



TENANT HANDBOOK

55 Farmington Avenue

April 2023

Prepared by:



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1. INTRODUCTION

RM Bradley Management Corporation welcomes you to 55 Farmington Avenue. We are here to provide you with courteous and quality service. Our office is located on the first floor of the building, on the left as you enter the conference room hallway.

The RM Bradley Management Office is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Although the management office is closed on the day after Thanksgiving, there will be one building maintainer on site during the day to assist with emergencies. RM Bradley staff are available on a 24-hour basis to respond to any emergency situations in the building. In the event of an after-hours emergency, our team can be reached by calling 860-278-2040.

Our mechanical/engineering staff is available to assist or help with problems you may encounter in your space. We will make every attempt to respond to your work order requests as quickly as possible. **Always direct your first request for assistance to your floor contact.** If you are unaware of your floor's contact person, please call Property Management for that information.

Building Management Operations Personnel

Linda Pizzella	Property Manager	Office	860-622-2489
Pete Voskowsky	Chief Engineer	Office	860-246-7246
Dave Tierney	D2 HVAC Mechanic	Office	860-622-2489
Jose Osorio	General Maintenance Worker	Office	860-622-2489
Security	Front Desk	24 hours*	860-622-2153
	Operations Center	24 hours	860-622-2198

*Except while making rounds.

2. IMPORTANT PHONE NUMBERS

Emergencies - Police/Fire (may require dialing '9' first)	911
Non-Emergency Police	860-527-6300
Non-Emergency Fire	860-722-8200
Non-Emergency Ambulance (American Medical Response)	860-527-1755
State Police- Troop H	860-534-1000
DAS Statewide Security (Ray Philbrick)	860-713-5811
Security Desk (Lobby)	860-622-2153
(Operations Center) 24 hr	860-622-2198
RM Bradley Management Office	860-622-2489
24 hr	860-278-2040
55 Farmington Maintenance Office	860-622-2489

3. HISTORY/FACTS OF 55 FARMINGTON

55 Farmington Avenue was constructed in 1990 by The Hartford Insurance Company. After being purchased by the State of Connecticut in 2013 and undergoing renovations, the building accepted tenants in 2014. The location of the building provides easy access for tenants and visitors due to its location to the Business District and the Capitol, and its' close proximity to both major highways.

The building itself consists of 12 stories above ground, and one floor below ground. There are four levels of parking beneath 55 Farmington Avenue and an additional five levels of parking at 50 Farmington Avenue. The building contains approximately 287,000 square feet of space. Nine elevators, including one service elevator, operate within the building and parking garages. The heating and air conditioning system was "state of the art" at the time the building was retrofitted. Recent upgrades and improvements to the system have kept pace with those in the industry, and should provide a comfortable working environment throughout the building.

4. DIRECTIONS TO 55 FARMINGTON AVENUE

55 Farmington Avenue is located on the corner of Farmington Avenue and Flower Street. Entrance to the 55 Farmington parking garage is on Flower Street. Entrance to the 50 Farmington garage is on Farmington Avenue.

Directions from:

84 East

Take the Asylum Avenue exit (Exit 48A).

Turn left at the end of the exit ramp onto Asylum Avenue.

Veel left (slight left) onto Farmington Avenue.

The building is on the second block on the left, just after the intersection of Broad Street.

84 West

Take the Asylum Avenue exit (Exit 48).

Merge onto Spring St. (Spring St. becomes Garden St)

Turn right onto Asylum Avenue.

Immediately veel left (slight left) onto Farmington Avenue.

The building is on the second block on the left, just after the intersection of Broad Street.

91 North

Take the Capitol Area exit (Exit 29 A).

Continue straight off exit, under building, and onto rotary.

Take first right off the rotary onto Wells Street. (Wells Street becomes Trumbull St.)

Stay straight to go onto Jewell St. (Jewell St. becomes Ford St.)

Turn slight left onto Asylum St.

Stay straight to go onto Asylum, stay left on Asylum as Farmington Ave veers to the left.

The building is on the second block on the left, just after the intersection of Broad Street.

91 South

Merge onto I-84 W via Exit 32A toward Waterbury

Take the Asylum Avenue exit (Exit 48).

Merge onto Spring St. (Spring St. becomes Garden St)

Turn right onto Asylum Avenue.

Immediately veer left (slight left) onto Farmington Avenue.

The building is on the second block on the left, just after the intersection of Broad Street.

Or

Take Capitol Area exit (Exit 29 A) off of 91 South

Continue straight off exit, under building, and onto rotary.

Take first right off the rotary onto Wells Street. (Wells Street becomes Trumbull St.)

Stay straight to go onto Jewell St. (Jewell St. becomes Ford St.)

Turn slight left onto Asylum St.

Stay straight to go onto Asylum, stay left on Asylum as Farmington Ave veers to the left.

The building is on the second block on the left, just after the intersection of Broad Street.

5. SECURITY

Important Phone Numbers

Emergencies - Police/Fire (may require dialing '9' first)	911
Non-Emergency Police	860-527-6300
Non-Emergency Fire	860-722-8200
Non-Emergency Ambulance (American Medical Response)	860-527-1755
State Police- Troop H	860-534-1000
DAS Statewide Security (Ray Philbrick)	860-713-5811
Security Desk (Lobby) (Operations Center)	860-622-2153 860-622-2198
RM Bradley Management Office	860-622-2489
24 hr	860-278-2040
55 Farmington Avenue Maintenance Office	860-622-2489

Security Services

Security services are provided and managed by a contracted guard service. They maintain a close relationship with the Hartford Police Department and are effective in providing a safe environment for employees and visitors to the building.

Security Officers are stationed at the console desk located on the ground floor in the main lobby. Numerous security cameras monitor the interior and exterior parking areas and select interior building locations. Employees are advised to keep cars locked and valuables out of view. Parking is at owner's risk. Please familiarize yourself with further parking information and the liability statement in Section 10. Security escorts are available 24/7 by contacting the Operations Center in advance. During second and third shifts, the lobby guard makes building rounds.

Should you ever have a security problem, call the security desk at 860-622-2153 or 860-622-2198 and someone will respond A.S.A.P. ***IN THE EVENT OF AN EMERGENCY, CALL 911.*** If 911 is called, please contact our on-site security staff at 860-622-2153 or 860-622-2198, so we may aid in your assistance.

Lost & Found Persons finding lost property are requested to deliver it to the main security desk located in the front lobby. Persons who have lost property, should check in with our Security

Department, to see if their property was found. Security will return property after properly identified.

Personal Mail

The USPS has determined that there would not be enough use of a mailbox to warrant one on site.

Conference Rooms

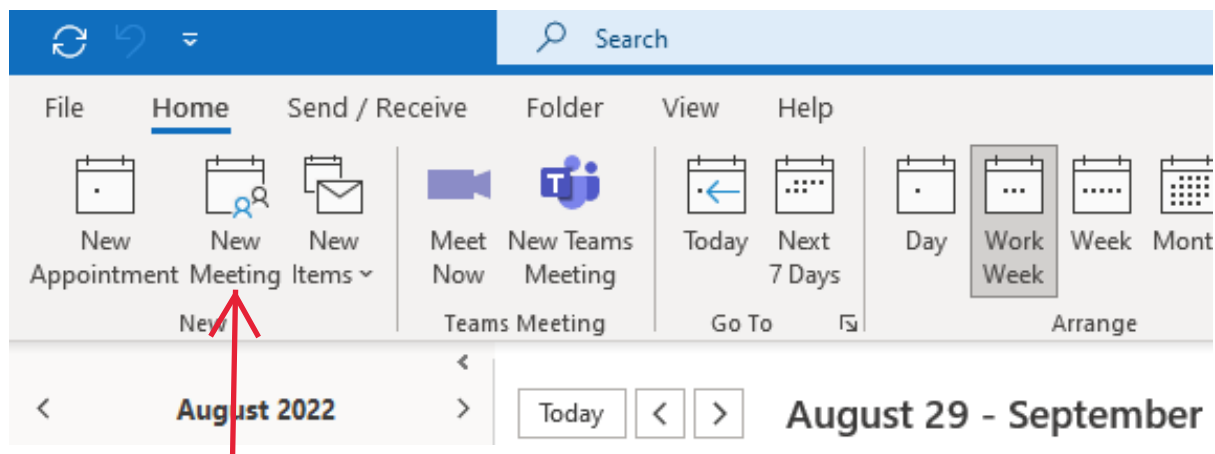
Excluding one conference room per Agency Commissioner, all other conference rooms throughout the building are available for use by all tenants. Agencies will determine who has the ability to reserve conference rooms through the Outlook calendar. Agencies may allow all employees to book rooms, or designate specific employees to do so. The large conference room(s) on the first floor (Rm. 1008 & 1011) is the exception, and has to be booked through Property Management. Conference rooms will not be able to be booked more than six (6) months in advance unless the meetings are statutorily required. *Please do not book a room larger than necessary for your meeting needs.*

The following is a list of the shared conference rooms within the building and their capacity:

