

**Division of Administration**

OFFICE  
Of  
STATE BUILDINGS



**FACILITIES MANUAL**

Information and Guidelines  
For  
Building Tenants

(Revised) September 30, 2019

# OSB FACILITIES MANUAL

## Table of Contents

<u>Section</u>	<u>Page</u>	<u>No.</u>
OSB Mission Statement		1
OSB Responsibilities to Tenants		1
OSB Responsibilities to Facilities		1
Tenant Responsibilities		2
OSB Work Hours		3
OSB Telephone Numbers		3
Facility Managers Offices		3
Requesting Work Orders		4
Requests for Renovations/Enhancements & Projects		5
Building Safety / Security		5
Contracted Services		6
Elevators		7
General Policies		7
Tobacco Use		8
American with Disabilities Act (ADA)		8
Notices, Advertisements and Soliciting		8
Inmate Labor		8
Tenant Interaction with Inmates		9
Interior Plant Policy		10
Interior Decoration Policy		10
Agency/Building Events		10
State Parking Garages		11
Building Fire Evacuation Procedures		11
Appendix A		15

## **Office of State Buildings (OSB) Mission Statement**

The mission of the Office of State Buildings is to provide for the operations, maintenance, and safety/security within and around all building facilities under Division of Administration jurisdiction.

Three regional divisions perform Operations and Maintenance: Alexandria/ Shreveport/Monroe Region, Lafayette/New Orleans Region, and the Baton Rouge Region. The Operations Division has local and regional responsibilities for operations and preventive maintenance.

Safety/Security involves the reduction of injuries, danger and damage that may be the results of facilities impairment issues that will provide a reasonable level of safety and security to tenants, visitors and employees which are jointly addressed by the Operations and Maintenance Divisions, with oversight from the Fiscal / Administrative Division and Work Control Section.

Four distinct functional divisions perform repairs and minor construction: Architectural, Mechanical, Electrical, and Horticultural. These divisions have statewide responsibilities over maintenance functions. Large construction projects and repairs are handled via contracts through Facility Planning and Control and/or the Office of State Procurement.

### **OSB Responsibilities to Tenants**

- ❖ Provide a habitable, clean, safe, and secure work place.
- ❖ Provide prompt attention to tenant's and visitor's building needs/problems.
- ❖ Provide for the operation and maintenance of heating, ventilation, and air conditioning (HVAC), electrical and plumbing equipment.
- ❖ Provide for the maintenance of interior finishes, hardware, building exterior, and landscaping.
- ❖ Provide janitorial, waste management, pest control, fire protection, energy management systems, and elevator maintenance services through contractual agreements.
- ❖ Assist and coordinate safety and monitor emergency evacuation activities as well as liaison between the building tenants and the security provider.
- ❖ Notify contact person at each agency in the building of upcoming major projects affecting their area.

### **OSB Responsibilities for Facilities**

- ❖ Enforce OSB tenant policies and procedures. Perform liaison services between the building tenants and OSB personnel regarding building activities.
- ❖ Conduct regular, scheduled building inspections for purpose of maintaining the facility and its systems.
- ❖ Perform scheduled preventive maintenance and minor repair work on building mechanical and electrical systems and related equipment. Perform routine minor maintenance tasks, including but not limited to: replacing lamps in lighting fixtures, replacing stained ceiling tiles in suspended grid lay-in-ceiling, replacing filters, and other tasks as directed by OSB supervisory personnel.
- ❖ Certify that contracted services such as custodial, security, pest control, etc. are being performed in compliance within the scopes of each contract.

## **Tenant Responsibilities**

### **A. Upkeep of Facilities**

- ❖ Treat facilities with respect. Do not place scotch tape or marks on interior or exterior walls, interior or exterior doors, etc. These items will be removed without notification. No artwork, picture or similar items are to be hung on interior or exterior walls or interior or exterior doors except as specifically provided in this Facilities Manual. Artwork, pictures or similar items are to be hung on office/cubicle walls only with the use of materials or devices approved by the furniture manufacturer for that purpose and approved by OSB. All such artwork, pictures or similar items must be appropriate for a business setting. Do not prop open doors with anything other than a doorstop designed for that purpose (e.g., jamming broom handles in hinges). Doors designed to shut automatically are never to be propped open.
- ❖ Keep corridors, hallways, electrical closets, HVAC equipment rooms, and elevator equipment rooms clear of furniture, equipment, boxes, and storage of any type.
- ❖ Coordinate with OSB when arranging furniture. (To avoid extension cords, telephone cable and damage to walls and floors.)
- ❖ If the work desk or workstation chairs do not have the approved casters for the various types of flooring (i.e. Carpet, Composite Tile, etc.) each agency or department is then responsible for supplying a plastic floor mat under the chairs.
- ❖ Report deficiencies in construction or maintenance, or accidents caused by deficiencies to your specified Facility Manager (Out of Town) or Work Control (Baton Rouge). Refer to your agencies safety program to determine what accidents or potentially hazardous conditions should be reported to your Safety Coordinator.
- ❖ Personal food storage or food prep items are to be stored in the kitchen cabinets, not on counter tops, tables or on top of refrigerators. Coffee makers are to be unplugged when not in use.

