### I. Portable Electric Space Heaters Policy

- **Portable Heaters are Not Allowed in State Buildings.** Fire Departments and safety guidelines prohibit the use of most portable space heaters due to the potential fire hazards. Space heaters are prohibited in DOA-owned or managed facilities.
- **Limited Authorization Must be Received from Building Management.** Building Management will authorize the use of portable electric space heaters only under special conditions, such as for health reasons, or as only as a temporary solution to a heating problem after all other available solutions have been exhausted. Building Management will work with Tenant Coordinators after an FMIC work request is entered to make appropriate adjustments to the heating, ventilation, and air conditioning systems within buildings. If Building Management is unable to meet thermal requirements for a space, tenant agency staff must receive approval from their Human Resources group for an accommodation request. Building

Management approval of this request is required before the introduction of any portable heaters in DOA buildings.

- All approved portable heaters must be Underwriter’s Laboratory (UL) approved and must utilize an electric coil or mat heater with a tip-over or shut-off mechanism. Approved heaters will be checked routinely and tagged by Building Management.

#### J. Personal Property in State Office Buildings

- **Safety Requirement.** Consistent with the responsibility to provide a safe employment place, the Department of Administration reserves the right to confiscate and dispose of any hazard to the life, health, safety, or welfare of employees or the public.
- **Code Requirements.** No equipment, apparatus, or machines may be introduced into State office buildings, facilities, or leased properties, which fail to comply with the WI Building Code and are not approved by Building Management. All electrical appliances and equipment must contain an Underwriters Laboratory (UL) or Factory Mutual label of approval.
- **Utility Dependency.** No personal property may be introduced into state office buildings, facilities, or leased properties without the approval of Building Management and Capitol Police if the operation of said property is dependent upon the electrical or other utility service of the building.
- **Transportation/Installation/Disposal.** The transportation, installation, or disposal of personal property will be the sole responsibility of the owner. Building maintenance personnel are not authorized to aid.
- **Cleaning/Maintenance Issues.** The cleaning, maintenance, and repair of all personal property is the responsibility of the owner. Building Management may remove from the building personal property not properly cleaned and maintained.
- **Lost/Stolen/Damaged Personal Property.** The Department of Administration will not replace or reimburse the owner(s) of lost, stolen, damaged, or destroyed personal property. State policy prohibits reimbursement or replacement of missing or damaged personal items. Individuals bringing personal items into the building are brought at their own risk. However, damage to or the loss of personal property should be reported to Capitol Police. To report property considered stolen or “Lost and Found” items, contact the Capitol Police at 608-266- 8797.
- **Injuries caused by Personal Property.** The Department of Administration is not responsible for injuries suffered by building employees, clients, or visitors caused by personal property.
- **Security of Personal Items.** All personal items must always be secured in the employee’s desk or locker. Personal items are not to be stored in the restrooms.
- **Bicycles, Mopeds, etc.** Bicycles, mopeds, scooters, skateboards, roller blades or skates, motorcycles, Segways, or vehicles of any kind are prohibited inside of any building, unless specifically permitted, such as mobility devices required for individuals with disabilities. Bicycles must be stored in bike rack locations. Motorcycles, mopeds, scooters, vehicles, or other motorized equipment must have a parking permit to use reserved parking/motorcycle stalls. Mopeds and scooters are required to utilize designated parking areas if provided. Mopeds and scooters may park in bicycle areas if no designated areas are provided. Long-term storage of vehicles is prohibited. For Parking Permit information, contact DOA Parking at 608-264-9507 or [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov).
- **Prohibited Items.** The following are prohibited in buildings due to the health and safety of building occupants who may be chemically sensitive, suffer from allergy problems, or are potential fire hazards -- chemicals unless approved by Building Management and necessary for tenant agency operations, heated potpourri pots, scented sprays, nail polish remover, and burning candles or incense.

#### K. Firearms and Concealed Carry

- **State-owned buildings that prohibit concealed carry include:**

- Buildings used by the Department of Health Services to provide services to persons with diminished mental capacity or mental illness.
- Buildings used by the Department of Corrections and the offices of the State Public Defender that provide services to persons who have criminal histories or who are accused of crimes.
- Buildings or portions of buildings used for the storage or testing of combustible materials.
- Specific areas of the Capitol as posted.
- In addition, buildings, or facilities where concealed carry is prohibited by statute will also be posted.
  - These places include portions of buildings, such as the State Capitol Police station and the courtroom of the Supreme Court of Wisconsin.
- For questions or concerns on weapons contact the State Capitol Police Lieutenant/Sergeant on duty or the Capitol Police Dispatch at 608-266-8797.

#### L. Bicycle Parking

- DFTS provides bike racks at DOA-owned facilities to meet the needs of state employees. If you ride your bike to work, you can park your bike during the day at any of the designated bike rack locations.
- Bike rack spots are obtained on a “first come, first served” basis. Bikes should not be left for extended periods.
- Bicycles are not permitted in office buildings.

#### M. Children

- Children must always be accompanied by parents or guardians when in state buildings and/or grounds.

#### N. Animals

- No live animals may be brought into or kept in any building unless the animal is specifically permitted for an authorized state program or is trained to assist a disabled or special needs person and is there to perform such services. Fish or other aquariums are not permitted unless approved by Building Management.

#### O. Plants

- **Requirements.** All plants shall be actively and well maintained by the responsible tenant or agency. Plants shall have water collection trays placed under them and fertilizer or plant food should be stored in sealed containers. If a plant is found to be causing a facility concern, Building Management may request that the plant is removed from the facility. Examples of facility issues/concerns include but are not limited to: plants causing pests, damage to facility elements, indoor air quality complaints, and/or inability to perform custodial operations (large size or overgrown vines). Damages to facility elements by tenant or agency plants shall be at the owner’s expense.

#### P. Holiday Trees and Decorations

- **Artificial Trees are Allowed upon Approval of Building Management.** Artificial trees must be of nonflammable, noncombustible material or treated with a fire retardant. The appropriate labels must be made available to Building Management before approval. Decorations that may be classified as highly flammable will be removed by Building Management at the owner’s expense. Exceptions: State Capitol Holiday and Executive Residence holiday trees.
- **Artificial Tree Supports.** Artificial trees should be held upright in sturdy stands having a base that is broad enough to effectively support the tree against the surrounding activities. There will be no decorations suspended from the ceiling system or decorations requiring anchorage points/guide wires.

- **Location.** Artificial holiday trees and decorations shall be in such a manner that they do not impinge fire safety precautions and the route of egress. Trees and decorations must be located at a safe distance from ignition sources such as electrical appliances and/or equipment.
- **Electrical Components.** All sources of electrical lighting and electrical components should be tested, labeled, listed, and kept in good condition. All electrical components should be disconnected when the area is unattended or at the end of the day. All lights and extension cords must be UL approved. Personal decorations shall not be plugged into the electrical service but may be battery-operated.
- **Building Surfaces.** No product, spray paint, flocking, etc., which will adhere to glass, walls, windows, or other building surfaces, is permitted under any circumstances.

