



# Policies & Procedures

## GEORGIA BUILDING AUTHORITY

**SUBJECT: Building Policies**

**REVISED: 8/01/09**

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### **PURPOSE:**

The Georgia Building Authority (GBA) is responsible for the operation, maintenance and repair of state facilities on the Capitol Hill Complex. GBA provides leadership, coordination, and technical advice to our partners and stakeholders to develop and preserve our facilities and related assets. The following building guidelines and restrictions are provided to ensure facilities and related physical assets meet their intended functions and are maintained in a high quality, cost-effective, and timely manner. Authority to repair, remodel, and maintain state real property is granted to GBA through Official Code of Georgia (OCGA) §50-9-5(6).

### **SECTION I. AGENCY COORDINATORS**

To foster and facilitate cooperation and communication, GBA requires that each tenant agency designate one or more specific individuals 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 GBA and represent their respective agency in facility related issues.

#### **1. Agency Facility Coordinator**

Tenant Agencies shall designate an Agency Facility Coordinator who is authorized to request billable services from GBA.

#### **2. Agency Access Coordinator**

Tenant Agencies shall designate an Agency Access Coordinator to maintain accurate employee access information and coordinate the issuance of staff building access cards through GBA.

#### **3. Payments**

Tenant Agencies are responsible for paying for rent and all billable services when costs are due. GBA reserves the right to withhold other GBA services if rents or payments for other services are not received in a timely manner.

### **SECTION II. BUILDING SECURITY**

The Capitol Police Services Unit, a division of the Department of Public Safety (DPS) provides general security to the GBA facilities on the Capitol Hill Complex. To report emergencies or to request assistance, tenants may contact the DPS switchboard at 404-656-3281.

#### **Medical Emergencies**

Medical emergencies may be reported directly to paramedics at 911 but should also be reported to the DPS switchboard. Capitol Police can provide assistance by guiding the ambulance and other response vehicles directly to the injured person(s).

### **SECTION III. BUILDING ACCESS**

GBA maintained buildings on the Capitol Hill Complex are open to the public during normal business hours. The standard operating hours for GBA facilities are Monday through Friday, 7:00 am to 6:00 pm. GBA facilities are closed to the public on Saturdays and Sundays and on all state Holidays.

#### **1. Public Access**

At least one door to each building is designated as a “public access entrance” and is manned with either a Capitol Police officer or a (DPS) contract officer. Entrance into a building through a “public access entrance” may be obtained by presenting proper picture identification (e.g., driver’s license, state-issued Identification Badge) to the officer.

#### **2. Non-Public Access**

Access through other entrances into state-owned buildings is controlled by card readers. State employees may be given access for entrance into buildings where they work or conduct business with the approval of the Agency Access Coordinator.

#### **3. Restricted Access**

Capitol Police (DPS) must approve all access to the State Capitol, the Coverdell Legislative Office Building, the Health Building, the Judicial Building, and to 244/254 Washington Street. Access through any door other than the public entrance into these buildings is limited to the employees who work there and the DPS will not grant access to employees for reasons of convenience.

#### **4. GBA Access**

GBA reserves the right to enter facilities at all reasonable times for the purpose of inspection, maintenance, or repairs.

#### **5. Access Card**

All employees and contractors must wear and display a state-issued building access card. Agencies are responsible for verifying the identity of their employees and contractors doing business on State property prior to requesting an access card. Agency Access Coordinators shall maintain accurate staff access information and coordinate the issuance of access cards through GBA.

- a. Card Issuance** – The Agency Access Coordinator must ensure an Access Card Authorization Form (A-713) is completed online, signed by the Coordinator, and processed to GBA with at least a 24-hour minimum turnaround time. The employee or contractor may go to the GBA office to have his/her picture taken and to pick up the card.
- b. Card Return** – The Agency Access Coordinator must return to GBA access cards for employees and contractors immediately upon termination of employment.
- c. Replacement Card Fee** –The replacement fee for an access card is \$20.00. These fees apply to lost or abused cards and change in personal information (i.e. name changes, title changes, etc.).

