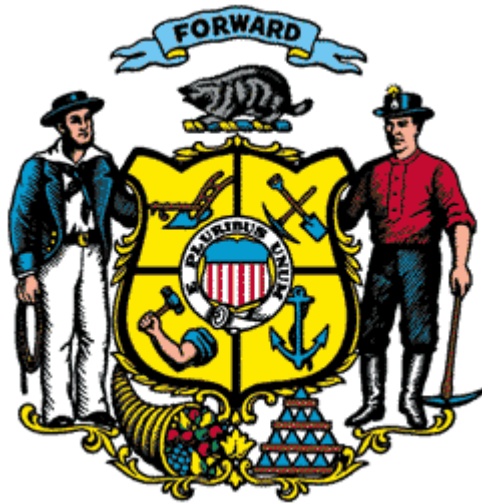


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STATE OF WISCONSIN  
**BUILDING TENANT MANUAL**  
RULES AND INFORMATION FOR  
STATE AGENCY BUILDING OCCUPANTS IN  
STATE OWNED AND MANAGED  
BUILDINGS & FACILITIES



BY THE STATE  
DEPARTMENT OF ADMINISTRATION  
FACILITIES DIVISIONS  
MADISON, WISCONSIN

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Updated Master

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## ❖ SECTION I. INTRODUCTION, AUTHORITY AND RESPONSIBILITIES

**a. Introduction**

Welcome to the Wisconsin's Department of Administration (DOA) – Building Tenant Manual. The Department of Administration is responsible for the operation, maintenance and repair of state office buildings.

The Division of Facilities Development (DFD) is responsible for the State Capitol Building Program under the direction of the State Building Commission for 6,212 public and university facilities. The Division of Facilities Management (DFM) is responsible for managing the DOA owned and leased facilities for state agency tenants. 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. Our vision is to provide our customers with safe, cost effective, quality facilities and services meeting the needs of Wisconsin.

The Division of Facilities Management manages and operates 30 major state-owned buildings and 720 leased facilities throughout the State. The state owned facilities include the State Capitol, Executive Residence and state office buildings in Madison, Milwaukee, and seven cities throughout Wisconsin. DFD is responsible for supplying engineering, architectural, construction, design, space management, and leasing services to our tenant agencies. 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 oversight of the Department's parking program.

**b. DOA Building Management & 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 Division of Facilities Development and the Division of Facilities Management are to provide 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.

These divisions ensure 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 divisions seek the cooperation and open lines of communication with State agencies occupying state 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 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 over 700 state-owned and leased facilities located in Madison, Milwaukee, and throughout the State of Wisconsin.

See Section IX 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****Contact Number**➤ **Capitol Police Headquarters Building**

B2 North State Capitol, Madison, Wisconsin 53702

- Emergency Capitol Police 608-266-7700
- Non-Emergency Number 608-266-8797

➤ **Capitol Police Milwaukee Office**

Room 50, 819 North 6th Street, Milwaukee, Wisconsin 53203

- Milwaukee Capitol Police Emergency 414-227-4691
- Milwaukee SOB Non-Emergency Number 414-227-4637
- Alternate Emergency Number 608-266-7700

**b. DFM Building Management Contacts**

The Division of Facilities Management:

- DFM Web Pages - <http://doa.wi.gov/Divisions/Facilities-Management>

**c. DFD Administrator, Management, Budget, Architecture, & Engineering Contacts**

The location of the Division of Facilities Development is 101 East Wilson Street, 7th floor, Madison, Wisconsin 53702. It is composed of the offices of the State Building Commission and Division of Facilities Development Administrator, Bureau of Operations Management, and the Bureau of Architectural and Engineering. The following identifies primary DFD Bureau's telephone contact numbers to call for problems, concerns, or information. Please follow the enclosed link to the DFD Web Pages - <http://doa.wi.gov/Divisions/Facilities-Development>.

**d. Agency Coordinators**

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

- **Agency Responsibility.** Agency Heads should forward Agency Coordinator's name, phone number, facsimile number, e-mail address, and regular business address to the appropriate Bureau of Building Management Bureau Director or Building Manager.
- **Examples of Agency Coordinator Responsibilities.**
  - All routine work or "trouble calls" should first be routed through the Agency Coordinator or the respective DFM Building Management maintenance office that serves your agency.
  - Agency Coordinators are responsible to prepare "Request for Building Services" forms and/or to issue "Work Orders" for agency authorized Requests for Building Services.
  - Agency Coordinators are responsible to obtain the approval and coordinate the installation of all equipment and wiring with Building Management.

- The Agency Coordinator provides Building Key Record Forms for interior door keys or security pass-cards for Agency employees.
- The Agency Coordinator is responsible to forward their respective Agency's access cards and building keys requests to Building Managers for approval.
- When an Agency requires vendors or contractors to work off-hours or weekends, the Agency Coordinator must provide written notification to the Capitol Police and the Building Manager.
- Agency Coordinators work with DFM Building Management in the development of major projects, agency moves, 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: Monday – Friday, from 7:45 am 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, with the exception of 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 weekends with agency supervisory approval. State employees working other than during the regular building hours must notify the Capitol Police or the Building Manager of intended off-hours use.
- **Tenant Responsibilities for After Hours and Weekend Access.** Agency Employees should make sure that windows and doors are closed and locked, the electrical equipment and lights not in use should be 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 for during off-hours.
- **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, roofs, security or secured storage areas are restricted. Personnel must have prior authorization by Building Manager before entering any restricted area.

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

- **Requests for Access Cards and Building Keys.**
  - **Key Requests** - Requests for keys are processed by the [State Capitol Police](#). A Key Record Card (DOA-8486) must be completed and signed by an authorized Tenant Representative and submitted to the Building Manager. The Tenant Representative must also file a [web-based request with the FMIC](#) referencing the Key Record Card serial number (in the upper right hand portion of the Card) in the web form description of work. If you need Key Request Cards, please contact Sue Barica of the Capitol Police at (608) 266-7840 or by email at [sue.barica@wisconsin.gov](mailto:sue.barica@wisconsin.gov).

