

STATE OF CONNECTICUT



410-474 CAPITOL AVENUE COMPLEX

TENANT HANDBOOK

January 1, 2014

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A.FORWARD

This tenant handbook has been developed as an informational guide to answer questions that tenants typically may have concerning basic building services, operating hours, evacuation procedures, cleaning, security, parking and on site amenities.

The tenant handbook can not possibly answer every question for every situation you may have or encounter, nor is its purpose to do so. In those non-typical or extraordinary situations you may want to first contact your agency representative or human resources department for guidance.

A HISTORY OF 410-474 CAPITOL AVENUE COMPLEX

The site known as 410-474 Capitol Avenue is uniquely significant in the industrial and economic history of Hartford and Connecticut. Since the 1850's, the site has been occupied by the Sharps Rifle Manufacturing Company, the Weed Sewing Machine Company, the Pope Manufacturing Company (manufacturer of Columbia Bicycles), the Pratt and Whitney Machine Tool Company, Pratt and Whitney Aircraft, Aetna Insurance Company, and the State of Connecticut. The site embodies the origins and growth of Connecticut's industrial history, its transition from manufacturing to a service economy, and stands as a microcosm of the American economy from 1850 to 1950.

The different occupants on this site have produced; precision-made rifles which answered the needs of Northern troops in the Civil War, sewing machines which served the domestic needs of American families, bicycles, automobiles, airplane engines which answered the transportation needs of civilians and the military, insurance coverage and state services, which have superseded manufacturing in the 20th-century Connecticut economy.

The existing buildings on this site are remnants of the Pope Manufacturing Company and date from the period 1890-1910. They were redesigned for the Aetna Insurance Company under the direction of Hartford architect Jack Dollard.

In the early 1980's Aetna Insurance Company purchased the 410-474 Capitol Avenue Complex, and completed major renovations to each building. In 1995 the State of Connecticut purchased the complex. The location of the complex provides easy access for tenants and visitors, due to close proximity to both Hartford's Central Business Districts and major highways.

The current complex is approximately 434,000 square feet and consists of five buildings. Buildings 410, 450 and 460 Capitol Avenue function as office space. There is a conferencing center and full service cafeteria operating in the 470 Capitol Avenue building. Lastly, mechanical functions are housed within the 474 Capitol Avenue building, accessible only to authorized site staff. There is a concourse on the lower level of the office buildings that connect with each other and the conferencing /cafeteria center at 470 Capitol as well.

THE MANAGEMENT COMPANY

RM Bradley Management Company on behalf of the Connecticut Department of Administrative Services welcomes you to 410-474 Capitol Avenue building complex. We are here to provide you with courteous, quality and timely property management services. RM Bradley Management is proud to be managing these historical buildings for the Department of Administrative Services.

The RM Bradley Management building office is located on the first floor of building 450, adjacent to the security command center and is open Monday through Friday from 7:00 am – 4:30 pm. Our phone number is 860-418-8798 or 860-418-8792. Our fax number is 860-547-2702.

The building management office is currently staffed by a Property Manager, an Asst. Property Manager and a trained mechanical staff. Our mechanical/engineering staff is available to assist you with any problems you may encounter. We will make every attempt to respond to calls made from your agency in a prioritized, timely fashion.

The RM Bradley Management Office is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day thereafter and lastly, Christmas Day. Even though our office is closed on holidays and weekends, staff is always available on a 24-hour basis to respond to any emergency situation within the complex. *In the event of an emergency*, our team can be reached by *calling the Security Command Center at 860-418-6075*.

TENANT COMMITTEE MEETING

In an effort to provide the agencies who occupy the Capitol Avenue complex with a high level of service and mutual communications, the property management firm holds monthly meetings with tenant agency representatives. These meetings are held for the purpose of addressing any common areas of concern regarding facility maintenance, operations, safety and security.

The complex is occupied by approximately 1,200 State of Connecticut employees who work for the following agencies located in the various buildings:

Department of Mental Health and Addiction Services	DMHAS	Building 410	Floor 4
Department of Development Services	DDS	Building 460	Floors1-3
Department of Public Health	DPH	Building 410	Floors1-3
		Building 450	Floor 1
Office of Policy Management	OPM	Building 450	Floors2-5
Office of Healthcare Advocate	OHA	Building 450	Floor 2

NOTABLE PHONE NUMBERS

Emergencies - Police/Fire/Ambulance

911

State Police – Troop H

860-534-1000

Security Command Center - Building 450

860-418-6075

Security Posts-Internal Numbers:

Building 410 - Front Lobby

X5292

Building 410 - Rear Lobby

X4785

Building 410 - Mail Room

X4784

Building 450 - Front Lobby

X3401

Building 450 - Rear Lobby

X4786

Building 460 - Rear Lobby

X4783

Property Management Office

Located on the 1st floor of 450 Capitol

860-418-8798

John Reilly, Property Manager
jreilly@rmbradley.com

860-418-8792

Debbie Scully, Asst. Property Manager
dscully@rmbradley.com

860-418-8798

RMB Fax Number

860-247-5702

RM Bradley Main Office

1 Financial Plaza, Hartford, CT 06103

860-278-2040

Floor representatives direct routine maintenance requests received from agency employees to the management office for scheduling.

If your floor agency representative is not available please call any of your agency's representatives listed below. They should be able to assist you.

TENANT FLOOR REPRESENTATIVES

410 CAP AVE

DPH.....

1 st Floor / Vital Records	Dianne Gustafson	860-509-7961
1 st Floor SE	Vivian Henry	860-509-7658
1 st Floor NW	Isheba Harris	860509-8195
2 nd Floor NE	Dian Nelson Clarke	860-509-7432
2 nd Floor OMES	Alex Rodriguez	860-509-7575
3 rd Floor NE	Devone Jackson	860-509-7264
3 rd Floor	Elen Steelman	860-509-7969

DMHAS

4 th Floor	Susan Depolis	860-418-6930
4 th Floor	Lisa German	860-418-6789

DPH/OHCA

3 rd Floor	Leslie Greer	860-418-7013
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450 CAP AVE

DPH

1 st Floor	Phillip Schlossberg	860-509-7387
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OPM

Floors 1-5	Susan Sousa	860-418-6431
Floors 1-5	Doug Beattie	860-418-6211

OHA

2 nd Floor	Demain Fontanella	860-331-2443
	Clorinda Mitro	860-331-2451

460 CAP AVE

DDS

Floors 1 – 3	Latoya Ledbetter	860-418-6020
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B. GENERAL OPERATION GUIDELINES

BUILDING HOURS

The Capitol Avenue complex doors, except for the 460 Capitol Avenue building, are unlocked from 7:00 a.m. – 5:00 p.m., Monday thru Friday, excluding state holidays.

SMOKING POLICY

The 410-474 Capitol Avenue Complex is smoke-free in accordance with the laws of the State of Connecticut. Employees are asked to smoke in the following designated areas only:

- Building 410 Smoking Shelter behind the rear of building
- Building 450 Rear of the building – near north stairwell
- Building 460 Rear of the building
- Building 470 West side courtyard at the rear of building

Smoking is prohibited in front of all building entrances

SIGNAGE

In order to keep a clean appearance, no signs or notices should be posted in any common areas, hallways, doors, bathrooms, elevators, lobbies, etc. Signs and notices may be posted on designated bulletin/posting boards, within each agency's space, provided approval is received from the affected agency.

Under no circumstances shall political or offensive postings be permitted anywhere. RM Bradley Management reserves the right to remove illegally posted signage throughout the complex at any time. Any repairs necessitated by the removal of unauthorized signage, such as taped or 'pinned' onto wall surfaces without a posting board, will be billed to the appropriate agency.

Postings boards for specific collective bargaining units are located throughout the facility. Check with your collective bargaining unit representative for the location of your posting board within your location.

Building Directories/Signage

Requests to add, delete, update, or change directory signage within our complex should be in writing with fiscal authorization and sent to the property management office for follow-up action. Signage requests will be charged to the appropriate agency making the request.

Loading Zones

When it is necessary for State employees to load or unload materials to or from vehicles, the employee should use one of the loading docks explained below or pull up close to one of the building entrances. Please be cautious that vehicles do not block traffic or emergency egress paths.

Loading Dock

Please be advised that hand trucks, carts, dollies and other moving implements are not permitted entry into the premises except through a designated loading dock. Each dock has a 2-way intercom with the security office.

There are three loading docks for the 410 - 474 Capitol Avenue complex. They are located in the rear of:

- 410 building
- 450 building
- 470 building

Scheduling Deliveries

Please schedule all deliveries as far in advance as possible so that your needs may be accommodated. When aware of a large/important delivery requiring use of the loading dock, please schedule the delivery by calling the Building Management office at 860-418-8798 and provide the following information:

- Date
- Time
- Loading Dock Location (410 or 450)
- Agency Accepting Delivery
- Contact Person
- Telephone Number

Personal Electrical Appliances, Refrigerators and Cooking

To keep your work place safe and to prevent fire or damage to the buildings' electrical systems, no personal electrical appliances, such as coffeepots, refrigerators, microwaves, toaster ovens, hot places, fans, de-humidifiers, humidifiers, heaters, air ionizers etc., are allowed within any workstation or office. In the example of heaters, de-humidifiers or fans, a negative impact may be placed on the buildings heating and air conditioning systems. Use of other personal or unauthorized appliances outside of approved areas may cause electrical circuitry overloads resulting in damaged office equipment and/or possible fires.

Break rooms, or other building approved designated areas are equipped with agency owned appliances, which may be utilized by employees. All coffee pots in use shall be equipped with an automatic shut off device.