Room Loc. #	Type	Seating	Technology Package
1005	Training Room	30	Screen, Projector, Audio
1006	Training Room	16	LCD panel, conference calling capability
1007	Training Room	16	Training Room setup with LCD
1008	Multi-Purpose Room	155 with open partition 70 with closed partition	Screen, Projector, Audio, Audio Conferencing
1011	Multi-Purpose Room	155 with open partition 85 with closed partition	Screen, Projector, Audio, Audio Conferencing
1012	Conference Room	14	LCD panel, conference calling capability
1013	Conference Room	8	LCD panel, conference calling capability
1015	Conference Room	10	LCD panel, conference calling capability
2004	Conference Room	12	
2093	Training Room	9	Temporarily offline
3053	Training Room	12	Training Room setup with LCD
3003	Training Room	10	
3143	Conference Room	12	

3115	Currently offline		
3117	Conference Room	8	
4068	Conference Room	10	
4114	Conference Room	20	
4071	Conference Room	16	
5062	Conference Room	8	
5061	Training Room	6	
5048	Multi-Function Room	18	
5045	Conference Room	16	
5044	Conference Room	8	
5029	Conference Room	10	
6087	Conference Room	6	
6070	Conference Room	14	
6100	Conference Room	12	
6122	Conference Room	14	
6054	Conference Room	10	
7010	Conference Room	14	
7020	Multi-Purpose Room	44	Screen, Projector, Audio, Audio Conferencing
8118	Conference Room	12	
9039	Conference Room (9C)	10	
9040	Conference Room (9D)	8	
9091	Conference Room (9B)	10	
9003	Conference Room (9A)	18	
10078	Conference Room	6	
10002	Conference Room	20	
10017	DSS EOC	24	
10016	DSS EOC- Support		
10024	BEST EOC	16	
10025	BEST EOC - Support		
10034	Conference Room	10	
10035	Conference Room	8	
11005	Conference Room (11A)	20	
11031	Conference Room (11D)	10	
11032	Conference Room (11C)	6	
12002 (B)	Conference Room	4	
12002 (A)	Conference Room	10	
12059	Conference Room	10	

55 Farmington Ave Room 1008 and 1011
Reservation Process



Click on “New Meeting” Button

A screenshot of the Microsoft Outlook 'Meeting' ribbon interface. The 'Meeting' tab is selected. The ribbon includes groups for 'Actions' (Delete, Forward), 'OneNote' (Send to OneNote), 'Attendees' (Cancel Invitation, Address Book, Check Names, Response Options), and 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence). Below the ribbon, a message box states: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The meeting details form is visible, with fields for 'Title', 'Required', 'Optional', 'Start time' (Mon 8/29/2022, 10:30 AM), 'End time' (Mon 8/29/2022, 11:00 AM), and 'Location'. A red arrow points to the 'Location' field. The 'Send' button is also visible on the left side of the form.

Click on “Location” Button

Type "55" in Search Bar then scroll to find the room (1008 or 1011, or both) and highlight.

Search: ☒ Name only ☐ More columns Address Book: Go Advanced Find

Name	Location	B...	Cap...	Description	Email Address
<input type="checkbox"/> 55 Farmington Ave Conference Room 10002	10th Floor			Room	55FarmCR10002@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 10034	10th Floor			Room	55FarmCR10034@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 10035	10th Floor			Room	55FarmCR10035@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 1006	1st floor			Room	55FarmCR1006@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 10078	10th Floor			Room	55FarmCR10078@ct.gov
<input checked="" type="checkbox"/> 55 Farmington Ave Conference Room 1008	1st Floor			Room	55FarmCR1008@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 1011	1st Floor	85		Room	55FarmCR1011@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 1012	1st Floor			Room	55farmCR1012@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 1013	1st Floor			Room	55farmCR1013@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 1015	1st Floor			Room	55farmCR1015@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 11005	11th Floor			Room	55FarmCR11005@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 11031	11th Floor			Room	55FarmCR11031@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 11032	11th Floor			Room	55FarmCR11032@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 11083	11th Floor			Room	55FarmCR11083@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 11085	11th Floor			Room	55FarmCR11085@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 12035	12th Floor			Room	55FarmCR12035@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 12055	12th Floor			Room	55FarmCR12055@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 12059	12th Floor			Room	55FarmCR12059@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 3003	3rd Floor	10		Room	55FarmCR3003@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 3053	3rd Floor			Room	55FarmCR3053@ct.gov
<input type="checkbox"/> 55 Farmington Ave Conference Room 3117	3rd Floor	8		Room	55FarmCR3117@ct.gov





Rooms

OK Cancel

Click OK

Title Meeting

Select Date/time

 Send	Title	XYZ Meeting			
	Required	55 Farmington Ave Conference Room 1008			
	Optional				
	Start time	Mon 8/29/2022 	10:30 AM ▼	<input type="checkbox"/> All day	<input type="checkbox"/>  Time zones
	End time	Mon 8/29/2022 	11:00 AM ▼	Make Recurring	
	Location	55 Farmington Ave Conference Room 1008			

In the “Note” section please provide the following info:

- **Number of Attendees**
- **Room Set Up (Classroom, “U Shape”, “Square Shape”, “Theater”, etc...**
- **Contact Name with EMAIL and PHONE #**

Without the above info, the request will be declined.

Remember to check “Scheduling Assistant” so as not to double book conference room if it is already reserved.

File **Meeting** Scheduling Assistant Insert Draw Format Text Review Help Tell r

Delete → Forward v

Calendar

Send to OneNote

Cancel Invitation

Address Book

Check Names

Response Options v

Show As: Busy

Reminder: 15 minutes

Recurrence

Options

Actions **OneNote** **Attendees**

Options

Send

Title

Required

Optional

Start time Mon 8/29/2022 10:30 AM

End time Mon 8/29/2022 11:00 AM

Location

☐ All day ☐ Time zones

[Make Recurring](#)

Information You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

6. GENERAL RULES AND REGULATIONS

(Please refer to General DAS Policies following this section)

Identification Badges:

In an effort to maintain a more secure working environment, employees must wear their State identification card **AT ALL TIMES**. The badge should be attached to each individual's clothing and must be clearly visible.

Visitors:

All visitors must use the front building entrance and are required to sign in and sign out. At the security desk, they will be issued a visitor pass. Visitors must be escorted by tenants once inside the building. Please inform the security guard of pre-arranged visitors to the building by filling out and submitting a meeting notification form. See Appendix for sample form.

Building Access

In an effort to control access to the building, the front entrance doors will be open from 6am – 6:30pm, Monday - Friday. All other entrance doors will remain locked at all times, but will be accessible to employees only by use of their building access cards. In order to operate these doors, please use your access card and hold it in front of the card reader mounted on the wall adjacent to the entrance doors. Employees must enter through a door with proximity card access. See section 8 – Afterhours Access.

Signage

Paper signs, memos, pictures, maps, flyers or notices may not be posted in any common areas, including hallways, doors, bathrooms, elevators, lobbies, etc. Such notices may only be posted on designated bulletin boards in the employee kitchenettes. Repairs made to the building as a result of removing unauthorized notices **WILL BE BILLED** to the appropriate agency.

Coffee Pots, Refrigerators & Cooking

Electrical appliances such as coffee pots, refrigerators, microwaves, toasters, hot plates, etc., are not allowed within tenant workspaces of 55 Farmington. Designated employee kitchenettes will be outfitted with a state-owned microwave and refrigerator. Coffee pots or coffee clubs are allowed only if the coffee maker is located within a kitchenette. Employees are **not** permitted to bring in appliances for personal use within their workspace. Café 55 on the first floor of the building has two microwaves and one toaster available for tenant use between 7 am – 3 pm, Monday – Friday.

Gas, Charcoal or Wood Fired Grills

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.

Workstation Restrictions

- Neither live nor fake plants are allowed inside 55 Farmington Avenue.
- Items are **NOT** to be placed on the top of workstation cabinets, including plants, pictures, stuffed animals, knick-knacks and seasonal ornaments.
- Pictures mounted on office walls should be limited to one per wall.
- Paper signs, memos, maps, pictures, etc., are not to be hung on the outside of workstations.
- Tables, boxes and other similar items are not to be placed outside or around workstations. Items that are found outside the workstations will be removed and regarded as trash.
- Radios may only be played inside workstations with the use of headphones, as they can be distracting to co-workers.
- Personal fans can be no larger than a 6 inch diameter and must be mounted on or at desk level. These fans must be cleaned regularly by the employee. Pedestal/floor stands are not allowed.

Food

Food should be consumed inside designated kitchenettes or the cafeteria. In the event that an employee brings food to their desk, they are responsible for bringing food waste back to the kitchenettes for disposal. **No food or beverages are allowed in any of the training rooms that contain computers.** If food or beverages are consumed within conference rooms, the users of that room are responsible for cleaning it up after each use. *In the event that an employee spills food or beverages, they must immediately call Property Management or Security so that a member of the cleaning company may mitigate a stain.* Food or drink must be covered when carried through common areas. Damage that requires repairs or replacement to any equipment, floors, chairs, etc., will be at the cost of the agency.