### **B. Notify and Provide**

- ❖ Promptly notify OSB of maintenance problems/needs by contacting OSB Work Control Section at (225) 219-4820 or E-mail address [\\_DOA-WORKCONTROLGROUP@LA.GOV](mailto:_DOA-WORKCONTROLGROUP@LA.GOV) Notify OSB and receive appropriate authorization/approval prior to starting **any** alterations to building space. This includes but is not limited to structural, HVAC, electrical, painting (including any wall coverings), flooring (including all carpeting), keying etc. All paint and carpet specifications must be reviewed and approved by OSB. All **projects** must be channeled through and be managed by OSB and/or Facility Planning & Control.
- ❖ Provide OSB and Facility Planning with notice, in accordance with the applicable lease of any intention to vacate building space. If no lease provision applies, provide OSB and Facility Planning with as much advance notice as possible of any intention to vacate building space.
- ❖ Provide OSB with the right of access to the premises at any time to inspect said premises. Inspections by OSB personnel of enclosed offices intended for individual use and of workstations in general, should be no more extensive than what is necessary to ensure compliance with the Facilities Manual.
- ❖ Provide OSB with name of tenants' contact from each agency for emergencies and other building related correspondence.

### **C. Compliance**

- ❖ Compliance with all OSB policies and procedures relative to the facilities.
- ❖ Compliance with all State Fire Marshal codes and regulations.

## OSB Work Hours

### Regular work schedule Monday – Friday, 6:30 a.m. – 5:00 p.m.

- ❖ Administrative Section/Service Center
- ❖ Maintenance Divisions, Baton Rouge – (Architectural, Mechanical, Electrical).
- ❖ Operations: Baton Rouge Capitol Park, Alexandria, Lafayette, New Orleans, Harvey, Monroe & Shreveport

### Regular work schedule Monday – Friday, 6:30 a.m. – 3:30 p.m.

- ❖ Horticultural Division: Baton Rouge

### OSB Telephone Numbers

### Telephone #

- ❖ Service Center (Director / Administrative) (225) 219-4800 Fax (225) 219-4810
- ❖ Work Control Division (225) 219-4820 Fax (225) 219-4826
- ❖ OSB Security: Baton Rouge (Provided by Dept. Public Safety) (225) 342-5911

### Baton Rouge Division

Sector #1 (State Capitol, Capitol Annex, Pentagon Barracks, Arsenal, State Library, Visitor Center, & Garage, OPH Lab)	Joe Sasso Facility Maintenance Manager	(225) 342-5913 <a href="mailto:joe.sasso@la.gov">joe.sasso@la.gov</a>
Sector #2 (ISB, 1 <sup>st</sup> Circuit Court, Poydras, Claiborne Bldg. & Garage, Champion, Livingston Bldg. OSB Service Center DPS, Archeology, Governor's Mansion)	Randy McKnight Facility Maintenance Manager	(225) 342-5942 <a href="mailto:randy.mcknight@la.gov">randy.mcknight@la.gov</a>
Sector #3 (Galvez Bldg & Garage, LaSalle Bldg, & Garage, Bienville, Iberville, State Museum)	Travis Schouest Facility Maintenance Manager	(225) 342-5940 <a href="mailto:travis.schouest@la.gov">travis.schouest@la.gov</a>
Facilities Services	Will Berot Facility Maintenance Manager	(225) 342-7079 <a href="mailto:will.berot@la.gov">will.berot@la.gov</a>

**Note:** All calls for Baton Rouge facilities “after hours” will be directed to our Facilities Services, which is staffed on 24-hour per day basis

### Alexandria / Monroe / Shreveport Division

Alexandria S.O.B.	Keanan Barnhart Maintenance Foreman	(318) 487-5015 <a href="mailto:kenneth.paul@la.gov">kenneth.paul@la.gov</a>
NELSOB (Northeast La. State Office Building)	Randy Gosdin Facility Maintenance Manager	(318) 362-3022 <a href="mailto:randy.gosdin@la.gov">randy.gosdin@la.gov</a>
Shreveport S.O.B., 2 <sup>nd</sup> Circuit Court	Stacy Malham Vacant Position	(318) 676-7441 <a href="mailto:stacy.malham@la.gov">stacy.malham@la.gov</a>

## Lafayette / New Orleans Division

Brandywine III & VI, Lafayette

Matt Ryder  
Maintenance Foreman

(337) 262-5309  
[matthew.ryder@la.gov](mailto:matthew.ryder@la.gov)

New Orleans Supreme Court, Senator  
Chris Ullo Building (Harvey SOB)

Kerry Mangin  
Facility Maintenance Manager

(504) 524-2901  
[kerry.mangin@la.gov](mailto:kerry.mangin@la.gov)

**Note:** All Emergency Calls after hours should be directed to the out of town Facility Manager of the appropriate State Building.

### Requesting Work Orders / Reporting Maintenance Problems

For items such as inoperable doors, burned-out lights, electrical circuit outages, temperature control, plumbing problems, broken pipes, no toilet paper, safety hazards, etc., tenants should contact either their respective Building Coordinator for your section to request a work order. Please be prepared to give your name, the location of the problem (i.e. building, floor, and room number), and a phone number where OSB can reach you should it be necessary, and the nature of the problem. Your request will be dispatched via a work order to the appropriate craft shop to correct/address the problem. It will also be assigned a work priority based on criteria such as “safety and security, potential damage, inconvenience, or routine.” Emergency situations will prompt an immediate phone or radio call from OSB to the appropriate agency, staff, or personnel. If it is an emergency (i.e. overflowing toilet, gas or water leak, etc...) please contact Work Control directly at phone number (225) 219-4820 for Baton Rouge or 1-800-461-5049 for out of town facilities.