Cooking is not permitted in any employee work area. Only approved agency appliances located in approved break areas may be utilized for this purpose. No '*open flames*' such as those created by 'chafing' pans, are permitted anywhere within the workspace or break rooms. The open flame is a fire code violation and may cause a fire or evacuation due to unintentional smoke alarm activation.

Additionally, items such as halogen torchiere lights, humidifiers/dehumidifiers are not allowed in the facility due to fire hazard and negative indoor air quality impact respectively.

Food

Follow your agencies guidelines for food in the workplace.

We encourage all employees to enjoy their meal break by utilizing either the cafeteria dining room, in building 470 Capitol Avenue or an approved break room. When possible, PLEASE do not eat at your desk, as experience has shown that pests may afterwards be attracted to your work area. PLEASE do not store food in your desk overnight for reasons stated above. Any small food items such as candy should be stored in a tight fitting glass jar with a metal lid.

All food debris should be properly disposed of in trash receptacles, which are located in breakrooms and other locations throughout the complex.

Please notify your *tenant floor representative* immediately when a spill occurs. This will allow for a prompt response from the building cleaning staff and help prevent carpet damage or falls due to slippery conditions.

Catering functions, conferences, parties and similar events can be scheduled through our cafeteria operator by calling 860-418-6480. Each agency is responsible for setup and cleanup before and after the event. If an agency chooses to host an event in their space during which food is served, any food remains should be disposed of by the agency in covered trash receptacles.

LOST AND FOUND

Lost personal and/or State of Ct. property found by employees or others should be delivered to the Security Command Center, located on the 1st floor of the 450 Capitol Avenue building. To inquire about, or report lost personal and/or agency items, you may contact the Security Command Center directly at 860-418-6075.

DAS Facilities Management Policy on Occupant Use of Unauthorized Products or Items at Work

Please note that the above policy is issued in an effort to make our buildings and properties safe and comfortable for all occupants. In general, we recommend that occupants minimize any unnecessary personal items or products stored or displayed within work stations. Extra objects interfere with cleaning and take up limited storage space. Unauthorized items and products such as those listed below are prohibited because they have the potential to negatively impact the indoor air quality and possibly trigger symptoms in certain individuals and/or because they present other safety concerns.

- Ozone producing air “purification” devices of any kind are strictly prohibited in DAS owned or managed facilities. Any of these devices currently in use shall be immediately taken out of service and removed from the premises at the owner’s earliest convenience. Portable air filtration devices, devices that filter the air only, may be allowed under certain circumstances. Please contact the property management office with any questions.
- Humidifiers are not permitted because they can negatively impact the indoor quality. One significant concern is the generation of bacteria from poorly maintained units. Recommendations to help combat some of the bothersome effects of low relative humidity levels during the cold, dry, winter months include: drinking plenty of water; maintaining temperature at a moderate level (around 74F); minimizing airborne dust/particulate by thoroughly vacuuming surfaces with efficiently filtered vacuums; and, properly adjusting the volume of outside air ventilation to satisfy but not exceed industry guidelines.
- Occupants may not bring the following products or items into buildings owned or managed by DAS: live plants and plant foods; live fish, fish bowls and fish food; cleaning products containing volatile chemicals; bug/insect repellent or other pesticide; and, any aerosol spray product. Only products or items that are provided by and/or approved by the employer and building property manager are allowed.
- Permanent or semi-permanent installation and use of gas, charcoal or wood fired grills, fire pits or fires of any kind are not allowed on DAS owned or managed properties due to fire and other safety concerns.

C. SERVICE REQUESTS

MAINTENANCE REQUESTS AND/OR SPECIAL REQUESTS

RM Bradley's mechanical personnel's first priorities would be maintaining comfortable building temperatures and mechanical equipment within the complex.

RM Bradley employs seasoned and knowledgeable maintenance personnel at the 410-474 Capitol Avenue Complex. The main objective is to serve the tenants and ensure that all of the mechanical systems within the building are functioning properly. Some of the more common functions that the maintenance personnel perform are temperature adjustments, light bulb replacement, and general building repairs. We will make every attempt to respond to the maintenance calls in a timely manner. Please keep in mind that repairs will be addressed according to priority.

Our maintenance mechanics are currently on site Monday thru Friday from 7:00 am until 4:30 pm. Mechanics are onsite to respond to tenant problems and complaints as they are received from each **agency floor representative**.

REPORTING MAINTENANCE /SPECIAL REQUESTS....

ROUTINE MAINTENANCE REQUESTS

Each agency in the complex has provided RM Bradley with a list of agency floor representatives. The purpose of an agency floor representative is to receive and screen all service requests before forwarding a work order to the proper channels for scheduling. **All** building related concerns / questions should go thru the agency floor representatives. Examples of requests but not limit to.....

- Lighting
- Area Temperatures - Heating and Cooling (HVAC)
- Indoor Environmental Quality
- Cleaning Concerns
- Plumbing
- Restrooms
- Spills on Carpets/Floors
- Landscaping
- Parking Lots
- Shuttle Services
- Elevators

SPECIAL REQUESTS

Provided our mechanical personnel do not have a scheduling conflict, they will respond to special agency requests. These requests are to be signed off by an agencies fiscal department. These items have a cost associated with them that is charged back to your agency.

Examples of Special Requests but not limited to

- Keyboard Tray Repairs
- Desk Repairs
- File Cabinet Repairs
- Moving of Items Within a Cubicle
- Cabinet / Door Locks
- Project Build Outs – Cubicle/Office
- Misc Cubicle Reconfigurations

PROCEDURES FOR ROUTINE (NON EMERGENCY) MAINTENACE REQUESTS

To obtain services for the abovementioned or any other non-emergency situation, an employee merely needs to contact their *tenant floor representative*,

To identify who your *tenant floor representative* is for your work area, contact your Human Resources Department or simply inquire from your work area neighbor.

If non-emergency service is required during regular business hours contact your *tenant floor representative*. **For urgent maintenance after regular business hours or on weekends call the Security Command Center at 860-418-6075.**

UNAUTHORIZED WORK

If we are not able to perform a certain requested service, we will recommend a contractor for your use. Typically they are Department of Administrative Services (DAS) and/or Small Business Enterprise (SBE) qualified. We can assist your agency in the development of specifications for larger jobs. Under no circumstances shall an agency or employee hire someone or take it upon themselves to perform general repairs without first having received approval from the property manager. Agencies will be billed for any damages to the building structure or other areas occurring from unauthorized work.

All *contracted authorized vendors* working for an agency MUST inform the building management office prior to the start of *any* work that requires them to:

- shut off electrical power to an area by use of a circuit breaker
- use power equipment to drill into any part of the building structure such as floor, ceiling or walls
- shut off a water supply line
- hang any articles/equipment on a wall

TEMPERATURE PROBLEMS - should you have any problems with your office or area temperature, please contact your *tenant floor representative*.

In order to provide a comfortable work environment, temperature can be kept between 65 and 79 degrees Fahrenheit unless a mechanical failure or malfunction occurs. Building management will attempt to maintain a temperature between 72 and 74 degrees Fahrenheit in all occupied areas. These temperature guidelines are applicable during regular working occupied hours, i.e. Monday through Friday (Holidays Excluded), between the hours of 7:00 am and 5:00 pm.

Although our maintenance personnel will take whatever steps are necessary to keep employees comfortable, we cannot deviate from the above temperature range to satisfy individual preferences. Since each heating and air conditioning unit serves a particular zone, which may encompass several offices and/or workstations, we must maintain this average temperature within each zone. Should you have a chronic problem, which you feel has not been corrected to your satisfaction, or handled inappropriately, contact your *tenant floor representative* and inform him/her of the situation.

In order to gain maximum efficiency from the air conditioning system, we ask that all window blinds be closed during sunny, high outdoor temperature, summer months. During periods of extreme heat or cold, closing the outside blinds will also help maintain comfortable temperatures within the building. The window blinds will act as an additional layer of insulation during this time period when extreme temperatures are experienced.

Employees are not permitted to make any modifications to the heating and air conditioning system, such as closing or blocking the ceiling air diffusers. If you believe your particular area is either too hot or too cold, notify your *tenant floor representative* so that the problem can be addressed properly. Any type of unauthorized alteration to the HVAC system could have a significant impact, could negatively affect co-workers, and may result in agency disciplinary action.

It is imperative that the exterior perimeter heat pump units, located in the 410 Capitol Avenue building, are kept clear. Do not store items on top of, nor against, these units at anytime. This will cause the unit to starve for air and therefore function improperly. It could also present a potential fire hazard.

Windows throughout the complex should remain closed at all times. Open windows make it difficult to maintain temperatures within the established guidelines, causing the HVAC system to work harder and use excess energy. Opened windows also allow unfiltered air, debris, and insects to enter the complex.

AFTER HOURS, HOLIDAYS AND WEEKEND HEATING & COOLING – HOW TO REQUEST

After hours, holidays and weekend heating and air conditioning services are available at a current flat rate of \$50.00 per hour per floor, for buildings 450 and 460 Capitol Avenue. The 410 Capitol Avenue building contains 4 mechanical systems per floor due to the large square footage footprint; hence there is a \$50.00 per quadrant per hour charge. After hours are defined as 5 p.m. to 7 a.m. weekdays, all day on holidays, weekends and other times when the building may be closed for business, due to gubernatorial directive.

To request this service, provide a completed “After Hours HVAC Request Form complete tenant project form must be signed by an agency fiscal officer and submit it to the building management office. We request at least 48 hours prior notification of your request date, so that adjustments to the building energy management system (EMS) may be entered.