Smoking

55 Farmington Avenue is a smoke-free building. Smoking is not permitted anywhere inside of the building or on the property including the garage, lobbies, rest rooms or other common areas. Smoking is not allowed within 25 feet of any entrance door. Smokers are allowed to smoke outside of the building at the end of Flower Street, or in the City of Hartford park, at the corner of Broad Street and Farmington Avenue. The benches outside of the 50 Farmington parking garage are not a smoking area.

Wall Mounted Items

Requests for items to be wall mounted will be handled on a case by case basis with the Building Manager. Persons requesting this service must initiate a Work Order Request through their tenant representative. RM Bradley maintenance staff are the only persons authorized to hang items at 55 Farmington Avenue. The appropriate agency will be **CHARGED** for the removal of hanging items and any repairs that have to be made as a result of their removal.

Plant Material

Neither live nor decorative plants are allowed inside 55 Farmington Avenue.

Service Animals:

See attached policy



165 Capitol Avenue
Hartford, CT 06106-1658

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.

Revised 6/17/2014



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

Portable Space Heater Use

Department of Administrative Services (DAS) Facilities Management is committed to providing a safe, comfortable and energy efficient working environment in our state buildings. Because of the significant fire hazards, shock hazards and additional energy consumption presented by space heaters and other heating/warming devices, DAS does not provide portable space heaters or warming devices of any kind, and with one exception explained below, prohibits the use of space heaters and other electric heating/warming products such as but not limited to, electric blankets, heat therapeutic wraps, dish heaters (radiant heat), foot warming heaters, and fan heaters in DAS owned and managed State Buildings.

DAS Facilities Management *may, however, permit the use of electric space heaters or similar heating devices on a case by case basis if:*

- **The Human Resources Office of the individual requesting the use of a space heater notifies DAS Facilities Management in writing that the space heater is necessary to comply with the requirements of the Americans with Disabilities Act and/or the Connecticut Fair Employment Practices Act; and**
- **Other efforts to accommodate the individual, including but not limited to, working with the property manager to rectify any heating problems by correcting or improving the building mechanical systems involved or relocating the individual, are not effective.**

The written notice from the requesting individual's Human Resources Office include specifications for the space heater, required temperature range and duration of use. The Human Resources Office shall **not** provide DAS Facilities Management any of the requesting individual's medical records.

An individual who has been given approval to have a space heater as an accommodation must comply with the following safety protocols. Failure to comply with these protocols may result in a termination of the approval to use the space heater:

Equipment Requirements

- Only UL (Underwriters Laboratory) or FM (Factory Mutual) rated portable electric heaters are permissible. Heater should be properly marked, and the safety tag or marking shall be visible.
- The space heaters shall be equipped with "safety features" including safety cut- off switches, element guards, and on/off indicator lights.
 - The property manager shall inspect the space heater before it is used in order to verify compliance with these requirements.

Usage Requirements

- Users must strictly adhere to all manufacturer's instructions for proper and safe use as well as with required operational or preventative maintenance.
 - Users must read fully and become familiar with the manufacturer's instruction booklet and must keep the booklet available for review by the property manager upon request.
 - The user shall comply with the manufacturer's recommended procedure for repairs.
- Barring extenuating circumstances, electrical space heaters shall be plugged directly into an electrical outlet protected by ground fault circuit interrupter (GFCI).
 - The use of an extension cord may be permitted on a temporary basis if necessary, until a more permanent solution can be implemented.
 - If an extension cord must be used with the space heater, the user shall comply with the manufacturer's instructions and/or operator's manual to ensure that the extension cord is of the correct wire gauge size, etc. for the type of space heater. The extension cord must be UL or FM approved with tag/markings visible.
 - The user shall inspect the heater's plug and cord, and the extension cord for excessive wear on a regular basis.
 - If the electric portable space heater repeatedly "trips" the GFCI, it should be checked by a qualified service center before being placed back in use.
- The space heaters shall be located at least three feet from any combustibles.
- The space heater shall be placed directly on floors and never located on furniture
- The user shall not use a space heater in wet, or moist places (including bathrooms) unless the type of heater is designed and certified for that purpose.
- The user shall not hide cords under rugs or carpet, in case the cord overheats.
- The user shall not place the space heater in areas where young children or other at-risk individuals would have access (supervised or unsupervised) due to the risk of severe burns, electric shock, or fire ignition.
- The user shall turn off **and unplug** the space heater when leaving the area for more than 15 minutes.



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

Electrical and Fire Safety 12/20/21

Department of Administrative Services (DAS) Facilities Management is committed to providing a safe, comfortable and energy efficient working environment in our state buildings. The use of certain electrical devices in DAS owned and managed State Buildings jeopardizes the safety of the working environment. Therefore, the DAS recommends that occupants follow the suggestions and requirements listed below.

The following is a reminder list of electrical and fire safety practices for all occupants of DAS owned, managed or leased properties. If occupants of DAS owned or managed properties have any questions, they should refer to their building's Tenant Manual or contact the building property manager or superintendent. If occupants of leased properties have any questions, they should contact their Agency's facilities or operations department in the central office.

- For proper electrical installation of departmental microwaves, coffee pots, refrigerators, portable heaters, etc., contact the property manager or building superintendent if in a DAS owned or managed property or the facilities/operations departments at Agency central offices if in a DAS leased property
- No hotplates, cup warmers, microwaves, toasters, coffee pots or similar devices may be used in individual workstations. These items may only be used in designated food preparation areas or areas approved in writing by the property manager or building superintendent if in a DAS owned or managed property, or the facilities/operations departments at Agency central offices if in a DAS leased property
- Extension cords must not be used in lieu of permanent wiring. Surge protector power strips may be used at individual workstations for computers & computer related equipment if they comply with specifications set forth in this document by DAS Facilities and are used properly

DAS Facilities Management requires the use of surge protector power strips that comply with the specifications below to be used when connecting computers and computer related equipment. No power strips without surge protection may be used for safety reasons. Such devices, if found, may be confiscated for safety reasons

Surge protector power strips must not be overloaded. Surge protector power strips are not designed for high power electrical loads from the use of devices such as space heaters, refrigerators, and microwave ovens

- Use and type of all portable heaters in office space must comply with the published "Portable Space Heater Use" policy
- All small electrical appliances (small fans, radios, clocks) must be UL or FM approved, have no visible damage, be plugged into a proper power supply and turned off or unplugged after hours

- No unsafe cooking practices allowed (i.e. hot plates, coffee pots, dirty toaster ovens, etc. NO use of solid/liquid/gaseous combustible fuels (propane, Sterno, candles, etc.) of any kind are allowed in the building without written approval from both Fire Marshall's office and building management
- Use of holiday decorations must comply with the published "Holiday Decorations" policy and any electrical decorations must be turned off after hours

DAS required specifications for Surge Protector power strips for office use.

- All surge protectors shall conform to Underwriters Laboratories (UL) 1449 latest edition
- All surge protectors shall have a clamping voltage of 330 volts, and the energy absorption/dissipation rating shall be a minimum of 800 joules
- The surge protector shall have a typical response time of one nanosecond
- The surge protector shall have a light that indicates the protection components are functioning
- The surge protector shall have an integral re-settable circuit breaker
- The surge protector enclosure shall be metal or fire resistant plastic (metal preferred)
- The surge protector shall have a minimum cord rating of 15 amps (14/3 gauge wire size with grounded plug)



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

Department of Administrative Services (DAS) – Smoking Policy

In order to ensure a safe and healthy environment for all occupants and visitors, no person shall smoke in any building or portion of a building that is owned or managed by DAS, or within any building or portion of a building that is leased through DAS. In addition, outdoor smoking on DAS owned or managed properties shall be prohibited except in designated smoking areas. Such designated smoking areas shall not be within 25 feet of any portion of a DAS-owned or DAS-leased building, any partially enclosed shelter of such a building, and any operable window or air vent of such a building.

“Smoke” or “smoking” is defined as the burning of a lighted cigarette, cigar, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis, or hemp. C.G.S. § 19a-342.

Effective October 1, 2021



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

DAS Facilities Management Policy on Lighting Levels for Office Workstations

Department of Administrative Services (DAS) Facilities Management strives to provide a productive work environment for occupants. Regarding lighting levels, building occupants should be aware that DAS Facilities Management follows guidelines put forth by the *Illuminating Engineering Society (IES)* & *OSHA* for acceptable light levels in an office environment. In general, *IES* & *OSHA* recommend lighting levels that fall between 30 – 70 Foot-Candles at desk level for workstations & offices. Other areas, such as corridors & break rooms require less lighting per the guidelines.

Additionally, modern lighting systems are typically designed to conserve energy when possible by allowing light fixtures to turn on or remain off through the use of motion sensors attached to the lighting system. In areas where individuals are active, the sensors are programmed to turn fixtures on and keep them illuminated while activity is detected. In areas where there is no activity, the majority of fixtures remain off to conserve energy. Also, it is important to note that in some areas lighting levels are not altered due to building and fire code requirements.