- Agency employees are required to submit written requests for access cards and fill out Key Record Authorization forms for building keys as stated above. All building access card(s) and key(s) requests must be forwarded to the Agency Department Head or the designated Agency Coordinator.
  - The Agency Coordinator will forward signed key(s) or access card(s) requests to the Building Manager for approval. Building Managers will send approved requests to the Capitol Police, who are responsible for the issuance of all access card(s) and interior office key(s).
  - Each employee is responsible for the security of all access card(s) and key(s) issued to them.
- **Key Record Authorization Form.**
- State Building Occupants must sign a Key Record Authorization form, approved by the Agency Department Head or the designated Agency Coordinator, in order to obtain facility keys.
  - The keys issued must be consistent with job responsibility and actual need.
- **Keys and Access Cards Issuance Responsibility.**
- Agency Department Heads or the designated Agency 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 or designated Agency Coordinators.
  - Building occupants are responsible for the control and use of key(s) and access card(s) in their respective building area.
- **Duplication of State Keys and Access Cards.**
- 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 up to \$150 fine per occurrence.
- **Return of Keys and Access Cards.**
- DFM recommends that Agencies deduct \$25.00 per key or access card from an employee's final paycheck, if key(s) and access card(s) are not returned upon termination, separation, retirement, or if the key(s) or access card(s) are lost.
  - Employing agency will be billed for the new lock, plus labor for replacing or re-keying. Keys for file cabinets, desk drawers, padlock, and lockers should be compatible with the Key Control System.

#### 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] requires corridors or egress passageways kept clear at all times. Fire alarms, fire fighting equipment stations, smoke or heat detectors, electrical and electronic panels, and mechanical rooms must be clear of obstructions at all times. Safety codes necessitate the 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 Disability Rights Coordinator.

#### e. Vendor & Contractor Access

- **Vendor/Contractor Off-Hours Access to Facilities.** 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 weekends, the Agency Coordinator must provide written notification to the Capitol Police and the Building Manager. The Division of Facilities Management reserves the right to manage, restrict, or limit, the date, time, and type of work the Agency has contracted.

- **Written Notification Requirements.** The Agency Coordinator should include the following in the written notification sent to the Capitol Police and to 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, and 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 Information Center** provides centralized support for the Division of Facilities Management. Specifically, the Information Center provides a central clearinghouse for obtaining information about the 30 state facilities managed by the Department of Administration, for agency tenant representatives to request maintenance and space design services, and for the general public to book tours of the State Capitol.

The Information Center is staffed weekdays from 7:30 am until 4:30 pm. Emergency situations such as safety hazards, burning smells, leaks, plugged toilets; etc. should be reported directly to the information center by calling (608) 266-1485. If there is an emergency situation 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) user name and password issued by the DOA Division of Enterprise Technology is required to access the form. Employees who have been authorized to file electronic maintenance & 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 Representatives. Tenant Representatives are authorized to submit web-based maintenance and space design services requests on behalf of their coworkers.

A portion of the rent paid by agencies to Facilities Management for the space they occupy goes toward routine maintenance of DFM facilities. Routine maintenance includes custodial and grounds keeping services, preventative maintenance work, and corrective maintenance when a building component fails to function as designed. Work that alters or modifies facility space to better accommodate tenant agency programs, and for maintaining equipment that benefit 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](#).

##### **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. Below are no-charge routine building services:
  - Initial issuance of security pass access-cards for exterior doors or access keys for interior doors in buildings equipped with pass-card readers. Contact the DFM Building Manager or Agency Space Coordinator for the Building Key Record Form for interior door keys or security pass access-cards.



- Exterior Door keys are not issued to any agency unless prior approval by the Capitol Police.
- Routine preventative maintenance and repair of building systems and real property.
- Maintenance and cleaning of all interior areas of the building, including routine painting.
- 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.
- Window washing performed by private contractors for building management.
- Cleaning of blinds, draperies, and window ledges. (No displays allowed in windows.)
- Replace floor and wall coverings, window treatments, light bulbs, and tubes.
- Removal of snow and ice from steps, entrances, walks, drives, and parking lots.

#### 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 Agency Coordinator is responsible to submit a request via the Facility Information Center <http://www.doa.state.wi.us/divisions/facilities-management/facility-information-center/charge-back-rate> to the DFM Building Management office for charge-back building services. Include the following:
  - Agency Coordinator will complete the form and assign Customer use code.
  - Budget encumbrance coding. Ensure all coding is exact and correct for bill tracking purposes.
  - Agency, Division, Bureau, and Address of Building.
  - Describe the agency's special building needs that require charge-backed services.
  - Contact Person of Agency requesting Special Building Services.
  - Office address, phone number, fax number, and e-mail address.
  - Estimated date work is needed for completion.

#### d. "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 Agency Coordinator must submit a request via the Facility Information Center <http://www.doa.state.wi.us/divisions/facilities-management/facility-information-center/charge-back-rate> for the following non-routine building services:

- Keys for authorized state property items, lost interior door keys, or former state employee 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, or for the replacement of lost security pass access-cards, or 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 & disposal.
- Telephone, electrical, data, voice, speakers, microphones, and other communications related equipment and system installation, removal, or relocation.
- Office furniture and 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 painting, floor, and wall coverings, window treatments, etc. Relocation of movable partitions. Special arrangements must be made for contracted services not provided by the state by contacting the Building Management Office.
- Space improvements to state owned or leased property, primarily for the benefit of the requesting agency. (This includes special cleaning requests.)
- Movement of agency material and supplies to offices received at building docks.

❖ **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 the Building Supervisor or Superintendent. 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 “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 office is located at B2 North State Capitol, Madison Wisconsin 53702 (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. “Use Permits” requests of facilities or grounds must be submitted to the State Capitol Police, at least 48 hours in advance. The State Capitol Police office is located at B2 North State Capitol, Madison Wisconsin 53702 (608/266-7840).
- **Large Events.** Tenants must submit special “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 advance reservation on a first come, first serve basis. Agencies are responsible to ensure posted maximum occupancy limits are not exceeded. Notification is required, in advance, if refreshments will be served. Please note that there are restrictions on the type of refreshments served.
- **Conference Rooms Clean-up Responsibilities.** After all events, the clean-up of conference rooms or other special use areas are the express responsibility of the users (i.e.: remove all soda cans, coffee cups and napkins; clean tables, return furniture to the normal layout if any changes were made; etc).

**b. Housekeeping Services**

- The janitorial 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 housekeeping staff to clean your floor area. Do not remove paper towels, toilet tissue, and other janitorial supplies from restrooms or supply closets. All boxes or items too large for the "Trash Only" containers that are to be disposed of must be labeled as "TRASH".