Generally, if the problem involves an existing part of the building, which is broken, deteriorating, or defective, it is viewed as maintenance work. OSB will make repairs at no additional cost to the tenant. Some problems may be caused by conditions, beyond the scope of our in-house capabilities, and/or annual budget. Upon review of this type of request, a program for a Capital Outlay request may be initiated to acquire the necessary funding. If the problem involves a request for changes to an existing condition to satisfy your agency’s growth or changes in function, or simply aesthetic needs, please refer to the section below concerning renovations.

In response to the Energy Management Act of 2001, state facilities will not routinely provide heating or cooling on weekends (see La. R. S. 39:251 through 257). Request for air-conditioning on weekends and holidays must come from the agency head. Please e-mail HVAC Request form and justification to OSB Work Control via email [\\_DOA-WORKCONTROLGROUP@LA.GOV](mailto:_DOA-WORKCONTROLGROUP@LA.GOV) before 10:30 a.m. Monday –Friday to receive approval and allow for scheduling of necessary air handling equipment. Calls received after 10:30 a.m. will not be processed. Please refer to the OSB webpage <http://doa.louisiana.gov/osb/forms.htm> “Forms, OSB-7” for a copy of the HVAC approval form to be filled out.

- ❖ In accordance with the Energy Management Act of 2001, and the potential electrical problems, OSB prohibits space heaters in all state facilities. To enforce this requirement administrative assistance from the various agency supervisors will be needed.
- ❖ Office of State Building personnel will cut the electrical cord and/or remove all space heaters.

## **Requests for Renovations / Enhancements & Projects**

Modifications to facilities shall **not** be made to the premises by tenants or their contractors for items including but not limited to: HVAC, electrical systems/wiring, painting, carpeting, adding or removing walls and/or partitions, or adding, removing or reconfiguring modular furniture, even at agency's expense, without prior approval from the Office of State Buildings.

All office/modular furniture additions are to match existing furniture colors and patterns whenever possible. When fabrics/colors etc. are no longer manufactured or are not available, a substitution will be allowed. If and when this occurs, prior review and approval is required by the Office of State Buildings.

All requests for renovations or enhancements, including everything from changing locks to erecting walls **must** be submitted in writing for review and approval to the Office of State Buildings. The request can be emailed to [DOA-WORKCONTROLGROUP@LA.GOV](mailto:DOA-WORKCONTROLGROUP@LA.GOV)

The written project request must indicate: the department requesting, a description of the work to be done, source of funding, location (building name, floor, room), name of requestor, name of contact person, telephone number or email address.

When an outside contractor is to perform work, OSB will supply the agency with a potential bidder list based on our previous experience with contractors, and when requested, secure estimates and follow through until a contract is awarded. OSB then monitors the work in progress, assist with any changes in the scope of the work, and recommend payments to the contractor and OSB must inspect the work after completion.

Written approval is required from OSB prior to installing any permanent equipment. All items permanently installed or attached to any part of the building (including tenant spaces) immediately become property of the building owner. These items are not to be removed by the tenant unless the building's owner grants written approval. The tenants must pay all cost associated with the removal and the refurbishment of the area from which it was removed. These items include, but are not limited to: built-in furniture (such as cabinets, shelves, counters and workstations), decorative trim, window treatment, window tint film, and carpet.

## **Building Safety / Security**

It is not permitted to share ID badges, or to "piggy back" into any State facility or secured area. Never allow someone to follow behind without first scanning their card. Basic security provisions are provided for our facilities. Working with a representative tenant committee, OSB will assist in developing a security program that meets tenant's needs, given the location of the building and the determined level of security. DPS or other law enforcement agencies or other security personnel will provide security in accordance with the guidelines established by OSB and the Tenant Committee. Phone numbers for summoning security are listed in "Appendix A" attached. All agencies should encourage employees to lock valuables when leaving their work area, even if for a short time. The Office of Risk Management does not cover the loss of privately owned property even if it may have been taken from a state owned building. Requests for re-keying of locks, additional keys, and additional key cards must be submitted in writing to Office of State Buildings. If locks must be re-keyed because a tenant lost a master key or for some other reason attributable to the fault of the tenant, the tenant must pay the cost of re-keying the locks. Additional information and questions can be forwarded to the OSB Work Control at (225) 219-4820.

The Office of State Buildings, subject to the authority of the State Fire Marshal, is required to maintain buildings for which it is responsible in accordance with the applicable Life Safety Codes. Compliance will provide a reasonable level of safety from injury, danger and damage. Tenant agencies should notify the Facility Manger and OSB's Safety Risk Agency Manager of all accidents, incidents or near misses. Tenants should also notify Work Control if any such occurrences were caused by deficiencies in construction or maintenance. Refer to your agency's safety program to determine which occurrences should be reported to your Safety Coordinator. Basic responsibilities are:

- ❖ To provide for adequate safety by implementation of reasonable and effective safeguards.
- ❖ In cooperation with the various agencies ensure that egress paths are clear and unobstructed. Ensure that exit devices are equipped with emergency release mechanisms or are unlocked.
- ❖ To ensure that egress points and routes are clearly marked to provide necessary cues and avoid confusion.
- ❖ To ensure prompt notification by providing early warning of fire via visual and audio notification.
- ❖ To provide adequate lighting.

## **CONTRACTED SERVICES**

### **Janitorial Services**

These services are provided through contractual agreements, either with prison inmates (via Prison Enterprises) or private companies. Janitorial services include vacuuming, sweeping and mopping tile floors and bathrooms, replenishing soap, toilet paper and hand towels, emptying trash, and other miscellaneous custodial duties. Any complaints or questions regarding these services should be directed to your Facility Manager or Work Control [\\_DOA-WORKCONTROLGROUP@ LA.GOV](mailto:_DOA-WORKCONTROLGROUP@LA.GOV). For tenants in buildings, which are cleaned by inmate labor, please see section on Inmate Labor on page 8 of this manual.