Criteria & Procedure to Request Lighting level Adjustments

As stated above, DAS Facilities Management follows the lighting level recommendations of *IES* & *OSHA* and will not take light level adjustment requests without an approved reason. Requests that will be considered are those that do not violate building & fire codes, can be achieved with a reasonable effort, and:

- A. Adjust the lighting level only if it falls outside of the recommended range and no mechanical means exists to change the lighting levels such as opening or closing window treatments, installing screen glare guards provided by the occupant's dept., repositioning monitors, etc.

OR

- B. A medical note is provided to DAS Facilities Management from the occupant's HR representative requesting to make lighting accommodations to the occupant's immediate work area

Once a request is received by DAS Facilities, the request will be evaluated to ensure it fits the criteria listed above. If not, no actions shall be taken. If so, DAS Facilities will investigate solutions to correct the lighting issue through mechanical means such as opening or closing window treatments, suggesting anti-glare screens for electronic displays, placing monitors at different angles, etc. This will be the primary method used to correct most lighting issues. If no feasible mechanical solution exists, DAS Facilities will then decide if reasonable effort can be used to alter lighting in the occupant's work area. If so, DAS Facilities will perform the requested lighting alteration. If not, no actions shall be taken.



DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Properties and Facilities Management

Presence of Live Plants from the Indoor Work Environment

Department of Administrative Services (DAS) Facilities Management is committed to providing a safe, comfortable and energy efficient working environment in our state buildings. Because of hazards of live plants, the DAS prohibits the presence of them. Live plants will impact the air quality and compromise the comfortable working environment provided by the DAS.

Live Plants & Indoor Air Quality

Some plants can cause skin or respiratory allergies for certain occupants. Unhealthy or diseased plants often introduce insects into the work environment. Mice may also be attracted to the soil. In addition, mold is often found on plants and in the soils. Potting mix may contain compost such as animal manure and composted leaves and grass clippings as well as plant food and may also become infested with fungus and/or gnats. Over watering plants can also exacerbate mold growth. Water may be spilled on carpets, sheetrock, or wood surfaces damaging materials and potentially causing microbial growth. Use of some plant foods or fertilizers can also cause indoor air quality problems.

Passage from EPA Website: *Can Plants Control Indoor Air Pollution?*

Recent reports in the media and promotions by the decorative houseplant industry characterize plants as "nature's clean air machine", claiming that National Aeronautics and Space Administration (NASA) research shows plants remove indoor air pollutants. While it is true that plants remove carbon dioxide from the air, and the ability of plants to remove certain other pollutants from water is the basis for some pollution control methods, the ability of plants to control indoor air pollution is less well established. Most research to date used small chambers without any air exchange which makes extrapolation to real world environments extremely uncertain. The only available study of the use of plants to control indoor air pollutants in an actual building could not determine any benefit from the use of plants⁶⁹. As a practical means of pollution control, the plant removal mechanisms appear to be inconsequential compared to common ventilation and air exchange rates. In other words, the ability of plants to actually improve indoor air quality is limited in comparison with provision of adequate ventilation.

While decorative foliage plants may be aesthetically pleasing, it should be noted that over damp planter soil conditions may actually promote growth of unhealthy microorganisms



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

POLICY REGARDING SERVICE ANIMALS FOR INDIVIDUALS WITH DISABILITIES

The Department of Administrative Services (DAS) is committed to providing and promoting equal opportunities in all of its activities and services. Accordingly, it is the policy of DAS to provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

Service animals play an important role in ensuring the independence of people with disabilities. It is, therefore, our policy to welcome any service animal to accompany any individual with a disabilities in all areas where members of the public are allowed to go. No individual with a disability shall be refused or denied access to DAS programs, facilities or services because that individual is accompanied by a service animal.

What is a Service Animal?

Service animals are defined as dogs or miniature horses (see below) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Service animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability. An animal whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

How to Determine if an Animal Is a Service Animal

Service animals come in all breeds and sizes. Service animals do not always have a sign or symbol indicating they are service animals. If it is unclear whether an animal is a service animal, only two questions may be asked:

- If the animal is a service animal required because of a disability? And
- What service the animal is trained to perform?

DAS shall not require proof of the individual's disability or any information about his or her disability or proof or certification of the animal's training.

Service Animals Must Be Under Control

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

A person with a disability cannot be asked to remove his or her service animal from the premises unless:

- The animal is out of control and the handler does not take effective action to control it; or
- The animal is not housebroken.

Allergies and fear of animals are generally not valid reasons for denying access or refusing service to people with service animals.

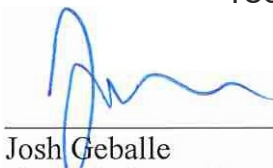
When there is a legitimate reason to ask that a service animal be removed, the individual with the disability must be offered the opportunity to obtain services without the animal's presence.

Miniature Horses

Miniature horses that have been individually trained to do work or perform tasks for people with disabilities must be permitted in DAS facilities where reasonable. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.

The following factors must be considering in determining whether miniature horses can be accommodated in a facility:

- Whether the miniature horse is housebroken;
- Whether the miniature horse is under the owner's control;
- Whether the facility can accommodate the miniature horse's type, size, and weight; and
- Whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of the facility.



Josh Geballe

Commissioner, Department of Administrative Services

4/29/19

Date

Related policy: DAS Americans with Disabilities Act Policy

Source of information: U.S. Department of Justice, Civil Rights Division, Disability Rights Section

7. MAINTENANCE REQUESTS

RM Bradley Management is proud to be able to provide seasoned and knowledgeable maintenance personnel at 55 Farmington Avenue. The main objective of the maintenance personnel is to ensure that the mechanical, electrical and life safety systems within the building are functioning properly. Some of the more common functions maintenance personnel perform include temperature adjustments, light bulb replacement, and general repairs.

Our maintenance staff provides coverage on-site Monday through Friday from 6:00 a.m. until 5:00 p.m. They respond to service requests as reported directly, or from floor contacts. Floor contacts complete a work order form through the Mapcon system. We will make every effort to respond to service requests in a timely fashion with response on a “call-priority” basis. Work Orders should list the name and contact information of the requestor, agency, floor, and workstation number with their request.

RM Bradley Management provides 24-hour service for urgent maintenance, repair items, and emergencies. Should you require immediate service after the maintenance mechanic has left for the day the tenant representative should contact the management office or the security officer at 860-622-2153 or 860-622-2198

Again, should you ever have any questions or concerns, please have your tenant representative contact the property manager directly.

Temperature Problems

Should you have any problems with your work area being too hot or too cold, you should contact the appropriate tenant representative within your agency for follow up action by building staff. Following the installation of new boilers and chillers in 2015, the entire HVAC system was air balanced.

In order to provide a comfortable working environment, we will do our best to maintain a temperature range between 70° and 76° Fahrenheit in all occupied areas. These temperatures are maintained Monday through Friday (Holidays Excluded), between the hours of 7:00 a.m. and 6:00 p.m.

Our maintenance personnel will take whatever actions are necessary to keep tenants comfortable. We cannot deviate from the above temperature range to satisfy personal preference. Since each heating and air conditioning unit serves a particular zone, which encompasses several offices and/or workstations, we must maintain this average temperature within each zone. Should you have a chronic problem that you feel has not been corrected to your satisfaction please ask your tenant representative to contact the Property Manager immediately 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 hot and sunny days during the summer months. The window blinds will act as an additional layer of insulation during this time period when extreme temperatures are experienced. If you experience slightly elevated temperatures in your area, we ask that you help us maintain a comfortable temperature, by closing any open window blinds.

Tenants are not permitted to make any modifications to the heating and air conditioning system, such as closing or blocking air diffusers. If you believe your particular area is either too hot or too cold, notify the appropriate tenant representative so that the problem can be handled properly. Any type of unauthorized alteration to the system could have a significant negative impact on a large area and therefore affect many co-workers.

After Hours Heating & Air Conditioning

Although we do have the ability to adjust the heating and air conditioning system to provide comfortable temperatures after hours and on weekends, a Manager or Director must first approve and submit to Property Management such requests for review.

In order to provide after hours service, the maintenance staff must receive at least 24-hour notice so the necessary adjustments to the HVAC system can be made. Requests for this service must be initiated through your tenant representative and must include the time, date, floor and area for which the service is required. If the maintenance mechanic is called in after hours to perform this service, the agency requiring the work will be billed at their contracted hourly rate in effect at that time, with a minimum of four hours billing.

Lights Out

As with temperature calls, we ask that you go through your tenant representative to report lights that are out. We ask that you report lights out in both the public spaces and in your work area. Although maintenance personnel do routine checks of the lights, some may be missed and we therefore need your help. As an energy savings measure, the center bulb within each lighting fixture is not illuminated, excluding the emergency fixtures.

General Repairs

Our mechanical personnel are available to perform general repair items for tenants. However, our first priorities are maintaining comfortable temperatures and maintenance of the building mechanical systems. More specifically, we may be able to perform such services as picture hanging, installing shelving, and many others if they are not handled directly by agency support staff.

Provided our maintenance personnel do not have scheduling conflicts, we can often respond to tenant requests for special services. Since these Agency requested services and repair items are often billed directly to your particular agency, your tenant representative must first approve them. The contracted hourly billing rate for the mechanic performing the service will apply, with a minimum billing of 1/2 hour.