**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 or similar items shall be visible through exterior windows of the State Capitol Building.
- **Procedure for Placement of Pictures/Posters.** Building Management staff will hang pictures, posters, etc., in the appropriate place and with appropriate hooks. Contact your Agency Coordinator for a Request for Building Services form.
- **Posters/Announcements/Notices.** Posters and announcements are not to be placed in public areas without specific permission from Building Management or the Capitol Police. Bulletins, notices, posters, articles, pictures, etc. shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by Building Management. Building occupants must utilize bulletin boards for information dealing with state permitted activities. Contact Building Management for easels to post notices of authorized functions.

**d. Directory Listing & Office Signage**

- Tenant agency offices are listed on main and elevator lobby directories by the building office, which should be contacted regarding placement. Hand-lettered signs are not permitted in the building common areas or in tenant agency areas, which are open to the public. Contact the respective Building Manager for Directory Changes.

**e. Smoking is Prohibited**

- State owned and leased office buildings are smoke free. Smoking is permitted only in officially designated areas of the buildings or garages. We ask that smokers please use the ash urns provided. Smoking is prohibited inside and within 10 feet of any posted confined space.

**f. Tele-Communications Equipment**

- **Approval by Building Management Required.** The installation/wiring of telecommunications, electrical, electronic, telegraphic, telephonic, or signaling equipment must have prior approval by the Building Manager's Office.
- **Agency Responsibilities.** The Agency Coordinator is responsible to coordinate the installation of the equipment and wiring with the Building Manager. Equipment and wiring purchase costs, installation labor costs, and maintenance labor costs are the responsibility of the agency.

**g. Appliances and Electrical Apparatus**

- **Requirements.** All appliances must be UL tested, building management approved, and labeled before placement in a state owned or leased facility.
  - Appliances **will not** be permitted, except in designated kitchenette areas, unless specific written authorization has been received from the DFM Building Manager.
  - **Building Manager Authorization** is required prior to the placement of extension cords, three-way adapters, ground adapters, and other electrical apparatus in State Office Buildings.
  - **Appliances must be accessible to all state agency employees** and may include refrigerators, microwave ovens, coffee makers, ice tea makers, and crock-pots in an established food preparation area.
  - No appliances may be used in any individual work area, including water coolers.
- **Unsafe Appliances.** Non-UL approved or open-element appliances considered unsafe and are inappropriate or disruptive to the work environment and will be confiscated by the managing authority. Examples of non-UL approved or open-element appliances include toasters, hot plates, toaster ovens, and popcorn poppers.
- **State Agency Responsibilities.** Agency employees are responsible for 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 microwaves or other UL approved kitchenette appliances.
  - Failure to monitor or leaving food preparation appliances unattended may result in causing damage and creating fire alarms.
  - State Agencies will be responsible for the cleanup, repair, and restoration of a food preparation area if damaged. In addition, agency employees may lose the privileges of using a kitchenette or food preparation area.
- **Refrigerator Requirements.** Refrigerators that are UL approved and authorized by the Building Manager should be set upon a plastic floor pad. One refrigerator per agency is allowed, unless the agency occupies multi-floors.
  - Only frost-free refrigerators may be used and must be maintained and cleaned.
  - Refrigerators must be cleaned out of foods that may spoil or are left in open containers at the end of each week.

**h. Food and Beverages**

- **Food Storage Requirements.** Perishable food (i.e. fruit, vegetables) storage is not permitted at desks or workstations. Store food and beverages in kitchenettes or other designated food storage areas. Supplies for coffee, tea, and foodstuffs must be stored in sealed plastic or metal containers only in the kitchenette or designated storage area.
- **Sanitation Requirements.** Keep all food preparation and storage areas clean and sanitary. Coffee grounds, tea leaves, or other perishable foods must be disposed in containers labeled – “Trash Only”. Please do not dispose of unwanted food into the kitchenette or restroom lavatories, drinking fountains, toilets, urinals, or other types of recycle containers. Do not wash dishware, silverware, and food containers in restroom lavatories. Beverage or liquid containers must be properly disposed of in the recycle receptacles, labeled for glass, plastic, and metal.

**i. Portable Electric Space Heaters Policy**

- **Portable Heaters are Not Allowed in State Buildings.** Fire Departments and safety guidelines recommend against the use of most portable space heaters due to the potential fire hazards. Therefore, state agency staff must receive approval of Building Management prior to the introduction of any portable heaters in buildings.
- **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. In all other instances, portable electric space heaters will not be allowed in DOA owned buildings. All approved portable heaters must be Underwriter’s Laboratory (UL) approved.
- **Acceptable Type of Portable Electric Space Heaters.** The only type of portable electric space heater that Building Management will authorize utilizes an UL rated electric coil and must be equipped with a tip-over, shut-off mechanism.
- **Unacceptable Types of Portable Electric Space Heaters.** Portable electric space heaters with radiant coils are unsafe models and will not be authorized. The radiant coil method duplicates the heating method found in toasters, countertop ovens, or electric stoves. Although most models are equipped with tip-over shut off mechanisms, the models with radiant coils retain a high level of heat even when shut off and could ignite paper or other combustible material on contact. Non-UL labeled equipment is prohibited in all buildings.
- **Other Concerns.** Use of a space heater and other electrical appliances in the same outlet can overload a circuit breaker or fuse. A failed breaker or fuse could result in an electrical fire. Ensure that no other electric appliances are plugged into the same circuit as the space heater. Also make sure that the maximum amperage rating of the heater does not exceed the rating of outlet.

**j. Personal Property in State Office Buildings**

- **Leasehold Improvements.** No tenant shall make leasehold improvements nor introduce alien material or private personal property in a state office buildings and facilities, and leased property by the Department of Administration without the express written approval of Building Management.
- **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. Any personal property considered unsafe, a hazard to the building or occupants, improperly installed, or an obstruction to the maintenance of the building will be removed from the building.
- **Code Requirements.** No equipment, apparatus, or machines may be introduced into State office buildings, facilities, or leased properties, which fail to comply with the code of the industrial safety and buildings and not approved by Building Management or Capitol Police. Personal property, especially appliances, must be in good working order and must comply with accepted industry standards of operation. 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 if the operation of said property is dependent upon the electrical or other utility service of

the building without the approval of Building Management and Capitol Police. Any connections to the building's electrical, plumbing, or mechanical systems must comply with applicable state and federal codes and regulations. Excessive use of the building's utility services, detrimental effect on the operations of the tenant agency, or interference with building operations may result in the disconnection and/or removal of the personal property involved.

