



COLORADO

Division of Capital Assets

Department of Personnel & Administration



*Capitol Complex Facilities
Tenant Handbook*

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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 Division of Capital Assets: 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 Capital Assets](#). 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 Capital Assets Division Director, richard.lee@state.co.us, 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.

Leased Space Termination: The space occupied by agencies may be terminated by either party with written notice to the other party on or before June 1 of each calendar year, to be effective on June 30 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. Please review the complete [rules and regulations](#).

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 Division Director, richard.lee@state.co.us, to request services for HVAC and lighting to all or a portion of the premises after the hours specified above.

Routine Maintenance: HVAC, plumbing, electrical, elevators, lights, general maintenance, exterior building security, and other related services are funded through rent proceeds. To request changes to the building, tenants are required to fill out a [project space request form](#). This form is for non-routine maintenance, tenant remodel, or construction. The Construction Projects Manager 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 *Capitol Construction*.

Contact Information

DPA/Division of Capital Assets Division Director – Richard Lee supervises managers in charge of all Capitol Complex maintenance functions, tenant relations, Greening of State Government, and Energy Management Programs. Please contact him for any environmental, health, or safety issues. 303-866-3838 or richard.lee@state.co.us

Assistant Property Manager – Sheila Jackson manages budgeting, accounting, contracts, and administrative functions for Capitol Complex, which also includes the Custodial Services, Parking and Permits programs, Tenant Helpdesk and Work Order system, and the statewide call center (state operator). 303-866-3420 or sheila.sheila.jackson@state.co.us

Maintenance Operations Manager – Scott Villalva supervises all routine and emergency maintenance issues throughout the Capitol Complex. These departments include Structural, Grounds, Access, Plumbing, HVAC, and Electrical trades. 303-866-2056 or scott.villalva@state.co.us

Capitol Grounds Permits Coordinator – Robert Martin issues permits for events on the Capitol steps and Lincoln Park. 303-866-2368 or tara.fick@state.co.us

Parking Program – Robert Martin manages the monthly and temporary parking program for Capitol Complex managed state parking facilities. 303-866-2368 or tara.fick@state.co.us

Construction Projects/Energy Manager – Richard Sartirana is the project liaison for all in-house, tenant-occupied construction projects, as well as project manager for energy management initiatives and Greening Government projects within the State Capitol Complex. 303-866-3983 or richard.sartirana@state.co.us

Emergency, and After Hours Work Requests — Main help line is staffed from 7:00 a.m. – 5:00 p.m., Monday through Friday, except state holidays. After hours or emergency calls will be automatically routed to the after-hours answering service. Emergency calls are passed on to pertinent on-call individuals, who will quickly follow-up with the original caller. **The Capitol Complex Help Desk number is 303-866-4357 (303-866-HELP).** Non-emergency calls will be handled in normal business hours.

State Operator — Available Monday through Friday, 7:00 a.m. – 5:00 p.m., except state holidays. 303-866-5000

Capitol Complex Properties

- **State Capitol Building**
200 E. Colfax, Denver, CO 80203
268,086 Gross Square Feet
Tenants: Governor's Office, Lt. Governor's Office, Legislative Branch, State Treasurer, Department of Personnel & Administration, and Department of Public Safety
- **Centennial Building**
1313 Sherman, Denver, CO 80203
201,746 Gross Square Feet
Tenants: Department of Natural Resources, Department of Personnel & Administration (State Archives/Public Records), and Department of Local Affairs
- **State Services Building**
1525 Sherman, Denver, CO 80203
201,746 Gross Square Feet
Tenants: Department of Personnel & Administration, Office of the State Auditor, and Legislative Branch
- **Human Services Building**
1575 Sherman, Denver, CO 80203
145,370 Gross Square Feet
Tenant: Department of Human Services
- **State Office Building**
201 E. Colfax, Denver, CO 80203
78,115 Gross Square Feet
Tenant: Department of Education
- **Legislative Services Building**
200 E. 14th Ave., Denver, CO 80203
59,301 Gross Square Feet
Tenants: General Assembly, Legislative Joint Budget Committee, and Department of Personnel & Administration
- **Capitol Annex Building**
1375 Sherman, Denver, CO 80203
114,720 Gross Square Feet
Tenants: Department of Revenue
- **Power Plant Building**
1341 Sherman, Denver, CO 80203
49,751 Gross Square Feet
Tenant: State Patrol
- **Executive Residence**
400 E. 8th Ave., Denver, CO 80203
26,413 Gross Square Feet
Tenant: Governor's Residence
- **Health Care Policy and Finance**
1570 Grant, Denver, CO 80203
49,751 Gross Square Feet
Tenants: Department of Health Care Policy and Finance, and State Wellness Center/HEALTHBREAK
- **North Campus**
North, East, and West buildings
1001 E. 62nd Ave., Denver, CO 80216
100,588 Gross Square Feet
Tenants: Department of Personnel & Administration, Department of Revenue, Department of Labor and Employment, and Community College of Denver
- **West Campus**
690 Kipling Street, Lakewood, CO 80215
Dale Tooley Building
67,035 Gross Square Feet
Tenants: Department of Public Safety and Governor's Office of Information Technology
- 700 Kipling Street, Lakewood, CO 80215
60,964 Gross Square Feet
Tenant: Department of Public Safety