Additionally, if we are not able to perform a particular job, we can arrange for the work to be performed by a qualified outside contractor. 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. All contractors entering and working within the building must first check in with the Property Manager to discuss scope of services, permits, area affected, safety and insurance requirements. Agencies will be billed directly for any building damages incurred by work performed by unauthorized contractors or their employees.

Building Operating Hours

Due to the projected budget shortfall for the foreseeable future, the Department of Administrative Services is defining hours of operations across their portfolio of properties. By defining operating hours, lighting and HVAC schedules will be programmed accordingly which will result in energy and cost savings. With the

exception of BEST staff, which has one department requiring 24/7 staffing, 55 Farmington Avenue will be open between the hours of 6:00 am – 6:00 pm, Monday – Friday. With the exception of IDF room cooling requirements, all lighting and HVAC equipment will be shut down between the hours of 6:00 pm – 6:00 am Monday – Friday, throughout weekends and on all holidays. Employees will not be allowed access to the building after hours or on weekends without prior approval. Consultants are not allowed access to the building during off hours, including State holidays. Lighting and HVAC schedules will not be changed without prior approval from DAS. A Manager or Director must submit requests for lighting or HVAC schedule changes at least 24 hours in advance of the start of the off hours shift. Each request will be handled on a case by case basis and are not guaranteed approval.

8. AFTER HOURS ACCESS

The rear entrance doors will remain locked at all times, but will be accessible to employees by use of their building access cards. The front doors of the building will be locked from 6:30 pm – 6:00 am. Access cards programmed with 24/7 access will provide entry into the building at all times. After hours access must be approved in advance. Tenants who have not received advanced approval will not be allowed into 55 Farmington Avenue. If an employee does not have his/her access card, they must use the call box at the rear door to reach the security desk. The security will then allow access for authorized personnel. Thank you for your cooperation.

9. JANITORIAL SERVICES

Summary of Services

Too often, tenants are not aware of what to expect from the night cleaning service. Whether it is your work area or any of the public space, we expect the cleaning staff to maintain a clean and acceptable work environment. Should you ever have a special request or feel the need to issue a complaint about the cleaning, please e-mail your tenant representative for follow up.

The following is a brief summary of specific cleaning tasks for 55 Farmington Avenue and how frequently they are performed:

- Empty trash receptacles within kitchenettes and restrooms daily (change liners as needed);
- Check all single stream recycling receptacles and empty as needed;
- Sweep & mop tile floors (daily);
- Vacuum all common carpeted areas (daily);
- Vacuum all work areas (1x per week);
- Dust and wipe clean all furniture, file cabinets, window sills, etc. (weekly);
- Dust baseboards and detail vacuum all edges such as under employee desks (monthly).
- Clean out refrigerators on the last Friday of the Month.

Recycling Services

Each floor is provided with recycling receptacles.

NOTE: DO NOT PLACE ANY PLASTIC BAGS INTO THE RECYCLING BINS

10. PARKING PROCEDURES & REGULATIONS

Excluding a minimal number of reserved spaces, parking spaces in the parking garage beneath the building at 55 Farmington as well as at the 50 Farmington garage are first come first served. Visitor parking spaces are located at the 50 Farmington garage. Parking within the garages is allocated by each agency.

Vehicles must be parked within lined spaces. Compact and standard size parking spaces are available. Those parked over lines or not displaying their hang tag will be ticketed. Employees who receive three tickets within one year will lose their on site parking privileges.

Due to the fact that there are a limited number of spaces, we encourage car-pooling and use of public transportation. This also helps to conserve energy & protect our environment.

All personnel are advised to keep cars locked and valuables out of view. Parking is at owner's risk.

Off Site Parking Lot Access for Employees

A parking decal designating each parking location is issued to each eligible employee along with an access card programmed to provide access to certain parking areas if appropriate. The decal must be displayed in the employee's vehicle at all times. The agency tenant representative maintains information on each registered parker. This parking is on a first come first served basis.

Visitor Parking

Visitors to the building may use the designated spaces at the 50 Farmington garage. Vehicles parked in reserved spaces are subject to ticketing and towing.

Consultant Parking

Consultant parking is off site, unless an agency decides to use some of their employee allocated spaces for a consultant. If an agency chooses to do so, a hang tag must be distributed to the consultant and must be displayed within the consultants vehicle. Vehicles parked in reserved spaces are subject to ticketing and towing.

Tenant or Visitor Drop Offs

Drop offs for 55 Farmington Avenue should be handled in the Visitor parking area of the 50 Farmington garage. **There is No Parking or Standing allowed on Flower Street.** Vehicles Standing in the lane negatively impact the ability to exit the 55 Farmington garage. Security will ask vehicles on Flower Street to relocate. If drivers do not comply, Hartford PD will be notified. Pulling over on Farmington Avenue during peak traffic times may cause an accident. All drop offs should be handled with caution.

Access Card Usage

Each agency tenant representative distributes access cards to employees. Cards must be used to enter the Farmington Avenue garages by holding it in front of the card reader at each location.

Registration

Each employee shall submit specific information on vehicle identification including registration and license plate on a form provided by the tenant representative. This information is required on each car an employee might use. Please notify your tenant representative with any new or changed vehicle information.

Lost Proximity Cards – **Notify Security Immediately and Property Management**

Broken or defective access cards will be replaced at no cost. Lost or stolen access cards will be replaced upon the payment of \$10.00 for a new card. This money is non-refundable. Purchase of new access cards should be made through your designated tenant representative. Checks should be made out to:

ATT: Amanda Klatt
State of Connecticut
Dept. of Administrative Services-Accounts Receivable
450 Columbus Boulevard, Suite 1101
Hartford, CT 06103

Employees will inform security that their access card is lost/stolen and the individual will be allowed parking. Employees must notify their tenant representative immediately to deactivate lost or stolen access cards and purchase new card. If new card is not purchased within 1-2 business days, they will then be denied access to the garage until new card is obtained.

Since these cards are valuable, please treat them as so. Do not leave them on your desk or in your car in plain sight of others. Also, do not leave your card in direct sunlight as this may damage the card.

Accessible Parking

There are several parking spaces designated as accessible parking. These spaces are clearly marked, and are in compliance with the Americans with Disabilities Act standards.

Parking Rules & Regulations

The following parking violations may result in immediate ticketing and/or towing at the owners expense:

- A. Parking in unauthorized or reserved area (including visitor parking areas or loading zones)
- B. Double parking
- C. Parallel parking
- D. Overnight parking without permission
- E. Parking on a sidewalk, entrance or exit
- F. Parking in a Fire Lane
- G. Blocking traffic
- H. Creating a safety hazard
- I. Impeding snow removal operations
- J. Obstructing normal business operations (i.e. parking in a loading or delivery area, or blocking a dumpster.)
- K. Parking in a handicapped space without displaying a current valid state permit - sign or marker plate.
- L. Parking outside existing parking lines.

Enforcement of Parking Policy

Violators of these regulations will immediately be subject to ticketing and/or towing without warning.

Towing Policy

Designated RM Bradley Management and security personnel shall have the authority to ticket, tag, remove and/or relocate vehicles parked at 50 and 55 Farmington Avenue, which are in violation of any of the above rules and regulations.

If Property Management personnel are able to resolve a violation by having the violator immediately move the vehicle, Management personnel will endeavor to do so. This is optional on the part of Management Personnel and parking lot violators should expect to be either ticketed or towed.

Night, Weekend & Holiday Parking

Unless having received prior approval from the management office, any car left in the parking lot overnight, on weekends or Holidays will be considered abandoned and may be towed.

Liability

Neither the State of Connecticut nor RM Bradley Management is liable or responsible for the loss, theft or damage of vehicles, parts of vehicles, or any articles or items left in employee vehicles. In addition, neither the State of Connecticut, nor RM Bradley Management assumes any liability or responsibility for any damage resulting from vandalism or accidents in DAS provided parking locations.

Remember that parking in a DAS facilities parking lot is a privilege and abuse of it can lead to revocation of those parking privileges.

11.Holiday Decorations

Minimal holiday decorations are allowed within 55 Farmington. Decorations must be small in size, fit within individual workspaces, not require power and cannot include any real or fake plants.

12. Emergency Procedures

EMERGENCY PHONE NUMBERS

Emergencies - Police/Fire (may require dialing '9' first)	911
Non-Emergency Police	860-527-6300
Non-Emergency Fire	860-722-8200
Non-Emergency Ambulance (American Medical Response)	860-527-1755
State Police- Troop H	860-534-1000
DAS Statewide Security (Ray Philbrick)	860-713-5811
Security Desk (Lobby)	860-622-2153
(Operations Center)	860-622-2198
RM Bradley Management Office	860-622-2489
24 hr	860-278-2040
55 Farmington Maintenance Office	860-622-2489

How to Respond in the Event of a Flood in the Building

1. If there is a flood in the building, an email and voicemail announcement will be sent informing all tenants on the status of the flood and instructions on evacuating if necessary.
2. It is extremely important that all sources of electricity are eliminated from the flooded area. If power or light switches are readily accessible and are not anywhere near the water, they should be turned off.
3. If it is at all possible, remove any equipment or documents from the area or at least to a higher location. Close all file drawers. If time allows, move any larger furniture or valuables to higher areas.
4. Evacuate the area if so instructed.
5. Building operations staff will turn off the water source and shut down all electrical and gas supply to the building.

