

**THE MICHAEL V. DISALLE  
GOVERNMENT CENTER  
TOLEDO, OHIO**

**TENANT HANDBOOK**

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**Introduction**



This handbook is published for the tenants of the Michael V. DiSalle Government Center so that each might be acquainted with general information about the building and some of the specific policies, regulations, and procedures that each person should know in order that the DAS Office of Properties and Facilities 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 an eight-level, 335-space parking garage open to the tenants and the public.

It is the responsibility of all employees and contractors 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 and one freight elevator.



### **Hours of Operation**

The building is open for normal operations Monday through Friday, 7:30 a.m. to 5 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.

### **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 is difficult 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 fund raising or selling to individuals are prohibited.

This is in order to allow 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 DAS Office of Properties and Facilities 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 DAS Office of Properties and Facilities.

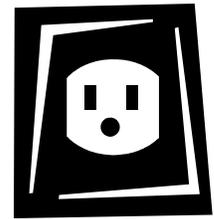
## **Recycling**

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.



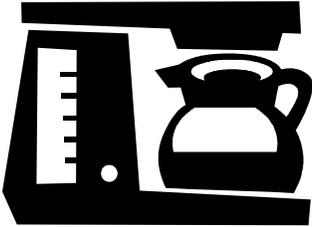
## **Maintenance**

- 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 DAS Office of Properties and Facilities 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.



## Safety

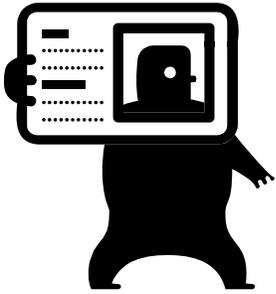
- There are Floor Safety Coordinators on every floor. Floor Safety Coordinators will provide directions to employees concerning severe weather and fire alarm evacuation procedures. Agency coordinators will provide the list of Floor Safety Coordinators to the DAS Office of Properties and Facilities/Building 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, electric heaters, and electric fans are not permitted.
- 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.
- 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.



## 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.
- Building IDs are to be worn by tenants/employees at all times, in such a manner that they are readily visible. Identification badges may be obtained by a written request from a department supervisor to the DAS Office of Properties and Facilities stating the name of the employee and the floor to which the employee will be permitted access after regular business hours.
- If you receive a bomb threat via telephone, 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.



### 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.

## **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**

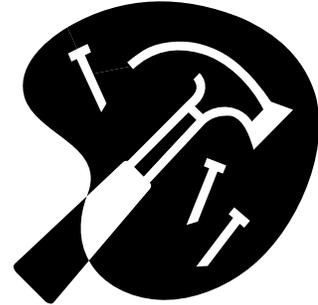
To conserve energy, the lights, air conditioning, and heating systems will be set back after 5 p.m. on weekdays, and on Saturdays, Sundays, and holidays. In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management.

### **Remodeling Requests**

All State Offices' remodeling requests for changes must be submitted in writing by the Agency Coordinator to the DAS Office of Real Estate & Planning. DAS will direct interior planning efforts for all office space. The DAS Office of Real Estate & Planning will provide overall coordination and assistance to the Agency

Coordinators in the planning of office space. City of Toledo and Lucas County remodeling request for changes must be submitted in writing by the Agency Facilities Director to the DAS Office of Real Estate & Planning.

The approved drawings from the Office of Real Estate & Planning are submitted with work orders to the DAS Office of Properties and Facilities 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 the DAS Office of Properties and Facilities, 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 Coordinator submit a written request to the Building Management.

### **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 7 a.m. – 4 p.m., Monday-Friday. Security will not accept packages after these hours unless previously authorized by the DAS Office of Properties and Facilities/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.

To avoid damage to the carpet and walls, all furniture and heavy equipment should be moved by the DAS Office of Properties and Facilities or an authorized contractor 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 DAS Office of Properties and Facilities at no cost to the department:

- Hanging of pictures



- Replacement of ceiling lights
- Temperature adjustment
- Cleaning of soiled carpets
- Delivery of materials to and from the loading dock

### **Use of Elevators**

The use of mail carts or other delivery carts are limited to the freight elevator. Use of passenger elevators for delivery purposes is prohibited.

### **Telephones**

All voice services (new and changes) should be coordinated through your telecommunications coordinator. The coordinator will order the voice services through the Technology Service Request system.

Telecommunications coordinators will report other issues, including line repair complaints, to the Ohio Department of Administrative Service's Customer Service Center at [csc@ohio.gov](mailto:csc@ohio.gov) or (614) 644-6860.

### **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 DAS Office of Properties and Facilities or Building Management at (419) 245-3080.

