



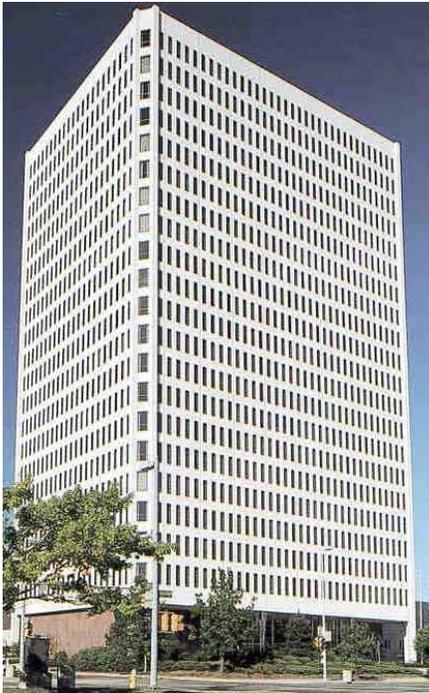
OHIO BUILDING AUTHORITY

THE MICHAEL V. DISALLE GOVERNMENT CENTER TOLEDO, OHIO

TENANT HANDBOOK

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Introduction

This handbook is published for the information of all employees working in the Michael V. DiSalle Government Center, so that each might be acquainted with general information about the building and specific policies, regulations, and procedures that each person should know in order that the Ohio Building Authority can provide the most effective maintenance, safety, and security to the building and its occupants.

The 575,250-square-foot building is composed of tinted glass, along with granite panels and stainless steel trim. The 22-story structure houses offices of the City of Toledo, Lucas County and the State of Ohio.

The main, public entrance to the building faces Jackson Boulevard. A second entrance to the building in the rear of the main lobby is connected by a covered walkway leading to and from an 8-level, 335-space parking garage open to the tenants and the public.



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It is the responsibility of all employees, state and service contract, to utilize this building in a manner so that it may be passed on to succeeding generations of Ohio citizens as the monument to Ohio that it now represents.

Please feel free to contact the Building Management office at (419) 245-3080, if you have any questions after reviewing the handbook.

General Information

Food Service Facilities

A cafeteria is located on the 13th floor, and is open Monday through Friday, from 7:30 a.m.-2:30 p.m. All catering and food sales must be done in cooperation with the cafeteria. There is also a newsstand located in the rear lobby on the main floor and vending areas within break rooms on most floors.

Elevators

There are twelve elevators located in the facility. The service consists of eleven passenger elevators, one freight elevator.



Hours of Operation

The building is open for normal operations Monday through Friday, 6:30 a.m. to 6:30 p.m. Anyone desiring to enter or leave the building after normal hours of operation should refer to the Security section of this handbook.



Conference Rooms

There are six conference rooms in the building, with varying capacities from 14-50 people. To reserve or inquire about use of the rooms, please contact Building Management at (419) 245-3080.



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Posting of Notices

There are many worthy causes promoted by tenants throughout the year. However, please refrain from posting notices in the elevator lobbies and other public walls throughout the building. The adhesives used to affix fliers often cause damage to the walls and requires an inordinate amount of manpower to remove. There are bulletin boards available for department and employee use in most of the tenant suites. Finally, feel free to distribute pertinent information to floor coordinators for departmental posting.

All notices for posting on the main lobby boards must be typewritten on 8 ½" x 11" white paper, dated, and forwarded to Building Management. Contact (419) 245-3080 for more information.

When notices have served their purpose, or a time lapse of two weeks has occurred, notices will be removed.

Handbills or posters no larger than 12" x 12" size, depicting governmental-related information, announcements, or functions, will be handled as other notices cited above.



Lost and Found

For information regarding lost and found items, call Security at (419) 245-3085.

Solicitation

Solicitations on public property by private individuals, organizations, or companies for the purpose of selling to individuals are prohibited.

This is in order to ensure proper and unimpeded ingress and egress to DiSalle Government Center by the public and government employees working in the DiSalle Government Center.

This helps to minimize loitering, and to eliminate unnecessary maintenance work. It is the policy of the Ohio Building Authority that no solicitation or distribution of literature is to be permitted in the DiSalle Government Center by any persons or organization.

Any request for a waiver of this building regulation for a good and sufficient cause must be submitted in writing to the Ohio Building Authority.



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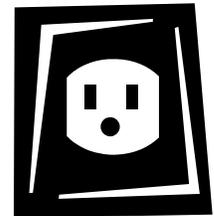
Recycling

The DiSalle Government Center participates in a recycling program. Each desk is provided with a box to hold mixed office paper, which should be emptied into an appropriately-marked barrel, once full. In addition, we recycle cardboard. Should you have any questions, please contact your recycling coordinator or Building Management.