How to Respond in the Event of a Power Outage in the Building

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:
 - All elevators
 - Emergency lights in building including exit lights and stairwell lights
 - Entire life safety system, which includes the Fire Alarm Control Panel & detectors
2. If evacuation is necessary, the routine building evacuation plan should be followed.

How to Respond in the Event of a Hurricane

1. All windows and doors should be closed and locked.
2. All curtains and blinds should be closed to avoid airborne glass due to possible breakage.
3. All small office equipment including calculators should be locked in cabinets or storage areas within the tenant space.
4. Store all loose items (i.e. paper) in drawers or cabinets.
5. Unplug all electrical appliances. Remove from window areas and if items are small, store in drawers or cabinets.
6. Move all valuables to the center of the tenant space.
7. Remove all personal belongings.
8. If so instructed, evacuate the building per building evacuation plans.

Fire and Life Safety Equipment for 55 Farmington Avenue

1. Fire Extinguishers: Located in the mechanical spaces.
2. Standpipes: Each emergency stairwell has a standpipe (basement through penthouse) with hose connectors for fire fighters to use as a water source to extinguish a fire.
3. Heat Detectors: Located in elevator shafts, elevator mechanical rooms, air handling mechanical rooms, and penthouse mechanical rooms. They will respond when its element becomes heated to a predetermined level.
4. Smoke Detectors: Located in electrical, telephone, and janitorial closets, elevator lobbies, data rooms, and supply and return air ducts. All smoke detectors will create a priority one alarm.
5. Speakers/Strobe Lights: Both a loud speaker and flashing strobe light as required by code are activated in an alarm situation.
6. Sprinklers: Entire building and garage are protected by a sprinkler system.
7. Tampers/Floor Switches Located on every sprinkler valve, warns of flowing water or valves that have been shut-off.
8. Fire Alarm: 55 Farmington is equipped with a comprehensive Fire & Life Safety system. If a pull station, smoke detector, or heat detector is activated, this system immediately performs the following functions:
 1. Alarms all floors in the building
 2. Automatically pressurizes the alarm floor by supplying air to the 2 floors above and 1 floor below while exhausting air from the alarm floor.
 3. Sends an alarm signal to Tyco and to the City of Hartford Fire Department.
 4. Pressurizes core or interior emergency stairwell.
 5. Indicates what type of an alarm is active and its location.
 6. Indicates what position the air dampers are in.
 7. Allows for PA communication throughout the building.
 8. Allows override of the HVAC fan system.
9. Stairwell Pressurization In the event of a priority alarm, the interior stairwells are pressurized with fresh air, preventing smoke from entering and assists with egress from the building. This allows time for occupants to enter the stairs, but keeps smoke out.
10. Emergency Generator In a power failure, the emergency generator automatically switches on. This will then power:
 1. Some overhead lights.
 2. All Exit lights.
 3. Elevators (all)
 4. Entire Fire Alarm System
 5. Fire Pumps for sprinklers.
 6. HVAC system for exhaust supply air.
11. Pull Stations: Located near each emergency stairwell and at other locations on all floors.

Fire Safety & Evacuation

General Information

Foreword

The purpose of the Fire Safety and Building Evacuation Plan is to provide fire drill procedures for the 55 Farmington Avenue office building. The objective of this plan is to establish a training and familiarization program for all employees and tenants. The program is designed to assure prompt reporting of fires and emergencies, immediate response to a fire alarm, and an orderly and systematic vacating of an area or the building.

The objective of the fire drill plan is to provide continuing employee and tenant indoctrination, the response to fire alarm as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department. A separate Emergency Evacuation plan may be found on the 55 Farmington Avenue website.

Evacuation Procedures

In the event of an emergency and evacuation is necessary, all occupants are to evacuate the building by using the closest marked EXIT. At 55 Farmington Avenue, there are two stairwells per floor as emergency EXITS. **DO NOT USE THE ELEVATORS.** Familiarize yourself with the floor plan for your floor and the closest stairwell to your area. Once outside, all evacuees who have exited Stairwell B should proceed to the Flower Street parking lot. Do not stop and stand underneath the Aetna connector. All evacuees who have exited Stairwell A should proceed to the YWCA parking lot near Broad St.

When an Alarm Sounds

- Evacuate the building by the nearest exit.
- Report to your supervisor at your designated meeting point.
- Remain at your designated meeting area until you receive further instruction.
- **WALK QUICKLY, BUT DO NOT RUN!**
- **DO NOT USE ELEVATORS** for emergency evacuation. Use stairs unless otherwise directed.
- **DO NOT PANIC!** Remain calm. If you have mobility impairments and need to wait for assistance, relocate to the Area of Refuge in the service elevator alcove.
- If exposed to heat or smoke, stay low to the floor.
- **DO NOT** open doors that feel **HOT.**
- Close all doors behind you.
- Do not go back for personal property or for any other purpose.
- Do not return to the building until advised to do so by responsible authorities.

Mobility Impaired Persons

- Mobility Impaired Persons should proceed to the closest designated 'Area of Refuge' and wait for the Fire Department to evacuate them.

- One radio will be left in the areas of refuge with mobility impaired staff so that they may radio the Life Safety Committee, who in turn will inform the fire department. TELL them WHAT FLOOR YOU ARE ON.

General Precautions

- IN the event that you are aware or discover a fire PULL THE NEAREST FIRE ALARM PULL box. A FIRE ALARM PULL box is located minimally at each of the stairwell EXITS.
- Become acquainted with nearest fire exit locations.
- DO NOT ATTEMPT to extinguish a fire unless you have been properly trained in Fire Extinguisher use.
- Know the location of floor's local fire alarm pull boxes, fire exits, and fire extinguishers.
- Always know two means of escape.
- Do not block access to or prop open fire rated doors, or permit doors to remain open.
- Aisles, corridors, and exit doors must be free from all obstructions.
- All employees should familiarize themselves with these procedures and the emergency evacuation plan for each floor.

Emergency Procedures for Building Personnel

The key to coping with any emergency is through a coordinated team effort. The ability to respond by trained people will reduce, if not eliminate, the possibility of personal injury and extensive property damage. This team effort can only be achieved by establishing training, and maintaining an effective organization. It is the goal of property management to develop an effective emergency response in the event of a fire or other emergency calling for the evacuation of the building.

Listed below is general information and responsibilities of building personnel.

Security Officers –First Shift

- Call the Fire Department **IMMEDIATELY** by dialing **911**
- FRONT DESK - Manually recall all elevators to the Main Floor and lock them until the Fire Department arrives. Freight elevator should be placed in independent and available for Rescue team/Fire Dept./Maintenance.
- Staff shall proceed outside to their meeting area WITH portable megaphone, walkie-talkie and 'check-in list'
- Staff should STOP any vehicular traffic, other than emergency vehicles, which may endanger evacuees leaving or re-entering the building.
- If there are Mobility Impaired persons located on any of the floors, including in designated areas of refuge, the Emergency Evacuation Coordinator responsible for conducting the check on that floor and/or space should report that information to Property Management/Security so that it can be reported to the Fire Department.
- Emergency Evacuation Coordinator should report any hazardous or questionably unsafe condition to Property Management/Security when they exit the building so that it can be reported to the proper authorities.

Security Officer – Second and Third Shift

- Call the Fire Department **IMMEDIATELY** by dialing **911**
- Locate origin of fire alarm signal at Fire Alarm Panel. Give this information to arriving emergency personnel.
- Manually recall all elevators to Main Floor and lock them until Fire Department arrives.
- Contact Building Property Manager.
- Inform Fire Department where fire alarm signal indicates there is a problem or possible fire, and where people may be located within the building or in any "Areas of Refuge".

Property Management Staff

- Property Manager proceeds to Security Console on Main Floor and assumes control and instructs Security personnel to pre-assigned locations to assist with evacuation process.
- Building maintenance personnel proceed to the following areas:
- Fire Alarm Panel on Main Floor and identifies alarm signal location on panel.
- Remainder of Building Management staff proceeds to pre-assigned areas in order to assist with the building evacuation.
- Upon arrival of Fire Department, the Property Manager turns over complete control to them, and he/she assists as requested.
- After “all clear” signal is given by the Fire Department, building occupants are notified by building management and/or security staff to begin re-entry into the building.

Building Re-entry Procedures

- Tenants will not be allowed to return to the building until the Property Manager, Security, or Fire Department gives the “**all clear**” signal for re-entry.
- Security Badges should be displayed in order to re-enter the building after the fire drill and/or evacuation is completed and the “all clear” signal is given.
- Commensurate with policy, persons NOT displaying identification will be asked to step a side from re-entry until identification can be verified.