EMERGENCY AFTER HOUR HEATING & COOLING REQUESTS

If the maintenance mechanic is called in after hours to perform an emergency after hours request for HVAC service, the agency making such request, in addition to the previously stated flat rate costs will also be billed for the mechanic’s prevailing overtime rate, minimally two hours currently at \$64 per hour. If employees choose to work in the complex after-hours, without heat or air conditioning, they may do so provided they are authorized by their agency and notified that somewhat uncomfortable temperatures may exist.

ENERGY MANAGEMENT SYSTEM (EMS)

The Capitol Avenue heating, ventilating and air conditioning equipment (HVAC) is operated through a computerized Energy Management System (EMS). The EMS system is designed to maintain both heating and cooling temperatures by gathering indoor and outside air temperatures, processing this information and operating building equipment to maintain temperatures within a specific range.

The EMS system is also designed for energy savings by controlling the existing building equipment. When heating or cooling is not required, valves are closed or minimized, equipment shuts down or cycles and financial savings can be achieved. These actions additionally extend building equipment longevity due to reduced run times.

BUILDING TELEPHONES-Data/Voice

All requests for voice or data line “adds”, “deletes”, “moves” or “changes” should be addressed to business office they can direct you to the appropriate personnel.

JANITORIAL SERVICES

Janitorial services are provided through a contracted provider. The majority of cleaning work is provided by janitorial service personnel during unoccupied times, typically between the hours of 5:00 p.m. to 10:00 p.m., Monday through Friday.

During occupied or daytime hours, two daytime porters are on site to handle specific cleaning requests such as spill cleanup, small area vacuuming, restroom paper product replacement, etc. Day Porter staff are onsite during the hours of 7:00 am to 3:30p.m., Monday through Friday to service the needs of the complex.

The following is a brief summary of typical cleaning tasks and their frequency.

- Trash receptacles are emptied daily and liners changed as needed
- Floors are swept and moped daily
- Tile floors are striped and waxed on an as needed basis
- All carpeted areas are vacuumed at least twice a week
- Carpets are “spot shampooed” as needed
- Water coolers are wiped clean daily
- Low dusting is performed weekly for file cabinets, window sills weekly
- Carpets are hot water shampooed once per year
- Fabric covered modular furniture panels are vacuumed once per year

If an employee wants to have their desk cleaned contact your floor tenant floor representative who will prepare an appropriate work order. The night cleaning service will only clean desks that are cleared.

If you have a special request or want to issue a complaint or concern about cleaning, please notify your *tenant floor representative* who will communicate your request or comments to building management for follow up.

RECYCLING PROGRAM

Our facility utilizes single stream recycling. This means that many varied items may be placed in the same container for recycling. The contracted vendor then removes them to the recycling plant where they are then mechanically and automatically separated. This process streamlines material pick up and makes it very convenient for all employees to participate.

The following items are acceptable to place in recycle containers:

- White Paper
- Colored Paper
- Magazines/Catalogs
- Newspaper
- Envelopes – including window envelopes
- Post It Notes
- Copy Paper
- Junk Mail
- NCR Paper – non carbonless
- Green Bar Paper
- Bound Books

NOTE: Plastic bags cannot be recycled

‘Blue’ recycling containers are picked up by our day porters and are then transported to the loading dock for pick up by the appropriate recycling vendor.

Plastic / Bottles / Cans

Containers are located in lunchrooms on various floors. Recycle containers are also located in the cafeteria near the cash registers. The containers are used for cans, bottles, glass and plastic. Please rinse out cans before placing them in these bins. These bins are picked up and transported to the loading dock for recycling.

Cardboard

Cardboard boxes within each agency will be picked up by the evening cleaning staff. Please label boxes as trash. The cardboard boxes will be broken down and placed in a designated recycling bin for pick up by the recycling company. Labels for this purpose are available for pick-up at the building management office.

Bulk Clean Outs

When an agency/employee is planning on performing a bulk clean out, please notify your *tenant floor representative*. Day porters can deliver a large recycling bin for your use. All other non recycling materials should be placed in the regular trash.

D. BUILDING SECURITY

The 410-474 Capitol Avenue buildings have a 24-hour security service on site 7 days a week. Security services are provided and managed by a contracted security firm, under the oversight of the Property Manager. Security has the responsibility for providing and maintaining a safe and secure work environment for all employees and visitors to our buildings. To accomplish this mission, the security firm maintains a very close dialogue with the on site agencies, the property management firm, the Department of Administrative Services, Statewide Security Unit and law enforcement entities such as the Connecticut State Police and Hartford Police Department. The Security Command Center is located off the first floor main lobby in the 450 Capitol Avenue building.

Security Officers man ‘fixed’ and ‘roving’ posts both inside and outside the buildings, controlling both access and parking for employees and visitors. Assisting the officers are numerous camera monitors throughout the campus that report back to the Security Command Center. These cameras monitor building entrances, on-site parking lots and strategic locations throughout the complex. Although the parking lot is monitored by cameras and security personnel, employees are advised to keep vehicles locked and secure valuables out of view. A notification is posted at building entry points alerting all to the presence and use of surveillance cameras.

PROXIMITY ACCESS CARD USAGE

Proximity cards are issued to employees to provide access throughout the complex. To obtain proximity access card call your Human Resources department.

If your card will not operate, first use the intercom to notify security so you may gain access. For resolution, please notify your human resources department.

LOST PROXIMITY CARDS

Lost/stolen or broken proximity access cards will be replaced upon the payment of \$10.00. A check or money order in the amount of \$10.00 payable to “State of CT, Treasurer” delivered to your human resources department or designee is required. This money is non-refundable.

BUILDING ACCESS: Remember-always display your employee identification badge on site!

410 Capitol Ave. – Security is on post with doors open from 7:a.m.-5 p.m. Monday through Friday

- From 5-7 p.m. – by access card only
- From 7:00 p.m.-7:00 a.m.-Only “agency authorized” employees, who must use rear entry of 450 Capitol Ave. and sign in with Security.

450 Capitol Ave. - Security is on post with doors open from 7:a.m.-5 p.m. Monday through Friday

- From 5:00 p.m.-7:00 a.m.-Only authorized employees, who must use rear entry of 450 and sign in with Security.

460 Capitol Ave.-By card access only, from 7:a.m.-5 p.m. Monday through Friday

- From 5:00 p.m.-7:00 a.m.-Only authorized employees, who must use rear entry of 450 and sign in with Security.

470 Capitol Ave. (Cafeteria/Dining/Conference)- Security is on post with doors open from 7:a.m.-3 p.m. Monday through Friday.

Handicapped Access Locations– they are located:

- Rear ramp for building 460
- Side ramp, East for building 450
- Lower level, rear for building 410

AFTER HOUR ACCESS

Security will not allow anyone access to the building, unless an employee is authorized by their agency. Agency representatives provide building management with a standing list of agency employees who are authorized to access their office space 24 hours a day. Additionally a list can be prepared on a weekly, daily or monthly basis.

All “after hour” employees must enter the 450 rear entrance and use the intercom located by its door. Upon entering the building all employees must sign in and out with security. Remember, Security will require a state photo ID badge.

Handicapped Access (after hours) - The handicapped entrance ramp is located on the east side between the 450 and 410 buildings. It is equipped with an intercom to call security. Security staff can release the door so you may enter the building. You should then proceed to and sign-in with Security.

PHOTO IDENTIFICATION BADGES

In order to maintain a secure working environment, employees are *required* to display, on their person, their State of CT identification badge *at all times* while in the complex. Employees who do not have a State of CT identification badge must sign the log book located at all security posts. After signing in, the employee will be issued a temporary identification badge that must be worn at all times while in the complex. Additionally, their supervisor may be called to verify identity.

Employee identification badges are issued by the Statewide Security Unit of the CT Department of Administrative Services located at 165 Capitol Avenue. Please see your Human Resource Department for assistance. Because the operating hours of the Statewide security Unit may vary, call them directly at 860-713-5299 for available photo times. A lost photo identification badge MAY incur a \$5.00 fee for replacement.

E. EMERGENCY PROCEDURES

TELEPHONE NUMBERS

POLICE/FIRE/AMBULANCE	911
STATE POLICE - TROOP H	860-934-1000
BUILDING SECURITY	860-418-6075
BUILDING MANAGEMENT	860-418-8798 or 8792
BUILDING MANAGEMENT AFTER HOURS	860-418-6075

Medical Emergency

Call 911 When placing an emergency call to 911 / Fire Dept etc

- In the event of an actual emergency call 911 and the security command center at 860-418-6075. Please provide specific instructions regarding exact location and nature of emergency. Do not attempt to assist in medical emergencies unless you have been trained in appropriate first aid and blood borne pathogens.
- Security command center will immediately notify officers at the appropriate posts. They will inform them of the situation as well as the location of the emergency. If possible an officer will be dispatched to assist as well.
 - Security officers cannot leave a fixed post, but they can direct emergency personnel to the location of the emergency.
- Whenever possible we direct emergency vehicles to the back of our complex, because the freight elevator is large enough to carry a wheeled stretcher.
- Once the Fire Dept, ambulance or any other medical team arrives they are instantly in charge of the entire process.

Do not attempt to assist in medical emergencies unless you have been trained in appropriate first aid.

Personal Emergency

When threatened by, or subjected to implied or imminent or actual use of physical force immediately leave the hostile area or person if possible. Next, call Security at 860-418-6075. They will respond *immediately* and where applicable, notify CT State Police. Affected employees should notify their supervisors pursuant to the Governor's Directive on Violence in the Workplace found at <http://www.ct.gov/DAS/lib/DAS/WPVManualLinked.doc>

Lock-down Emergency Procedures

In an emergency situation and if directed by law enforcement authorities to “lock-Down” at any site building, RM Bradley Management will notify agency representatives as soon as possible. Information and/or further direction will be shared with agencies as it is received by RM Bradley Management.