### **Security**

Security is provided through either the Department of Public Safety (DPS) or through contractual agreement with private companies. Security guards will be present to monitor building premises as per pre-determined schedules. Modifications to extend or change security procedures should be directed through Department of Public Safety (225) 342-5911.

### **Waste Management**

Dumpsters are provided via contractual services. Janitorial workers are to empty the building's trash containers at least daily. The collecting of aluminum cans is prohibited. Your cooperation in these efforts is appreciated.

### **Pest Control**

Qualified pest service contractors perform spraying for pests such as roaches, ants, gnats, and other insects. Eating and drinking in the building should be restricted to break rooms or kitchen areas so as to prevent infestation of pests and avoid spills on carpets or tile floors. Tenants are **prohibited** from bringing their own pesticide (e.g. Raid, Bengal, etc.) into the building.



## Elevator Operations and Maintenance

**Tenants are prohibited from using freight elevators unless moving large items or freight.**

Elevator maintenance is provided through contractual agreement with a private company. If elevator problems do occur; the problem should be reported immediately to OSB, Work Control at (225) 219-4820. OSB will record elevator trouble calls and failures will be reported to the contractor for corrective action.

**If trapped in an elevator, please refer to the instructions posted inside the elevator. If no instructions are posted inside the elevator, follow these general guidelines**

- 1) Push the "door open" button and exit the elevator
- 2) If the elevator door does not open, push a different floor button to see if elevator will start.
- 3) If this does not occur, do the following:
  - A) Open phone box, if applicable
  - B) Push the phone button to call
  - C) Talk to person on phone and give them the following information:
    - ❖ Give your name.
    - ❖ Give the name of the building in which you are located.
    - ❖ If possible, give the floor you are trapped on.
    - ❖ Wait patiently for rescue. Rescue personnel will arrive as soon as possible.

**If doors open and the cab floor is not level with the landing you should do the following:**

- 1) Close the doors by pushing "close doors" button
- 2) Push a different floor button.
- 3) When doors open, if the elevator cab floor is still not even with floor, do the following:
  - A) Open phone box, if applicable
  - B) Push the phone button to call
  - C) Talk to person on phone and give them the following information:
    - ❖ Give your name.
    - ❖ Give the name of the building in which you are located.
    - ❖ If possible, give the floor you are trapped on.
    - ❖ Wait patiently for rescue. Rescue personnel will arrive as soon as possible.

**Warning: DO NOT attempt to vacate an elevator without assistance from a rescue team.**

### General Policies

- ❖ No tape etc. is to be applied to doors, wall surfaces, built-in millwork, free standing furniture or system/modular furniture - resultant costs from damage shall be borne by the tenant
- ❖ No portable heaters are allowed in the building or any open flames (i.e. candles, incense burners, potpourri burners). All toasters, toaster ovens and any other small appliance which would be subject to activating smoke alarms and/or fire alarm systems are prohibited.
- ❖ No soft drink cans or bottles are to be collected.
- ❖ No coffee makers, mini-refrigerators, microwaves or other small appliances are allowed in private offices; this is to occur in kitchens or break areas only.
- ❖ No pets or animals are allowed in buildings. (Exception: Service animals)

## **Tobacco**

All Tobacco use (including cigarettes, smokeless tobacco, and electronic cigarettes etc.) shall be confined to the “designated” exterior smoking areas if available. Ashtrays/urns may be provided; tenants are requested to not dispose of cigarette butts in flowerbeds or grounds area. There is no smoking allowed within 25 feet of any public entrance/exit door, nor within 25 feet of a wheelchair ramp or other structure that facilitates access to a persons with disabilities.

## **Americans with Disabilities Act (ADA)**

The provisions of ADA cover all public entities, activities, and services. One of the important provisions of the act that jointly impacts OSB and its tenants is facility accessibility. Architectural barriers must be eliminated making both new construction and alterations “accessible”, and/or include an “accessible path of travel” to all “primary function areas.” In order to meet the given requirements; OSB performs compliance evaluations which are limited to only the “common area” of the buildings. This includes all exterior areas, corridors, toilet-rooms, stairs, elevators, concession area, lobbies, public meeting rooms and, generally all areas not within that of any agency / tenant. The tenant agency is responsible for ADA compliance within their respective areas.

## **Notices, Advertisements and Soliciting**

Solicitation is not permitted within the building, nor on its grounds and parking lots. Bulletin boards are provided in various places throughout the building for posting purposes. Notices and advertisement postings are limited to these bulletin boards. Posting items on doors, walls, hallways, or windows in the common areas is prohibited and will be strictly enforced and removed without notice.

## **Inmate Labor**

OSB contracts with Prison Enterprises to utilize offenders to perform custodial and ground services for the majority of the facilities in the Baton Rouge Region. In buildings where these services are utilized, offenders can be readily identified by the jumpsuits they wear (dark green) with the appropriate correctional institute name and number stenciling. If you have any questions or concerns about offender relations, please address them to the correctional guard on duty in your building. If, however, you have a concern about the quality of the services being performed, you should contact the Facility Manager or Work Control. It is requested that the following "do and don't" list, be disseminated and adhered to by your staff while the offenders are performing their services:

## **Inmate Responsibilities**

- ❖ No offender shall have under his immediate control any drugs, alcoholic beverages, weapons, cash money, syringes or any other item not permitted by institutional policy. If you have any questions regarding whether an item is contraband, please check with the offender’s supervisor (DCI employees) or Facility Manager.
- ❖ No offender shall commit or threaten physically or verbally to commit bodily harm upon any person.
- ❖ No offender shall engage in disruptive and boisterous behavior.
- ❖ No employee shall be subject to unsolicited, non-threatening, or abusive conversation; correspondence or phone calls by inmates. Offenders shall address employees by proper title or by “Mr., Mrs., Miss., or Ms.”, whichever is appropriate.
- ❖ No offender shall bribe, influence or coerce anyone to violate institutional policies, procedures, rules or state or federal laws or attempt to do so.