- **Transportation/Installation.** The transportation and installation of personal property will be the sole responsibility of the owner. Building maintenance personnel are not authorized to provide assistance.
- **Cleaning/Maintenance Issues.** The cleaning, maintenance, and repair of all personal property are the responsibility of the owner. Building Management may remove personal property not properly cleaned and maintained from the building.
- **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 the Building Management.
- To report property considered stolen or "Lost and Found" items contact the Capitol Police at 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 be secured in the employee's desk or locker at all times. Personal items are not to be stored in the restrooms.
- **Bicycles, Mopeds etc.** Bicycles, mopeds, scooters, skateboards, roller blades or skates, motorcycles, or vehicles of any kind are prohibited inside of any building, unless specifically permitted, such mobility devices required for individuals with disabilities. Bicycles, mopeds, and scooters must be stored in bike rack locations. Motorcycles, vehicles, or other motorized equipment must have a parking permit to use parking stalls.
- For Parking Permits information, contact the Capitol Police Parking Services at 264-9501 or 266-7840.
- **Items Not Allowed.** The following are not allowed in buildings due to the health and safety of building occupants who may be chemical sensitive, suffer with allergy problems, or are potential fire hazards – heated potpourri pots, scented sprays, nail polish remover, and burning candles or incense.

#### **k. Firearms & Conceal/Carry**

- State-owned buildings that will be posted with signs prohibiting concealed carry include:
  - Buildings used by the Department of Health Services to provide services to persons with diminished mental capacity or mental illnesses.
  - 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.
- In addition, buildings or facilities where concealed carry is prohibited by statute will also be posted.
  - Posting such places is not required by law, but they will be posted to avoid confusion for law-abiding citizens. These places include portions of buildings, such as the State Capitol Police station and the court room of the Supreme Court of Wisconsin.
- For questions or concerns on weapons contact the State Capitol Police Chief or the Capitol Police Communications office at 608-266-8797.

#### **l. Downtown Madison Bicycle Rack Locations**

- DFM provides bike racks at most of the downtown state facilities to meet the needs of state employees. If you ride your bike to work, here's where you can park your bike during the day:
  - **State Administration Building - 101 East Wilson Street**  
Location: Parking Ramp - Stalls 1 & 2 - Spaces: 30
  - **GEF I (State Labor Building) - 201 East Washington Avenue**  
Location: Parking Ramp - 1L (Main and Butler Streets) - Spaces: 8

Location: Parking Ramp - 2L (Main and Butler Streets) - Spaces: 11

Location: Webster Street Plaza Deck - Spaces: 22

- **GEF 2 (State Natural Resources Building - 101 South Webster Street ) & GEF 3 (State Education Building - 125 South Webster Street)**

Location: GEF Plaza Area - Spaces: 200

- **Wilson Street Human Services Building - 1 West Wilson Street**

Location: 1st Floor East Side of Building - Spaces: 42

- Bike rack spots are obtained on a first-come, first-served basis, however, you are welcome to use the bike racks in any of the above buildings to park your bike for the day.

#### **m. Children**

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

#### **n. Animals**

- No 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.

#### **o. Plants**

- **Requirements.** Plants are allowed in the building at the discretion of Building Management. All plants must have watering trays and be well maintained by the individuals responsible for bringing them on site. No plants shall be set on windowsills, fan coil units, or any other building equipment. Plants must not be larger than three feet tall or two feet across. Fertilizer or plant food must be stored in sealed containers with Material Safety Data Sheet(s) (MSDS). Diseased plants will be removed immediately by Building Management at the owner's expense.
- **Hanging Plants.** Hooks for hanging plants will be furnished and installed by Building Management maintenance personnel. The requesting agency will be charged for the material and labor. No hanging plants will be placed in cubicles, workstations, windowsills or other areas that cause obstruction to egress.

#### **p. Holiday Trees & Decorations**

- **Artificial Trees are Allowed.** Artificial trees must be of a nonflammable, noncombustible material or treated with a fire retardant. The appropriate labels must be made available to building management before approval for use. Holiday trees that become dry, ordinary crepe paper decorations, and pyroxylin plastic decorations may be classified as highly flammable and will be removed by Building Management.
- **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. Anchorage and guide-wires may be necessary to steady oversized trees. There will be no decorations suspended from the ceiling system.
- **Location.** Artificial holiday trees and decorations shall be located in such a manner that they do not impinge fire safety precautions and the route of egress. Trees and decorations must be located a safe distance from ignition sources such as electrical appliances 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.
- **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**

- Clear story glass, sidelights or doorlights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds or other window treatments.

- The Department of Administration does not allow blinds on interior windows or doors unless Agencies consult with and receive prior approval by the Division of Facilities Management.

**r. Asbestos Removal Procedures**

- The Division of Facilities Management will keep building occupants informed of all asbestos removal in the building they occupy. This notification will include where the asbestos is located and methods for safe removal and will be available in the Building Management Bureau’s “What’s Happening” newsletter or Intranet web site. Whenever possible, notification will be made at least one week prior to 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 removal.

**s. Disposal of Needles or Sharps and Location of Sharps Containers**

- **Filled Sharps Containers.** Filled sharps containers are to be taped 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 by a specialized disposal company.
  - Contact the Capitol Police at the non-emergency number 608-266-8797 for information and direction.