To Report a Non-Emergency Incident

Call Building Security at 860-418-6075 to initiate an incident report. Examples of such incidents may be but are not limited to: Agency damaged or missing property and equipment, unruly visitors, trips, slips or falls, damaged or missing personal property at the work site, damaged vehicles in parking lots, etc.

Fire Emergency

WHEN TO PULL THE BUILDING FIRE ALARMS

There are fire alarm pull stations located throughout the complex at or near exit doors. These alarms are to be used when total evacuation of the building is called for as in the event of fire or other life threatening health and safety situation that warrants evacuation of the building. An example of a potential life threatening health and safety situation is a prevalent odor that has adversely affected several people in a work area and if the odor is recognized as a potential natural gas leak.

Follow these instructions in the event of a building evacuation:

Pull the fire alarm* on your way out of the building to begin the evacuation process. The person(s) who pull the alarm should report **directly** to the 450 security guard shack located in the parking area to provide the security guard details on the problem. The guard shall then call 911 to summon appropriate outside assistance and to call the security command center at 418-6075. The guard shall then await the arrival of outside assistance and be prepared to direct personnel.

If you have time call Building Security at 418-6075 to provide details on the incident and then evacuate the building using the nearest “EXIT”. Be sure to operate the fire alarm pull station on your way out to begin the evacuation process.

The fire alarm system located through the entire complex is on a battery back-up and is also connected to the emergency generator. This system is tested twice per year. Evacuation drills are held twice per year

Once the evacuation alarm has been activated, the full evacuation process is to proceed from start to finish.

BUILDING EVACUATION PLAN

General Information

The purpose of a Building Evacuation Plan is to immediately or systemically remove building occupants from an environment with the potential for harm to a “safe” area.

Some *examples for evacuation* include, but are not limited to; fire, smoky conditions, gas leaks, dangerous chemical spills, flood, loss of core building environmental systems and loss of all electrical power.

How do I know when to Evacuate?

Primary evacuation notification is initiated within the 410-474 Capitol Avenue complex by the sounding of sirens and flashing of strobe lights, located within the affected building/s of the complex or by verbal directive from Security, building management or authorized external and/or internal agency personnel.

What should I do when the Lights & Sirens are activated?

Immediately exit the building you are in using the nearest marked “EXIT”. Next, proceed to your assigned “Rally Point.”(See Exhibits 4-6) If you have mobility impairment, you should proceed to your building’s “Area of Refuge.”

What are the agency Floor Warden’s Responsibilities?

The agency Floor Wardens clear their assigned areas of personnel and then evacuate. Next, they check-in at the security booth between the rear of buildings 410 & 450 Capitol Ave. to notify Security their areas have been cleared and report if any persons are in an “Area of Refuge.”

What is a “Rally Point” and where are they located?

The Rally Point is a safe meeting place for yourself and other agency employees. All Rally Points for the agencies at the 410-474 Capitol Avenue complex are located under Interstate I-84, in the rear parking isles (See Exhibit 4). The Rally Points are identified by a capital letter on a metal sign, listed ‘A’ through ‘H’ affixed to the chain link fence at each parking isle entryway. There is a diagram affixed which shows the location of the Rally Points. It is here that employees must wait for the all clear signal before returning to their respective building or receive further instructions.

What is an “Area of Refuge” and where are they located?

An area of Refuge is a temporary place where persons with mobility impairments should wait to be rescued by trained personnel in the event of an actual emergency. The area of refuge typically has 2-way communication so persons occupying the space can notify the security Command Center of their specific location. This information is passed to the first responders to our site upon their arrival. Based on the information on hand, the Incident Commander, typically a Fire Department Officer, will determine if persons in the Area of Refuge need to be evacuated and a compliment of personnel will then be assigned to perform that task.

Return to Building

When the ‘all clear signal’ is given, please enter the building in an orderly fashion and have proper ID for security to view.

Fire Drills

RM Bradley Management conducts two (2) unannounced fire drills per year. This is to ensure that all employees are familiar with evacuation procedures in the event of an emergency situation. We also offer yearly training for all Floor wardens/floor monitors and agency representatives. For additional information please contact your agency representative or the RM Bradley Management office at 418-8798.

Emergency Radios

Each agency is equipped with an emergency hand held two way radios. In the event of an emergency situation, the designated liaisons assigned to a radio should carry it with them at all times. This radio will assist agencies in communicating with building management and the command center. The radio should be kept on channel "2" at all times.

Security Command Center

The primary command center is located in the RM Bradley Management office at 450 Capitol Avenue on the 1st floor. Both security and property management units are located within this center. It is here that information or instructions during an emergency would be communicated to agency liaisons.

If requested to respond to an emergency, the agency liaisons should do the following:

1. Proceed to the Command Center/RMB office in 450 Capitol Avenue building, first floor.
2. If the 450 Capitol Avenue building Command Center is not accessible for use, the first back-up command center shall be the DPH Emergency Command Center, located on the 2nd floor of the 410 Capitol Avenue building,
3. In the event that both of these centers are not accessible, the offsite alternate command center shall be located at the DAS office located at 165 Capitol Avenue, Ground Level (GL) room G-4.

Agency liaisons should familiarize themselves with all the above locations.

OTHER BUILDING CONDITIONS

POWER OUTAGE IN THE BUILDING: HOW TO RESPOND

1. If the power goes out in the building, the emergency generator will automatically begin to operate. The building will lose all normal power, but the following will remain operable:
 - emergency lights including exit and stairwell lights
 - entire fire detection system
 - telephone system
2. Building Management staff will immediately contact key agency personnel to update them on the status of the power outage. If evacuation is necessary, the routine building evacuation plan should be followed.

TRAPPED IN AN ELEVATOR

All elevators are equipped with an emergency telephone that rings directly into the 450 Security Command Center.

1. DO NOT PANIC, you will NOT run out of air.
2. Stand clear of the elevator doors.
3. NEVER try to force the elevator doors open.
4. Utilize the elevator emergency phone and inform Security of the following:
 - a. Your name.
 - b. How many people are in the elevator?
 - c. Is there anyone ill or injured?
 - d. Approximate floor elevator is closest to.
 - e. Whether the lights are on.

IF YOU RECEIVE A THREATENING CALL OR BOMB THREAT

Things to Do (See exhibit #11)

1. Remain calm.
2. Jot down the time and date of the call. Also jot the time down the call terminates.
3. Let the caller finish the message without interruption. Listen for the exact words of the caller. If necessary, ask the caller to repeat the message and write as much as possible. Do not rely on your memory.
4. Keep talking. Do not hang up.
5. Ask where the bomb is and when it is set to go off.
6. Signal a coworker to call 911 and building security @ 418-6075.

F. PARKING PROCEDURES & REGULATIONS

Capitol Avenue complex available, onsite parking spaces include the following categories: general, handicapped, visitor and car/vanpool. Security is onsite 6:30 am – 6:00 pm. Lot activity is monitored by the Security Command 24 x 7.

Off site parking is also available at:

- 340 Gravel Lot (on Capitol Ave. entry on Flower or Broad Streets)
Security Officer onsite 6:00 am – 6:00 pm
- Oak & Capitol Security Officer onsite 6:00 am – 6:00 pm
- Forest Street located on corner of Capitol Ave & Forest ‘Lot ‘C’
Security Officer onsite from 6:00 am – 6:00 pm in the event a vehicle gets locked in the parking lot call security at 860-418-6075

Offsite parking motorists are serviced by a DAS shuttle. Contact your agency representative for a copy of the shuttle schedule. After 3:30 p.m. all employees may retrieve vehicles from any offsite parking lot and park them onsite at the Capitol Avenue lot.

Each agency is responsible to assign its allocated spaces. Contact your Human Resources or your agency’s designated parking coordinator for information.

SAFETY -Three “Blue Light” kiosks are located within the on-site parking area equipped with a push ‘help’ button to summons aid.

PARKING REGISTRATION / VEHICLE HANG TAG

All employees who park on or off site must complete a “Parking Permit Application” form. (See Exhibit 8). Please complete the blank form and return to your human resources or designee and retain the copy of parking policies for your compliance (See Exhibit 8). Once received, a hang tag will be issued to you for your assigned parking lot. This tag must be displayed in the vehicle at all times. For replacement of a hang tag please make a check or money order in the amount of \$5.00 payable to “State of CT, Treasurer” delivered to your human resources department or designee is required. This money is non-refundable.

VANPOOLING

There are a limited number of reserved on-site vanpool spaces. Contact the property management office at 860-418-8798 for further information.

Vanpools are handled by the Rideshare Company, and employees may contact Rideshare directly by calling 1-800-972-EASY (1-800-972-3279).

HANDICAPPED PARKING

There are handicap parking spaces available at all onsite and offsite parking lots. They are on a first come first serve basis.

TEMPORARY PARKING FOR EMPLOYEES WITH SHORT TERM MEDICAL NEEDS

Occasionally, the agencies will need to issue special needs parking to their employees. When this situation arises, an authorized parking representative from the employee's agency should request a temporary pass for the individual in writing to the property management company. Please include the individual's name, phone number, license plate, type of vehicle, effective and expiration dates.

VISITOR PARKING

There are a total of 32 spaces available for use by visitors at the 410-474 Capital Avenue site. The designated visitor parking area is located at the rear of building 450. A booth with a roof mounted "Security" sign is at its entrance.

Visitor spaces cannot be reserved and are available on a first come first serve basis.

If **fewer than 5** visitors are expected for a meeting, parking may be available in "Visitors" spaces at the Capitol Avenue lot. If no visitor's spaces are available the officers will direct motorists to Lot 'C' located on Forest Street. Here a shuttle bus will transport persons to the 410-474 Capitol Avenue buildings.