- **Department of Revenue**
1881 Pierce Street, Lakewood, CO 80214
122,542 Gross Square Feet
Tenant: Department of Revenue
- **Grand Junction – State Office Building**
222 South 6th St., Grand Junction, CO 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 and Employment, and Department of Natural Resources
- **Camp George West**
15000 S. Golden Road, Golden, CO 80401
285,755 Gross Square Feet
Tenants: CDOT, Department of Public Safety, Department of Corrections, Department of Local Affairs, and Department of Military Affairs
- **Capitol Grounds**
Area between Lincoln and Grant Streets and between 14th to Colfax Ave
- **Lincoln Park**
Area between Lincoln Street and Broadway and between 14th and Colfax Avenue
- **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/Lock Repairs/Replacements
- Signage
- Consulting for Tenant Finishes
- Oversight of Building Projects
- Grounds and Snow Removal
- General Building Repairs
- Custodial Services

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 Asset Essentials website (*To be designated as a requestor, you must get permission from your department management and send an email to taylor.jarvis@state.co.us to receive a user name and password*). In an emergency, like a water leak, contact the Capitol Complex Help Desk at 303-866-HELP (303-866-4357).

Signage: Capitol Complex maintains the main building directory 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 Division Director or designee. Please contact the Capitol Complex 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 Division Director 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 the tenants and the Capitol Complex management.

Smoking: Per Executive Order B 2018 011, smoking, vaping, and the sale of tobacco products, vaping products, and e-cigarettes are prohibited in all buildings and on all grounds owned or leased by the State under the control of the executive branch.

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.

24-34-803 (4) States "The owner or individual with a disability who has control or custody of a service animal or the trainer of a service animal is liable for any damage to persons, premises, or facilities, including places of housing, places of public accommodation, and places of employment, caused by that individual's service animal or service animal in training is subject to the provisions of section 18-9-204.5, C.R.S."

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 meetings held by Capitol Complex. Please inform the Capitol Complex 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 Manger](#) 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 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, capitol construction, or if it can be done in-house.

Controlled Maintenance (CM) – 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](#).

Capital Construction – 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.

All remodel projects in the Capitol Complex are required to have plans drawn in Revit format by a licensed architect or engineer. All plans shall be submitted for a code-compliance review of electrical, plumbing, mechanical, fire, and life safety systems. All projects must meet current building codes, and ADA requirements, per State Buildings and State of Colorado regulations. Official building permits are required for such projects as needed. If a Revit (3D) model exists, the requesting tenant must have the architect or engineer add all approved changes to the existing model.

Should a tenant choose to remodel any applicable work area, Capitol Complex requires tenants to comply with these tenant procedures and 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 Building Access

Applications for building access codes and keys are submitted through 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 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 Capitol Complex managed buildings. Keys will be issued to tenants/applicants with the approval of the requesting department's authorized individual. Applicants must submit an [ASACK request form](#) 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.
- Capitol Complex does not issue, copy or make keys for filing cabinets.
- People must sign for their own key.
- Capitol Complex does not service agency internal security systems/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.
- If keys--either personal or State-issued--are dropped down an elevator shaft in any Capitol Complex building or facility, an outside vendor must be contacted to retrieve the keys. The individual owner of the keys will be responsible for paying the key retrieval fee of \$120.00, via check made payable to the contracted elevator service company.