- **Location of Sharps Containers in DOA Buildings:**

<ul style="list-style-type: none"> <li>• <b><u>Capitol Bureau Buildings</u></b> <ul style="list-style-type: none"> <li>▪ Wisconsin State Capitol</li> <li>▪ Wisconsin Executive Residence</li> <li>▪ State Central Services-Transportation</li> <li>▪ State Central Services-Document Sales</li> <li>▪ State Air Services Terminal &amp; T-Hanger</li> <li>▪ Risser Justice Center/Law Library</li> </ul> </li> <li>• <b><u>Central Madison Bureau Buildings</u></b> <ul style="list-style-type: none"> <li>▪ State Labor Building (GEF 1)</li> <li>▪ State Natural Resources Building (GEF 2)</li> <li>▪ State Education Building (GEF 3)</li> <li>▪ State Health &amp; Family Services Building</li> <li>▪ Monona Terrace Parking Facility</li> <li>▪ State Administration Building</li> </ul> </li> <li>• <b><u>Hill Farms Bureau Buildings</u></b> <ul style="list-style-type: none"> <li>▪ State Transportation Bldg. (Bldg. A)</li> <li>▪ State Transportation Bldg. (Bldg. B)</li> <li>▪ Madison-State Crime Laboratory</li> <li>▪ State Agriculture Laboratory</li> <li>▪ State Hill Farms Record Center (Bldg. L)</li> <li>▪ WI Agriculture Building (Prairie Oak)</li> <li>▪ State Hygiene Laboratory</li> <li>▪ State Revenue Building</li> <li>▪ State Badger Road Office Building</li> <li>▪ Wisconsin Public Broadcasting Building</li> </ul> </li> <li>• <b><u>Out State Bureau Buildings</u></b> <ul style="list-style-type: none"> <li>▪ Milwaukee State Office Building</li> </ul> </li> </ul>	<p><b><u>Sharp Container Location</u></b></p> <p>Capitol Police Office-B25 North</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p><b><u>Sharp Container Location</u></b></p> <p>1<sup>st</sup> floor-Unisex Bathroom</p> <p>None</p> <p>None</p> <p>Mechanics Office Maintenance Work Shop</p> <p>None</p> <p>None</p> <p><b><u>Sharp Container Location</u></b></p> <p>1<sup>st</sup> floor Unisex Restroom</p> <p>Ground floor-Men's &amp; Women's Restrooms</p> <p>5<sup>th</sup> floor-Men's &amp; Women's Restrooms</p> <p>7<sup>th</sup> floor- Women's restroom</p> <p>1<sup>st</sup> floor-Men's &amp; Women's Restrooms</p> <p>Ground floor-Men's &amp; Women's Restrooms</p> <p>Ground floor-Men's &amp; Women's Restrooms</p> <p>Ground floor-Men's &amp; Women's Restrooms</p> <p>1<sup>st</sup> floor-Unisex Restroom</p> <p>1<sup>st</sup> floor-Unisex Restroom</p> <p>1<sup>st</sup> floor-Unisex Restroom</p> <p>1<sup>st</sup> floor-2 Unisex Restrooms</p> <p>3<sup>rd</sup> floor-Men's Restroom</p> <p><b><u>Sharp Container Location</u></b></p> <p>Capitol Police Office - Room # 52</p>
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▪ Waukesha State Office Building	Maintenance Shop
▪ Green Bay State Office Building	Maintenance Shop - Room # 123A
▪ Eau Claire State Office Building	3 <sup>rd</sup> Floor Women's Restroom
▪ La Crosse State Office Building	None
▪ Wisconsin Rapids State Office Building	Unisex Restroom - Room #152 - 1 <sup>st</sup> floor
▪ Milwaukee - State Crime Laboratory	Identification Lab

#### t. Power Outages

- **Tenants, employees and visitors should follow the below procedures during power outages:**
  - 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.
  - **Do not panic, remain calm.**
  - 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 in order to provide emergency lighting. This lighting will remain on for a limited time.
  - If you are in the elevator, use the elevator phone to call for assistance. The Emergency Responders will assist you in getting out of the elevator.

#### u. Steam or Water Leaks

- Report any water or steam leaks to Building Management. If it is after normal business hours (7:45 a.m. to 4:30 p.m. Monday - Friday), direct report by calling the Capitol Police at 608-266-8797.
- **Procedures for Steam Leaks:**
  - If the 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 is a strong possibility.

### ❖ SECTION VI. 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 Management has implemented a recycling program in all state-owned facilities.

- **How the Recycling Program Works:**
  - **GREEN LABEL - RECYCLE PAPER 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).
  - **WHITE LABEL - "TRASH ONLY" BASKETS** are for trash, garbage, and undesirable refuse only. The "trash-only" refuse containers are located throughout the building in the entrances, lobbies, office areas, restrooms, kitchenettes, and cafeterias are for undesirable refuse, food waste, restroom paper products, non-



paper office supplies, styro-foam, and other non-recyclable materials. Do not place recycle paper or recyclable solid waste products in the "Trash Only" refuse containers. (See the "Trash Only" List).

- **PINK LABEL - 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 with caps or covers removed. The recyclable solid waste receptacles with covers are located throughout the building entrances, lobbies, kitchenettes, office areas, and cafeterias. Do not place recycle paper products, trash, garbage, or undesirable refuse in Recyclable Solid Waste receptacles. (See Recyclable Solid Waste List Below)

➤ **Special Recycling Program Conditions:**

- Contact the Building Manager if the baskets, containers, or receptacles are not being emptied daily. All of the Paper Products Recycle Baskets, Trash Only Containers, and Recyclable Solid Waste receptacles are required to be emptied daily.
- Do not place carts or containers in hallways that block corridors or emergency egress.
- Do not remove or relocate the Trash 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 or the custodial staff will remove and place them in the recyclable solid waste containers.
- 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 "Trash Only" containers.
- Recycle Baskets for Paper Products located at employee desks or workstations and used by agency staffs are purchased by the state agency.
- Recycle "Bulk Paper Only" Carts for large amounts of recycle paper products, Trash 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. (See Contact Lists)
- 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).

➤ **Housekeeping Recycling:**

- Custodial staff will empty all paper product recycle baskets, trash-only containers, and recyclable solid waste receptacles daily. All boxes or items too large for the Trash Only containers that are to be disposed of must be labeled as "TRASH." (Contact the Building Management Office for recycling questions).

**"GREEN LABEL" RECYCLE ITEMS**

- Books and magazines
- Cardboard and card stock
- Corrugated paper
- Cartons (must be empty)
- Envelopes, (window, labeled, Kraft)
- Newspapers (except contaminated)
- Paper - white, colored, ledger
- Paper - shiny coated
- Paper - carbonless, or NCR
- Paper - onionskin
- Paper - computer printouts
- Brown paper tape
- Paper file folders
- Paper keypunch cards
- Paper - glued pads
- Post-It notes
- Phone books
- Notebooks, without metal spirals
- Paper with scotch tape (small amounts)
- Paper with staples (small amounts)
- Kleenex (small amounts)
- Paper clips on paper (remove & reuse)
- Computer printer and typewriter ribbons
- Strapping, string, nylon and plastic rope
- Light bulbs, lamps, and fixtures

**"WHITE LABEL" TRASH ONLY ITEMS**

- Restroom paper towels, toilet paper
- Food products, containers, and napkins
- Cellophane, foil, and anything waxed
- Cloth, cork, and fiberboard
- Bottles & containers (used for chemicals)
- Office materials, supplies, pens,
- Glass (window or broken)
- Packing materials (remove from package)
- Carbon paper, any color
- Photographs and slides
- Recording tape
- Polystyrene and Styrofoam
- Rubber products
- Batteries
- Coffee and tea grounds
- Candy, gum, and wrappers
- Tobacco products, ashes, and wrappers
- Plastic page protectors and transparencies
- Plastic (w/o PETE-1 or HDPE-2 label)
- Ceramic products, cups, plates, dishes
- Labels and label sheets backing paper
- Plastic wrapping

**"PINK LABEL" RECYCLE ITEMS**

(Remove caps, covers, and lids from bottles, cans, and jars)

- Glass bottles and jars, clear or colored
- Aluminum cans and ferrous metal cans
- Tin and bi-metal cans
- Plastic containers (with PETE-1 or HDPE-2 label)

❖ **SECTION VII. BUILDING SYSTEMS POLICIES & 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 Building Manager's office when temperature adjustments are required. Only Building Maintenance staff is authorized to make temperature control adjustments.