If **more than five** visitors are expected for a meeting, all attendees should be directed to Lot 'C' located on Forest Street. Shuttle schedules should be sent to guests ahead of time so they can schedule their time accordingly. Contact your *tenant floor representative* for a copy of the latest shuttle schedule.

TOWING POLICY

The property management firm and/or security personnel with the approval of DAS, have the authority to ticket, tag, remove or relocate vehicles parked at the Capitol Avenue site, and any of the satellite parking lots, should the vehicle cause a serious safety violation.

STATE CAR PARKING REGULATIONS

Employees utilizing State of Ct vehicles must park their personal vehicles in their assigned parking lot before obtaining a state car from the 410-450 Capitol Avenue back lot under the I-84 Bridge

Vehicles with a State of CT license plate do not have assigned parking spots in the back lot of 410-450 Cap Ave. However, they do have an assigned area for overnight parking purposes only. During the day these parking spots are used for multi parking purposes.

EXCEPTION - An employee using a State of Ct vehicle on assigned field work, who knows that they will not be returning before 6 p.m., with prior notification may place their private vehicle in the space occupied by the State of Ct. vehicle. (This is done to accommodate safety concerns for returning motorists who may not be able to utilize the shuttle service upon their return after 6 p.m.). E-mail notification to capavesecurity@rmbradley.com. If an employee is not able to e-mail security they may telephone the security staff with the required information at 418-6075.

NIGHT, WEEKEND AND HOLIDAY PARKING

Unless having received prior approval from the security office, any car left in the parking lot overnight (excluding State vehicles), or on weekends or holidays will be considered illegally parked and may be subject to ticketing and/or towing.

LIABILITY

Neither RM Bradley Management nor the State of Connecticut are liable or responsible for the loss or theft of cars, parts of cars, or any articles or items in cars. In addition, neither RM Bradley Management nor the State of Connecticut assumes liability for any damage resulting from vandalism or accidents on State owned property.

INSURANCE CLAIMS

Any claim of damage to an employees' vehicle should be reported immediately to security personnel so an incident report may be completed.

DIRECTIONS TO THE CAPITOL AVENUE COMPLEX

From I-91 (north or south) and from east of the river

In Hartford, take I-84 west, in less than a mile from the I-91 interchange, get off at Asylum Street, Exit 48. At the signal light at the bottom of the ramp, make a gradual right, staying to the left of the fork on to Farmington Avenue. Take an immediate left at the signal light onto Broad Street, (at the YWCA). Take the first right at the signal light onto Capitol Avenue. The Capitol Avenue complex is two blocks on the right just past the signal at the base of Putnam Street.

From the West

Take I-84 east to Capitol Avenue, Exit 48B, bearing right toward the Capitol area and staying to the right of the ramp. At the bottom of the ramp, turn right on to Capitol Avenue. The Capitol Avenue complex is on the right just past the signal at the base of Putnam Street

DIRECTIONS TO LOT 'C' (FOREST ST. AND CAPITOL AVE)

From I-91 (north or south) and from east of the river

In Hartford, take I-84 west. Take Exit 46, Sisson Avenue. At the end of the exit ramp, turn left at the signal light onto Sisson Avenue. Take your first left onto Capitol Avenue. Take your first left onto Forest Street. The parking lot is on your left and is labeled State of Connecticut. A shuttle bus to take you to our offices will either be waiting or will appear in a few minutes.

From the West

Take I-84 East to Exit 46, Sisson Avenue. At the end of the exit ramp, turn left at the light onto Sisson Avenue. Take your first left onto Capitol Avenue. Take your first left onto Forest Street. The parking lot is on your left and is labeled State of Connecticut. A shuttle bus to take you to our offices will either be waiting or will appear in a few minutes.

G. COMPLEX AMENITIES

CONFERENCE ROOM RESERVATION AND USAGE

The Capitol Avenue complex has common area conference rooms that may be used by the various agencies who occupy the complex. The conference rooms, A B, and C are located in the Building 470, adjacent to the cafeteria. Please call the management office for reservations 860-418-8798. (See exhibit #10).

E-mail security with a list of outside visitors attending any meetings no matter what conference room/work area they will be visiting at capavesecurity@rmbradley.com .

LOCKER ROOMS

Women's and Men's locker rooms are available in the concourse (basement) level of Building 450. Any employee may utilize them.

AUTOMATIC TELLER MACHINE (ATM)

For your convenience, an ATM machine is located in the 470 Capitol Avenue lobby.

BICYCLE RACK

Two (2) bicycle racks are available and are located under the 410 parking garage and behind building 450.

Tenants and visitors are welcome to use personal locks to secure bicycles during building hours. Neither the Department of Administrative Services nor RM Bradley Management Corporation is responsible for stolen items, damaged or missing bicycles. Employee locking devices must be removed when the bicycle is removed from the rack.

FOOD SERVICES - Operated by BESB (Board of Educational Services for the Blind)

The Capitol Avenue complex has a full service cafeteria with a complete menu of hot and cold dishes located in building 470. A spacious dining area offers plenty of seating.

Operating hours for the cafeteria are 7:00 a.m. to 2:00 p.m. Breakfast is served from 7:00 a.m. until 11:30 a.m. and lunch is served from 11:30 a.m. until 1:45 p.m. Beverages and snacks are available at other times.

Catering service is available within the Capitol Avenue complex. Call the cafeteria office at 860-418-6480 for complete menu selection, pricing, and scheduling.

Vending machines are operated BESB all comments and questions should be directed to the cafeteria.

H. HEALTH & SAFETY ISSUES

Slips and Falls

Slips and Falls are the second-leading cause of injuries in homes and communities. Take the time to remove slip, trip and fall hazards from your area. Please call your floor representative immediately if you see any hazards in the building.

What is a Hazardous Material?

A material is considered hazardous if it is:

1. Specifically listed in the law, 29 CFR, part 1910, Subpart Z, Toxic and Hazardous Substances (the Z list).
2. Assigned a threshold limit value (TLV) by the American Conference of Governmental Industrial Hygienist Inc. (ACGIH).
3. Determined to be cancer causing, corrosive, toxic, an irritant, a sensitizer, or has damaging effects on specific body organs.

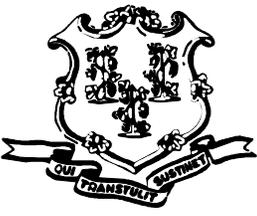
Hazardous Material Inventory

Material Safety Data Sheets “SDS” are maintained in the RM Bradley Management office on the 1st floor of 450 Capitol Avenue. These include products utilized by our maintenance crew, the cleaning crew, the landscaping contractor, the exterminator and the cafeteria. All hazardous materials stored in the complex should be reported to the RM Bradley Management office at 418-8792 so that they can be included in the overall complex list. Each agency shall provide RM Bradley Management with updates on the status of their materials. New materials entering into the complex shall be immediately reported to RM Bradley Management.

Immediately notify RM Bradley Management of all hazardous chemical spills and/or odors. Do not attempt to clean up a hazardous chemical spill, as fumes may overcome you. If a spill has strong fumes coming from it, evacuate the immediate area of employees but “do not” activate the fire alarm. Spills are to be cleaned and the area uncontaminated by experienced personnel only. We also have personnel on staff that has been trained in the cleaning of blood borne pathogen spills.

Hazardous Material Disposal

It is the responsibility of each agency to properly dispose of any hazardous materials used by their employees. For information on disposal of copier toner cartridges or any other equipment product disposal, please contact your agency business office. RM Bradley Management recycles all florescent lamps used for general building illumination, area lighting and/or security purposes.



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

August 4, 1999

General Notice No. 99-05

TO: Agency Heads and Labor Relations Designees

SUBJECT: Workplace Violence Policy

Attached is a copy of a policy concerning workplace violence and prohibiting weapons and dangerous in workplace. The policy is effective immediately and was prepared at the direction of the Governor. It existing Agency policy.

The policy is consistent with what has been called a "Zero Tolerance" approach. Violence or the threat o against any employee of the State of Connecticut is unacceptable and will subject the perpetrator to seri action and possible criminal charges. There is no such thing as a "joke" when dealing with this subject. when employees speak about "going postal", "getting" another employee or anything remotely similar.

The State of Connecticut is committed to providing its employees a reasonably safe and healthy work en from intimidation, harassment, threats and/or violent acts. According to the National Institute for Occupati Health (NIOSH), workplace violence is defined as:

"any physical assault, threatening behavior or verbal abuse occurring in the work setting. It incl limited to beatings, stabbings, suicides, shootings, rapes, near suicides, psychological traumas obscene phone calls, an intimidating presence, and harassment of any nature such as being followe

The worksite is any location, either permanent or temporary, where an employee performs any work-rel includes but is not limited to the buildings and the surrounding perimeters, including the parking lots. It ir owned and leased space, including vehicles, and any location where state business is conducted.

VIOLENCE IN THE WORKPLACE – May be found at

PERSONAL SAFETY AWARENESS

Do's and Don'ts

As previously mentioned, the DAS Public Safety/Police Units primary concern is your personal safety. But, personal safety starts with you and only you can make the difference. The following are a few general "Do's" and "Don'ts" that can help make you, your surroundings and property safer. Keep in mind that these are only safety awareness suggestions. You must use common sense when it's your own or a co-worker's personal safety.