#### Q. Interior Window Blinds

- Clearstory glass, sidelights, or door lights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds, film, or other window treatments.
- The Department of Administration does not allow blinds on interior windows or doors unless tenant agencies consult with and receive prior approval from the Division of Facilities & Transportation Services, Space Management Section.

#### R. Asbestos Removal Procedures

- The Division of Facilities & Transportation Services, Bureau of Building Management will keep building occupants informed of any asbestos removal in the building they occupy. This notification will include where the asbestos is located and methods for safe removal. Whenever possible, notification will be made at least one week before asbestos removal. In emergencies, where immediate removal is required, building occupants will be notified within 24 hours after the removal.
- Please contact your Building Manager with questions related to asbestos abatement.

#### S. Lactation Rooms

- **All state office buildings have lactation rooms.** Lactation Rooms are available for state employees and contractors. Staff should work with their Tenant Coordinator for access to lactation rooms either via a request for a change in access card (Capitol Police) for rooms with card readers or key checkout.

#### T. Disposal of Needles or Sharps and Location of Sharps Containers

- **Sharps Containers.** Full sharps containers are to be secured and brought to the Capitol Police Safety Office (B2 North State Capitol, Madison, Wisconsin) or can be picked up by Capitol Police Officers. The Sharps containers are put in a large biohazard container and disposed of by a specialized disposal company.
  - Contact the Capitol Police at the non-emergency number 608-266-8797 for information.
  - Building Management 608-266-1485 will install and replace containers where necessary.

#### U. Power Outages

- **Tenants, employees, and visitors should follow the below procedures during power outages:**
  - **Do not panic, remain calm.**
  - Report any power failure to Building Management. Building Managers will contact the local fire department if an extended power outage of a multi-level building requires evacuation assistance.
  - Know the location of flashlights for emergency response. Agency Floor Captains are responsible to check flashlights and replace batteries annually.
  - Turn off electrical equipment, including computers. Do not turn any electrical equipment back on until given approval by your supervisor or the Building Manager.

- If an evacuation is necessary, your agency's building evacuation plan should be implemented. Do not re-enter the building until power has been restored. Note that some buildings may have an emergency lighting power source to provide emergency lighting. This lighting will remain on for a limited time.
- If you are in an elevator, use the elevator phone to call for assistance. The emergency responders will assist you in getting out of the elevator.

#### V. Steam or Water Leaks

- **Report all water or steam leaks to the Facilities Management Information Center at 608-266-1485.**
- **If it is after normal business hours (7:45 a.m. to 4:30 p.m. Monday - Friday), call the Capitol Police at 608-266-8797.**
- **Procedures for Steam Leaks:**
  - If a steam leak is inside a building, employees should evacuate the area.
  - Doors should be closed to isolate the affected area. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
  - Be aware that a steam leak may cause the building's fire alarm to sound. Employees should be advised to exit the building immediately even if it is ascertained that the problem is a steam leak.
- **Procedures for Water Leaks/Flooding**
  - Immediately cease the use of electrical equipment in the event of water leaks/flooding.
  - Try to contain the leakage in a container to minimize damage or safety hazards.
  - If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water is an excellent conductor of electricity thus making the likelihood of an electric shock a strong possibility.

#### W. Charcoal and Gas Grills

- Appliances using charcoal, gas, cooking oil, and/or similar cooking devices may not be used on the property without the express written permission of the Department of Administration, Division of Facilities & Transportation Services. These devices will not be permitted on terraces, balconies, or within 25 feet of the building perimeter. Exceptions will be given to contracted vendors for services within the designated kitchen of the facility with the approval of Building Management.

#### X. Wellness & Locker Rooms

- **Wellness Rooms.** Some DOA-owned facilities contain wellness rooms with physical fitness equipment. Please ensure that equipment is cleaned after use. Personal items may not be left in or donated to the Wellness Rooms for liability reasons. Fitness equipment is prohibited in areas not designated as Wellness Rooms unless approved by Building Management.
- **Locker Room Policy**
  - Lockers are for employees only. Entry requires the use of an employee identification/security badge. This badge should only be used by the owner of the badge. Improper use of a badge may result in discipline and termination of locker room privileges.
  - Employees using the locker rooms who want to secure their items in a locker need to supply their own locks.
  - DOA is not responsible for lost or stolen items left in the locker rooms.
  - Users must act following departmental policies and procedures.
- **Locker Room Contact**
  - For problems with the locker room facilities, please contact the Facilities Management Information Center at 608-266-1485.

- **Day Lockers**
  - A portion of lockers in each locker room are designated as day-use lockers only. These lockers are used on a “first come, first served” basis. Belongings and locks will be removed from these lockers if they are not removed by the user by 6:00 p.m. each day. Locker contents removed from lockers will be held by Building Management for 30 days. If not claimed in that time, items will be disposed of.
  - Please utilize day lockers for infrequent locker room use. Please leave assigned lockers to those using the locker room three or more times a week.
- **Assigned Lockers**
  - A limited number of overnight lockers are available for employee use. Lockers are assigned to employees on a “first come, first served” basis by an online signup tool available on the DOA website at [DOA Facilities Management \(wi.gov\)](http://DOA.Facilities.Management.wi.gov)
  - An electronic Locker Room Assignment Agreement Form must be completed to be eligible for the assignment of a locker.
- **Waiting List**
  - To be assigned a locker, the employee must fill out the Locker Room Assignment Agreement form. This form must be renewed on an annual basis. If the user no longer wishes to use the locker or does not respond within 10 working days, the locker will be reassigned to the next user on the waiting list. If you choose to relinquish use of the locker any time before July 1st, please notify your building manager so the locker may be reassigned.
- **Cleaning**
  - Each employee is asked to share in maintaining a neat, clean environment in the locker rooms (examples: Hanging towels after use, properly disposing of paper towels, and removing personal items from common areas of the locker room.)
  - Locker rooms are cleaned nightly and deep cleaned on an annual basis. Scheduling and posting of annual cleaning will be completed by Building Management to provide notice to locker room users to remove items from lockers for this cleaning. Any locks left on lockers on the scheduled cleaning date will be removed by Building Management. Locker contents will be available in the Building Management office for 30 days. If not claimed in that time, items will be disposed of.
- **Privacy**
  - Under Wisconsin Law, 2007 Wisconsin Act 118: Filming and photography are prohibited in locker rooms. No persons are permitted in locker rooms other than building tenants and authorized agents. Cell phones or other recording devices are not to be used in locker rooms.
  - To prevent and/or reduce the loss of state and/or personal property, employees should secure the locker with a key or combination lock.
- **Enforcement**
  - Failure to follow the rules for use of the locker room may result in discipline and termination of an employee's access and privileges of use.

## **SECTION VI. STATE’S RECYCLING PROGRAM**

### **A. Wisconsin’s Recycling Program**

The Wisconsin State Legislature enacted a statewide recycling law in 1987, which requires the Department of Administration to establish a recycling program within all state agencies (Wisconsin Act 292). The recycling program includes paper products, solid waste, glass, metal, and aluminum recycling. The Division of Facilities & Transportation Services has implemented a recycling program in all state-owned facilities.