- d. **Card Care** - To maintain the reliability of access cards, proper care is essential. The following are some basic guidelines to consider:
  - Do not expose cards to extreme heat.
  - Do not fold, bend, or twist cards.
  - Do not re-laminate cards.
  - Do not punch a slot or hole in cards.
- e. **Policy Violations** - The following actions are policy violations and subject to revocation of access card privileges:
  - Loaning an Access Card to another person.
  - Transferring an Access Card to another person.
  - Altering an Access Card in any way.
  - Admitting unauthorized persons into any building or parking facility.
  - Losing an Access Card and not reporting it.
  - Following or tailgating through a carded doorway or turnstile.
  - Misrepresentation of employee or contractor data for requesting an access card to Capitol Hill will result in disciplinary action.

#### **SECTION IV. HOUSEKEEPING**

Routine custodial services are performed on a scheduled basis and require no special request or planning. These services include vacuuming and cleaning carpets for office spaces, garbage and recycling collection; restroom cleaning; and pest control services.

##### **1. Emergency Cleaning Requests**

Requests for custodial services for spills, paper towels, bathroom tissue, etc. can be made through the Work Control Center at 404-463-HELP (4357), or reported online at [www.maintenance.gba.ga.gov](http://www.maintenance.gba.ga.gov)

##### **2. Housekeeping Guidelines**

The following housekeeping guidelines for tenants will assist GBA in maintaining clean facilities:

- a. **Office Space** - Keep clear all areas to be cleaned - the janitorial staff is instructed not to touch any computers, papers, files, or records that are lying on desks, file cabinets, or bookcases. Please do not store items on the floor as this makes it difficult for the housekeeping staff to clean your floor area.
- b. **Storage Areas** - Do not store materials within 24 inches of the ceiling in storage or closet areas. This is to ensure fire safety clearance for the sprinkler heads.
- c. **Restrooms** - Do not remove paper towels, toilet tissue, and other janitorial supplies from restrooms or supply closets. Do not dispose of any paper towels, handiwipes, or sanitary napkins into the plumbing system.
- d. **Trash Collection** - All boxes or items too large for the "Trash Only" containers that are to be disposed of must be labeled as "TRASH".
- e. **Waste Disposal** - Do not dispose of unwanted food into kitchenette or restroom sinks, drinking fountains, toilets, urinals, or in recycle containers. Please properly dispose unwanted food in trash cans.
- f. **Recycle Bins** - Do not use recycle bins for anything other than recyclable materials. Individuals are responsible for emptying small desk recycle bins

into the large recycle bins located in common areas provide by GBA. GBA is not responsible for materials left in the common area large recycling bins.

- g. Food Storage** - Perishable food (i.e. fruit, vegetables) storage for extended periods of time is not permitted at desks or workstations. Supplies for coffee, tea and other foods must be stored in sealed plastic or metal containers.
- h. Kitchens** - State agency employees are responsible for cleanup of kitchenettes and other established food preparation areas at the end of each day. Tenant refrigerators must be cleaned at least weekly of any items that may spoil. State agencies will be responsible for the cleanup, repair, and restoration of a food preparation area if damaged.

### **SECTION V. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**

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 using the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 55. Tenants are not authorized to adjust thermostats - please contact the Work Control Center when temperature adjustments are required.

#### **1. Heating Policy**

Occupied space temperatures are maintained between 68-74° F during the winter months. During periods where normally occupied spaces are not used during the daytime, weekends, or holidays, procedures to minimize unnecessary energy use will be followed. Designated operational areas for vestibules, stairwells, machinery, and unoccupied spaces temperatures are maintained at 60° F during the winter.

#### **2. Air Conditioning Policy**

Occupied space temperatures are maintained between 73-79° F during the summer months. Stairways, storage areas, mechanical rooms, and vestibules are not required to be air-conditioned.