Do's

Post emergency numbers near your phone. Police, First Responders, and Security's phone number 418-6075

Keep your office keys with you

Know your co-workers and watch out for each other

Keep your purse in a locked drawer or cabinet

If working after hours, be sure to lock all exterior doors

Call DAS Public Safety for Identification confirmation

Place valuables or money in drawer that can be locked

Inform DAS Public Safety of flickering lights or dimly lit areas

Notify DAS Public Safety of any suspicious persons or vehicles

Visually check elevator before you get in

Don'ts

Hesitate to call for help if your not sure, make the call

Leave keys on your desk or in the top middle drawer

Let strangers into your personal work area

Leave your purse on the floor or in an unlocked drawer or cabinet

Leave your door unlocked or blocked when not in your office

Give out restricted information to strangers or delivery personnel

Leave valuables or money on top of desk or in the middle drawer

Go into dimly lit areas like bathrooms, telephone booths, etc.

Do not approach suspicious persons or vehicles or let them approach you

Stand near the elevator door as you can be pulled in when it opens

**ROUTINE WORK ORDER REQUEST
410-474 Capitol Avenue**

DATE: _____ AGENCY: _____

REPRESENTATIVE NAME: _____ PHONE #: _____

PERSON REQUESTING WORK: _____ PHONE: _____

BUILDING: _____ FLOOR: _____ CUBICLE OR AREA: _____

DESCRIPTION: _____

OFFICE USE ONLY

PRIORITY CODE: 1 2 3 4 TRADE: _____

START DATE: _____ COMPLETION DATE: _____

TOTAL TIME: _____ CALL BACK? (Y/N) _____

CHARGE? (Y/N) _____ WAS THIS A BREAKDOWN? (Y/N) _____

ACTION TAKEN: _____

LIST OF MATERIAL USED: _____

PURCHASE ORDER #: _____ ORDER DATE: _____

MECHANIC NAME: _____ DATE: _____

NOTE: Routine Work Order Request form is strictly for building maintenance issues (i.e. temperature, leaks, lights, etc). All other work orders should be requested on the Tenant Work/Specific Project Form.

PLEASE FAX REQUEST TO RM BRADLEY AT 860-247-5702.

TENANT WORK/SPECIFIC PROJECT FORM
410-474 CAPITOL AVENUE COMPLEX

PROCEDURE: 1. Fill out Phase I information
2. Return to RM Bradley if estimate required.
3. Obtain approval of Fiscal Officer.

PHASE I

TO BE COMPLETED BY AGENCY PERSONNEL

DATE _____ PERSON REQUESTING WORK _____

AGENCY _____ BUILDING _____ FLOOR _____ PHONE NUMBER _____

LOCATION and **SPECIFIC** description of services

SIGN BELOW FOR A REQUEST FOR ESTIMATE... otherwise skip to phase 3

Signature

Title

SID to be charged

PHASE 2

TO BE COMPLETED BY RM BRADLEY

Estimate Hour(s) to Complete (If in-house): _____

Estimates Cost of Materials: _____

Estimated Contract Labor: _____

PHASE 3

TO BE COMPLETED BY AGENCY FISCAL OFFICER

Fax to RM Bradley 860-247-5702

Signature of the fiscal officer for your agency will serve as authorization to go forward with this request and must be obtained prior to any work being performed.

