

**VERN RIFFE CENTER FOR
 GOVERNMENT AND THE ARTS
 COLUMBUS, OHIO**

TENANT HANDBOOK

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Introduction

Welcome to the Vern Riffe Center for Government and the Arts. This beautiful 1,000,000 square foot building located in downtown Columbus, Ohio, is constructed of predominantly Sardinian grey granite with Napoleon red granite accents.

The Riffe Center is home to the offices of the Governor and the Ohio House of Representatives, as well as many other state agencies. This unique 32-story building includes a 780-seat theater, an Executive Conference and Training Center an art gallery, a day-care center, and three smaller studio theaters.

An attached 400-car parking garage allows easy access to the building. In addition, convenient parking is available at the Huntington Center and the Statehouse Underground Parking Garage. The Statehouse, the Riffe Center, and the Rhodes Tower are all interconnected via a system of tunnels which converge in the Statehouse Underground Garage. The Supreme Court building is also connected, through the Riffe Center garage.

This Tenant Handbook has been compiled to acquaint you with the facility and review some of the various regulations, policies, and procedures necessary for the efficient operation of the building.

Please feel free to contact the Building Management office at 466-7361 if you have any questions after reviewing the handbook.

General Information

Food Service Facilities

Food Service Facilities are located on the B-1 concourse level and the 19th floor. These facilities are operated by the Bureau for Service to the Visually Impaired.

The B-1 cafeteria provides full-service breakfast and lunch, and is open from 6:30 a.m.- 2 p.m., Monday-Friday. The 19th floor facility is open from 7 a.m.-2 p.m., Monday-Friday, but the vending machines are accessible anytime.

Elevators

There are 21 elevators located in the facility. The service consists of 12 passenger, 3 freight, 2 parking garage, 1 handicap shuttle, and 3 theatrical support elevators.

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 13 conference rooms of various sizes located on the 19th floor. To reserve a conference room, submit a request through the DAS Office of Properties and Facilities website by going to das.ohio.gov and clicking “Tenant Services” or call Building Management at 466-7361. Please remember food and beverages are not permitted in any of the conference rooms.

Conference Center

The Executive Conference and Training Center is located on the 31st floor. There are ten rooms available for training, seminars, and executive meetings. Catering is permitted, and use of a prep-kitchen is available. For reservations, submit a request through the DAS Office of Properties and Facilities website: by going to das.ohio.gov and clicking “Tenant Services” or call 752-8220.

Tours

To arrange a tour of the building for your group or organization, please contact Building Management at 728-5404. Groups will be limited to 35 people, and at least two chaperones will be required for student groups.

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 the food service areas. 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, B-1 concourse Level, 466-7361.

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

Parking Facility

The main entrance to the parking facility is located on Front Street. There are approximately 150 parking spaces for public use. Additional parking is available in the Huntington Center and the Statehouse Underground Parking Garage.



Theaters

There are four theaters in the building. The largest theater seats 780 people. Studio Theatres I and II have seating capacities of 250 and 175, respectively. These theaters are available to state agencies for seminars, symposiums, general meetings, and testing. Studio III is equipped with ballet barres, mirrored walls, and sprung hardwood floors. It is often used for rehearsals, aerobics, poetry readings, and small lectures. To reserve a theater, contact CAPA at 460-7211.

Art Gallery

The Riffe Gallery is located off the High Street Lobby. Revolving art shows are coordinated by the Ohio Arts Council. These exhibits are on display year round. For information regarding the current or future exhibits, please call 644-9624.

Lost and Found

For any information regarding lost and found items, call Security at 644-5390.

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 unimpeded ingress and egress to the Riffe Center by the public and State of Ohio employees working in the Riffe 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 Riffe 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 Riffe 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. Those barrels are generally located in the freight elevator lobby, and some floors may have more than one recycling center. You should check with your supervisor if you are unsure of where additional barrels are located. The building uses a “single-stream” recycler, meaning there is no need to separate your paper when you recycle.



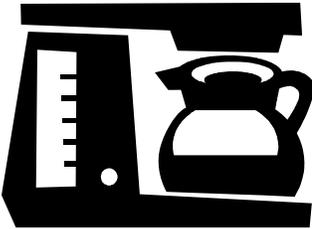
Maintenance

- A coffee closet is located on every floor. It is equipped with a sink, a counter, and cabinets. 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. Beverages, other than water, should not be emptied into drinking fountains.
- 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 466-7361.
- On extremely sunny days, keeping the drapes closed will assist in conserving energy and maintaining a constant temperature. Under no circumstances should 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 (466-7361) should immediately be called 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

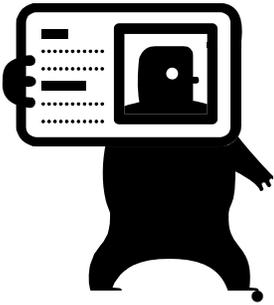
- There are Floor Wardens on every floor. Floor Wardens will hold classes for employees concerning fire alarm procedures. Agency coordinators will provide the list of Floor Wardens to the DAS Office of Properties and Facilities.



- 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 are only permitted in the coffee closet area. When using a microwave oven, the operator should 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. Freight elevator lobbies are not to be used to store items at any time.
- The Riffe Center is a smoke-free facility (including the parking garage). Smoking is permitted outside on both State and High Streets; however, you must remain at least 20 feet from the entrances. Please use the containers provided for disposal.



Security



- Tenants desiring to enter the Riffe Center after normal hours of operation must enter by the State Street Lobby. They will be required to present a building identification pass to the security guard on duty. Individuals parking in the garage will also be required to present a building identification pass to the security guard at the State Street Lobby.

Building IDs are to be worn by tenants at all times, in such a manner that they are readily visible. ID 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 644-5390. 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, a property removal form must be filled out 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 Riffe 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 644-5390. 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 644-5390. Do not contact your department's security or 911 directly.

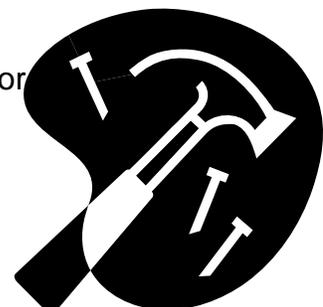
After-Hours Utilities

To conserve energy, the lights, air conditioning, and heating systems will be set back after 6 p.m. on weekdays, and on Saturdays, Sundays, and holidays. In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management. Cost for after-hours HVAC will be billed to the agency concerned.

Remodeling Requests

All 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 Real Estate & Planning will provide overall coordination and assistance to the Agency Coordinators in the planning of office space.

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 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 on Wall Street 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.-3 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 on Wall Street. All packages entering the loading dock will be X-rayed by security. Any sealed packages brought in through one of the other entrances must be X-rayed at the loading dock.

To schedule use of the loading dock, contact Building Management at 466-7361. 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 because 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 agency's 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 Riffe Center. If you have any questions, comments, or suggestions, please feel free to contact the DAS Office of Properties and Facilities at 466-7361.

