Department of Personnel & Administration

Capitol Complex Facilities

TENANT HANDBOOK

Division of Central Services, Capitol Complex
1525 Sherman Street, B-15 Denver, CO 80203
Phone (303) 866-4357 – Fax (303) 866-2470

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Capitol Complex Overview

Statutory Authority Program

Capitol Complex is responsible for the routine maintenance of buildings pursuant to State Statute and other authority and can be found in sections; 24-1-136.5; 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117 CRS (combined with 24-82-101).

Capitol Complex Facilities is a full service, property management business. The Property Maintenance program is responsible for providing building maintenance including HVAC, plumbing, electrical, elevators, lights, general maintenance, building security, and other non-programmatic related services.

Colorado Code of Regulations Rules for Central Services: DPA-owned buildings (managed by Capitol Complex) are occupied by State Agencies. Funding requirements for rent, services received and occupant rules are identified by the Colorado Code of Regulations Rules for Central Services. These terms are strictly enforced. For questions and forms about vacating, reducing/increasing square footage, or term changes such as cost per square foot amendments as authorized by the Colorado General Assembly, contact the Division of Central Services Property Manager at 303-866-3838.

Use of Premises: Occupants are responsible to ensure that the premises shall be used and occupied in a careful, safe, and conscientious manner. Any damage to the premises caused by the tenant, its guests, invitees, agents, or employees will be paid for by the responsible agency.

Occupants shall not use any substance or material which may vitiate or endanger the validity of the insurance on the building or increase risk associated with the use or occupancy of the premises or which may prove offensive or annoying to any persons occupying adjacent premises.

Termination: The space occupied by agencies may be terminated by either party with written notice to the other party on or before June 1st of each calendar year, to be effective on June 30th the following calendar. The occupant also may terminate with 90 days written notice to the owner, but occupant is obligated to pay rent to owner until the June 30th that is not less than twelve months after the notice to terminate, or until the owner is able to secure new occupants with reasonable diligence. At termination of the premises, occupant shall provide the premises back to Capitol Complex in reasonable condition.

Building Audits: Building audits are performed to determine the condition of the buildings and to acquire monies for Capitol Constructions and controlled maintenance projects. The audit team consists of Capitol Complex employees who, while conducting an audit, evaluate all aspects of the building, including mechanical and electrical systems, elevators, plumbing, heating/AC, etc.

Building Hours: Normal building hours of operations are from 7:00 a.m. to 5:00 p.m., Monday through Friday, except State holidays.

NOTE *– The Occupant shall have the right, with a minimum of ten business days advance written notice to the property manager to request services for HVAC and lighting to all or a portion of the premises after the hours specified above. Occupants may be charged for HVAC expenses during off hour's time.*

Routine Maintenance: HVAC, plumbing, electrical, elevators, lights, general maintenance, building security, and other related services are funded through rent proceeds. To request changes to the building, tenants would be required to fill out a **Project Space Request Form**. This form

is for non-routine maintenance, tenant remodel or construction. The Construction Project Coordinator will review the form and respond accordingly.

There are two types of project construction:

"**Maintenance Driven"** is defined as those projects arising out of the deterioration of a facility's physical and functional condition, including site and infrastructure, and the inability to comply with current codes and energy conservation. These types of requests would be considered *Controlled Maintenance.*

"Program Driven" is defined as those projects arising out of an agency's need to create, expand, or alter a building due to growth, advances in technology or changes in methods or program delivery. Requests addressing physical space requirements needed to accommodate particular functions, such as those traditionally included in facility programs, would constitute a "Program Driven" request and therefore would be considered an in-*house project.*

Contact Information

DPA - Division of Central Services Division Director – **Scott** Madsen **–** 303-866-5533 or scott.madsen@state.co.us

DPA - Division of Central Services Deputy Director – Bill Taylor -- 303-866-3882 or william.taylor@state.co.us

Property Manager – Richard Lee supervises managers in charge of all Capitol Complex maintenance functions, tenant relations, Greening of State Government and Energy Management Programs and should be contacted for any environmental, health or safety issues. 303-866-3838 or richard.lee@state.co.us