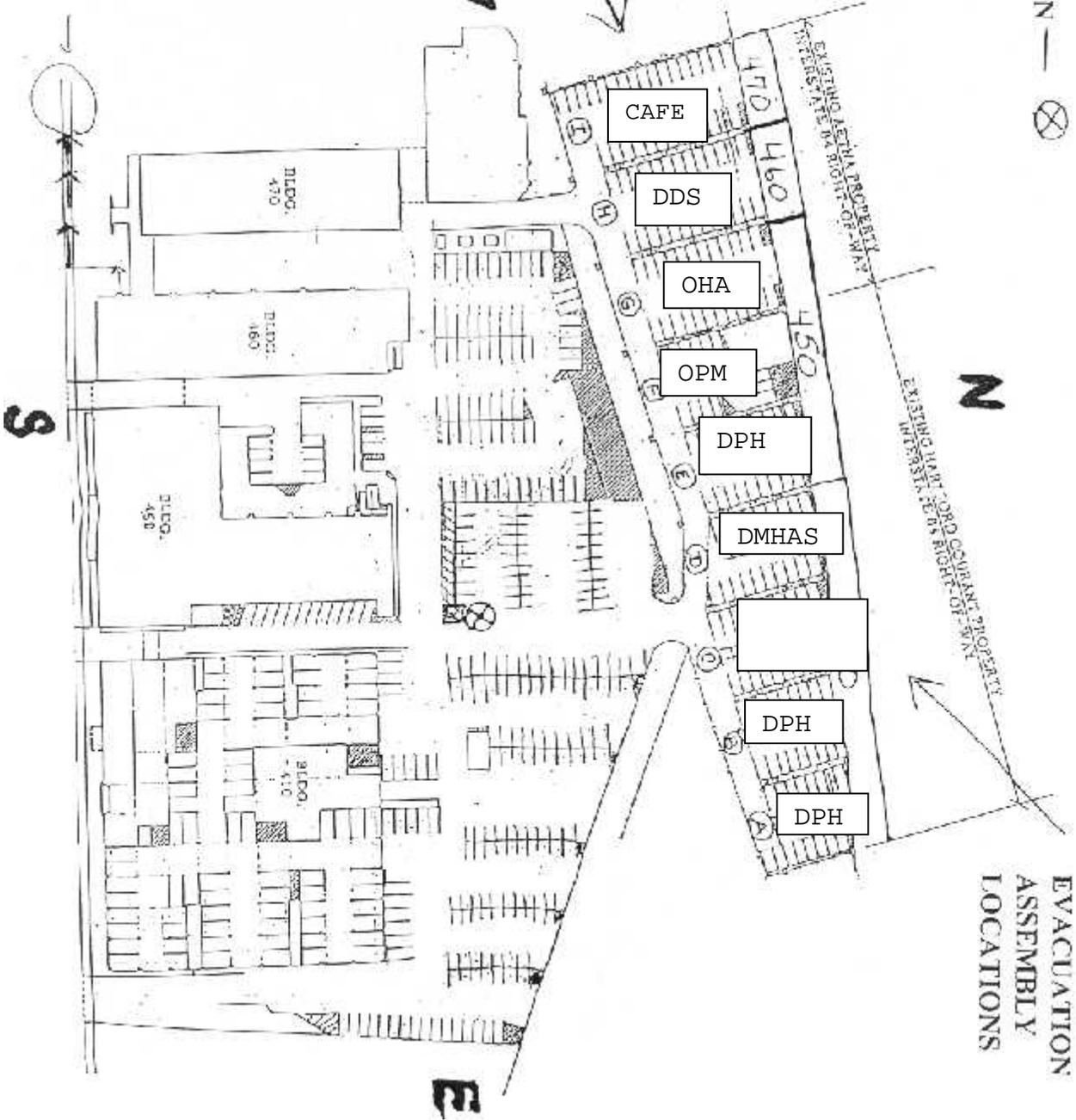
(Print) Fiscal Officer

(Signature) Fiscal Officer

BUILDING 460
SOUTH STAIRWELL,
ASSEMBLY AREA
LOCATIONS

EMERGENCY
EVACUATION
ASSEMBLY
LOCATIONS

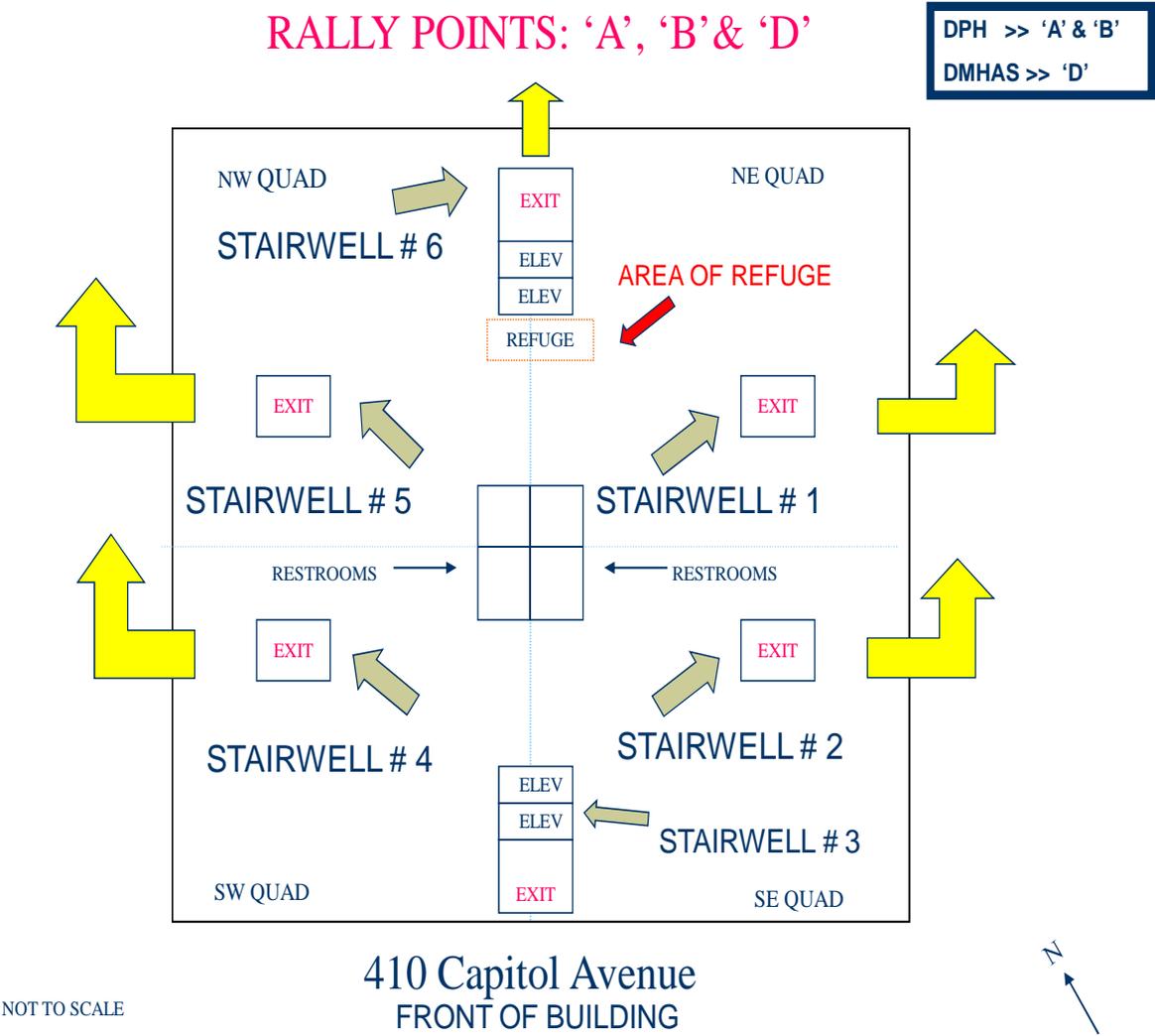
PANIC BUTTON
LOCATION



410-474 CAPITOL AVENUE

EMERGENCY
EVACUATION
ASSEMBLY
LOCATIONS

410 CAPITOL AVENUE
EMERGENCY EVACUATION ASSEMBLY AREAS

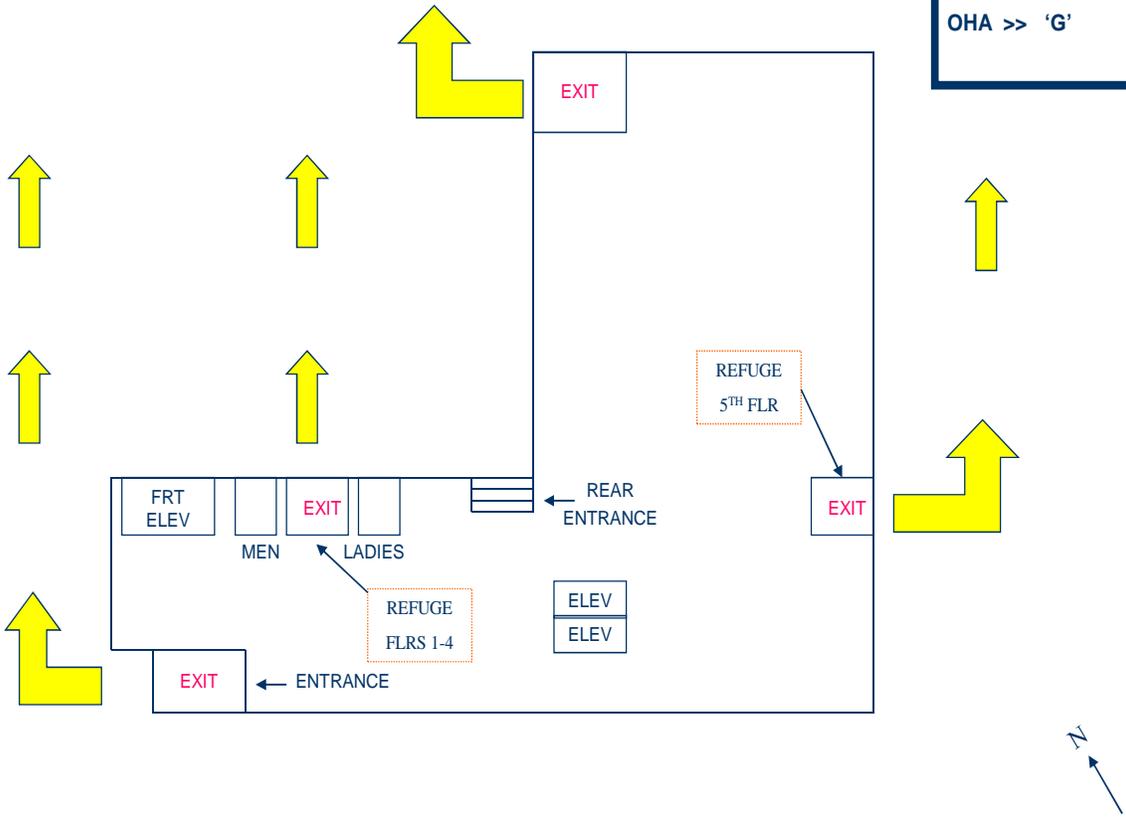


450 CAPITOL AVENUE
EMERGENCY EVACUATION ASSEMBLY AREAS

TO RALLY POINTS: 'E' & 'G'

EXHIBIT 6

DPH >> 'E'
OHA >> 'G'

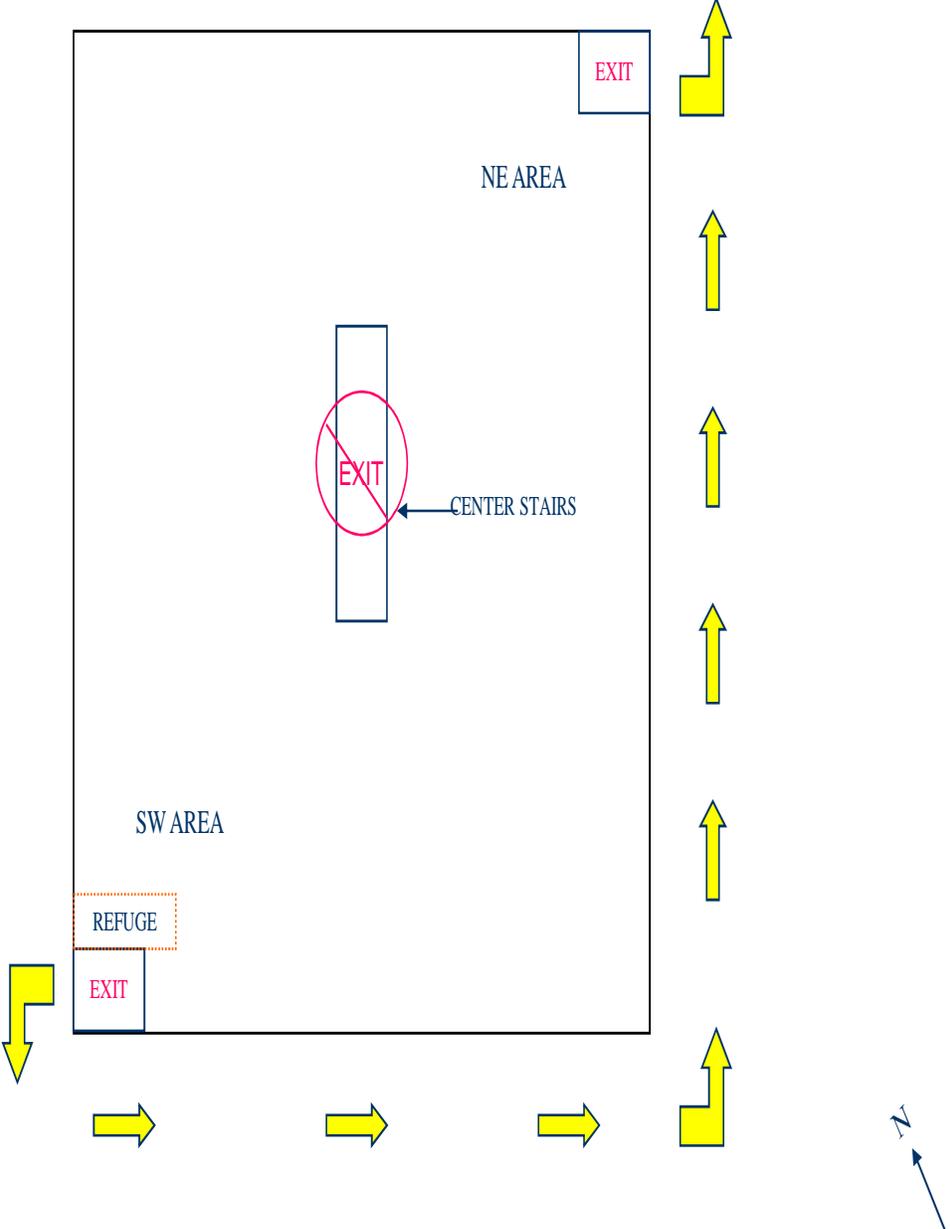


450 Capitol Avenue

NOT TO SCALE

**460 CAPITOL AVENUE
EMERGENCY EVACUATION ASSEMBLY AREAS**

TO RALLY POINT 'H'