- **How the Recycling Program Works:**

- **BLUE LABEL – PAPER RECYCLE BASKETS** are for paper products only. The paper products recycle basket is the only one that will be placed at the employee desks or the employee workstations. Do not place trash, garbage, undesirable refuse, or recyclable solid waste products in the Paper Products recycle basket (see the Recycle Paper Products list below).
- **BLACK LABEL - WASTE ONLY BASKETS** are for trash, garbage, and undesirable refuse only. The “Waste Only” refuse containers are located throughout the building in the entrances, lobbies, office areas, restrooms, kitchenettes, and cafeterias and are for undesirable refuse, food waste, restroom paper products, non-paper office supplies, Styrofoam, and other non-recyclable materials. Do not place recycled paper or recyclable solid waste products in the “Waste Only” refuse containers (see the “Waste Only” list below).
- **GREEN LABEL – CO-MINGLED RECYCLABLE SOLID WASTE RECEPTACLES** are for recyclable products such as aluminum cans, ferrous metal cans, tin and bi-metal cans, glass bottles and jars, and plastic containers. The recyclable solid waste receptacles with covers are located throughout the building entrances, lobbies, kitchenettes, office areas, and cafeterias. Do not place recycled paper products, trash, garbage, or undesirable refuse in Recyclable Solid Waste receptacles (see Recyclable Solid Waste list below).
- **Special Recycling Program Conditions:**
  - Contact the Facilities Management Information Center at 608-266-1485 if the baskets, containers, or receptacles are not being emptied regularly. All the Paper Products recycle baskets, Waste Only containers, and Recyclable Solid Waste receptacles are required to be emptied every other day.
  - Do not place carts or containers in hallways that block corridors or emergency egress.
  - Do not remove or relocate the Waste Only containers or Recyclable Solid Waste receptacles from their original placement unless approved by the Building Manager for office remodeling.
  - Aluminum cans saved by employees must be removed daily from the building.
  - Parcels that contain polystyrene packaging materials are to be labeled on the discarded parcel and the building custodial staff will remove the packaging materials. Polystyrene containers used for food or drink cannot be recycled. Please dispose of them in the “Waste Only” containers.
  - Recycle baskets for Paper Products located at employee desks or workstations and used by agency staff are purchased by the state agency.
  - Recycle “Bulk Paper Only” carts for large amounts of recycled paper products, Waste Only Containers, and Recyclable Solid Waste Recycle Receptacles, all Recycle Label types, or other assistance with the State of Wisconsin Recycling Program are available from the Building Manager.
  - All wheeled carts or other material moving equipment used in state-owned buildings are to have rubber wheels and bumpers to protect building surfaces.
  - Vendors are to use the freight elevators or the service elevator that is designated in each building. Contact Building Management for moving equipment.
  - Several DOA Facilities offer a battery recycling area - please check with Building Management for the proper disposal or recycling location for batteries.
- **Waste & Recycling:**
  - Custodial staff will empty all Paper Recycle, Waste Only, and Recyclable Solid Waste receptacles every other day. All boxes or items too large for the Waste Only containers that are to be disposed of must be labeled as “WASTE” or “RECYCLING”. Contact Building Management for questions.



- **BLUE LABEL PAPER RECYCLE ITEMS**

- Paper (with tape, staples & paperclips)
- Notebooks (metal spiral removed)
- Books & Magazines
- Paper File Folders
- Phone Books
- Post-It Notes
- Card Stock
- Newspapers
- Paper Bags
- Cardboard
- Envelopes

- **GREEN LABEL COMMINGLED RECYCLE ITEMS**

- Plastics #1-7
- Glass Bottles & Jars
- Aluminum Cans
- Steel & Tin Cans
- Clean Aluminum Foil
- Plastic Bottles, Jugs, & Containers

- **BLACK LABEL WASTE ONLY ITEMS**

- Styrofoam
- Paper Towels
- Waxed Products
- Food Containers
- Plastic Cling Wrap
- Soiled Aluminum Foil
- Packing Materials
- Rubber Products
- Ceramic Products
- Coffee & Tea Grounds

- Labels & Label Sheets
- Candy, Gum & Wrappers
- Office Materials, Supplies, Pens
- Plastic page protectors and transparencies

## SECTION VII. BUILDING SYSTEMS POLICIES AND PROGRAMS

### A. Building Heating, Ventilation, and Air Conditioning Systems

- Heating, ventilation, and air conditioning services are provided during the building hours of operation. Every effort is made to provide an even temperature and acceptable working environment throughout the building. Contact the Facilities Management Information Center when temperature adjustments are required. Only Building Management Maintenance staff are authorized to make temperature control adjustments.
- Buildings with operable windows are always to be closed. Operable windows may only be opened by Building Management.

### B. Energy Policy

- **Energy Policy.** The State of Wisconsin Energy Policy is intended to hold energy use in state buildings to the minimum level possible without adversely affecting state facility program operation. This policy is designed to strike a reasonable balance between minimum energy use and building occupant comfort. Energy conservation requires building management and occupants to conserve energy. This policy requires that space temperatures are maintained within range and that non-critical systems are shut down during unoccupied periods. Buildings may be closed, or portions of building activities relocated to other areas to achieve energy savings. The Division of Facilities & Transportation Services, Bureau of Building Management uses Building Energy Management Systems in all our buildings to log space temperatures and equipment on-off status to verify compliance with this policy.
- **Authorizing Statutes.** The energy policy is issued following Wis. Stats. 1.12, 16.895, 16.95, Wis. Adm. Code SPS 361 & 364.
- **Occupied Space.** Occupied space temperatures are maintained at approximately 68°F during the heating season and 76°F during the cooling season. Exceptions are granted to resident and patient areas of hospitals, nursing homes, nurseries, elementary schools, daycare centers, dormitories, patient cottages, prison cells, research facilities, data processing and computer rooms, print shops, and special areas where temperature and humidity control are critical. Stairways, storage areas, penthouses, mechanical rooms, and vestibules are not required to be air-conditioned. Administrative offices, maintenance shops, storage areas, and garages are subject to the procedures of the energy policy for occupied space.
- **Unoccupied Space.** Unoccupied space temperatures are maintained at approximately 55°F during the heating season and 85°F during the cooling season. Systems that are not critical to maintaining the unoccupied setback temperature are shut down during unoccupied periods. Refrigeration systems will be shut down whenever building occupancy is less than 20% of the normal occupancy. During these times, however, the ventilation equipment will maintain code requirements
- **Designated Area Operations.** Mechanical rooms, electric vaults, and elevator equipment rooms that use reverse-acting thermostats to control dampers and fans for outside air ventilation operations use their internal heat gain and minimize the use of supplemental heat. The maximum temperature maintained in these spaces is approximately 85°F.
- **Save Energy.** Interior lighting level heat gains will be reduced to minimum code requirements to reduce the energy required and minimize the heat generated. Window shades, blinds, and drapes will be used to minimize solar heat gain, yet at the same time, natural light can be used to replace electrical lighting

where possible. For effective energy management, please turn off all office lights, personal computers, copiers, and printers should be set up to sleep mode when not in use, unless essential to the operation of the agency's mission or utilized by Building Management to monitor building systems. Please notify Building Management of specific computers that require continuous operations or report any heating or cooling problems.