Emergency Evacuation Coordinators Responsibilities

- Be sure to visually check that all persons in the following areas have evacuated to the nearest exit. Check minimally, the following areas as assigned within your floor team:
- Behind modular furniture partitions
- Restrooms
- Conference rooms
- Copy rooms
- Training areas
- Lounges
- Report to your outside area of assembly and notify the property management/security officer of your group’s status once you arrive. State floor number and areas checked.
- Search your assigned area quickly and efficiently
- Do not re-enter the building until the ‘ALL CLEAR’ signal is announced

Trapped In An Elevator

All elevators are equipped with an emergency telephone that rings directly to the security desk at 55 Farmington Avenue. Security staff will immediately call the DAS awarded state elevator contractor to send a technician out and will also call RM Bradley Management. If you are trapped in an elevator:

DO NOT PANIC, you will NOT run out of air. Elevator shafts are air filled tunnels going upwards and out to the roof.

Stand clear of the elevator doors.

NEVER try to force the elevator doors open.

Utilize the elevator emergency phone which automatically rings the Security Desk and inform them of the following:

- a. Your name.
- b. Building address
- c. How many people are in the elevator?
- d. Is there anyone ill or injured?
- e. Approximate floor elevator is closest to.
- f. Whether the lights are on.

In Case of Suspicious Odors or Fumes (Non Life Threatening)

If you smell any unknown odor or fumes within the building, the following should be observed:

1. DO NOT activate fire alarm, the people who do not know of the odor or fumes are going to evacuate and may unknowingly walk into the area.
2. Quickly contact Security at 860-622-2153 or 860-622-2198.
3. Inform them as to the following:
 - a. Your present location.
 - b. Location of odor or fumes.
 - c. If odor or fumes are making you or anyone else ill
 - d. Follow all directions given to you by Security.
 - e. Inform any one in the area of odor or fumes.

IF YOU RECEIVE A THREATENING CALL OR BOMB THREAT

Things to Do

- Remain calm. A bomb threat caller is the best source of information regarding the bomb.
- Jot down the time and date of the call. Also jot down the time that the call terminates.
- 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.
- Keep talking. Do not hang up.
- Signal a coworker to get on an extension.
- Ask where the bomb is and when it is set to go off.
- Signal a coworker to call 911 and building security at 860-622-2153 or 860-622-2198.

Additional Questions to ask

- What the bomb looks like.
- What type of bomb it is.
- What will cause the bomb to detonate?
- Why they are doing this.
- Where the caller is calling from.
- Try to get the caller's name, exact location, and phone number.

Listen for Clues to the Caller's Identify

- Listen carefully to the voice. Is the voice that of a man or woman? What is the pitch or accent?
- Listen so that you can describe the voice. Is it calm? Slow? Rapid? Deep? Nasal? Angry? Stressed? Broken? Young? Old?
- Listen for any background noises (cars, trains, music, talking etc).

BOMB THREAT – INCIDENT REPORT

Caller's Voice:

- | | | |
|-----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Disguised | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Accent | <input type="checkbox"/> Cracking Voice |

If voice is familiar, who did it sound like? _____

Background Sounds:

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Crockery | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Voices | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth | <input type="checkbox"/> Office Machinery |

Other _____

Threat Language:

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well Spoken (educated) |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Message Read by Threat Maker |

Remarks: _____

Questions to Ask:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat:

Sex of caller: _____ Age: _____ Length of Call: _____

Number at which call is received: _____ Time: _____ Date: _____

REPORT CALL IMMEDIATELY TO: _____

PHONE NUMBER: _____ DATE: _____

Your Name: _____ Position: _____ Phone Number: _____

HOW TO HANDLE ANTHRAX THREATS
Departments of Public Health and Public Works
Guidelines for State Agencies

Letters containing *Bacillus anthrax* spores have been received by mail in several areas in the United States. In some instances, anthrax exposures have occurred with several persons becoming infected. To prevent such exposures and subsequent infection, all state employees should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.

The following are guidelines for state agencies to respond to perceived anthrax threats. These guidelines replace those issued on October 17 by the Department of Public Health and the addendum issued October 23 by the Department of Public Works.

The following public health principles underlie these guidelines:

- Possible anthrax exposures constitute a situation requiring an urgent response, but not an emergency response.
- In situations where possible exposures can be assessed based on the finding of a possible source of exposure (as opposed to starting with human illness), there is time to assess the credibility of the threat, assess whether there is a substantial risk of airborne exposure to anthrax, test the suspected substance if needed and make recommendations that will assure that no one will become ill if a genuine anthrax exposure has occurred.
- It will rarely be necessary to consider immediate evacuation of a whole floor of a building or a building in response to an anthrax threat alone. This would only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.

DO NOT PANIC

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. In most situations currently being reported, the main potential threat is getting anthrax infection of the skin (cutaneous anthrax), not the form of anthrax that results from inhalation (inhalational anthrax).
- Inhalational anthrax generally requires inhaling a large dose of invisibly fine powder - particles 1-5 microns in size, a size necessary to get deep into the lungs. It is technologically very difficult to get anthrax into a form where it can be readily inhaled. Reaerosolization of particles on clothing and on surfaces into particles of this size is difficult. Thus, visible settled powders and letters or boxes that are unopened are usually not serious threats for inhalational anthrax. The immediate risk to people exposed in these situations is small. Inhalational anthrax would be of concern if: a) a person opened a letter containing fine powder that produced a "cloud" of suspended dust or if the powder got directly into the person's face; or b) there was a real concern of aerosolization based on a credible warning that an air handling system is contaminated or warning that a biological agent was released in a public space.

Identifying suspicious packages and envelopes:

Some characteristics of suspicious packages and envelopes include the following:

- inappropriate or unusual labeling
- excessive postage
- handwritten or poorly typed addresses
- misspellings of common words
- strange return address or no return address
- incorrect titles or title without a name
- not addressed to a specific person
- marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- marked with any threatening language
- postmarked from a city or state that does not match the return address
- appearance
- powdery substance felt through or appearing on the package or envelope
- oily stains, discolorations, or odor
- lopsided or uneven envelope
- excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
 - Excessive weight
 - Ticking sounds
 - Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of suspicious packages or envelopes:

Step 1: Do not panic

Step 2: Report the incident to your supervisor

Step 3: Turn off the local air conditioner or fan

Step 4: Cover the item

Step 5: Secure the room and prevent others from entering

Step 6: Wash hands with soap and water or use bacterial wipes

Step 7: Move to an isolated room nearby, if possible—if not, stay at the site

Step 8: Obtain names and phone numbers of all persons in the area

Step 9: Wait for further instructions

Instructions for Supervisors, Engineering, Security:

Step 1: Do not panic

1. Handle any item suspected of contamination with care.
2. Do not shake, bump or move it.
3. Do not open, smell or taste it.
4. Do not pull the fire alarm.

Step 2: Report the incident to your supervisors

1. Notify your supervisor and describe the incident in detail.
2. Your supervisor will immediately contact building security (860-622-2153 or 860-622-2198), the property manager and Engineering (860-246-2489).
3. Building security and Engineering will assess the level of immediate security and/or health threat and human resources will call the appropriate authorities for help.*

Step 3: Turn off the local air conditioner or fans

1. Turn off the local air conditioner or fan, if possible.
2. Law enforcement will advise whether the entire ventilation and heating system should be shut down.
3. If so, the property manager will handle this.

Step 4: Cover the items

1. Do not walk or pass the item around. Do not call co-workers to the area.
2. If you have already handled the item, put it in a drawer.
3. If you have not handled it, cover it with anything (e.g. clothing, paper, trash can, etc.) if this can be done safely. Do not remove the cover.

Step 5: Secure the room and prevent others from entering

1. The area should be secured to prevent others from entering.
2. Cordon off the room/cubicle; obtain help from building security to do this, if necessary.

Step 6: Wash hands with soap and water or use bacterial wipes

1. If there is a sink in the room, anyone who touched the item should wash their hands with soap and water.
2. If there is no sink, wipe hands with bacterial wipes.
3. As soon as practical, shower with soap and water.

Step 7: Move to an isolated room nearby, if possible—if not, stay at the site

1. If you can leave the area and move to an alternate room nearby that is isolated, you should do so.
2. Anyone who touched the item or was in the vicinity should move to this room and wait for further instruction.
3. If no room is available, remain at the site until you receive instructions from emergency response personnel.

Step 8: Obtain names and phone numbers of all persons in the areas

1. List all persons who have touched the item or are in the immediate vicinity.
2. Include contact information, such as phone numbers.

Step 9: Wait for further instructions

1. If a determination is made by law enforcement authorities or emergency responders that anyone was exposed, you will be provided with further directions.
2. Once officials arrive, necessary decontamination procedures will be determined.
3. Follow-up testing for potential anthrax contamination may take between 24-48 hours. Both agencies have coverage 24 hours a day. Engineering will also contact the agency head.