- ❖ No offender shall operate or participate in any game.
- ❖ No offender shall invade the privacy of an employee with unsolicited, non-threatening, affectionate or overly sexual conversation, correspondence or phone calls.
- ❖ Offenders must be in the areas assigned to them at all times and must perform their tasks with reasonable speed and efficiency.

### Tenant Interaction with Inmate

- ❖ Employees **shall not** engage in conversation with an offender other than simple courtesies. An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an offender. If conversation is required other than the simplest and brief, the correctional officer ***must*** be contacted.
- ❖ Employees **shall not** correspond with an offender by phone, mail, note or any other method.
- ❖ Employees **shall not** mail letters or any other articles for an offender.
- ❖ Employees **shall not** be affectionate with an offender to include casual touching, either alone or in the presence of others or develop any type of relationship with an offender, his family or friends.
- ❖ Employees **shall not** call or accept calls from an offender, his family or friends. If you should receive a call either from an offender, reject it and report it immediately to a correctional officer or the institution.
- ❖ Employees **shall not** allow an offender to use any telephone and should report any use of a telephone to a correctional officer immediately.
- ❖ Do not leave valuables, office supplies or contraband (i.e. jewelry, scissors, letter openers, money, cigarettes, lighters, weapons, alcohol, drugs, medication, postage stamps, or cell phones) where it would be accessible to an offender. These items should be secured at all time. If you have any questions as to what is considered contraband, please consult with a correctional officer or your Facility Manager.
- ❖ Employees **shall not** give anything to an offender (i.e. money, cigarettes, candy, pictures, and telephone numbers). Nor should an employee accept anything from an offender (i.e. painting, drawings, poems, correspondence).
- ❖ Employees **shall not** bribe, influence or coerce an offender or his family or friends to violate institutional policy, procedures, rules or state or federal laws (or attempt to).
- ❖ Any employee who is related to or acquainted with an offender assigned to the building in which they work, **must** report this to their supervisor and/or correctional officer immediately.
- ❖ Employees **shall not** leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).
- ❖ Employees should secure their computers when not in use and memorize computer passwords. Do not leave them written where an offender can easily read it.
- ❖ Employees **shall not** assign an offender work outside their regular work area. All communications and/or jobs regarding and offender ***must*** be directed to a correctional officer.

## Interior Plant Policy

The addition of interior plants to offices administered by the Division of Administration Office of State Buildings must follow the policy set forth in this document. This policy has been set to protect the interior surfaces of state office buildings, protect the health of employees working in these facilities, insure the aesthetic quality of the building, and insures good pedestrian traffic flow through the offices.

- ❖ Desktop plants may be brought to the office for the enhancement of the work place.
- ❖ No plants are to be placed on the floor or on overhead storage bins.
- ❖ All plants must be set in saucers that are large enough to catch run off from the plants when watered. Foil from florists and thin plastic liners on baskets are inadequate and will not function as a saucer.
- ❖ Plants must be treated at home with insecticides or fungicides. They may be returned when they are insect and disease free and no longer in need of treatment.
- ❖ Ivies must be contained and not allowed to vine along shelves, windows, and other furniture.

## Interior Decorations Policy

The addition of interior decorations to offices administered by the Division of Administration Office of State Buildings must follow the policy set forth in this document. This policy has been set to protect the interior surfaces of state office buildings, insure the aesthetic quality of the building and insures good pedestrian traffic flow through the offices.

- ❖ Decorations should be limited to interior of offices and cubicles; decorations should not interfere with other offices and cubicles. (Examples would include but not limited to Banners, Streamers, etc...)
- ❖ All types of lighting (Examples would include but not limited to Christmas, Mardi Gras, Sports) will be limited to the interior of cubicles and offices. No lighting or decorations will be allowed to be wrapped around cubicles or around office doors.
- ❖ Decorations or knickknacks are not allowed on top of cubicles. No exceptions.
- ❖ No lighting or decorations are to be hung from ceiling light fixtures, ceiling grids or Fire Alarm devices located within the facility.
- ❖ Decorations are allowed on desktop and workspaces in offices and cubicles. Excessive knickknacks & collectibles in open cubicles are prohibited. Decorations are not allowed to be taped or glued to doors, walls or other areas that may be damaged by tape or glue.
- ❖ Decorations are allowed in agency entrance lobbies but should follow all above restrictions.
- ❖ Curtains/Blinds/Window tint are not allowed except those supplied by OSB or unless specifically approved by OSB.

## Agency/Building Events

All events of any type (i.e. Fund raisers, book sales, plant sales, food/bake sales, etc.) must be requested in writing and in advance to ([Karin.Herrin@la.gov](mailto:Karin.Herrin@la.gov)) of the Office of State Buildings. Only event requests that are non-profit will be considered, “for profit” and “partial profit” events will typically not be allowed.