Maintenance

- To request maintenance service, contact Building Management at (419) 245-3080.
- Coffee grounds should be placed in plastic bags and disposed of in the waste baskets. Waste should never be placed in the coffee sink or restroom facilities, as the grounds may clog the plumbing system.
- Any tenant desiring to install electrical or mechanical equipment in a department must specify in writing to the Ohio Building Authority that the equipment is desired and a determination will be made as to effects upon electrical loading, temperature, humidity, etc.
- The women's restrooms are equipped with sanitary napkin disposals. These should be utilized as opposed to the toilets or paper trash disposals.
- If you have an unusually large amount of trash to be removed, call (419) 245-3080.
- On extremely sunny days, keeping the drapes closed will assist in conserving energy and maintaining a constant temperature. Under no circumstances will any employee attempt to adjust the thermostats in a room.
- To ensure longevity of the carpet, all food or liquid spilled on the carpet should be blotted with a paper towel. Building Management should immediately be called at (419) 245-3080, so that the soiled area may be properly cleaned.
- Liquid containers should never be placed in waste baskets, as it could possibly stain the carpet if spilled.

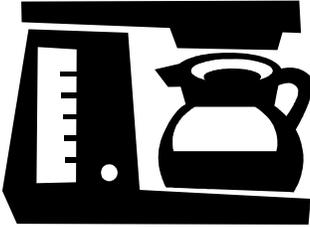




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Safety

- There are Floor Safety Coordinators on every floor. Floor Safety Coordinators will provide directions to employees concerning severe weather and fire alarm evacuation procedures. Agency coordinators will provide the list of Floor Safety Coordinators to the Ohio Building Authority/Building Management.



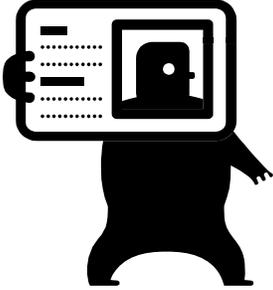
- All coffee pots must be kept in the kitchenettes or a designated area approved by Building Management. Coffee pots must be disconnected or turned off by the end of the business day. Extension cords are not permitted.
 - Hot plates, toasters, electrical heaters, and electric fans are not permitted.
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- Electrical appliances found “on” after business hours and considered a fire hazard will be confiscated by Security.
 - Microwave ovens are only permitted in the kitchenette or other approved area. When using a microwave oven, the operator must remain in close proximity to the oven, in case the oven malfunctions or starts to burn the food item. Failure to do this may result in the removal of the oven if a fire results, or if a fire/smoke alarm is activated.
 - The fire stairwells are for emergency use only. They should not be used for travel between floors. Anyone entering these restricted areas will be trapped in the stairwell, as the doors automatically lock from inside.
 - Fire codes do not permit the use of live Christmas trees, flammable decorations, or electric lights. Security will remove any such materials found on the floors.
 - The circulation corridors will remain clear at all times and should never be used for storage or other purposes.
 - The State Fire Code prohibits the storage of boxes, papers, or other materials in office areas. The only areas authorized for storage are designated rooms with a fire-rated wall and an 18-inch ceiling clearance. All items stored on a top shelf must have an 18-inch clearance between the top of the item and the ceiling. Freight elevator lobbies are not to be used to store items at any time.
 - The DiSalle Government Center is a smoke-free facility.





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Security



- Tenants desiring to enter the DiSalle Government Center after normal hours of operation must enter by the Jackson Boulevard entrance. They will be required to present a building identification pass with after-hours access to the security guard on duty and sign in or out as necessary.
- Building IDs are to be worn by tenants/employees at all times, in such a manner that they are readily identifiable. Identification passes may be obtained by a written request from a department supervisor to the Ohio Building Authority stating the name of the employee and the floor to which the employee will be permitted access after regular business hours. Any badge replacement will be at an additional charge.
- In the event that you receive a telephone bomb threat, try to notify another employee while keeping the caller on the line. This may give the telephone company adequate time to trace the call. Notify Security immediately at (419) 245-3085.
- The floors above and below the threatened floor will be evacuated at the discretion of Building Management. Employees on the threatened floor should check the areas around their desks for unusual package(s), report to their Floor Safety Coordinator, and evacuate the floor under the direction of security.
- In order to prevent the theft of office and electronic equipment (personal or state), a property removal form must be filled out and signed by a department manager when equipment is removed from the building. Removal forms will contain the name of the person or agency removing the equipment, serial number, description, and purpose of removal. Persons removing equipment by the service elevator will have it checked by a security guard before it is taken from the building. Forms are available in the security office.





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Personal Safety Tips

As with any building which attracts thousands of visitors each day, it is important to follow several simple guidelines to minimize problematic situations.

