

**THE SENATOR OLIVER R. OCASEK
 GOVERNMENT OFFICE BUILDING
 AKRON, OHIO**

TENANT HANDBOOK

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Introduction

This handbook is published for the information of all tenants in the Senator Oliver R. Ocasek building so that they 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 building is a five-story structure, and with the exception of the Canadian granite used on the staircase, all materials used are from Ohio.

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 (330) 643-3035, if you have any questions after reviewing the handbook.

General Information

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 the building after normal hours of operation should refer to the Security section of this handbook.

Food Service Facilities

Rick's Café, a full-service cafeteria, is open from 7:30 a.m. – 4 p.m., Monday-Friday, and is located on level one, in the East Atrium. There is also a vending area on the parking level on the west side.

Elevators

There are four passenger elevators and one freight elevator in the Ocasek building.



Conference Rooms

There are four spaces in the building which can be utilized for training or conferences, with varying capacities from 10-125 people. To reserve or inquire about use of the rooms, please contact Building Management at (330) 643-3035. There is no food or drink allowed in the auditorium or conference rooms on the second floor.

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 are difficult to remove. There are bulletin boards available for department and employee use in the food service area. Finally, feel free to distribute pertinent information to floor coordinators for departmental posting.

All notices for posting on vending area bulletin boards must be typewritten on 8 ½" x 11" white paper, dated, and forwarded to Building Management. Contact (330) 643-3035 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 State-related information, announcements, or functions, will be handled as other notices cited above.

Parking

Parking is assigned by agency by the Ohio Department of Administrative Services, Office of Real Estate & Planning.

Lost and Found

For any information regarding lost and found items, call Security at (330) 643-3033.

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 to allow the unimpeded ingress and egress to Ocasek building by the public and tenants who are working in the Ocasek building. 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 Ocasek building 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.



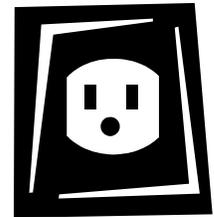


Recycling

The Ocasek building 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 computer paper, cardboard, newspapers, and phone books. Should you have any questions, please contact your recycling coordinator or Building Management.

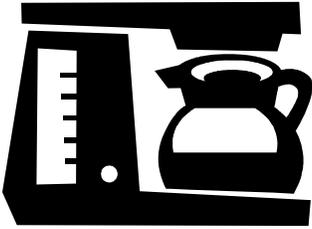
Maintenance & Housekeeping

- All maintenance requests should be directed to the Building Management Office, at (330) 643-3035, or by email. A link for submitting maintenance requests by email is available on this website.
- 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 (330) 643-3035.
- 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 (330) 643-3035, 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.

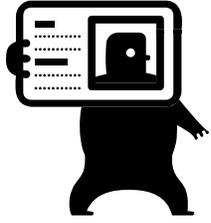


Safety

- There are Floor Wardens on every floor. Floor Wardens will hold classes for employees concerning fire alarm procedures. Agency coordinators will provide the list of Floor Wardens to the DAS Office of Properties and Facilities.



- 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, electrical heaters, and electric fans with a blade diameter greater than 8" are not permitted.
- Electrical appliances found "on" after business hours and considered a fire hazard will be confiscated by Security.
- Microwave ovens, refrigerators, and other appliances are only permitted in the kitchenette. 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 must 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 PA system will be used in an emergency to communicate information to the building occupants.



Security

- It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on these premises.
- Tenants desiring to enter the Ocasek building after normal hours of operation must enter by the High Street entrance in the West Lobby. 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 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.
- 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 (330) 643-3033.
- 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 Warden, 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 several hundred 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 if possible.
- 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 Ocasek building 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 (330) 643-3033. 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 entry 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 (330) 643-3033. In the event that you have called 911 directly, please notify Security so that they may direct them to the proper location.

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.

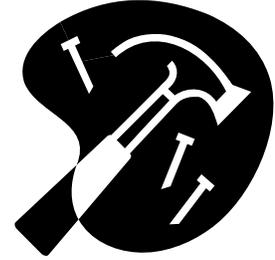
In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management. Cost for after-hours HVAC may be billed to the agency concerned.

Remodeling Requests

All remodeling requests for changes must be submitted in writing by the Agency Coordinator to the DAS Office of Real Estate & Planning which directs 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.

The approved drawings from the DAS 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 DAS Office of Properties and Facilities.

Loading Dock

The loading dock entrance is located on Bowery Street, and 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 8 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. Parking will not be permitted for private vehicles. All packages entering the loading dock will be x-rayed by security.

To schedule use of the loading dock, contact Building Management at (330) 643-3035. 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 DAS Office of Properties and Facilities or an approved 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

Mail carts and other delivery carts are limited to the freight elevators. 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 or (614) 644-6860.

Conclusion

We hope this handbook has helped familiarize you with the Ocasek building. If you have any questions, comments, or suggestions, please feel free to contact the DAS Office of Properties and Facilities at (330) 643-3035.