Please refer to the OSB webpage <http://doa.louisiana.gov/osb/forms.htm> “Forms, OSB-6” for a copy of the document to be filled out. The form can be e-mailed to the above personnel or faxed (225) 219-4810.

The request will need to include, but not limited to the following:

- ❖ Description of event being requested
- ❖ Building area (inside or outside) that event will be held.
- ❖ Building location (lobby, room, floor) that event will be held.
- ❖ Contact Person and contact numbers (i.e. office, cell phone, fax, etc.)
- ❖ Dates and Times of event
- ❖ Anticipated number of people to attend

## State Parking Garages

### Validation Procedure

- ❖ Upon arrival at the designated location, the requestor must *fully* complete proper form and provide to the authorized validation person(s). Note: Each agency will be required to have a primary person as well as a back-up authorizer. A maximum of 8 authorized validators will be allowed per agency.
- ❖ The completed form will be reviewed by the authorized validation person for completeness and appropriateness (i.e., state employee conducting state business, training, conferences, etc.\*). If found to meet the criteria, the validation form will be signed and the back of the parking ticket will be stamped and signed by the authorized validator. *(Do not staple or tape ticket to form, paper clip only)* \*It will be the validation person's responsibility to validate *ONLY* those requests which are specified.
- ❖ The requestor would then take the validated parking ticket along with the form and proceed to the parking garage to retrieve their vehicle. Upon arrival at the ticket booth, the requestor will present both the validated parking ticket and completed form (by both the requestor and validator) to the booth attendant. The requestor will then be allowed egress from the parking garage at no cost.
- ❖ Republic Parking will maintain a file of all validated parking tickets and provide a periodic report (quarterly) of the various agency provided validations. This will assist us in monitoring this process.

### NOTE

In the event of a misplaced/forgotten ID badges, State Employees will be allowed **(1) one validation calendar per year**. Providing more than one validation for free parking to State Employees without ID badges will not be allowed. In the event of abuse of this one-time concession, OSB reserves the right to remove validation stamps from the agency.

### Parking Rules and Regulations

- ❖ All State Parking Garages are for the parking of vehicles only. No other activities, (skate boarding, jogging, bicycling, etc...) is allowed.
- ❖ All traffic control directional signs and pavement markings must be obeyed.
- ❖ The speed limit is 5 mph.
- ❖ Vehicles must be parked head in, (*no backing into spaces*) and entirely within the parking stall lines painted on the floor.
- ❖ Parking is prohibited in areas not marked for parking. (travel lanes, areas designated as NO PARKING ZONES.) Parking is prohibited in spaces reserved for state vehicles and state maintenance vehicles and all labeled leased spaces.
- ❖ All person assigned leased space(s) will park on a first come first serve basis. Parking in spaces other than the one(s) assigned by the State or parking in spaces reserved for others may result in the cancellation of the lease contract.
- ❖ All users are encouraged to lock their vehicles. The state will not be responsible for damaged vehicles or items stolen from parked vehicles.
- ❖ All drivers are required to follow safety procedures and directions given by police officers, parking management, staff and/or persons designated by the State.
- ❖ State employees and individuals leasing parking may access the garage after hours and on Saturdays, Sundays, and Holidays via their State ID/Access Card or lease parking access card.
- ❖ Parking garages should not be used to "store" vehicles, violators will be towed at owner's expense.

### Building Fire Evacuation Procedures

***DO NOT USE THE ELEVATORS IN ANY EVACUATION SITUATION***

### The Office of State Buildings

OSB provides guidance, supervision, and the development and implementation of the evacuation plan, and to review, critique, and edit it for compliance with all applicable building, fire and any other related codes before it is instituted. In the event of an emergency, all building occupants have specific responsibilities to perform to insure a safe, orderly, and speedy evacuation. The following pages are devoted to identify the safety related responsibilities of all building occupants.

## **Building Occupants**

It is the responsibility of all occupants to:

1. Know your Evacuation (Floor/Section) Warden and Assistant Warden.
2. Be thoroughly familiar with the Evacuation Procedures of your section.
3. Follow all instructions given by your Warden and/or Assistant Warden.
4. Know where the designated primary and secondary fire exits are for your area.
5. Be familiar with the location of all fire exits in the event that you are not in your regular work area during an evacuation.
6. Request all visitors to accompany a building occupant in the evacuation.
7. Remain calm and quiet. Quickly proceed downward via the stairwells to the Ground floor and then to the designated assembly area. A normal (vs. leisurely) pace will insure your safety and that of your coworkers.
8. Proceed to and remain in your designated assembly area until you are notified by your Floor/Section Warden that an "all clear" has been given and it is safe to re-enter the building.
9. Driving your vehicle in the garage during a fire alarm is not permitted.

### **If building occupant or visitor should discover a fire, or if you see or smell smoke which could indicate the presence of fire, you should:**

1. Activate the manual pull station closest to you.
2. Call 911 and report the situation, your building name, address and floor. Stay on the line until the 911 operator releases you.
3. Any personal items that you deem necessary should be taken with you, if possible, in the event you cannot re-enter the building.
4. Close (but do not lock) all doors and evacuate the area.