Evacuation procedures:

1. When law enforcement officials arrive, the property manager will provide them with building-related information. If there appears to be potential for airborne exposure to powder or chemicals, the property manager may be directed to shut down the ventilation on the suspect floor and not resume operation until further notice.
2. Agency representatives who are authorized to make decisions on behalf of the occupying agency/ies should provide a detailed accounting of the incident and names of individuals involved. In addition, whenever possible, individuals who were present at the time of the incident should be prepared to relay information (possibly via telephone) to the on-scene commander.
3. In the event of a credible anthrax threat, it is likely those persons in the immediate area of potential exposure will be evacuated and possibly subsequently decontaminated. It is unlikely an entire building will be evacuated. The on-scene commander (normally, the local fire department) will make this determination. If the building must be evacuated, there is plenty of time in which to do it. This must be done by telephone communication- not fire alarm- and employees should be instructed to take their coats, purse and keys. Mobility-impaired individuals should take elevators. Others should evacuate by stairs in a calm manner as described in existing emergency action/response plans.
4. The property manager should take pertinent mechanical system and building plans, Safety Data Sheet (SDS) information and storage location of on-site chemicals and keys.
5. Following obtaining samples for testing, removal of suspect material and decontamination of the immediate area by emergency response personnel, the building may be reoccupied and normal activities resumed, if so recommended by the on-scene commander in collaboration with other response personnel and DPH.
6. If an area is subsequently found to have received heavy contamination with anthrax or other biological agents or chemicals, the property manager may need to contact an outside environmental contractor to perform a thorough decontamination of the immediate area before reopening the area.
7. In the case of potential anthrax contamination, definitive testing may take between 24 to 48 hours. The name, agency, title, and telephone number of agency liaisons and the property manager should be given to the on-scene commander for notification of test results. If follow-up testing confirms the presence of anthrax, DPW, property management and agency liaisons in collaboration with DPH officials, the FBI and other response personnel will outline follow-up activities.
8. Property managers and agency heads need to establish alternate sheltered gathering areas in the event of inclement weather and lengthy waiting periods with possible provisions for food, bathroom facilities and transportation.
9. Supervisors should make every effort to know where employees are at all times and be prepared to provide this information, when requested, in the event of an emergency.
10. REMINDER: Agency heads must establish a call chain for notification of evacuation. Agency heads must ensure this policy is disseminated to employees.

11. The timing by which the area can be reused should be determined based on the assessment of credibility of the threat. That assessment should be done by the State Police in conjunction with the DPH.
- Where there is no highly credible threat, persons can reuse the area immediately upon decontamination. A threat of low credibility includes a situation such as finding white powder on a surface such as a desk, chair, counter, floor without a warning note.
 - Where the credibility of the threat is high, the area can be reused once decontamination has occurred and a screening test is completed that shows that no anthrax is present. A threat would be considered high credibility if a brown or sandy-colored powder came out of an envelope and was accompanied by a threatening note.
12. This policy should be included in your emergency response manuals and plan.

13. Health and Safety Issues

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 Safety Data Sheets (SDS)

The objective of the Safety Data Sheet (SDS) is to concisely inform you about the hazards of the materials you work with so that you can protect yourself and respond to emergency situations. The purpose of the SDS is to tell you:

1. The material's physical properties or fast-acting health effects that makes it dangerous to handle.
2. The first aid treatment to be provided when you are exposed to a hazard.
3. The preplanning needed to handle spills.
4. How to respond to accidents.

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.

Hazardous Material Inventory

Safety Data Sheets are maintained in the RM Bradley Management office on the P4 level of 55 Farmington Avenue. These include products utilized by our maintenance staff, the cleaning crew, the landscaping contractor, the exterminator and the cafeteria. All hazardous materials stored in the building should be reported to the RM Bradley Management office at so that they can be included in the building list. Each agency shall provide RM Bradley Management with updates on the status of their materials. New materials entering into the building shall be immediately reported to RM Bradley Management.

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 light bulbs.

Construction/Demolition

Construction activities within the building including “demolition,” are performed according to procedures established by the appropriate authorities. Coordination of construction activities for the building is accomplished by RM Bradley Management.

Fire/Life Safety Issues

RM Bradley Management conducts one unannounced fire drill per year. This is to ensure that all employees are familiar with evacuation procedures in the event of an emergency situation. The Safety Committee should also offer yearly training for all fire captains/floor monitors and agency representatives. For additional information please contact your floor captain or agency representative.

Air Quality

The Department of Administrative Services and RM Bradley Management are committed to providing acceptable air quality levels. In the past they have contracted with outside environmental companies to perform air quality testing within the building. This includes testing of the carbon dioxide, carbon monoxide, humidity and temperature levels. Air filters are changed twice a year by the RM Bradley Management maintenance (or more often if/when necessary). For further information please contact your agency representative.

Unruly Visitors

Any indication of an unruly visitor should be reported to Security at 860-622-2153 or 860-622-2198 directly, depending upon the situation. If you do call 911 first, please be sure security is notified immediately afterwards. Security will in turn take appropriate actions (i.e. immediately proceed to area, contact the police, etc.).

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 860-622-2153 or 860-622-2198.

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 Security for Identification confirmation

Place valuables or money in drawer that can be locked

Inform Security of flickering lights or dimly lit areas

Notify Security of any suspicious persons or vehicles

Visually check elevator before you get in

Dont's

Hesitate to call for help if you are 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.

Approach suspicious persons or vehicles or let them approach you

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

STATE OF CONNECTICUT BY HIS EXCELLENCY

JOHN G. ROWLAND

EXECUTIVE ORDER NO. 16

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and /or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the following **Violence in the Workplace Prevention Policy**:

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment –

- o No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.

- o No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.

- o No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees.

EXECUTIVE ORDER NO. 16

3. That all managers and supervisors are expected to enforce this policy fairly and uniformly.
4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager, or human resources office.
5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor.
6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.
7. That all parties must cooperate fully when questioned regarding violations of this policy.
8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.
9. That this order applies to all state employees in the executive branch.
10. That each agency will monitor the effective implementation of this policy.
11. That this order shall take effect immediately.

Dated in Hartford, Connecticut this 4th day of August 1999.

John G. Rowland, Governor

Filed this 4th day of August 1999



VIOLENCE IN THE WORKPLACE PREVENTION POLICY

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Connecticut Department of Administrative Services (DAS) fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined in this policy.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, DAS prohibits:

All conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning.

Definitions

- "Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- "Dangerous instrument" means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury.

Confiscation of Weapons and Dangerous Instruments

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Reporting Procedure

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact **911**. The employee must also contact his/her **immediate supervisor** or the **Human Resources Office** at (860) 713-5319 or (860) 785-9506.
- **Non-Emergency Situations:** Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, the Human Resources Office.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.

Investigation and Corrective Action

- DAS will promptly investigate all reports or alleged incidents of violent, threatening, harassing, or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations.
- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing, or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.
- Where the situation warrants, DAS will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and DAS may seek prosecution of conduct that violates the law.

Enforcement of the Policy

This policy will be prominently posted for all DAS employees.



Josh Geballe Commissioner
Department of Administrative Services

April 23, 2021
Date



DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Properties and Facilities Management

CONNECTICUT'S POLICY FOR A DRUG-FREE WORKPLACE

The State of Connecticut is committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, exacerbates crime, threatens worker productivity and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially harmful threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's existing three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, the Drug-Free Workplace Policy has been adopted. Connecticut State employees will be protected and served by this new initiative, which includes an on-going substance abuse awareness program.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace" Act. This act requires that any State agency which receives federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy is published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drug. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

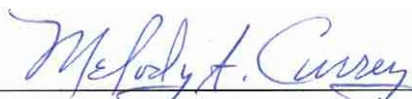
Controlled substances are specifically defined in federal law. They consist of two classes of "drugs": 1) those commonly thought of as "illegal" drugs, and 2) certain medications available by prescription, but not being taken under a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Connecticut's Policy For a Drug-Free Workplace Page Two

Employees must inform their agency's personnel administrator (or the person serving in the personnel role) within five (5) days of any drug conviction for violation of a state or federal drug statute if the violation occurred in the workplace. A conviction means a finding of guilty, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court. Within ten (10) days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace, the agency personnel officer must notify the appropriate federal granting or contracting agency.

Employees who have substance abuse problems are encouraged to participate in the Employee Assistance Program or a rehabilitation program prior to any disciplinary action. If an employee chooses not to undergo rehabilitation, the State will take disciplinary action consistent with collective bargaining agreements and State law and regulation.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. This policy will also be available at Agency Personnel Offices.



Melody A. Currey, Commissioner
Department of Administrative Services

2/24/16

Date

Visitor Notification Form for Security

Instructions:

- A completed Visitor Notification Form must be submitted to Security at least 24 hours in advance of expected arrival time of visitors.
- Security will review their e-mails once per day (Monday-Friday) in the morning and acknowledge receipt of the form by email.
- For meetings scheduled less than 24 hours in advance, a hard copy of the Visitors Notification Form must be delivered to Security in the main lobby as promptly as possible.

■ Meeting Date: _____

■ Visitor Name(s): (Attach _____
(additional sheets as needed) _____

■ Expected Arrival Time: _____

■ Destination: (Room #) _____

■ Reason for Visit: _____

■ Staff to Contact upon Arrival: _____
(Name, Agency and Phone
Extension)

■ Special Instructions for Security: _____

■ Special Instructions for Visitor(s): _____