Assistant Property Manager – Sheila Santistevan is assistant property manager and also manages budgeting, accounting, contracts and administrative functions for Capitol Complex, which also includes the state-wide (state operator) call center. 303-866-3420 or sheila.santistevan@state.co.us

Building Repair & Maintenance Operations Manager – Rob Morris supervises all routine and emergency maintenance issues throughout the Capitol Complex. These departments include plumbing, HVAC and electrical trades of Capitol Complex. 303-866-2056 or rob.morris@state.co.us

Parking Program & Capitol Grounds Events Coordinator – Rita Lambert manages the monthly and temporary parking program for all state parking facilities, as well as issuing event permits. 303-866-4356 or rita.lambert@state.co.us

Construction Project Coordinator – Mike Moore is the Capitol Complex project liaison for all in-house, tenant-occupied construction projects. Mike also is project manager for energy management initiatives within the State Capitol Complex. 303-866-3983 or mike.moore@state.co.us

Emergency, Help Desk & After Hours Work Requests – The main help line is staffed from 7:00am - 5:00pm, Monday through Friday – except State holidays. After-hours or emergency calls will be automatically routed to the Office of Information Technology Service Center. These calls

are passed on to pertinent on-call individuals, who will quickly follow-up with the original caller. **The help desk number is 303-866-4357.**

State Operator – The State Operator is available Monday thru Friday 8:00 a.m. - 5:00 p.m., except State holidays. The State operator can be reached at 303-866-5000.

Capitol Complex Properties

State Capitol Building

- 200 E. Colfax, Denver, Colorado 80203
  268,086 Gross Square Feet
  Tenants: Governor's Office, Lt. Governor's Office, General Assembly, State Treasurer, Department of Human Services (Business Enterprise-Cafeteria), Department of Personnel & Administration and the Department of Public Safety

Centennial Building

- 1313 Sherman St., Denver, Colorado 80203
  201,746 Gross Square Feet
  Tenants: Department of Natural Resources, Department of Personnel & Administration, and the Department of Local Affairs

State Services Building

- 1525 Sherman, Denver, Colorado 80203
  201,746 Gross Square Feet
  Tenants: Department of Personnel & Administration, Department of Law, Department of Human Services (Business Enterprise-Cafeteria) and the Department of Education (Exceptional Student Unit)

Human Services Building

- 1575 Sherman, Denver, Colorado 80203
  145,370 Gross Square Feet
  Tenants: Department of Human Services

State Office Building

- 201 E. Colfax, Denver, Colorado 80203
  78,115 Gross Square Feet
  Tenants: Department of Education

Legislative Services Building

- 200 E. 14th Ave., Denver, Colorado 80203
  59,301 Gross Square Feet
  Tenants: General Assembly, Department of Personnel & Administration and State Auditors

Capitol Annex Building

- 1375 Sherman Street, Denver, Colorado 80203
  114,720 Gross Square Feet
  Tenants: Department of Revenue and the Department of Human Services (Business Enterprise-Cafeteria)

Power Plant Building

- 1341 Sherman Street, Denver, Colorado 80203
  49,751 Gross Square Feet
  Tenants: State Patrol

Executive Residence

- 400 E. Eighth Ave., Denver, Colorado 80203
  26,413 Gross Square Feet
  Tenants: Governor's Residence

Health Care Policy and Finance

- 1570 Grant St, Denver, Colorado 80203
  49,751 Gross Square Feet
  Tenants: Department of Health Care Policy and Finance and the Wellness Center

The North Campus includes:

- Three industrial and office buildings (North, East and West buildings)
  1001 E. 62nd Ave., Denver, Colorado 80216
  100,588 Gross Square Feet
  Tenants: Community College of Denver, Department of Personnel & Administration, Department of Revenue and the Department of Labor and Employment

The West Campus includes:

- Dale Tooley Building
  690 Kipling Street, Lakewood, Colorado 80215
  67,035 Gross Square Feet
  Tenants: Department of Public Safety and the Department of Personnel & Administration