## **Floor/Safety Wardens and Assistants**

1. Be thoroughly familiar with the Emergency Evacuation Procedures for the building in general and your group/floor in particular including the locations of fire pull stations and the primary and secondary exit routes.
2. Know where the primary and secondary fire exits and stairwell(s) are located.
3. Ensure that all walkways/corridors are free of obstructions, EXIT lights are illuminated and that any other fire/life safety deficiencies are reported to the Evacuation Safety Director.
4. Will have an up to date list of all Physically Challenged persons and assigned Aid(s).  
A sample form that can be used for this purpose appears at the end of these procedures
5. Ensure that new employees in your area are fully familiar with the Emergency Evacuation Procedures and are shown the exits and assembly area assigned to them.
6. Maintain a current listing of all employees in your area to ensure an accurate roll call upon arrival at your assigned location in the assembly area.
7. If a fire should occur in your area, activate the manual pull station closest to you, Call 911 to report the location of the fire (Floor, Section, Floor and address) and, when released by the operator, start the evacuation procedure.
8. Ensure that all employees in your area are aware of the evacuation when activated and that they all comply with the procedures.
9. Check all rooms in your area including restrooms (male and female) to ensure that no one is left behind and close all office doors prior to your leaving the area.
10. Upon arrival at your designated assembly area, take an accurate roll call to ensure that everyone is properly accounted for from your area, utilizing your current employee listing.
11. Fire Wardens should hold their "Fire Evacuation" signs high enough as to be seen from a distance. The signs should reflect the status of your group. (Green = everyone accounted for, Yellow = Medical Attention Needed, Red = someone is missing)
12. If anyone is unaccounted for from your area, report the name(s) and regular work area location to the Emergency responder on site.
13. Keep all employees from your area assembled in your designated area until properly dismissed by the DPS officer(s) at the scene.

**All Floor/Section Wardens are responsible for notifying the OSB Safety Risk Agency Manager if someone new (employee or visitor) requires assistance during an evacuation.**

**Assistants and Alternates for the Physically Challenged**

1. Volunteer Assistants, proceed immediately to your assigned employee's work station and assist him/her to move to the rendezvous area outside the assigned exit stairwell.
2. If your assigned employee is hearing or sight impaired, take him/her by the hand and lead the employee to the rendezvous area outside the exit stairwell.
3. If the assigned employee is not at his/her regular workstation, proceed to the assigned rendezvous area and wait.
4. If the assigned employee fails to appear within a reasonable amount of time, exit the facility and report immediately to your Warden or Assistant Warden that your assigned employee was not in the regular work area and did not appear at the exit.
5. If you are not in your regular work area when an evacuation is sounded, DO NOT attempt to return. You should exit the facility by following the route taken by employees in the area you are in and then immediately report the circumstances to your Warden or Assistant Warden.

**Physically Challenged Employees**

1. Volunteer Assistants have been assigned to Physically Challenged employees to guide them to their assigned exit stairwell location and to stay with them until there is no further traffic from floors above you. At that time, you may move or be moved by your Volunteer Assistants into the stairwell (which is a 2 hour rated area) to await assistance from Emergency Rescue Personnel.
2. If you are at your regular workstation when an evacuation is sounded, wait for your assigned Volunteer Assistant to assist you to the assigned exit stairwell location.
3. If the assistant fails to appear, within a reasonable amount of time, or you are not at your workstation when the evacuation is sounded, notify the Floor Warden or his/her Assistant for assistance.
4. If the Emergency Rescue Personnel feel that the situation requires that you be evacuated to the outside assembly area, stay in this assembly area until the "all clear" is given. and all employees are allowed to reenter the building.

**Building Maintenance Personnel**

1. To investigate the location and source of the alarm at the annunciator panel.
2. To transmit the findings to co-workers.
3. To notify DPS, the monitoring service and the OSB Service Center of the findings.
4. To meet the first responding BRFD truck, communicate all findings and answer questions about the alarm, inhabitants, evacuation assembly areas and building specific information as requested.
5. To work with DPS in notifying the tenants when it is safe to re-enter the building.

**DPS Personnel**

1. To keep Fire Areas and Lanes clear for emergency vehicles.
2. To shut down traffic on road(s) where building tenants are exiting.
3. To assist in canvassing assembled groups to determine numbers and locations of people who are unaccounted for or needing evacuation assistance.
4. To maintain crowd control.
5. To assist Building Maintenance in advising tenants when it is safe to re-enter the building.

**Building Security Guards**

1. Ensuring that no persons be permitted entrance into the building until the "All Clear" is announced.
2. To exit the building after the Firemen arrive and then take up a position outside a front door.

**EMERGENCY EVACUATION DRILLS**

Evacuation drills will be conducted on an annual basis (minimal). These drills will involve all personnel occupying the building. As part of and prior to these drills, Evacuation Safety Personnel will be expected to attend refresher reviews.

Evacuation drills will be conducted in conjunction with the DPS, Johnson Controls and Office of State Buildings' personnel. Evaluation reports will be kept by the Facility Maintenance Manager and the OSB Safety Risk Agency Manager and will be available upon request for annual Office of Risk Management Audit purposes.

## **WHEN THE ALARM SOUNDS**

### **1. The Floor/Section Warden will**

- a. Put on their identification vests or hats.
- b. Put the evacuation plan into action.
- c. Take their place at their assigned Exit Stairwell position.
- d. Encourage a prompt but orderly evacuation.
- e. Ensure that all areas of the floor/section, including restrooms, are vacated.
- f. Not leave the floor until all Deputy Wardens and the Assistants for the Physically Challenged have checked in and assuring that their respective areas are clear.
- g. Upon arrival at the designated assembly area, perform a head count to verify that all regular occupants of their floor/section have been evacuated.
- h. Notify the emergency responders on site of the count and of anyone not accounted for.

### **2. The Deputy Warden will**

- a. Put on their identification vests or hats.
- b. Assume the duties of the Floor/Section Warden if the Warden is not in position.
- c. Assist the Wardens in any way possible.
- d. Prevent access to Elevators and direct those searching for evacuation routes to the nearest stairwell.