Employee I.D. Badges: [Badges](#) are issued by DPA's Division of Capital Assets, Capitol Complex unit. 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 7:30 a.m. – 4:30 p.m., Monday through Friday, holidays excluded, at 1525 Sherman Street, #B-15, Denver, Colorado 80203. 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 Capitol Complex Help Desk at 303-866-HELP (303-866-4357).

Housekeeping

Capitol Complex provides contracted housekeeping services Monday through Friday for all the Capitol Complex managed buildings. State Capitol custodial services are provided by State employees.

Routine Cleaning

Day Cleaning – Monday through Friday between 7:00 a.m. – 4:00 p.m. Day porter custodians maintain restrooms, respond to emergencies, and clean common areas.

Night Cleaning – Night crews clean all office areas including emptying trash cans/recycling bins, vacuuming, sweeping and 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. *A tenant notice will be sent out when these services are scheduled to inform the occupants of the upcoming services.*

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 Capitol Complex Help Desk at 303-866-4357.

Routine Building Maintenance

Temperature Control for Capitol Complex buildings are as follows: Chilled water system runs seasonally approximately 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. – 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 is gas, steam, hot water, or electric. The goal is to maintain an office temperature of 74 degrees, plus/minus four degrees, throughout the year.

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.

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](#).

- **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-HELP (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 (LED mini-bulbs) 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. **Note**: The State Capitol building rotunda is exempt from the live Christmas tree rule.

Painting and Carpet: Capitol Complex provides paint, carpeting, and tile to common areas (i.e., main lobbies and stairwells) 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, depending upon storm intensity, should be completed prior to 7:00 a.m. 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. – 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 landscape. The Capitol grounds are maintained in optimum condition depending on environmental conditions and budgetary constraints.
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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.
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Appliance Usage

- **Personal appliances such as heaters, coffee pots, refrigerators, etc. are prohibited in workstations.** These types of Kitchen appliances are only allowed in central break areas. Space heaters are a fire hazard and all appliances consume energy at an alarming rate and tax building electrical systems. **Open flames for heating food are not allowed without Capitol Complex approval.** Violations should be reported immediately to building warden.
- **Kitchen Areas:** Area kitchens may have any of the UL 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 Capitol Complex 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
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Surplus

- Furniture moving and/or disposal of items such as 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 service and 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.**
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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.
 - Open flames and candles, due to fire hazard, are prohibited in Capitol Complex managed buildings.
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Tenant Responsibilities for Life and 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.
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Greening Government

The State of Colorado recognizes its impact and its potential to address a number of environmental and economic concerns. The Executive Branch established the Colorado Greening Government Leadership Council. The Council 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.

The Department of Personnel & Administration/Division of Capital Assets entered into several energy performance contracts to install energy saving equipment within the Capitol Complex managed buildings.

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 workstation 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:

Staples, paper clips, metal fasteners & spirals **Do Not** need to be removed from paper & cardboard products – discard as is.

- White Paper/Copy Paper
- Glossy Paper (junk mail)
- Colored Paper & Computer Paper
- Brochures & Catalogs
- Letterheads & Printed Paper
- All Envelopes (window & non-window)
- Post-it Notes
- FAX Paper
- Shredded Paper
- Carbonless Paper (NCR forms)
- Bulk Mailings/Post Cards
- File Folders
- Newspapers & Magazines
- Phone Books
- Paper Ream Wrappers
- Broken Down/Flattened Cardboard Boxes
- Plastics #1 through #7 (clean plastic bottles, cups, microwavable containers, plastic eating utensils – **NO** plastic bags, food, or container wraps/covers)
- Steel Cans
- Tin Cans
- Aluminum Cans
- Glass Bottles
- Styrofoam (large block only, no packing peanuts, micro foam beads, cups, etc.)

Examples of Materials Not Acceptable in Recycling

- Organic Material (food, liquids etc.)
- Ceramics

- Plastic Binders
- Three Ring Binders
- Plastic Bags/Grocery Bags
- Paper Cups & Plates
- Food Wrappers
- Plastic Food Wraps/Covers
- Paper Towels
- Paper Tissue
- Carbon Paper
- Foam/Rubber

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.



COLORADO
Division of Capital Assets
Department of Personnel & Administration

Capitol Complex Facilities Management