- **Modifications Prohibited.** Building occupants or tenant employees are not to adjust or make modifications to thermostats, diffusers, dampers, or any other part of the Heating, Ventilation, and Air-Conditioning Systems (HVAC). Only building maintenance staff is authorized to make temperature control adjustments.

### C. Indoor Air Quality (IAQ)

- **Indoor Air Quality (IAQ) Procedures.** IAQ procedures are essential to a safe and healthy workplace environment.
  - Building occupants should report a potential IAQ problem to the Facilities Management Information Center office and describe the IAQ complaint in detail.
  - Each building occupant's IAQ complaint will be recorded by Building Management.
  - The Building Manager, or a qualified building management staff member, will inspect the area of the IAQ concern.
  - Building occupants in the complaint area will be interviewed and statements recorded on an IAQ log form.
  - The complaint area will be checked for potential IAQ problems, and the results recorded on the log form.
  - If Building Management is unable to determine the IAQ problem by observation, mechanical equipment will be checked for proper operation and adjacent areas will be investigated as potential sources of the IAQ problem.
  - Testing for potential contaminants will be conducted, with an assessment of potential sources and results provided to tenant agencies.
  - IAQ investigations will continue until the situation has been resolved and the contaminant is removed.
  - If it is determined that the tenant agency or building occupants caused the IAQ issue, costs relating to discovery, analysis, and removal may be charged back to the tenant agency.

### D. Domestic Hot Water Systems

- **Building Management Responsibility.** Building Management will maintain an adequate and safe supply of domestic hot water for tenants. Please note that domestic hot water circulating pumps are shut off during unoccupied hours. Contact the Facilities Management Information Center with any problems or concerns.
- **Domestic Hot Water Temperatures.** Domestic hot water temperatures will be reduced to 110°F during the summer, except where dishwashing or other special processes are required.

## **SECTION VIII. REAL ESTATE MANAGEMENT**

- **Real Property Leasing.** The [DFTS Bureau of Real Estate Management](#) (BREM) has been delegated responsibilities for finding, negotiating, and leasing space for most state agencies and the University of Wisconsin (UW) System necessary to meet their space requirements. DFTS BREM Bureau Director or Leasing Section Chief receives and reviews Space Requests for all types of space, such as office,

laboratory, and storage. They also receive and review Vacate Requests from agencies wishing to vacate space fully or partially in a State Office Building (SOB).

- **Agency Authorization.** DFTS BREM will receive only those request forms that are properly authorized by the Agency's Tenant or Leasing Coordinator. The Tenant or Leasing Coordinator is responsible with the agency site staff to ensure these forms are properly completed and authorized.

#### A. State-Owned or Leased Facility Space Request

- **Agency Space Request.** State agencies must complete a Space Request using form, DOA-8176, State-Owned or Leased Facility Space Request, and submit it to the DFTS BREM Lease Administration office. The Space Request form (with e-mail submittal address) and Space Request Instructions are linked on the bureau webpage: <https://doa.wi.gov/Pages/AboutDOA/Facilities-Management.aspx>
- **DOA Form-8176** is used by state agencies and the UW System for the following requests:
  - State-owned space - new or additions.
  - Leased space –new, additions, and reductions.
  - Vacant land
  - Tower sites, space on towers, and/or space in tower buildings.
  - “Temporary” or limited use space needs.
  - Dormitory leases (UW)
- **Space Request Review.** When the Space Request form is received at the Lease Administration office, it is logged and reviewed by the BREM Bureau Director or Leasing Section Chief. The request is reviewed to substantiate the length of the term, the cost of occupancy, and the size of the space being requested. If there is a need to discuss the space requirements, the Tenant or Leasing Coordinator will be contacted by the Bureau Director or Section Chief. Depending on the issues, the request may be either revised by the Bureau Director or Section Chief or returned to the agency for reconsideration. If returned to the agency, a written explanation will be included.
- **Space Request Approval.** If the Space Request is approved, Lease Administration forwards it to the DOA Division of Executive Budget and Finance Office for review and approval regarding the anticipated budget impact and sources of funding. The request may be returned to the agency if the Budget Office has questions or denies the request. However, if Budget Office approval is obtained, the Space Request is assigned to a BREM Leasing Officer. A lease file is established, and the Leasing Officer contacts the requesting Agency's Tenant or Leasing Coordinator to initiate the Agency's request.

#### B. State Office Buildings - Vacate Space Policy & Procedures

- **Highest and Efficient Use.** It is the policy of the Division of Facilities & Transportation Services to monitor and audit agency space utilization to promote the highest and most efficient use of state-owned facilities and to assist state agencies in reducing facility costs by the state government. Vacate Requests may be denied if this policy is not met.
- **Agency Vacate Request Within State Office Building (SOB).** State agencies wishing to vacate space within a State Office Building must provide a written notice to the DFTS BREM Lease Administration by completing and submitting the form, DOA-8178, Vacate Request Within State Office Building (SOB). The Vacate Request form (with e-mail submittal address) is linked on the bureau webpage: <https://doa.wi.gov/Pages/AboutDOA/Facilities-Management.aspx>
- **Vacate Request Square Footage and Estimated Cost to Make Space Usable.** The agency should work with the appropriate DFTS Director for Real Estate Management or the Space Management Section Chief to obtain accurate square footage of the area they wish to vacate. A determination should also be made, at that time if it is feasible and at what cost to make the space usable for another tenant.

- **Vacate Request Review & Approval Process.** The DFTS BREM Bureau Director or Leasing Section Chief will review the request and will notify the requesting agency of the determination and options available within thirty (30) days after receipt of the completed Vacate Request form.
- **Vacating Approved Space.** The space to be vacated must be usable for another state agency. This may require the vacating agency to consolidate or rearrange its remaining space in a manner that would be acceptable for a new tenant. The vacating agency will be liable for costs required to restore the space to usable condition unless otherwise agreed between BREM and the agency.
- **Vacating Agency Costs.** The vacating agency will be responsible for all rentals and associated occupancy costs, after the space is vacated, for either:
  - 6 months, if the space is 10,000 square feet or less, or
  - 12 months, if the space is over 10,000 square feet.

A vacating agency may be released from rent earlier if another agency takes possession of the space or if there is a loss of program or funding.

## SECTION IX. Space Management

- All plans and other documentation about space projects, furniture changes, or tenant improvements must be approved by the DFTS, Bureau of Real Estate Management, Space Management, and Occupancy section before any work is done. Plans are submitted via the FMIC work order system and are routed to the space management staff for approval. Drawings are reviewed for code, efficiency, and adherence to space standards.
- The Space Management Section is also responsible for maintaining accurate plans of all DOA State-owned buildings. Final plans of any changes made must be forwarded to them upon completion of any project.
- Rent for state space allocation is calculated by Space Management staff. Any changes approved through the space request process will be documented by them.
- DOA encourages all agencies to have staff that can provide ergonomic assessments to their employees if requested. The Bureau of Risk Management has classes and training available to acquire ergonomic certification to do assessments. The Space Management staff has that training and is available to help with assessments as their schedule allows.
- BREM maintains a furniture inventory for many of the State buildings. Tenant coordinators are encouraged to contact BREM space management to inquire about available parts for projects.
- Tenant Coordinators work with DFTS Space Management in the approval, development, and completion of both minor and small major projects, agency moves, cubicle reconfigurations, remodeling timetables, furniture and finish purchases, cost estimates, and completion of projects.
- BREM Space Management is responsible for any waivers to space standards and guidelines based upon accommodation. Written justification for the waiver is required.