460 Capitol Avenue

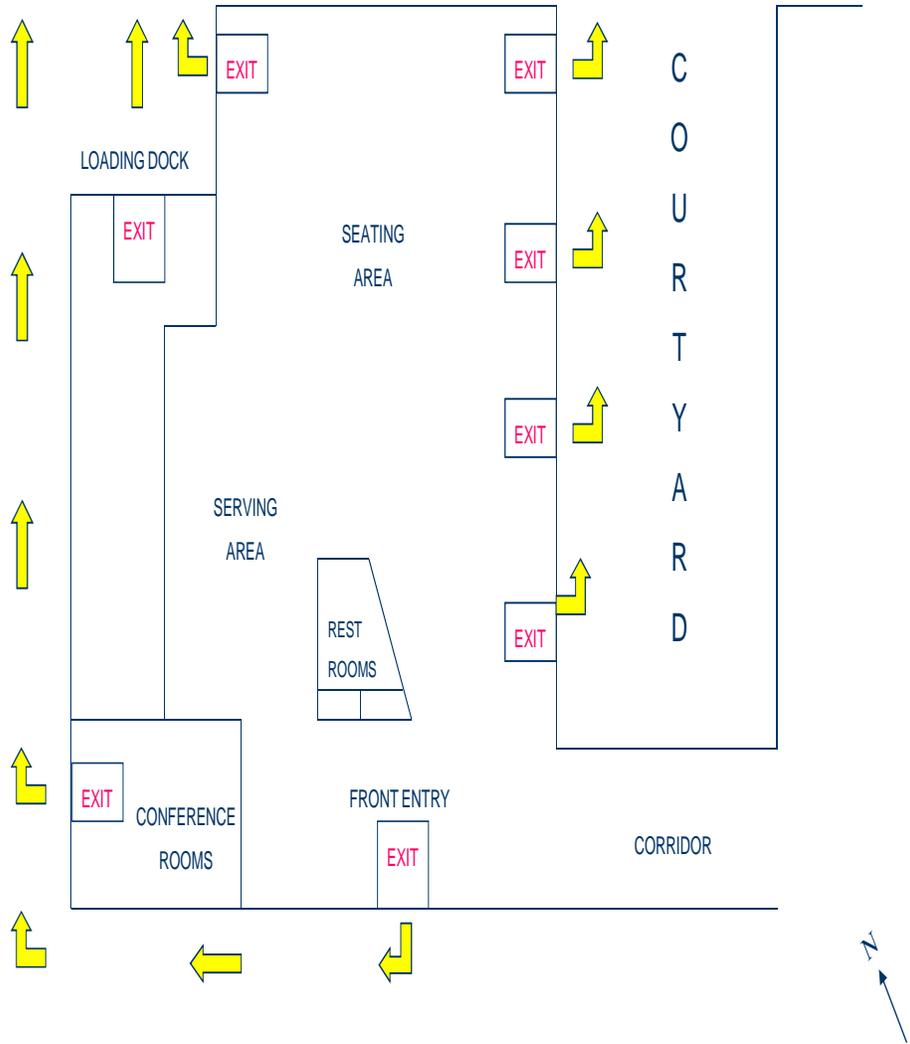
NOT TO SCALE

**BUILDING 460 SOUTH
STAIRWELL
ASSEMBLY AREA
LOCATIONS**

470 CAPITOL AVENUE
EMERGENCY EVACUATION ASSEMBLY AREAS

TO RALLY POINT 'I'

EXHIBIT 9



470 Capitol Avenue Cafeteria

NOT TO SCALE

**STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PARKING PERMIT APPLICATION**

APPLICATION GUIDELINES

To keep parking as orderly and accident free as possible, the following guidelines must be observed:

- All cars must be registered before being parked in any DAS parking facility.
- One (1) parking permit per person.
- When a vehicle is sold or traded, the permit must be updated.
- A \$10.00 fee will be charged for a replacement access card, and a \$5.00 fee will be charged for a parking hangtag.
- Employee's agency representative as verification of employment must sign application.
- Parking assignments are TEMPORARY and can be withdrawn at any time at the discretion of DAS or when the long-range use of any parking facility changes.
- Re-assignment to another facility will only be authorized upon return of the previously issued hangtag and revised application.

PARKING PERMIT APPLICATION

State Employee Driver _____
 Agency Address _____
 Handicap Permit No. _____ Width Required _____ Van _____ Vehicle _____

Primary Vehicle:

Make _____ Model _____ Year _____ Color _____
 To Whom Registered _____ Marker Plate No. _____

Second Vehicle:

Make _____ Model _____ Year _____ Color _____
 To Whom Registered _____ Marker Plate No. _____

Third Vehicle:

Make _____ Model _____ Year _____ Color _____
 To Whom Registered _____ Marker Plate No. _____

State Agency _____ Division _____
 Agency Address _____ Work Phone _____

Approved by Agency Representative:
 Signature _____ Title _____ Date _____

I have read and agree to abide by the State Department of Administrative Services Parking Guidelines and Policies.
 Applicant Signature _____ Date _____

FOR OFFICE USE ONLY		
Assigned Facility	Color	Number

DAS PARKING POLICIES

Parking privileges at any DAS facility are subject to the following:

- Employees are only allowed to park in designated areas.
- Unless designated “RESERVED”, parking areas are “first come, first served”. Reserved spaces are not available for general parking use.
- Parking privileges cannot be assigned. Hang tags and/or key cards, which allow entrance to certain parking lots, cannot be “loaned” or “given” to others on a temporary basis. Reserved spaces cannot be utilized by anyone other than the designee. Under no circumstances can anyone park in a reserved space until his/her space becomes available.
- The following parking violations will result in immediate ticketing or towing at the expense of the vehicle owner:
 1. Parking in a handicapped space without displaying a current valid state permit – hang tag, sign, or marker plate.
 2. Parking in an unauthorized or reserved space or area.
 3. Double-parking.
 4. Parallel parking.
 5. Overnight parking without permission. See your Tenant Representative or, if an emergency, see the guard.
 6. Parking on a sidewalk, entrance, or exit.
 7. Parking in a fire lane.
 8. Blocking traffic.
 9. Creating a safety hazard.
 10. Impeding snow removal operations.
 11. Obstruction normal business operations at a loading dock.
 12. Blocking a dumpster
 13. Not displaying a current DAS parking permit hang tag and/or windshield sticker.
 14. Cars must be parked within existing parking space lines.
 15. Parking of unauthorized vehicles.
 16. Use of someone else’s hang tag.

Enforcement of Parking Guidelines and Policies

Violators will be subject to immediate ticketing or towing. If a DAS Police Officer or building management is able to resolve a violation by having the violator immediately move the vehicle, they will sometimes try to do so. This is, however, optional and violators should expect to be either ticketed or towed.

Liability

The State of Connecticut and its agents are not liable or responsible for the loss or theft of cars, parts of cars, or any articles or items in employee’s cars. In addition, the State of Connecticut or its agents assume no liability or responsibility for any damage resulting from vandalism or accidents in DAS provided parking locations.

These rules may be reviewed and modified periodically. DAS will make final decisions regarding parking lots, the interpretation of parking guidelines and policies, and the enforcement of rules.

470 CONFERENCE ROOM RESERVATION REQUEST

Date of Request: _____ Reservation Date: _____

Agency (Group) Using Room: _____

Person Requesting Reservation: _____ Phone: _____

Available Conference Rooms for Bookings

<u>LOCATIONS</u>	<u>NAME</u>	<u>CAPACITY</u>	<u>CHECK CHOICE</u>
BUILDING 470	A/B as combo	36	_____
BUILDING 470	C	170	_____

Name of Meeting Leader: _____

Name of Meeting: _____

Number of Employees _____ Number of Visitors _____

Hours of use: From _____ To _____

Room Configuration:

CLASSROOM _____ AUDITORIUM _____

EQUIPMENT IS PROVIDED BY EACH AGENCY NOT BUILDING MANGAMENT

Do you need additional HVAC at \$50 per hour? YES NO

(If yes, please specify the time frame for additional HVAC hours after 7 p.m.)

Do you need additional Security at \$25 per hour? YES NO

(If yes, please specify the time frame for additional security hours after 5 p.m.)

Below signatures needed only if extra HVAC or SECURITY is requested.

(Print) Fiscal Officer

(print) Title

(Signature) Fiscal Officer

Please fax form to Building Management at 247-5702. Call 418-8798 if you have questions.

Instructions for meetings with visitors of 4 or more

(1) Advise visitors to park offsite and take the shuttle to the complex. Shuttle schedules are available upon request.

(2) Provide to security a list of visitors 24 hours before meeting. You can e-mail list to capavesecurity@srmbradley.com.

Please deliver completed form to Building Management Office or fax to 247-5702. RM Bradley Management will contact you for confirmation of this reservation. Call 418-8798 you have questions.

TELEPHONE BOMB THREAT

Stay calm, Be courteous. Listen. Don't interrupt. Keep the person talking. Take notes. Notify security immediately.

Date: _____ Time of call: _____

What the Caller Said

Exact message/words used: _____

Information about the Bomb

Location of bomb: _____

Detonation time: _____

Type of bomb: _____

What will cause the bomb to detonate? _____

What does the bomb look like? _____

Why are they doing this? _____

Information about the Caller

From where is the caller calling? _____

Caller's name: _____ Phone: _____

Background noises? _____

Voice Description (Circle those that apply)

Male female young old calm excited slow rapid deep nasal loud angry stressed Broken stutter disguised lisp sincere giggler crying squeaky slurred normal stressed accent other: _____

After the call Ends

Time call terminated: _____

Your name: _____

Phone: _____

Name of person notified: _____

Time: _____



Exhibit #12

**DEPARTMENT OF ADMINISTRATIVE SERVICES
STATEWIDE SECURITY UNIT**

PICTURE ID REQUEST FORM

Please complete all the information on this form. A current driver's license or other form of picture identification must be presented in order to have your Employee ID made.

1. Last Name: _____
2. First Name & MI: _____
3. Employee Title: _____
4. Telephone No. _____
5. Work Address: _____
6. Department: _____
7. Date of Birth: _____
8. Height: _____
9. Hair Color: _____
10. Eye Color: _____
11. Agency Supervisor: _____
12. Supervisor's Signature: _____
13. Date Supervisor Signed: _____

PICTURE WILL NOT BE TAKEN UNLESS SIGNED BY AGENCY SUPERVISOR

Agency Supervisor's signature verifies that the above named individual requesting an Employee Identification Card is currently employed in the above mentioned state agency.

Employee Identification Card must be surrendered to the Human Resources Dept. or Building Security upon separation from state service or agency.