- 700 Kipling Street, Lakewood, Colorado 80215
  60,964 Gross Square Feet
  Tenants: Department of Public Safety and the Department of Agriculture

Department of Revenue

- 1881 Pierce Street, Lakewood, Colorado 80214
  122,542 Gross Square Feet
  Tenants: Department of Revenue

Grand Junction – State Office Building

- 222 South 6th Street, Grand Junction, Colorado 81501
  34,499 Gross Square Feet
  Tenants: Department of Human Services, Department of Local Affairs, Department of Personnel & Administration, Department of Public Health, Department of Regulatory Agencies, Department of Revenue, CDOT, Department of Labor & Employment and the Department of Natural Resources

Camp George West:

- 15000 S. Golden Road, Golden, Colorado 80401
  285,755 Gross Square Feet

Tenants: CDOT, Department of Public Safety, Department of Corrections, Department of Local Affairs and the Department of Military Affairs

Capitol Grounds:

- The area between Lincoln Street and Grant Street and between 13th Street to 16th Street

Lincoln Park:

- The area between Lincoln Street and Broadway and between 14th to Colfax Street

James Merrick Parking Facility:

- 1350 Lincoln, Denver, CO 80203

Capitol Complex Services Provided

Capitol Complex provides the following maintenance services for managed Capitol Complex buildings:

- Electrical
- Plumbing
- HVAC
- Keys
- Signage
- Lock Repairs/Replacements
- Consulting for Tenant Finishes
- Oversight of Building Projects

Service Requests: Capitol Complex is dedicated to providing efficient service to tenants who occupy Capitol Complex buildings. To help accomplish this, we ask that each agency/department appoint at least two tenant representatives through which most requests for services are relayed. Not only will this allow Capitol Complex technicians to respond to your request in a timely manner, it will also prevent multiple tickets from being opened for a single issue. Tenant representatives should make requests for service through the TMA Requestor Site (*To be designated as a requestor, you must get permission from your department management and a send an email to Capitol Complex to receive a user name and password).* However, any state employee can submit a general request. In an emergency, like a water leak, contact the Help Desk at 303-866-4357.

Signage: Capitol Complex maintains building directories and any building-related signage. Tenants are required to maintain all program signage including floor directories. If signage is to be replaced, it must match existing signage and must first be approved by the Capitol Complex property manager. Please contact the Help Desk at 303-866-4357 for assistance with signage questions and issues.

Tenant Relations

Tenant Notices: Routine and emergency notices are sent to tenant representatives within Capitol Complex buildings regarding buildings issues, routine maintenance, and any other building-related information. Tenant representatives are responsible for forwarding the information to their respective personnel. However, if you would like to be included in the appropriate email list, you can subscribe to the tenant email list serve for your building.

Tenant Meetings: Tenant meetings are held by the Capitol Complex Property Manager when the need arises in order to update tenants on building issues and address any tenant concerns. These meetings are intended to provide two-way communication between tenants and Capitol Complex management.

Smoking: Per House Bill 06-1175 (Colorado Clean Indoor Air Act) smoking is not allowed within 15 feet of any Capitol Complex building entry and HVAC intake.

Pets & Service Animals: For the safety of all building occupants, pets, with the exception of "Service Animals" are not allowed inside Capitol Complex buildings. The term **"Service Animal"** is legally defined in the Americans with Disabilities Act (ADA) as any animal "individually trained to do work or perform tasks for the benefit of an individual with a disability." The use of service animals within public buildings in Colorado is also described in C.R.S. §24-34-801 to 804.

State Agency 24 hour Emergency Contacts: Each agency in Capitol Complex-managed buildings must designate at least two people from their department to be a 24-hour emergency contact for their agency. These individuals will be responsible for notifying their respective employees concerning building closures, etc. These individuals will also attend tenant council meetings held by Capitol Complex. Please inform the help desk at 303-866-4357 of any contact changes.

