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## OHIO BUILDING AUTHORITY

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**FRANK J. LAUSCHE  
STATE OFFICE BUILDING  
CLEVELAND, OHIO**

### **TENANT HANDBOOK**

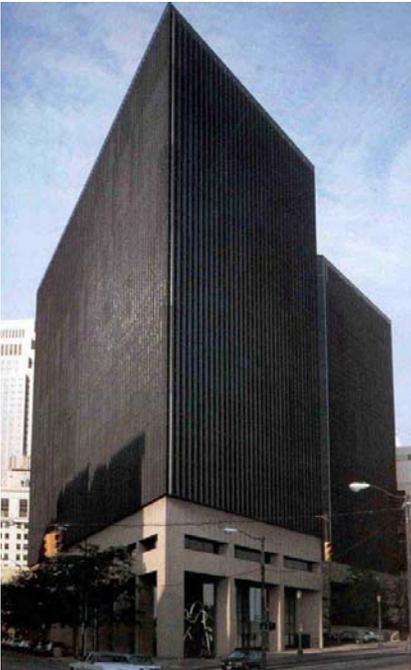
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#### **TABLE OF CONTENTS**

Introduction .....	1
General Information .....	2
Maintenance .....	4
Safety .....	4
Security .....	6
Services.....	7
Conclusion .....	10

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### **Introduction**



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

The main, public entrance to the building faces Superior Avenue. The 14-story, 458,000-square-foot building is composed of tinted glass, along with tinted thermopane vision paneling.

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

Please feel free to contact the Building Management office at (216) 787-3840, if you have any questions after reviewing the handbook.



## **OHIO BUILDING AUTHORITY**

### **General Information**

#### **Food Service Facilities**

The Servery is a cafeteria located on the Plaza level, and is open Monday through Friday, from 7:00 a.m.-3:00 p.m. All vending and food sales must be done in cooperation with the Servery. There is also a vending area located on the 8<sup>th</sup> floor.

#### **Elevators**

There are eight elevators located in the facility. The service consists of six passenger elevators, one freight elevator, and one hydraulic elevator.

#### **Hours of Operation**

The building is open for normal operations Monday through Friday, 7:00 a.m. to 5:00 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 30-125 people. To reserve or inquire about use of the rooms, please contact Building Management at (216) 787-3840.

#### **Posting of Notices**

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



## OHIO BUILDING AUTHORITY

All notices for posting on vending area bulletin boards must be typewritten on 8½" x 11" white paper, dated, and forwarded to Building Management. Contact (216) 787-3840 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.



### **Day Care**

There is a daycare, Children First of Cleveland, located on the Plaza level of the building. For more information, contact (216) 787-4530.

### **Lost and Found**

For any information regarding lost and found items, call Security at (216) 787-3846.

### **Solicitation**

Solicitations on public property by private individuals, organizations, or companies for the purpose of selling to individuals, are prohibited. This is in order to ensure proper and unimpeded ingress and egress to Lausche building by the public and State of Ohio employees working in the Lausche building. This helps to minimize loitering, and to eliminate unnecessary maintenance work. It is the policy of the Ohio Building Authority that no solicitation or distribution of literature is to be permitted in the Lausche 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 Ohio Building Authority.



### **Recycling**

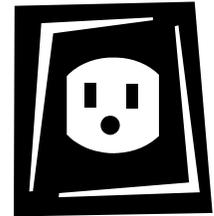
The Lausche building participates in a recycling program. Each desk is provided with a box to hold mixed office paper, which should be emptied into an appropriately-marked barrel, once full. In addition, we recycle cardboard. Should you have any questions, please contact your recycling coordinator or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



## OHIO BUILDING AUTHORITY

### **Maintenance**

- To request maintenance service, a written memo signed by an authorized individual to approve payment must be submitted to the Ohio Building Authority. This does not apply to emergency maintenance. In the event of an emergency, contact Building Management at (216) 787-3840.
- Coffee grounds should be placed in plastic bags and disposed of in the waste baskets. Waste should never be placed in the coffee sink or restroom facilities, as the grounds may clog the plumbing system.
- Any tenant desiring to install electrical or mechanical equipment in a department must specify in writing to the Ohio Building Authority that the equipment is desired and a determination will be made as to effects upon electrical loading, temperature, humidity, etc.
- The women's restrooms are equipped with sanitary napkin disposals. These should be utilized as opposed to the toilets or paper trash disposals.
- If you have an unusually large amount of trash to be removed, call (216) 787-3840.
- 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 (216) 787-3840, 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**