## SECTION X. CAPITOL POLICE AUTHORITY, RULES, AND INFORMATION

- The Capitol Police provide police, emergency, security, safety, and investigative services for state-owned, and state-leased properties. The Capitol Police have law enforcement responsibilities for state-owned and leased facilities in Madison, Milwaukee, and throughout the State of Wisconsin.

- The Department of Administration appoints police or security officers to safeguard all public property under its control. Police and security officers shall have the powers provided in s. 16.84 (2) and shall be authorized to enforce any rule promulgated under s. 16.843, and the Wisconsin Administrative Code, Adm. Chapter 1 – “Parking” or Adm. Chapter 2 – “Use of State Buildings and Facilities.”

#### A. Capitol Police Contact Information

- **FOR ALL POLICE EMERGENCIES: 608-266-7700**
- **FOR ALL FIRE & MEDICAL EMERGENCIES: 911 (TTY/Voice)**
- See Section II, Page 5 of this Building Tenant Manual on the Capitol Police Contact Information.

#### B. Reporting Criminal or Suspicious Activity

- **Call the Capitol Police at 608-266-7700 immediately to report a crime, suspicious person, activity, or unattended package(s). If outside the Madison area contact the local police by dialing 911.**
- **Prepare to answer the following Capitol Police questions:**
  - Where is the event happening?
  - What is the person(s) doing?
  - How many people are involved?
  - Describe the physical appearance and clothing of those involved.
  - Are weapons involved?
  - Has anyone been injured?
  - If a vehicle is involved - provide the vehicle description and license plate number.
  - What is the direction of travel?
- **Do not approach or attempt to apprehend the person(s) involved in a crime.**
- Stay on the phone with the State Capitol Police dispatcher or the local police 911 dispatcher to provide additional information as it becomes available or as the situation changes. At all times, try to remain out of sight. Police will investigate and control the situation. **BE SAFE!** Always be concerned with your safety and act cautiously.

#### C. Reporting Building Disturbances

- **Call the Capitol Police at 608-266-7700 immediately if there is a disturbance in the building. If outside the Madison area contact the local police by dialing 911.**
- Stay on the line to ensure that pertinent information is given to the dispatcher. Capitol Police will investigate and control the situation.
- If you are confronted by a violent person, please do the following:
  - Remain calm and in control of your voice using quiet and confident tones.
  - Do not make any threats, ultimatums, deadlines, or orders.
  - Avoid telling the person how they should feel or what they should do. Instead, talk about what you can do (e.g., suggest making a phone call to someone in authority that may be able to assist).
  - Keep your distance, avoid physical contact, and make only brief and non-challenging eye contact.
  - If the aggressor is threatening to harm an employee, do not suggest they talk to that person directly.
  - If you observe an employee or visitor in a confrontation, alert someone else to summon security or law enforcement personnel and continue to monitor the situation. If no one is available, summon the security or police immediately, if possible. Remember to consider your safety when monitoring the situation.

- Move laterally away from the threat by putting as many physical barriers (desks, walls, doors, etc.) as possible between yourself and the threat.

#### D. Identification of Suspicious Mail or Packages

- **Call the Capitol Police at 608-266-7700 immediately to report suspicious mail or packages in the building or front of the property. If outside the Madison area contact the local police by dialing 911.**
- **Steps to Take if You Discover Unopened Suspicious Mail or Packages.**
  - Do not touch the suspicious item. Evacuate the area and notify your supervisor after calling the police.
  - Stay on the phone line to ensure that the information requested is given to the dispatcher.
  - Police will investigate, control the situation, isolate the package, and secure the area to prevent others from entering.
- **The following are unique characteristics that may assist you in identifying a suspect mailing:**
  - Packages may have lumps, bulges, protruding wires, aluminum foil, and oil stains, may be leaking, or may emit a peculiar odor. Check for lopsided packages, that feel rigid or heavy-sided.
  - Packages wrapped in string are automatically suspicious, as modern packing materials have eliminated the need for twine or string.
  - Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter. Check for improper spelling of common names, places, or titles.
  - Excess postage on packages or letters indicates that the object was not weighed by the Post Office.
  - No postage, non-canceled postage, or any foreign writing addresses or postage.
  - No return address or nonsensical return address. Check for handwritten notes, such as "Private," "Confidential," or "Prize Enclosed."
  - Generic or incorrect titles, hand-delivered or "dropped off for a friend" packages or letters.
  - Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
  - Pressure or resistance may be noted when removing contents from an envelope or parcel.
  - Buzzing, ticking, or sloshing sound is heard from the package.

#### E. Identification of Opened Suspicious Mail or Packages with a Spilled Substance

- **Call the Capitol Police at 608-266-7700 immediately to report opened suspicious mail or packages with a spilled substance in the building or on the property. If outside the Madison area contact the local police by dialing 911.**
- **Steps to Take if You Discover Opened Suspicious Mail or Packages with a Spilled Substance.**
  - Do not touch the suspicious item and be careful around the contaminated item. Do not try to clean up the material. Immediately wash hands and exposed skin thoroughly with soap and water. Evacuate the area and notify your supervisor after calling the police.
  - If you have exposure to a suspicious package or substance, isolate yourself from others.
  - Stay on the phone line to ensure that the information requested is given to the dispatcher.
  - Police will investigate, control the situation, isolate the package, and secure the area.
  - Contact the local city or county health department as directed by your Agency's site-specific Emergency Action Plan. Isolate yourself and wait to talk with officers or health officials.
  - The local police or health department will determine if, how, and where the suspicious package should be transported or disposed of. Be aware that emergency responders may evacuate the entire building.

- After the incident, document the incident by filling out the "General Accident Report" (DOA-6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.