Parking: Capitol Complex manages several parking lots in the downtown area including the James Merrick parking structure located at Lincoln and 14th Street. Employees wishing to park in a state-managed lot must complete and submit the parking waiting list request form. This form will place you on a wait list, but does not guarantee you a spot. The parking coordinator will notify you when a space becomes available and you will be asked to complete a parking application, payroll deduction form and, if applicable, a carpool form. *Please be aware that signatures on the carpool form must be notarized.*

Capitol Grounds Event Permit Application: If you wish to obtain a permit to conduct an event on the Capitol Grounds (State Capitol or Lincoln Park only) you may do so by completing a request form.

Tenant Improvements

Capitol Complex must approve any and all tenant improvement projects for State-owned buildings managed by Capitol Complex. *These services run concurrent with budgetary appropriations.* Improvements may involve minor interior and exterior tenant remodeling projects and, depending on budget constraints and need, state approved major renovations.

Tenants are responsible for any remodeling expenditures, such as, but not limited to painting, carpeting, cubicle or wall placement, etc. and must first *seek approval from Capitol Complex* through a project space request form. Capitol Complex will then determine if the project is considered "controlled maintenance", or if it can be done as an "in–house project".

> "controlled maintenance" is defined as those projects arising out of the deterioration of a facility's physical and functional condition, including site and infrastructure, and the inability to comply with current codes and energy conservation. These types of requests are considered maintenance driven and funded through the Office of the State Architect.
>
> **"**in-house project**"** is defined as those projects arising out of an agency's need to create, expand, or alter a program due to growth, advances in technology or changes in methods or program delivery. These types of requests would be considered program driven and therefore funded by the requesting agency. In-house projects are funded by the individual agency, but this does not mean that they have the authority to work without the oversight of Capitol Complex. The project still must be approved and managed by Capitol Complex since it is still altering a State-owned building.

Should a tenant choose to remodel any applicable work area, Capitol Complex requires tenants to comply with these tenant procedures and also follow the health guidelines in the U.S. Green Building Councils, Leadership in Energy and Environmental Design, Commercial Interior (USGBC-LEED – CI) program. Capitol Complex has adopted the Indoor Air Quality (IAQ) standards set forth by the LEED-CI program.

Security and Access

Applications for building access codes and keys are submitted to the Colorado State Patrol Executive Security Unit's (ESU) ASACK system. The applicant should complete the ASACK request form (if you are a new user, you will have to fill out the "new applicant" section). The Executive Security Unit is also responsible for all after-hours building access.

Tunnel Access: The tunnels that run beneath the State Capitol and several adjacent State buildings contain a myriad of utility services, including high voltage electrical lines, live high pressure steam piping, natural gas and water lines. These tunnels are confined and have many potential safety issues including tripping hazards, burn hazards, potential head injuries from overhead obstacles and asbestos containing materials. Since these tunnels also lead to the subbasements of several agencies, there is direct access to restricted areas that is in violation of several departments' security policies. For these reasons, pedestrian traffic by state employees is strictly forbidden.

Key issuance: Capitol Complex is responsible for issuing all keys in state-managed buildings. Keys will be issued to tenants/applicants with the approval of the requesting department's authorized individual. Applicants must get approval from State Patrol to start the process. The State key shop manager will email key requestors with a time to pick up their keys and to sign the key agreement. *Per Colorado Revised Statute, a $25 dollar key replacement fee will be assessed. This is necessary to cover key costs which are in line with outside vendor pricing.* ***If a master key is lost, the department shall bear the cost of re-keying the entire area.***

Important points to remember about key and lock issues:

- A picture I.D. is required to take possession of the key.
- Capitol Complex does not issue spare keys.
- Only Capitol Complex is authorized to duplicate keys.
- People must sign for their own key.
- Capitol Complex does not service programmatic locks.
- For security reasons, Capitol Complex will not unlock doors in Capitol Complex-managed buildings. Please contact State Patrol to request access.
- New locks must be approved by Capitol Complex.