**b. Heating Energy Policy**

- **Heating Policy.** The State of Wisconsin Energy Policy is intended to hold heating season 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 during the heating season. This policy requires that space temperatures are reduced and non-critical systems are shut down during unoccupied periods. Buildings may be closed or portions of building activities relocated to other areas in order

to achieve energy savings. The Division of Facilities 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 in accordance with Wis. Stats. 1.12, 16.895, 16.95, Wis. Adm. Code COMM 64.05, and Wis. Adm. Code COMM 63. Questions or comments regarding this policy should be referred to the Director of the Bureau of Architecture and Engineering, Div. of Facilities Development.
- **Winter Policy – Occupied Space.** Occupied space temperatures are maintained at a maximum of 68° F. Exceptions are granted to resident and patient areas of hospitals, nursing homes, nursery and elementary schools, day care centers, dormitories, patient cottages, prison cells, research facilities, data processing and computer rooms, print shops, and special areas where temperature and humidity are critical. Administrative offices, maintenance shops, storage areas, or garages in these buildings are subject to the procedures of the winter policy for occupied space.
- **Winter Policy – Unoccupied Space.** Unoccupied space temperatures are maintained at or below 60° F. Systems that are not critical to maintaining the unoccupied setback temperature are shut down during unoccupied periods.
- **Winter Policy – Unused Normally Occupied Space.** During periods where normally occupied spaces are not used during the daytime, weekends, or holidays, the above winter policy – unoccupied space procedures to minimize unnecessary energy use will be followed. Designated operational areas for vestibules, stairwells, machinery, and unoccupied storage spaces temperatures may be maintained at 60° F during the winter.
- **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 own internal heat gain and minimize the use of supplemental heat. The maximum temperature maintained in these spaces is 85° F.

#### c. Air Conditioning Energy Policy

- **Air Conditioning Policy.** For State Owned Buildings, the standard operating procedures for Air Handling Units (AHU), conditioning systems to be operated in the spring, is after the dry bulb temperature in a building exceeds 76° F. Outside air economizer cycles will be utilized to delay the start-up of AHUs. When cool enough, outside air is to be circulated through buildings by fan systems at night to delay start-up of daytime cooling. All air conditioning equipment is shut down whenever cool weather permits. Also, outside air economizer cycles will be utilized to allow the earliest possible date for the shutdown of air conditioning refrigeration systems and whenever possible, outside cool night air will be circulated through buildings by fan systems in order to promote an earlier seasonal shutdown of daytime cooling.
- **Summer Policy – Occupied Space.** State facilities thermostats will be maintained at a 76° F minimum during the summer months. Exceptions are granted to buildings that are health-care hospitals, clinics, or patient cottages. In addition, buildings with special environmental needs, with designated special functions, museums, data processing, computer areas, printing processes, and research laboratories are excluded from these air conditioning energy guidelines. Stairways, storage areas, penthouses, mechanical rooms, and vestibules are not required to be air-conditioned.
- **Summer Policy – Unoccupied Space.** Air conditioning systems will be shut down when the building is unoccupied. If a building is to be occupied the next day, and when outside night air is cool enough, fan systems may be used to cool the building in order to reduce the cooling load for the following day. Refrigeration systems will be shut down whenever building occupancy is less than 20 percent of the normal occupancy. During these times, however, the ventilation equipment will maintain code requirements.
- **Summer Policy - Variances in Building Temperatures.** Variances in building temperatures may be maintained below 65° F if the temperature level is accomplished by circulating “outside air” inside buildings for “free cooling”. All unnecessary hot piping in air-conditioned spaces will be shut down.
- **Summer Policy - Save Energy and Reduce Heat Gains.** During the summer months, interior lighting level heat gains will be reduced to minimum code requirements in order to reduce electrical energy required and to 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. All office lights should be turned off when leaving for the day, unless controlled by Building Management lighting panels.

**d. Energy Management Program**

- **Energy Management Program.** For effective Energy Management, please turn off all office lights, personal computers, copiers, and printers at the end of each day, unless essential to the operation of the agency's mission or utilized by Building Management to monitor the building systems. The proper operation of window blinds, leaving doors open or closed, and office layouts are factors that provide a comfortable workplace. Report any heating or cooling problems to the appropriate Building Management office.
- **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.
- **Continuous Operating Computers.** Please notify the Building Manager of specific computers that require continuous operations. Computers that require continuous operation should have an uninterrupted power supply (UPS). Personal computers, copiers, and printers should be turned off at the end of each week.

**e. 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 building management office and describe the IAQ complaint and its effects on the employee and colleagues.
  - Each building occupant IAQ complaint will be recorded on a Building Incident Log Form.
  - The Building Manager, or a qualified building management staff member, will go to area of IAQ concern.
  - Building occupants in the complaint area will be interviewed and statements recorded on the 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 may also be initiated.
  - The complaint area will be checked for potential IAQ problems and the results of the investigation will be forwarded to building occupants of the IAQ investigation area until the situation has been resolved.

**f. 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 building management 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 involved.

**❖ SECTION VIII. REAL ESTATE MANAGEMENT**

- **Real Property Leasing.** The [DFM Bureau of Real Estate Management](#) has been delegated responsibilities for assigning real property to state agencies for their use. DFM Leasing staff receives and reviews requests for all types of real estate for office, laboratory, and storage space.
- **Agency Authorization.** DFM will receive only those requests that are properly authorized by the Agency Coordinator. The Agency Coordinator is responsible with the agency site staff to insure the form is properly completed and authorized.