#### **3. HVAC Restrictions**

The following HVAC restrictions will help to ensure consistent temperatures and working conditions throughout the buildings:

- a. Temperature Controls** - 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. Report any heating or cooling problems to the Work Control Center.
- b. Fan Coil Units** – Nothing is to be placed on the coil cover (windowsill) obstructing the airflow or in front of the air intake at the bottom of the cover. In order to access the filters for the units, furniture and other objects should be kept 36" away from the fan coil units. Nothing is to be placed in front of the window higher than the windowsill.

- c. **Portable Space Heaters** - The only space heaters GBA will authorize is a ceramic heater equipped with a tip-over, shut-off mechanism. Use of a space heater and other electrical appliances in the same outlet can overload a circuit and could result in an electrical fire. Tenants must ensure that no other electric appliances are plugged into the same circuit as the space heater and that the maximum amperage rating of the heater does not exceed the rating of outlet. Request for additional outlets to accommodate space heaters will be billable to the tenant agency.
- d. **Window Blinds/Drapes** – Door sidelights increase light infiltration and should not be covered with blinds or other window treatments. Blinds/drapes on exterior windows should be kept lowered whenever possible to increase the building's energy efficiency. Draperies must meet life safety and fire code requirements. All draperies hung without GBA permission will be removed at the tenant's expense.

#### **4. After Hours HVAC Requests**

Requests for after hours heating and cooling must be made in writing from the Agency Facility Coordinator to the Work Control Center. Request must be made 72 hours prior to needing service and 72 hours notice to cancel a request that has been submitted to the Work Control Center. There will be an hourly charge per floor.

#### **5. Energy Management**

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.

### **SECTION VI. BILLABLE SERVICE REQUESTS**

All billable service requests must be requested in writing by an Agency Facility Coordinator through the Work Control Center. Requests can be emailed to: [workorder.request@gba.ga.gov](mailto:workorder.request@gba.ga.gov) or sent by mail to:

Work Control Center Manager  
Georgia Building Authority  
1 Martin Luther King, Jr. Drive  
Atlanta, GA 30334

#### **1. Tenant Improvements**

All tenant improvements to GBA owned facilities must be coordinated through GBA. Examples of tenant improvements include office renovations, remodeling, or painting; installation of new electrical circuits or light fixtures; and other changes to the building. Tenant agency responsibilities include:

- Costs associated with upgrades from GBA standard materials
- Maintenance of all tenant-owned furniture
- Cost of installation, repair, operation, and maintenance of equipment in tenant space (including card readers, duress buttons, etc.)
- Repairs caused by tenant negligence or policy violations
- The cost of ADA compliance for tenant requested services

**2. Other Billable Services**

Other billable services may include moving services, signage, door lettering, name plates, and requests for after hours heating or cooling.

**SECTION VII. GENERAL BUILDING RULES**

**1. Use of State Property**

Tenants may not use GBA owned facilities for any purpose other than their intended use without the consent of the GBA.

**2. Smoking Policy**

Smoking is strictly prohibited in GBA owned or leased buildings, including offices, hallways, waiting rooms, restrooms, break rooms, and meeting rooms, among other areas such as enclosed underground parking decks/garages. Smoking is only allowed in designated areas of GBA premises, which include the rear and/or employee entrances of GBA premises. In designated areas, smokers are prohibited from blocking doorways and entrances, including delivery entrances, to the building. Employees are expected to keep the premises free of litter and dispose of ashes and cigarette butts in the designated receptacles.

**3. Drug Free Workplace**

It is the policy of GBA to provide a drug free work environment. Illegal drug use significantly impacts the work place and is a serious threat to public health, safety, and welfare. Employees are PROHIBITED from engaging in the UNLAWFUL/ILLEGAL manufacture, distribution, dispensation, possession or use of controlled substances.

**4. Noise Restrictions**

Tenant or guests shall not make or permit any loud noises in the building or do anything that shall annoy, disturb or interfere in any way with any other tenant.