#### F. Bomb Threat Procedures

- **Call the Capitol Police at 608-266-7700 immediately to report a Bomb Threat received by mail or by telephone. If outside the Madison area contact the local Emergency Center by dialing 911.**
- **Steps to Take if You Receive a Bomb Threat by Mail.**
  - Do not handle the note or letter. Leave the immediate area and contact the police.
  - Stay on the Capitol Police phone line or local emergency phone line to assure that pertinent information is given to the dispatcher. The person discovering the mail threat should wait to talk with officers.
  - Do not use a cellular phone or portable radio to contact the police.
  - Police will investigate, control the situation, isolate the mail, and secure the area.
  - After the incident, document the incident by filling out the "General Accident Report" (DOA-6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.
  - Be aware that emergency responders may request an evacuation of the entire building.
- **If you Receive a Bomb Threat via the Telephone, take the following action:**
  - Please remain calm and listen carefully to the caller and take notes of the exact words used.
  - If possible, ask the telephone caller the following questions:
    - When is it set to explode?
    - What does it look like?
    - What kind of bomb is it?
    - What will cause the bomb to explode?
    - Did the caller place the bomb?
    - Why was the bomb placed?
    - What is the caller's name?
    - What is the caller's address?
    - Try to determine the caller's identity by listening closely to voice characteristics, accent, speech, emotions, and background sounds.
- **Call the Capitol Police at 608-266-7700 immediately to report a Bomb Threat received by mail or by telephone. If outside the Madison area contact the local emergency center by dialing 911.**
  - Stay on the Capitol Police phone line or local police phone line to assure that pertinent information is given to the dispatcher. The person answering the telephone threat should wait to talk with officers.
  - Police will investigate, control the situation, isolate, and secure the area.
  - The police or fire department will determine if evacuation is needed and recommend appropriate action. If evacuation of an area or the building is required, the Building Manager will coordinate the appropriate announcement with the emergency responders.
- **Bomb Threat Evacuation Procedures:**
  - Evacuate the building and go to your Agency's "Evacuation/ Relocation Gathering Point." Agency Floor Captains are responsible to take a head count, noting those missing, and being prepared to notify emergency personnel of those unaccounted for.
  - Use the stairs. Use of elevators should be limited to mobility-impaired tenants, employees, and visitors.
  - Do not panic. Walk, do not run.
  - Do not smoke or carry open beverage containers during an evacuation.

## G. Fire Reporting and Evacuation Procedures

- **In the event of a fire, please take the following action:**
  - **Activate the building fire alarm system by pulling the nearest fire alarm station. Alert other employees, occupants, and visitors by shouting "fire". Do not attempt to extinguish the fire.**
  - Evacuate the building and go to your Agency's "Evacuation-Relocation Gathering Point." Mobility-impaired individuals using an exit stairwell landing shall allow those who can maneuver the stairwells to exit first. Once inside the stairwell, close the door behind you.
  - Confine the fire and smoke to the smallest possible area. Only properly trained staff should use the fire extinguishers.
  - Close doors and windows. Do not lock doors.
  - Use the stairs; do not use the elevators.
  - Do not panic. Walk, do not run.
  - Do not smoke or carry open beverage containers during an evacuation.
  - Post a watch to warn others not to enter the building.
  - If clothes catch fire, do not run. "Stop, Drop, and Roll" until the flames are extinguished.
  - Under emergency conditions, once evacuated, no employee or visitor shall re-enter the building until "All Clear" is given by the on-scene firefighters and police officers.
- **If you are not able to evacuate the building, seek a Safe Area of Refuge located far from the fire.**
  - A Safe Area of Refuge is defined as a room, or an office located away from the fire and on the side of the building where there are major access roads to facilitate rescue.
    - Seek a room with a telephone and a window that opens on an outside wall. This room may contain a water supply and materials to keep smoke from entering the room.
    - Seek an exit stairwell landing. Generally, exit stairwells are enclosed with fire-protective materials.
  - Notify the police or firefighters of your location by using the telephone or signaling from the window.
  - Monitor the smoke conditions in the room. Try to seal any cracks, vents, etc. where smoke might enter (tape, curtains, towels, etc.). Feel the walls with the back of your hand to see if the fire is getting closer.
  - If, despite your efforts, smoke fills the room, it is essential that you breathe air from near the floor. Stay low to the floor. Use a towel, jacket, shirt, etc. to wrap around your nose and mouth. This is extremely important because smoke and heat rise rapidly.
  - Do not panic, stay calm. Await rescue from the firefighters or police officers.
  - If clothes catch fire, do not run. "Stop, Drop, and Roll" until the flames are extinguished.
  - Under emergency conditions, once evacuated, no employee or visitor shall re-enter the building until "All Clear" is given by the on-scene firefighters or police officers.

## H. Monthly Testing of the Public Address and Fire Alarm Systems

- **Monthly Tests.**
  - The Capitol Police conduct monthly tests of public address and emergency alarm systems in State office buildings at 11:00 a.m. on the first Wednesday of each month, except for the State Capitol Building which will occur before 8:00 a.m., or the next working day if the first Wednesday is a holiday.
  - The monthly test is announced over the Public Address (PA) system to notify building occupants and visitors of evacuation procedures. There will be a tone alert, and the alarm will be activated to familiarize occupants with the sound.

- The Public Address system is a part of the fire alarm system; its secondary use is for urgent weather warnings and messages.
- **System Malfunctions & Repairs.**
  - The Capitol Police will notify Building Management if an alarm system malfunctions. The Building Manager will determine an estimated downtime for repairs and report this to the Capitol Police.
  - Building Management will announce when an alarm system is down for repairs and after repairs are completed, tested, and reactivated. Please direct any questions you may have to Building Management.

## I. Severe Weather Procedures

- The Capitol Police should make an announcement of impending threatening weather over the Public Address system.
  - Each facility should have a system for notification (such as weather band radio, AM/FM radio, etc.) of impending threatening weather (e.g., flash floods, tornadoes, thunderstorms).
  - Instructions will be given for taking shelter when appropriate (such as an interior hall or room on the lower floors of the building and away from windows).
  - The Capitol Police or Building Manager is responsible to provide updates on the weather situation.
- **Threatening Weather: Tornado**
  - **Tornado Watch:** Employees, tenants, and visitors should be warned of the tornado watch and stay alert to changing weather conditions. Stay away from windows and other glass panels due to high winds. Close blinds and drapes.
  - **Tornado Warning:** A tornado has been sighted in your county or immediate area. Employees, tenants, and visitors will be updated regarding the tornado warning and will immediately relocate to the designated shelter (e.g., basements, hallways, bathrooms) using previously established routes. The use of elevators should be limited to mobility-impaired employees and visitors.
  - **Tornado Warning Relocation:** When warning sirens to sound, seek immediate shelter, preferably in a basement, or below-ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or lower floor. For safety reasons, please adhere to the following:
    - Stay away from outside walls, exterior doors, glass windows, or partitions. Do not open windows.
    - When the announcement is given, it will include a time frame for you to stay in the shelter. Do not leave the shelter until the time frame has expired. Normally an “All Clear” announcement is not given.
    - If in a badly damaged building, try to evacuate the building if it is safe to do so. If you are surrounded by debris, be aware that moving the debris may cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
    - Do not attempt to turn on any utilities, telephones, elevators, or other equipment. These items could generate a spark and cause an explosion if explosive gases or materials are in the vicinity.
    - **Call the local emergency center by dialing 911 and immediately report injuries and damage. If unable to contact the local emergency center call the Capitol Police at 608-266-7700.**
- **Threatening Weather: Thunderstorms**
  - **Thunderstorm Watch:** Occupants and visitors should be warned to stay alert to changing weather conditions. Atmospheric conditions favor the development of severe thunderstorms.

- **Thunderstorm Warning.** Thunderstorms producing lightning and damaging winds may be moving through your county or immediate area. Occupants and visitors should be updated regarding the thunderstorm warning. Stay away from windows and glass panels due to high winds. Blinds and drapes should be closed.
- **Thunderstorm Relocation.** If conditions worsen, you may be advised to relocate to the designated shelter (e.g., basements, hallways, bathrooms) using previously established routes. The use of elevators should be limited to mobility-impaired employees and visitors.
- **Threatening Weather: Flash Floods**
  - **Flash Flood Relocation:** If you are in an area susceptible to flooding, temporarily relocate to higher ground until the water has subsided.