Employee I.D. Badges: Badges are issued by DPA's Capitol Complex Division. Human Resources. Managers from various State agencies have authorized specific personnel to request State Employee ID Badges using a secure Web interface. The authorized HR representative will place the request for any badge - whether a new hire, transfer, temporary employee, etc. - and will notify the requestor when the request has been approved. Upon approval, pictures are taken between 8:00 a.m. and 4:00 p.m. Monday through Friday (holidays excluded) at 1525 Sherman Street, #B-15, Denver, Colorado. For security purposes, you must present a valid driver's license or other state-issued photo identification. If your badge has expired or is lost, please consult your Human Resources unit to request a new badge. For further assistance, please contact the Help Desk at 303-866-4357.

Housekeeping

Capitol Complex provides contracted housekeeping services Monday through Friday for all the Capitol Complex buildings.

Routine Cleaning:
Day Cleaning: Monday – Friday between 7:00 a.m. - 6:00 p.m. Day porter custodians maintain restrooms, respond to emergencies and clean common areas.

Night Cleaning: Night crews clean all offices areas including emptying trash cans/recycling bins, vacuuming, sweeping, mopping floors, spot cleaning carpets, and cleaning and disinfecting all restrooms.

Periodic Cleaning: Includes stripping and waxing of floors; shampooing carpets; dusting; cleaning brass; etc. These tasks are contracted on a frequency outlined in the custodial contract and are customized for each building.

Pest Control: Capitol Complex contracts with a professional pest control services company to provide routine insect and rodent control. In the event of an infestation, please contact the Help Desk at 303-866-4357.

Routine Building Maintenance

Temperature Control for Capitol Complex buildings are as follows:

The chilled water system runs from April 1 through October 1, dependent upon outside ambient temperatures. Three chillers work in combination on a centralized loop system to provide chilled water to each building from 6:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted. The limitation of this system is that we are unable to provide individual cooling to a building without running the entire loop. Buildings not included on the loop system are the State Capitol, 1570 Grant Street, 1881 Pierce Street, North Campus, Grand Junction, and 690/700 Kipling.

The type of heating provided by Capitol Complex Facilities varies, depending upon the building and are either gas, steam, hot water or electric. The goal is to maintain an office temperature of 74°, plus or minus 4 degrees, throughout the year.

Electrical: Capitol Complex maintains all electrical systems -- this includes interior building lighting, as well as any applicable building parking lot lights. Any alterations, relocation and/or addition of lighting, switches and outlets must be tested and approved by facilities personnel to verify that electrical demand and code requirements are not violated. Electrical alteration requests can be made through the Project Space Request form.

In the event that a tenant may require heating/cooling outside of normal business hours, Capitol Complex may charge its occupants for the actual costs incurred for use of the HVAC. Average HVAC costs of $90 per hour are typical for heating/cooling a floor of a State building.

Painting and Carpet: Capitol Complex provides paint, carpeting and tile to **common areas** (i.e., hallways and stairs) as needed, or as budgets allow in all Complex-managed buildings. However, carpet and paint are not considered routine maintenance in the usable space occupied by the tenant agencies.

- Work area carpet and paint can only be addressed through a controlled maintenance request or through the operating budget of the tenant agencies. If an agency wishes to fund a project, Capitol Complex will assist in managing all aspects of the project, from determining the scope of work to vendor management. To initiate a request, complete a Project Space Request form.

- **Plumbing**: Capitol Complex maintains all building plumbing fixtures for its buildings. Technicians must assess all plumbing alterations for compliance with applicable codes and to ensure excessive demands are not being placed on any system.

Grounds

- **Snow Removal**: Capitol Complex is responsible for snow removal of State-managed sidewalks, building entrances, and steps. Depending upon the size and timing of the storm, Capitol Complex prioritizes snow removal by creating a path to each building on sidewalks, steps, and door entrances. These areas will be expanded and sanded throughout the day, based upon conditions. The initial removal will be completed prior to 7:00 a.m. depending upon storm intensity. The sidewalks will be cleared when there is 1" or more of snow on the ground and the parking lots will be cleared when there is 2" or more of snowfall. Parking lots are scheduled to be cleared by 7:30 a.m. by an outside contractor. Depending on conditions, this may not occur until the following day. The Capitol Complex grounds personnel work with the contractor to provide the safest removal during work hours, while limiting the risk of damage to vehicles. The grounds crew will check parking lot entrances and keep them clear during working hours. The contractor will finish clearing the parking lots after hours.