**5. Prohibited Materials**

The following are not allowed in buildings due to the health and safety of building occupants who may be chemical sensitive or suffer with allergy problems: heated potpourri pots, scented sprays, or other pungent odor items. Due to potential fire hazards, no heat producing appliances are allowed in work areas (i.e. crock pots, hot plates, popcorn poppers, toaster, toaster ovens, etc.) nor burning candles or incense.

**6. Posters and Pictures**

Tenants may 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. Agency Facility Coordinators may contact the Work Control Center to hang pictures, posters, etc., in the appropriate place and with appropriate hardware. Bulletin boards are located throughout the buildings for the posting of public notices.

**7. Signs/Advertisements**

No sign or advertisement should be attached to the building and no sign shall be put or painted upon the building, in the halls, elevators, staircases or entrances. Any deviation from building standards must be submitted in writing and approved by GBA.

**8. Door Locks**

No additional mechanical/electrical lock, latch, or bolt of any kind shall be placed upon any door, nor shall any changes be made to existing locks without consent of GBA.

**9. Work Station Policy**

All articles of modular furniture (acoustical panels, work surfaces, and file cabinets, etc.) provided by GBA are not to be moved or rearranged except by GBA personnel. Cost of locating and replacing furniture moved without GBA's permission will be billed to your agency. Placement of the systems furniture in enclosed areas or private areas is not permitted and will be removed by the GBA staff.

**10. Surge Suppressors**

All surge suppressors must be UL Listed and meet UL Code 1449. Surge protectors cannot be placed on the floor, but must be securely attached to work surfaces or to the walls. All cables and wires should not be exposed or cause any obstruction or hazard to foot traffic.

**11. Weight Limitations**

GBA shall have the right to prescribe the weight limitations, position and manner of installation of heavy articles such as safes, shelving, machines, and other equipment brought into the building. At no time shall any weight be placed upon any floor by tenant that exceeds the design conditions of the floors at the applicable locations. Please contact GBA prior to installation of any heavy articles.

**12. Ingress/Egress**

All fire access corridors, mechanical/electrical rooms including the elevator lobbies and stairwells, are to be kept free of storage and furniture. Fire Code Regulations require the stairwell doors to be closed at all times.

**13. Mobility Devices**

Bicycles, mopeds, scooters, skateboards, roller blades or skates, motorcycles or vehicles of any kind are prohibited inside of any building, unless specifically permitted for individuals with disabilities. Sidewalks, entrances, passages, corridors, halls, elevators and stairway in the building shall not be obstructed by any tenant or used for any purpose other than for ingress and egress.

**14. 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. Fish or other aquariums are not permitted.

**15. Plants**

Plants are allowed in the building at the discretion of GBA. All plants must have watering trays and be 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. Fertilizer or plant food must be stored in sealed containers with Material Safety Data Sheet(s) (MSDS). Diseased plants will be removed immediately by GBA staff at the owner's expense. State agencies will be responsible for the cleanup and/or repairs to surfaces damaged by plant watering.



**16. Holiday Trees & Decorations**

The Georgia Office of Insurance and Safety Fire Commissioner does not recommend natural cut trees. Live trees may be used provided they meet the following:

- a) They are in fact live, (i.e., they have a root-ball system still attached) and are placed in containers with dirt.
- b) They are well maintained by watering them.

Artificial trees must be of a nonflammable, noncombustible material and should be held upright in sturdy stands having a base that is broad enough to effectively support the tree against the surrounding activities. Artificial holiday trees and decorations shall be located in such a manner that they do not interfere with 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 and 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.

**17. Cooking**

No cooking, with exception of microwave ovens, shall be performed on the premises without written approval of GBA.

**18. Refrigerators and Ice Makers**

Refrigerators and ice makers must be approved and authorized by GBA. Only frost-free refrigerators may be used and will be set upon a plastic floor pan.

**19. Vending Machines**

No vending machines shall be installed, maintained or operated upon the premises without the written consent of GBA.