## J. Elevator Malfunction Procedures

- **What Should You Do if an Elevator Malfunctions?**
  - **Use the emergency elevator phone located in the elevator cab.** Remain calm; most of the elevator phones in DOA buildings have a direct line to the Capitol Police Communications Center.
  - **If the elevator phone is not connected to the Capitol Police, call the local emergency center by dialing 911 or the Capitol Police at 608-266-7700.**
  - Do not open elevator doors manually under any circumstances. The Fire Department will assist you in getting out of the elevator. The elevator will be taken out of service until repaired.
  - **Do Not Remove Others Trapped in an Elevator.** Capitol Police or Building Management will not, under any circumstances, try to remove people trapped in an elevator. It is just too dangerous!
  - Building Management and the Capitol Police will assist the Fire Department and elevator maintenance staff at the site of the stuck elevator, but they will not proceed without specific Fire Department directions.

## K. Medical Emergency Procedures

- Occupants and visitors are not required to provide first aid or CPR to others unless they are hired as medical responders. If you voluntarily administer first aid or CPR, please protect yourself from exposure or contact with blood or bodily fluids. If you are exposed to blood and/or body fluids, immediately go to the emergency room of the nearest hospital for evaluation and medical treatment. Contact your Agency's Risk Management Office after seeking treatment. In all instances, contact Building Management for blood and bodily fluid spill cleanup.
- **Take the following action during medical emergencies:**
  - **Call 911 or Capitol Police at 608-266-7700 in the event of a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher.
  - Before any rescue attempt, assess the situation to determine any hazards that may exist.
  - Be prepared to give the following information. Do not hang up until instructed to do so.
    - Building name and address.
    - Location of victim and nature of the emergency.
    - Victim's status (conscious, breathing, pulse).
    - Instruct someone to stand at the front door to guide/direct the emergency responders to the person requiring medical assistance.
    - Do not attempt to move or assist an injured person unless you have had proper training or if the person is in danger of more severe injury.
    - Do not approach victims of electrocution or toxic exposure unless they are away from the hazard.

- Stay with the victim until help arrives. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body.
- After the incident, document the incident by filling out the "General Accident Report" (DOA- 6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.

#### L. Hazardous Materials Procedures and Requirements

- **What to Do In the event of a Hazardous Materials Spill?** Occupants or visitors may become aware of spills or releases either by being the one who releases the material or by discovering the spill. After determining the identity of the chemical, you will need to determine if the spill is incidental or one which requires an emergency response.
- **"Immediate Danger" Chemical Spills require the following action:**
  - **Call 911 or the Capitol Police at 608-266-7700 in the event of a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher. Do not hang up until instructed to do so by the dispatcher.
  - Activate the building alarm system unless the spill is an explosive material. In that instance, do not use or activate items that can generate a spark in the general vicinity. Fire alarm pull stations, phones, light switches, and elevator cars are all sources that can initiate a spark with a resultant explosion.
  - For situations that threaten fire or explosion, and spills in which flammable gases and liquids are present, please do the following:
    - Close fume hood sashes.
    - Isolate the area - close but do not lock doors to confine and limit the impact of fire or vapors.
    - Immediately notify others in the vicinity to evacuate the area. If time allows, post a sign to warn others not to enter.
    - Do not use elevators to evacuate the building - exit lower or upper floors via the stairwell.
    - Remain upwind of the leak.
  - If you have bodily contact with the spilled material, immediately remove any contaminated clothing and flush all areas of bodily contact with copious amounts of water (except for chemicals that react with water).
  - Evacuate to your Agency's designated "Evacuation Gathering Point" unless it is in an area of danger. If this is so, move to an alternate "Evacuation Gathering Point."
  - Leave adequate room for fire and other emergency responders' vehicles and equipment.
  - If you have information about the source of the spill or leak, report it in person to the on-scene police officer or firefighter. Do not return to the building until an "All Clear" has been given.
  - After the incident, document the incident by filling out the "General Accident Report" (DOA- 6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.
- **"Not Immediately Dangerous" Chemical Spills require the following action:**
  - **Call 911 or the Capitol Police at 608-266-7700 in the event of a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher. Do not hang up until instructed to do so by the dispatcher.
  - Attempt to confine the spill as much as possible only if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical.
  - If you have contact with the spilled material, immediately remove the contaminated clothing.
  - Follow emergency procedures according to the material safety data sheet or the container's label.
  - Notify others in the immediate vicinity.
  - If necessary, evacuate the building and activate the building's fire alarm system.

- Move to your Agency's designated "Evacuation Gathering Point" unless it is in an area of danger. If this is so, move to an alternate "Evacuation Gathering Point."
- Leave adequate room for fire and other emergency responders' vehicles and equipment.
- If you have information about the source of the spill or leak, report it in person to the on-scene police officer or firefighter. Do not return to the building until an "All Clear" has been given.
- After the incident, document the incident by filling out the "General Accident Report" (DOA-6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.
- **Gas Leaks or Visible Fire from Gas Cylinders or Piping Require the following Action:**
  - **Call 911 or the Capitol Police at 608-266-7700 in the event of a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher. Do not hang up until instructed to do so by the dispatcher.
  - If it is an explosive gas (e.g., natural gas), do not use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, and elevator cars are all sources that can initiate a spark with a resultant explosion.
  - Confine any fire or vapors by closing doors to the affected area.
  - Notify others in the immediate vicinity to evacuate the area. Do not use the elevator.
  - If the gas is explosive, such as natural gas, exit the lower or upper floors via the stairwell.
  - Move to your Agency's designated "Evacuation Gathering Point" unless it is in an area of danger. If this is so, move to an alternate "Evacuation Gathering Point." Remain upwind of the leak.
  - Leave adequate room for fire and other emergency responders' vehicles and equipment.
  - If you have information about the source of the odor or leak, report it in person to the on-scene police officer or firefighter. Do not return to the building until an "All Clear" has been given.
  - After the incident, document the incident by filling out the "General Accident Report" (DOA-6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.
- **Mobility-impaired individuals unable to evacuate an affected floor should move to an Area of Safe Refuge.** However, if you are unable to get to an Area of Safe Refuge, please follow the below guidelines:
  - **Call 911 or the Capitol Police at 608-266-7700 in the event of a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher. Do not hang up until instructed to do so by the dispatcher.
  - Proceed to a safe place away from the incident to a room near a stairwell.
  - Move to a room with a telephone and a window if possible. Note the room number.
  - Individuals assisting mobility-impaired individuals should inform emergency response personnel of that person's location in the building.
  - After the incident, document the incident by filling out the "General Accident Report" (DOA-6441) and forward it to your Agency's Health & Safety Officer or Risk Management Office.
- **State Agency Responsibilities Regarding Hazardous Materials.**
  - Agency employees are required to know emergency telephone numbers.
  - Agencies are required to appoint an employee as the Agency Emergency Coordinator to ensure that the proper procedures are carried out in the event of an emergency.
  - Agencies are required to notify the Capitol Police Safety Officer of any hazardous material usage or storage in state-owned and leased buildings.
  - Agencies are required to adopt written Hazardous Materials Procedures regarding the proper handling and emergency procedures of hazardous materials waste or spills.
  - Agencies will train employees, before they work with hazardous materials, on the correct work procedures, the use of protective equipment, and the emergency procedures related to the hazardous material they will encounter at the job site.
- **Hazardous Waste Storage Requirements.**