- **Trash**: Grounds are monitored for trash removal every day between 6:00 a.m. and 10:00 a.m., and then periodically monitored throughout the day to maintain as much of a trash-free environment as possible.

- **Landscaping:** Capitol Complex personnel and/or its contractors are responsible for the maintenance of all turf area, trees, bushes, flowers and hardscape. The Capitol grounds are maintained in optimum condition depending on environmental conditions and budgetary constraints.

Utilities

- **Energy Conservation**: Capitol Complex makes every effort to maintain a comfortable working environment in our buildings. However, to be as green as possible, we ask that tenants try to conserve energy whenever possible. Turning off computers, lights, and fans when you are not in the room and/or when you leave for the evening creates enormous energy savings. Also, turn off any office equipment that does not need a constant supply of electricity.

Appliance Usage

- **Personal appliances such as heaters, coffee pots, refrigerators, etc. are prohibited in workstations**. Heaters are a fire hazard and all appliances consume energy at an alarming rate and tax building electrical systems. **Candles are also not allowed**. Violations should be reported immediately to building warden.

- **Extension Cords**: Electrical extension cords are not permitted, however, a temporary extension cord will be allowed for no longer than 30 days. A single "UL Listed Power Strip" connected directly from the wall outlet is allowed. Simply connect all electrical units (computer, printer, small fan, radio and calculator.) into this single power strip. This strip will protect the department/building from power outages via its internal breaker. A power strip

plugged into another power strip ("daisy chaining") is not allowed under any circumstances. Call the Capitol Complex Help Desk at 303-866-4357 and any issues will be investigated and attended to as soon as possible.

- **Holiday/Casual Decorations**: Holiday ribbon and low heat lighting decorations (mini-bulbs or LED lights) are permitted within the buildings. Live Christmas trees of any kind and candles (holiday or not) are not permitted within State-owned buildings or other State-rented space. These measures are necessary in eliminating the threat of fire. **N**ote: The State Capitol building rotunda is exempt from the live Christmas tree rule.

- **Kitchen Areas:** Area kitchens may have any of the appliances listed below. The appliances should be protected by an electrical wall mounted GFCI (ground fault circuit interrupter); if a GFCI is not installed, please contact the Help Desk at 303-866-4357 for guidance. *To preserve the carpet's appearance, please immediately call in any spills to the Help Desk.*

Acceptable Kitchen Appliances:

- ✓ Microwave
- ✓ Coffee Maker
- ✓ Can Opener
- ✓ Refrigerator
- ✓ Small Toaster (UL Listed)

Surplus

- Disposing of items such as furniture (chairs, desks, tables, couches, file cabinets, etc.) should be handled through the State's surplus center, Colorado Correction Industries (CCI). Contact CCI at 303-370-2161 to discuss your needs and arrange for a pick-up date.

- Storage of any items should be labeled as temporary and shall not be stored in closets, hallways or doorways. For fire and safety reasons, these areas are to be kept clear at all times.

- Storage rooms should be free from clutter and allow individuals easy movement to and from the desired space. **Per Denver Fire Code, boxes and other items must have a minimum clearance of 18 inches from the ceiling at all times.**

Life and Fire Safety

- The Capitol Complex management in conjunction with the building Warden Safety Committee has developed a standard Emergency Action Plan (E.A.P). This E.A.P. has building specific information for the safe and orderly evacuation of personnel in emergency situations. The E.A.P. also instructs building personnel in how to respond to bomb, hazmat, natural disasters, power outages, flooding, violent person(s) and civil unrest.
- Safety and personal security is the goal. Adhering to fire, electric and general housekeeping safety rules takes awareness and a team concept by all occupants of the building to ensure a safe and secure work area exists for everyone.
- Annual fire alarm drills are required to familiarize all tenants of the appropriate evacuation routes. These routes should also be used in the event of bomb threats, terrorist acts, earthquakes and other man-made or natural disasters.