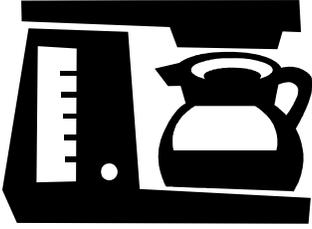
- There are Floor Wardens on every floor. Floor Wardens will hold classes for employees concerning fire alarm procedures. Agency coordinators will provide the list of Floor Wardens to the Ohio Building Authority.



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## OHIO BUILDING AUTHORITY

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- 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 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. Failure to do this may result in the removal of the oven if a fire results, or if a fire/smoke alarm is activated.
- The fire stairwells are for emergency use only. They should not be used for travel between floors. Anyone entering these restricted areas will be trapped in the stairwell, as the doors automatically lock from inside.
- Fire codes do not permit the use of live Christmas trees, flammable decorations, or electric lights. Security will remove any such materials found on the floors.
- The circulation corridors will remain clear at all times and should never be used for storage or other purposes.
- The State Fire Code prohibits the storage of boxes, papers, or other materials in office areas. The only areas authorized for storage are designated rooms with a fire-rated wall and an 18-inch ceiling clearance. All items stored on a top shelf must have an 18-inch clearance between the top of the item and the ceiling. Freight elevator lobbies are not to be used to store items at any time.
- The Lausche building is a smoke-free facility.





## OHIO BUILDING AUTHORITY

### Security



- 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 and sign in or out as necessary.
- Building I.D.s are to be worn by tenants/employees at all times, in such a manner that they are readily identifiable. Identification passes may be obtained by a written request from a department supervisor to the Ohio Building Authority stating the name of the employee and the floor to which the employee will be permitted access after regular business hours. Any badge replacement will be at an additional charge.
- In the event that you receive a telephone bomb threat, try to notify another employee while keeping the caller on the line. This may give the telephone company adequate time to trace the call. Notify Security immediately at (216) 787-3846.
- 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.





## OHIO BUILDING AUTHORITY

### **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 Lausche 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 (216) 787-3846. 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 (216) 787-3058. Do not contact your department's security or 911 directly.



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## OHIO BUILDING AUTHORITY

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### **After-Hours Utilities**

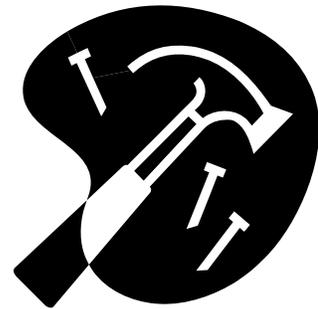
To conserve energy, the lights, air conditioning, and heating systems will be set back after 5:00 p.m. on weekdays, and on Saturdays, Sundays, and holidays. In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management.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

### **Remodeling Requests**

All remodeling requests for changes must be submitted in writing by the Agency Coordinator to DAS, General Services Division. DAS will control and direct interior planning efforts for all office space. The Ohio Building Authority will provide overall coordination and assistance to the Agency Coordinators in the planning of office space and implementation of remodeling requested.

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

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



### **Locks for Desk Drawers**

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

### **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 8:00 a.m.-4:00 p.m., Monday-Friday. Security will not accept packages after these hours unless previously authorized by the Ohio Building Authority. 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 (216) 787-3840. 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



## OHIO BUILDING AUTHORITY

more than 24 hours, Building Management will deliver the items and bill the agency for the service.

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

### **Work Charges**

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

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



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

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

### **Use of Elevators**

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

### **Use of Handicap Facilities**

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

### **Telephones**

Telephone line repair complaints should be reported to Building Management, at (216) 787-3840.



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## OHIO BUILDING AUTHORITY

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

### **Conclusion**

We hope this handbook has helped familiarize you with the Lausche building. If you have any questions, comments, or suggestions, please feel free to contact the Ohio Building Authority at (216) 787-3840. Revised booklets will be sent to each department electronically. Upon receipt of a revised booklet, the previous booklet should be deleted, and any printed copies replaced.