**a. State Owned or Leased Facility Request for Property Services Form – DOA Form 8176**

- **Agency Space Request.** When state agencies develop a space request, whether the space is to be leased, purchased, constructed, added to, or a reduction in the amount of space in a lease of a State Office Building or a Private Lease, a State Owned or Leased Facility Request For Property Services Form – DOA 8176 must be completed and submitted to the Division of Facilities Management – Bureau of Real Estate Management and Occupancy office.
- **DOA Form – 8176** is to used by all state agencies and the University System for the following requests:

- State owned space (existing, to be constructed, or purchased) additions, reductions, change of use, and tenant improvements.
- Leased space (existing or to be leased) additions, reductions, change of use and tenant improvements.
- Vacant land including land for a tower site or Space on towers.
- “Temporary” or limited use space needs.

#### **b. Request for Property Services Review and Approval Process**

- **Property Services Review.** Request for Property Services form is received at the DFM office it is logged in and reviewed by the Leasing Officer who is assigned to its jurisdiction. The request is reviewed to substantiate the need for the request, the rental rate the agency anticipates paying, and the amount of space being requested. If there is disagreement with any one of the above three items, the Agency Coordinator will be contacted for further discussion. Depending on the issues, the request may be either revised by the Leasing Officer, or returned to the agency for reconsideration. If returned to the agency, a written explanation will be included.
- **Property Services Approval.** If the Request for Property Services form is approved, it is forwarded to the DOA Division of Executive Budget and Finance Office for review and sign-off regarding the anticipated budget impact and sources of funding. At this point, the request may be returned to the agency if the Budget Office disagrees with the budget information supplied on the Request for Property Services form. However, if Budget Office approval is obtained, the Request for Property Services form is sent to the Administrator of the Division of Facilities Management for final approval. After the Administrator has signed-off on the Request for Property Services it is returned to the assigned Leasing Officer. A case file is established upon completion of the request process. At this point, the Leasing Officer contacts the requesting State Agency's Facilities Coordinator to initiate the agency's request.

#### **c. Vacating Space Policy**

- **Highest and Efficient Use.** It is the policy of the Division of Facilities Management to monitor and audit agency space utilization in order to promote the highest and most efficient use of facilities and to assist state agencies in reducing facility costs by state government.
  - The Vacating Space Policy attempts to protect the remaining agencies utilizing space in a joint use or consolidated facility when an agency vacates part of the space. The reason for this is that an added financial burden is placed upon the remaining agencies' space rental rate, which must be resolved.
  - When a space vacancy is imminent, it is necessary that a cooperative effort exists between DOA and the affected state agency to ensure that vacated space is quickly re-utilized or that rental costs are eliminated as soon as possible.
  - To assist the affected agencies and DOA, the following vacating space policies and procedures have been developed. Obviously it is in the best financial interest of all the affected agencies, especially the vacating agency, to provide the longest possible notice period, before vacating the space.

#### **d. DOA Owned Buildings - Vacating Space Procedures**

- **Written Notice is Required when Vacating Space.** A state agency wishing to vacate space within a state owned office building must provide a written notice to the Bureau of Space Management and Occupancy, as specified below:
  - If the affected space is 5,000 square feet or less a minimum **12-month** notices is required.
  - If the space is over 5,000 square feet the required minimum notice is **24-months**.
- State Owned or Leased Facility Request for Property Services Form – DOA-8176 is required when Vacating Space. The required written notices must be accompanied with a completed Request for Property Service Form DOA-8176 and forwarded to the DFM Bureau of Space Management and Occupancy office within the minimum time requirements specified above. The appropriate authorized representative for the agency making the request must sign the request and send it to the address listed on the form.
- The space to be vacated must be configured to make it available for use by 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 may be liable for costs required re-utilizing the space.
- The vacating agency will be responsible for all rentals and associated occupancy costs until the space is re-occupied and the Division of Facilities Management releases the agency from its obligation to pay.
- When space is located in a DOA owned building; the agency should work with the appropriate DFM Director for Building Management or the Building Manager to obtain an accurate measurement 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.

- DFM Space Management and Occupancy will review the request and will notify the requesting agency of the options available, within thirty (30) days after receipt of the request and completed Request for Property Services Form DOA-8176.

#### ❖ **SECTION IX. CAPITOL POLICE AUTHORITY, RULES & 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 over 700 state-owned and leased facilities located 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**

##### **Capitol Police Bureau**

##### **Contact Number**

#### ❖ **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 608-266-7700 Capitol Police immediately to report a crime, suspicious person, activity, or unattended package(s). If outside Madison area contact the Local Police @ 911.**
- **Prepare to answer the following Capitol Police questions:**
  - What are the person(s) doing? - How many people are involved?
  - Where it is the event happening? - Are weapons are involved?
  - Describe the physical description and clothing of those involved.
  - If a vehicle is involved - provide the vehicle description and license plate number.
  - Has anyone has been injured? - 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 own personal safety and act cautiously.

#### **c. Reporting Building Disturbances**

- **Call 608-266-7700 Capitol Police immediately if there is a disturbance in the building. If outside Madison area contact the Local Police @ 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 yourself and then return to the scene, if possible. Remember to consider your own personal 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 608-266-7700 Capitol Police immediately to report suspicious mail or packages in the building or on the property. If outside Madison area contact the Local Police @ 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 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, oil stains, or maybe leaking and may emit a peculiar odor. Check for packages that are lopsided, 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 608-266-7700 Capitol Police immediately to report opened suspicious mail or packages with a spilled substance in the building or on the property. If outside Madison area contact the Local Police @ 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 and 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.
  - Stay on the phone line to ensure that 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. Be aware that emergency responders may evacuate the entire building.
  - At the conclusion of 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 608-266-7700 Capitol Police immediately to report a Bomb Threat received by mail or by telephone. If outside Madison area contact the Local Emergency Center @ 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 phones or portable radios to contact the police.
  - Police will investigate, control the situation, isolate the mail, and secure the area.
  - At the conclusion of 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 try to 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:
    - What 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 the bomb was placed?
    - What is the caller's address? - What is the caller's name?
    - Try to determine the caller's identity by listening closely to voice characteristics, accent, speech, emotions, and background sounds.
- **Call 608-266-7700 Capitol Police immediately to report a Bomb Threat received by mail or by telephone. If outside Madison area contact the Local Emergency Center @ 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 announcements 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, note those missing and be 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

- **Call the Local Emergency Center @ 911 and immediately to report a Fire. If unable to contact the Local Emergency center call Capitol Police @ 608-266-7700 and report the fire.**
- Stay on the line to assure that pertinent information is given to the dispatcher. Then call building management to report the incident. Follow the orders of the on scene fire fighters and police officers.
- In the event of a fire, please take the following action:
- Alert other employees, occupants, and visitors by activating the building fire alarm system (e.g. pull the nearest fire alarm station or shout "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 given "All Clear" is given by the on scene fire fighters and police officers.
- **If you 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 possibly 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 fire fighters 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, toweling, etc.). Feel walls with the back of your hand to see if the fire is getting closer.
- If, in spite of 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 Fire Fighters 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 given "All Clear" is given by the on-scene fire fighters 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 am, the first Wednesday of each month, or the next working day if the first Wednesday is a holiday.
  - The monthly test is announced over the public address 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, and 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 the Building Manager.