Tenant Responsibilities for Life & Fire Safety

- Tenant management should assign specific employees to serve as building Wardens, Floor Wardens and assistant Floor Wardens.
- Tenants should be familiar with the locations of all fire alarm pull stations, extinguishers and egress routes within their work area.
- Wardens should be the first point of contact in cases of unsafe or unhealthful conditions.
- Wardens may provide or arrange training for Floor Wardens and other building personnel.
- Wardens are responsible for keeping a list of mobility-impaired employees. This list should be readily accessible by anyone in case of an emergency.
- Building fire drills will be held at least annually. Participation is **mandatory** for all building personnel. Fire Department personnel, if asked, may observe and offer recommendations.
- Adhering to fire, electrical and general housekeeping safety rules as well as a smoke free work environment will help maintain a safe and healthy work area for all individuals.

Greening Government

Executive Order Overview

The State of Colorado recognizes its impact and its potential to address a number of environmental and economic concerns. Executive Orders established the Colorado Greening Government Coordinating Council. The Executive Orders directs all state agencies to "develop and implement policies and procedures to promote environmentally sustainable and economically efficient practices."

State of Colorado Energy Performance Contract

Capitol Complex is committed to energy conservation through sustainable operations by utilizing the U.S. Green Building Councils (USGBC) Leadership in Energy and Environmental Design (LEED) program. The LEED program and procedures will not only enhance environmental protection, but also save taxpayers money.

On November 14, 2003, the Department of Personnel & Administration/Division of Central Services entered into an energy performance contract to install energy saving equipment within the Capitol Complex.

The performance-based energy savings program will enhance the working environment and current long-range energy planning requirements such as:

- Enable the energy manager to track long range energy conservation measures;
- Improve the working comfort for the tenants of Capitol Complex buildings; and,
- Extend value to the Complex by upgrading facilities and increasing the life expectancy of existing building systems.

Tenant Awareness

The areas in which tenants can help implement Greening Government practices are many and varied. From water and energy consumed; to the solid waste generated; the type of vehicles we drive to work; and day-to-day government operations. All these actions have an

impact on the local, regional, and even global environments. There are two main areas where tenants can assist Capitol Complex in meeting its Greening Government Goals:

- Energy and resource conservation
- Utilize the recycling programs in your building

Recycling

Employees are encouraged to keep a bin or box for collecting mixed office paper in their personal work area and periodically dumping it into a larger collection box that is located in copy areas. *Custodial staff will not collect recycled material from individual work station boxes.* Commingled recycling bins have been set up throughout buildings in break rooms and kitchen areas. If you have any questions regarding recycling please contact Richard Lee at 303-866-3838 or richard.lee@state.co.us

The following materials are recyclable:

Paper

- ✓ White, copy, letterhead, computer print out, colored, carbonless (NCR forms)
- ✓ Bulk mailings, post cards, glossy (junk mail)
- ✓ Envelopes (window & non-window)
- ✓ Post-it notes, fax , shredded, file folders
- ✓ Brochures & catalogs, paper ream wrappers, file folders
- ✓ Newspapers & magazines

Non-Acceptable Paper Items

- × Paper cups & plates, food wrappers
- × Paper towels & tissue
- × Carbon paper
- × Styrofoam

Commingles Recycling

- ✓ All grades of plastic 1-7
- ✓ Plastic sheet protectors
- ✓ Plastic grocery bags
- ✓ Aluminum, steel & tin cans
- ✓ Glass containers

Non-Acceptable Commingled Items

- × Styrofoam – foam rubber
- × Three ring binders
- × Ceramics, wood products

A conservation program is a vital component to minimizing energy consumption and waste within the Capitol Complex. Tenant's cooperation in becoming conservation-conscious consumers is a critical part of the program. Attention to energy issues and recycling will add up to substantial energy savings over the year. Please do your part to reduce the State's carbon footprint within your work area.