- When leaving the property after normal business hours do so in pairs.
- Always secure valuables and personal belongings in locked drawers.
- Question the identity of unfamiliar individuals who may be within your work area or on your floor. Call security for assistance if necessary.



- Display your building identification badge at all times.
- Share your whereabouts with co-workers.
- Personal property items brought into the DiSalle Government Center are the sole responsibility of the owner. Valuable items should not be left in office areas, unless secured by locks.

Thefts

In the event of a theft, notify Security at (419) 245-3085. It is important to contact security as soon as the theft has occurred. If a suspicious person is loitering on the floor, call security *immediately*.

Locked Door and Drawer Policy

It is standard procedure that any door or drawer equipped with a locking mechanism be locked after regular business hours.

Any door that is not locked or is left open will automatically be closed or locked by security unless there is a sign indicating not to lock or close the door.



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Services

Emergency Medical Assistance

In the event of an accident or medical emergency, please call (419) 245-2867. Do not contact your department's security or 911 directly.

After-Hours Utilities

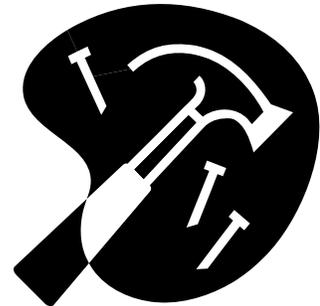
To conserve energy, the lights, air conditioning, and heating systems will be set back after 5:00 p.m. on weekdays, and on Saturdays, Sundays, and holidays. In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management. Cost for after-hours HVAC will be billed to the agency concerned.

Remodeling Requests

All State Offices' remodeling requests for changes must be submitted in writing by the Agency Coordinator to DAS, General Services Division. DAS will control and direct interior planning efforts for all office space. The Ohio Building Authority will provide overall coordination and assistance to the Agency Coordinators in the planning of office space and implementation of remodeling requested. City of Toledo and Lucas County remodeling request for changes must be submitted in writing by the Agency Facilities Director to Building Management.

The approved drawings from DAS are submitted with work orders to the Ohio Building Authority for a cost estimate. When the cost estimate is accepted by the agency, it shall issue a contract encumbrance for the amount of the estimate.

An approved copy of the encumbrance shall be returned to DAS, General Services Division. The encumbrance is then attached to the remodeling request and forwarded to the Ohio Building Authority, authorizing the work to be completed.



Locks for Desk Drawers

Agencies requiring the services of a locksmith for replacement or repair of locks should have the agency's director submit a written request to the Building Management.



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Loading Dock

The loading dock entrance will not be used for pedestrian traffic into or out of the building. Deliveries will be accepted on the loading dock between the hours of 6:30 a.m.-5:00 p.m., Monday-Friday. Security will not accept packages after these hours unless previously authorized by the Ohio Building Authority/Building Management. Parking will not be permitted for private vehicles, and unless previous arrangements have been made, a 15 minute limit for pickups and deliveries is enforced. All packages entering the loading dock will be x-rayed by security.

To schedule use of the loading dock, contact Building Management at (419) 245-3080. Departments are encouraged to pick up materials or have them delivered to the appropriate location. In the event that materials are left on the loading dock more than 24 hours, Building Management will deliver the items and bill the agency for the service.

To avoid damage to the carpet and walls, all furniture and heavy equipment should be moved by the Ohio Building Authority/Building Management, as they have the equipment and manpower to do the work properly. Damage incurred as a result of improper moving will be charged to the agency concerned.

Work Charges

The following services are provided by the Ohio Building Authority at no cost to the department:

- Hanging of pictures
- Replacement of ceiling lights
- Temperature adjustment
- Cleaning of soiled carpets



The following services provided by the Ohio Building Authority will be charged to the department:

- Furniture moving (labor only)
- Telephone cores
- Electrical cores – to include repair of electrical equipment and special installation
- Delivery of materials to and from the loading dock
- Signs
- Locks and re-keying



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Use of Elevators

Mail carts and other delivery carts are limited to the freight elevator. Use of passenger elevators for delivery purposes is prohibited.

Use of Handicap Facilities

The DiSalle Government Center is equipped with facilities to accommodate handicapped individuals. Use by others creates an unfair and unnecessary inconvenience to those who require these facilities. Please refrain from the use of handicap restroom equipment and elevators in an effort to allow an amiable work environment for all tenants.

Telephones

Any changes in telephone service will be handled directly by the agency involved and the State Telecommunications Office. New cores or capping requests will be referred to DAS, General Services Division or Building Management.

Conclusion

We hope this handbook has helped familiarize you with the DiSalle Government Center. If you have any questions, comments, or suggestions, please feel free to contact the Ohio Building Authority or Building Management at (419) 245-3080. Revised booklets will be sent to each department electronically. Upon receipt of a revised booklet, the previous booklet should be deleted, and any printed copies replaced.