### **3. Assistants for the Physically Challenged will**

- a. Put on their identification vests or hats.
- b. Locate the physically challenged person to whom they are assigned and ensure that the person is moved to the entrance of the stairwell.
- c. Assist the physically challenged person (s) into the stairwell landing **AFTER ALL PERSONS FROM THE FLOOR ABOVE AND OWN FLOOR HAS EXITED** to await assistance from Emergency Rescue personnel.
- d. Notify the Floor/Section Wardens that their physically challenged person is accounted for in the stairwell and awaiting rescue.

### **4. Building Occupants will**

- a. Shut down PCs (if time permits);
- b. Take any personal items and visitors with you and;
- c. Bring umbrella or poncho during inclement weather;
- d. Evacuate the building and assemble with your floor/section in your assigned location.

## **EMERGENCY EVACUATION ROUTES and ASSEMBLY AREAS**

Evacuation plans by floor with primary exit routes indicated have been developed and will be posted at strategic locations on each floor. You will see that each floor is divided into two sections and these are color coded to indicate the primary stairwell to utilize in evacuating the building.

## **EVACUATION FLOOR/SECTION WARDEN CHECK LIST**

Evacuation Floor/Section Warden:

Assistant Evacuation Floor/Section Warden:

Section is located on the side of the Floor(s) of the Building.

Number of Employees in Section (normally):

Evacuation Assembly Area:

Section or Group:

## **EMERGENCY EVACUATION ASSISTANCE LIST**

Information effective as of

Persons Requiring Assistance in evacuating the building:

Name:

Where employee will be waiting:



## “Appendix A”

City/Building	Hours	Non-Emergency Security	Telephone#	Emergency Telephone
<b>ALEXANDRIA</b>				
Alexandria State Office Bldg	6a.m.-6p.m. Mon.-Fri. After hours		DPS officer on duty Alexandria Office Bldg. (318) 767-6026 Alexandria City Police (318) 449-5099	911
<b>BATON ROUGE</b>				
1 <sup>st</sup> Circuit Court	7:00 a.m.-8:30 p.m. Mon.-Fri.  After hours		Court security officer 382-3090 or 382-3091 DPS Police 342-5911	911
Arsenal Museum	Closed Down		DPS Police 342-5911	911
Bienville Building	All hours		DPS Police 342-5911	911
Brickyard Facility	All hours		DPS Police 342-5911	911
Capitol Annex	All hours		DPS Police 342-5911	911
Central Plant	All hours		DPS Police 342-5911	911
Champion A & B	All hours		Baton Rouge City Police 389-3831	911
Claiborne Bldg.	All hours		DPS Police 342-5911	911
OPH Lab	All hours		DPS Police 342-5911	911
Governor's Mansion	All hours		DPS Police 342-5911	911
Galvez Garage	All hours		DPS Police 342-5911	911
Galvez Building	All hours		DPS Police 342-5911	911
Poydras	All hours		DPS Police 342-5911	911
Iberville Building	All hours		DPS Police 342-5911	911
ISB (Data Center)	All hours		DPS Police 342-5911	911
LaSalle Garage	All hours		DPS Police 342-5911	911
LaSalle Building	All hours		DPS Police 342-5911	911
Livingston Building	All hours		DPS Police 342-5911	911
Old Governor's Mansion	All hours		DPS Police 342-5911	911
Pentagon A, B, C, D	All hours		DPS Police 342-5911	911
Service Center	All hours		DPS Police 342-5911	911
State Capitol	All hours		DPS Police 342-5911	911
State Library	All hours		DPS Police 342-5911	911
Visitor Center/Garage	All hours		DPS Police 342-5911	911

## “Appendix A”

<b><i>LAFAYETTE</i></b>			
Brandywine 3	6a.m.-6p.m. Mon.-Fri. After hours	DPS officer on duty Brandywine 3 (337) 262-1351 Lafayette City Police (337) 291-8600	911
Brandywine 6	6a.m.-6p.m. Mon.-Fri. After hours	DPS officer on duty Brandywine 6 (337) 262-1351 Lafayette City Police (337) 291-8600	911
<b><i>MONROE</i></b>			
NELSOB (Northeast La. State Office Building)	7:00a.m.-5:00p.m. Mon.-Fri. After Hours	DPS officer on duty Monroe Office Bldg. (318) 362-3105 Monroe City Police (318) 329-2600	911
<b><i>NEW ORLEANS</i></b>			
Senator Chris Ullo Bldg	6 a.m.-6 p.m. Mon.-Fri. After hours	DPS officer on duty Senator Chris Ullo (504) 361-6015 Jefferson Parish Sheriff's Dept. (504) 349-5322	911
State Supreme Court	All hours	Court Security (504) 310-2459	911
<b><i>SHREVEPORT</i></b>			
2 <sup>ND</sup> Circuit Court of Appeal	8:00 a.m.-8:00 p.m. Mon.-Fri. After hours	Court Security officer on duty 2 <sup>nd</sup> Circuit Court of Appeal (318) 227-3705 Shreveport City Police (318) 675-2150	911
Jordan Street Bldg	8:00 a.m.-4:00 p.m. Mon.-Fri. After hours	DPS officer on duty Shreveport State Office Bldg (318) 676-7443 Shreveport City Police (318) 675-2150	911
Shreveport State Office Bldg	8:00 a.m.-4:00 p.m. Mon.-Fri. After hours	DPS officer on duty Shreveport State Office Bldg. (318) 676-7443 Shreveport City Police (318) 675-2150	911