- Hazardous waste cannot be stored on-site for more than 180 days and must be stored in 55-gallon drums.
- Keep hazardous waste containers in good condition and clearly mark drums "Hazardous Waste."
- Do not mix hazardous waste with other products. Do not mix different types of hazardous wastes.
- Keep containers closed. Do weekly inspections of containers for leaks or corrosion.
- **Discovery of Hazardous Waste.**
  - If employees discover hazardous waste, contact the Capitol Police Safety Office at 608-266-8789 for assistance in disposing of the waste. The Department of Administration contracts private vendors for certain types of hazardous waste disposal. In addition, the Safety Office will handle and arrange for the disposal of hazardous waste not covered under the contract.
- **Employee Right to Request Information.**
  - Under state law, employees have the right to request information regarding toxic substances, infectious agents, and pesticides in the workplace. Employees have the right to know the identity and description of materials with which they work or are exposed to, and the hazardous effects of these materials.
  - Employees should know what safety precautions to observe when handling hazardous materials, the procedures to follow in case of overexposure, and when emergency medical treatment is needed.

#### M. Workplace Safety Training Program

- Call 608-266-8789 to contact the Capitol Police to arrange workplace safety training needs. The Capitol Police train state employees through the Outreach Training Program in procedures on how to reduce or prevent crime and injuries, increase security and safety in the workplace, and procedures for responding to life-threatening situations. Capitol Police instructors use programs such as Crime Prevention, Security, Opportunity Reduction, and Crime Reporting. Capitol Police provide training in self-help skills, such as CPR, Safety in the Workplace, and other general safety programs.

#### N. Building Closures

- **Building Closures.** In the event the Governor directs a building to be closed due to an emergency or safety situation, employees will be notified through their chain of command or emergency notification systems such as RAVE, public address, email, text, or telephone. Employees will be updated through similar means for further instructions or information.

#### O. Paid Parking Program

- **Authorizing Statute.** The Wisconsin Capitol Police have enforcement and security responsibilities for the Department of Administration's Paid Parking Program. They enforce motor vehicle laws and parking rules on state-owned property managed by the Department of Administration. Paid parking policies were established to ensure that the program is operated under Wis. Stats. 16.843, Wisconsin Administrative Code – Adm. Chapter 1, Parking Rules, and authorizes Capitol Police Paid Parking Authority. Contact the Parking Administration regarding parking rules and regulations at 608-266-7840.
- **Agency Parking Coordinator.** Each agency must have a designated Agency Parking Coordinator responsible for the day-to-day administration of the Paid Parking program. Contact your Agency Parking Coordinator for parking availability and fee information.
- **Priority of Assignment.** The priority order is as follows: 1. Fire, Police, and Emergency vehicles; 2. Disabled Employees; 3. State-owned Vehicles (fleet/pool cars); 4. Personal parking stalls, a. Executive

Management; b. Carpool, Van Pools; c. Individual Driver; d. Limited Term Employee, Seasonal, or Contract Employee.

- **Part Time Stall Share.** The Department of Administration realizes that employee parking is an important element of a person's employment. To address two major issues regarding parking – not enough available parking stalls and the possibility of more employees telecommuting, DOA is introducing a Stall Share Policy. The stall share policy will cover all DOA properties in which the DOA collects parking revenue. Any employee who currently pays for an individual parking stall can share their stall with another State employee who is headquartered in the same building, provided, however, that parking coordinators will determine which employee will be sharing the parking stall with the employee who currently pays for it through use of the parking waiting list system. Current parking subscribers can contact their parking coordinator and let them know what days they are willing to share their stall and the coordinator will go down the waiting list to see if there is a match and if that person is interested. Both employees will be required to pay 50% of the parking fee each pay period through payroll deduction even if the parking split is not 50/50 as the fee for any number of days 3 or less is 50% of the normal fee. A parking application (DOA-8124) is required for each person. Each subscriber will receive a parking sticker with the same number on it, but each sticker will specify which days of the week the subscriber is authorized to use the stall. Contact your agency Parking Coordinator for additional information.
- **Parking Stall Allocation Formula.** Agencies are allocated parking stalls on a percentage basis in accordance with the number of permanent employees stationed in the facility. Agencies should use the same formula for assigning stalls to their Divisions/Bureaus. The Agency Parking Coordinator will establish waiting lists for assigned parking after all allocated stalls are assigned using the Paid Parking Program rules.
- **Parking Permit Cancellations.** Upon cancellation of a Parking Permit, the original permit holder is required to return the parking permit with the cancellation notice to the Agency Parking Coordinator. The parking permit holder is charged for the parking stall until the parking permit is returned.
- **Visitor Parking.** Contractors, Dignitaries, and Public Citizens must receive permission and a permit to park at state-owned and managed parking lots. A daily parking permit may be issued by the Capitol Police or the Agency Parking Coordinator for daily visitors in the State-owned and leased buildings that have available visitor parking.
- **Parking Privileges.** Parking privileges are limited to the hours of employment of the employee. The State will not pay for parking of any personal vehicle. Subleasing of parking stalls is prohibited. No monies, favors, or services may be traded for the use of a parking stall per the Administrative Code.
- **Restricted Access Special Event.** The Capitol Police may designate any parking lot as a "restricted Access-Special Event" for a certain period. Subscriber permits are not valid in the specified restricted parking lots during that time. The Paid Parking permit holders will be notified in advance when a parking lot will be closed. Alternative parking arrangements are provided to the affected permit holders when possible.
- **Prohibited Parking or Storage.** There is no storage allowed for any vehicles. Bicycles, mopeds, motorcycles, or vehicles of any kind are prohibited from being stored inside any building, unless specifically permitted, such as enforcement bicycles and mobility devices required for individuals with disabilities.

## SECTION XI. ADDITIONAL INFORMATION

### A. DOA Building Information

Information on each of the DOA-managed facilities can be found at the DFTS Website:  
<https://doa.wi.gov/Pages/AboutDOA/DFTS.aspx>



## B. Additional Information

Please visit the following websites linked below:

- **Division of Facilities & Transportation Services:** <https://doa.wi.gov/Pages/AboutDOA/DFTS.aspx>
- **Department of Administration:** <http://doa.wi.gov/pages/home>
- **Wisconsin State Statutes:** <http://www.legis.state.wi.us/rsb/stats.html>
- **Wisconsin Administrative Code:** [http://docs.legis.wisconsin.gov/code/admin\\_code](http://docs.legis.wisconsin.gov/code/admin_code)
- **Wisconsin Portal:** <http://www.wisconsin.gov/state/home>

To submit feedback or questions concerning the Facilities Tenant Manual, please email the Facilities Management Information Center at: [FMICAccessRequests@wisconsin.gov](mailto:FMICAccessRequests@wisconsin.gov).