#### i. Severe Weather Procedures

- The Capitol Police or Building Manager should make an announcement of impending threatening weather over the Public Address (PA) system.
  - Each facility should have a system for notification (e.g. 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 (e.g. 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 of 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 immediately relocate to the designated shelter (e.g. basements, hallways, bathrooms) using previously established routes. Use of elevators should be limited to mobility-impaired employees and visitors.
  - **Tornado Warning Relocation:** When warning sirens 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 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 @ 911 and immediately report injuries and damage. If unable to contact the Local Emergency Center call the Capitol Police @ 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.** Thunderstorm 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. 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 and as most of the elevator phones in DOA buildings have a direct line to the Capitol Police Communications Center.
- **If elevator phone is not connected to the Capitol Police, Call 911 Local Emergency Center or the Capitol Police @ 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 Dept. directions.

**k. Medical Emergency Procedures**

- All occupants or 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 body fluid spill clean up.
- **Take the following action during medical emergencies:**
  - **Call 911 Local Emergency Center or Capitol Police @ 608-266-7700 in the event a medical emergency.** Stay on the line to ensure that pertinent information is given to the dispatcher.
  - Prior to 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 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.
- At the conclusion of 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.

### 1. 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 Local Emergency Center or Capitol Police @ 608-266-7700 in the event 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 it 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, 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. Post a sign to warn others not to enter - *if time allows*.
    - 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 (with the exception of 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 responder's vehicles and equipment.
  - If you have information about the source of the spill or leak, report in person to the on scene police officer or firefighter. Do not return to the building until an "All Clear" has been given.
  - At the conclusion of 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 Local Emergency Center or Capitol Police @ 608-266-7700 in the event 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, activate the building's fire alarm system and leave the building.
  - 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 responder's vehicles and equipment.
  - If you have information about the source of the spill or leak, report in person to the on scene police officer or firefighter. Do not return to the building until an "All Clear" has been given.
  - At the conclusion of 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 Local Emergency Center or Capitol Police @ 608-266-7700 in the event 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, elevator cars, are all sources that can initiate a park with resultant explosion.
  - Confine any fire or vapors by closing doors to the affected area to limit the impact of the leak of fire.
  - Notify others in the immediate vicinity to evacuate the area. Do not use the elevator.
  - If the gas is an explosive gas, such as natural gas, exit 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 responder's vehicles and equipment.
  - If you have information about the source of the odor or leak, report in person to the on scene police officer or firefighter. Do not return to the building until an " All Clear" has been given.
  - At the conclusion of 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 Local Emergency Center or Capitol Police @ 608-266-7700 in the event 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.
  - At the conclusion of 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, prior to their working with hazardous materials, of 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 more than 180 days and must be stored in 55-gallon drums.
  - Keep Hazardous Waste containers in good condition and clearly marked 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 employes discover hazardous waste, contact the Capitol Police Safety Office at 608-264-6612 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 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 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 608-267-9430 to contact the Capitol Police to coordinate and 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 in 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" and "Safety in the Workplace" and other General Safety programs.

#### **n. Paid Parking Program**

- **Authorizing Statute.** The Wisconsin Capitol Police have administrative, police enforcement, and security responsibilities regarding the Department of Administration Paid Parking Program. They enforce motor vehicle laws and parking rules on state owned and leased property managed by the Department of Administration. Paid parking policies were established to ensure that the program is operated in accordance with the Wis. Stats. 16.843. Wisconsin Administrative Code – Adm. Chapter 1, Parking Rules and authorizes Capitol Police Paid Parking Authority. Contact Capitol Police regarding parking rules and regulations @ 608-264-9501 or 608-266-7840.
- **Agency Parking Coordinator.** Each agency must have a designated Agency Parking Coordinator responsible for the day-to-day administrative processes 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: Fire, Police, Emergency, Disabled Employees, Disabled Visitors, State Owned Vehicles (fleet/pool cars), Personal Parking, Executive Management, Car Pool, Van Pools, Single Driver, Limited Term Employee, Part-time, Seasonal, or Contract Employee.
- **Parking Stall Allocation Formula.** Agencies are allocated parking stalls on a percentage basis in accordance with the number of employees stationed in the facility. Agencies should use the same formula for assigning stalls to their Divisions/Bureaus. The Agency Parking Coordinator will establish Paid Parking waiting lists for assigned parking after all allocated stalls are assigned by 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, through the Agency Parking Coordinator, to the Capitol Police. 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 at no charge in the State owned and leased buildings that have available visitor parking. There is no visitor parking in GEF-1, GEF-2, GEF-3, and 1 West Wilson Street.
- **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 use of a parking stall in accordance with the Administrative Code.
- **Restricted Access Special Events.** The Capitol Police may designate any parking lot as "restricted Access-Special Events" for a certain period. Annual permits are not valid in the specified restricted parking lots during that time. The Paid Parking permit holders will be notified in advance of a parking lot that will be closed. Alternative parking arrangements are provided at no cost to the affected permit holders.
- **Prohibited Parking or Storage.** Bicycles, mopeds, motorcycles, or vehicles of any kind are prohibited from being inside any building, unless specifically permitted, such as enforcement bicycles and mobility devices required for individuals with disabilities.

**X. Additional Information****a. DOA Building Information**

Information on each of the DOA managed facilities can be found at the DFM Website:  
<http://doa.wi.gov/Divisions/Facilities-Management>

**b. Additional Information**

❖ **WEB SITES - Please visit the following web sites links below.**

- **Division of Facilities Development Web Site:** <http://doa.wi.gov/Divisions/Facilities-Development>
- **Division of Facilities Management Web Site:** <http://doa.wi.gov/Divisions/Facilities-Management>
- **Department of Administration Web Site:** <http://doa.wi.gov/Home/>
- **Department of Administration Statutes Web Site:** <http://www.legis.state.wi.us/rsb/stats.html>
- **Wisconsin Administrative Code Web Site:** <http://www.legis.state.wi.us/rsb/code/index.html>
- **Wisconsin Portal Web Site:** <http://www.wisconsin.gov/state/home>