

DEPARTMENT OF GENERAL SERVICES

REAL ESTATE SERVICES DIVISION

BUILDING AND PROPERTY MANAGEMENT BRANCH



BUILDING HANDBOOK

EAST END COMPLEX
Blocks 171 through 174
SACRAMENTO, CALIFORNIA

WELCOME TO THE CAPITOL AREA EAST END COMPLEX!

The East End Complex is the largest state office project in California's history, consolidating the headquarters of the departments of Education and Health Services. It consists of five office buildings with underground and above ground parking and a separate parking structure. It is a project of "firsts" with the State of California – the first project with sustainable goals at the onset of its design, the first state office building to utilize an underfloor distribution system, the first state-wide 'green' modular system furniture contracts requiring manufacturers to meet stringent sustainable design and indoor air quality standards and the largest state public art program to date.

Block 225 – California Department of Education (CDE)- 1430 N Street

The six-story building is occupied by the California Department of Education. The building includes retail space at the corner of 14th and O Streets and a childcare center with an outdoor play area along O Street. The main entrance to the building is at the corner of 15th and N Streets.

In the Spring of 2003, the following buildings will complete the Complex construction:

Block 171 – California Department of Health Services (CDHS) - 1501 Capitol Avenue

The building on "Block 171" is a six-story structure with a center courtyard and one level of below-grade parking shared with 172. The primary entrance to the building is from Capitol Avenue.

Block 172 – California Department of Health Services (CDHS) - 1500 Capitol Avenue

The building on "Block 172" is a six-story structure with a shared 300-seat auditorium, training/conference centers, and one level of parking shared with Block 171, with the main entrance to the building from Capitol Avenue.

Block 173 – California Department of Health Services (CDHS) - 1615 Capitol Avenue

The northern half of the block includes a parking structure with five levels above- grade and one level below-grade extending under Capitol Avenue. The southern half of the block includes a seven-story building with a small courtyard. The main entrance to the building is from Capitol Avenue. The design includes retail space facing 17th Street as well as a joint-use community police facility to be used as a report writing station both facing Capitol Avenue.

Block 174 – California Department of Health Services (CDHS) – 1616 Capitol Avenue

The building is seven stories and has one level of below-grade parking shared with Block 173. The building includes retail space along 17th Street. The main entrance to this building is from Capitol Avenue.

BUILDING SYSTEMS FEATURES

LIGHTING

The building lighting system has been devised to provide a comfortable work environment as well as to achieve energy efficiencies. This system includes the following:

- Motion sensors (small round ceiling mounted or wall switch units) are placed in all private offices, restrooms, conference, copy, and break rooms to detect occupants' movements. Each one includes an adjustable time delay to keep lights on for a period after motion is no longer detected.

- Wall switches located in various areas of each floor furnish manual switching to turn lights on/off.
- The overhead and cubicle task lighting is also controlled by the lighting control system and is scheduled to be on from 6:00 a.m. to 6:00 p.m., Monday through Friday. The system will “blink” the lights off and on approximately two minutes before the lights are scheduled to turn off. For lighting needs after normal business hours, press the “*Lighting Override*” switches located throughout the building to turn the lights on for two-hour intervals. The overhead and task lights overrides are in separate switch locations, so if both are needed both switches will need to be pressed.
- Conference, work and private office rooms have been placed on the interior leaving the windows open to the majority of the floor taking advantage of natural sunlight. Sensors measure the available light around the interior’s perimeter and will dim the lights if sunlight is available.

Heating, Ventilation and Air Conditioning (HVAC)

The buildings on Capitol Ave utilize an overhead Variable Air Volume distribution for air distribution. A central plant located on the Northeast corner of Block 173 provides heating and cooling for all four buildings. The HVAC control system is 100% digital and as such does not have thermostats, but has space temperature sensors instead. Adjustments are made by the maintenance staff from a central computer.

Heating, ventilating and air conditioning (HVAC) is available Monday through Friday, 6:00 a.m. to 6:00 p.m. The HVAC control system has programmed start-stop times that provide both comfort and energy efficiency during the building hours. After hours use must be requested, in writing, in advance, through the Program Support Branch.

SMOKING

All State of California buildings are “No Smoking” environments. Smoking is not allowed inside the buildings, including atriums and within 15 feet of any entrance/exit.

ENERGY CONSERVATION – DOING YOUR PART

In our ongoing efforts to conserve energy, blinds on south and west-facing windows should be closed during the warm weather months to help reduce solar heat gain and opened during the cold weather months to make use of solar heat. Applying these seasonal practices will also enhance comfort in the workspaces, especially along the window walls.

Remember also to turn off lights and appliances that are not in use.

BUILDING MANAGEMENT AND MAINTENANCE

Building and Property Management maintenance staff will be on-site 12 hours a day, seven days a week with normal building maintenance services performed from 8:00 a.m. to 5:00 p.m., Monday through Friday. Tenant requests are seen as an opportunity to provide service.

In the event you should experience environmental discomfort or problems with building systems, or should you have a request or problem, before or after the normal hours (8:00 a.m. to 5:00 p.m., Monday through Friday), contact the building management office through the CDHS Program Support Branch at 650-0150. For emergency needs, call security in the Central Security Room at 445-3610. The on-site security staff has after-

hours contact information to call management personnel. Additional service requests, which are not attributable to building operations but benefit the tenant alone (i.e. alterations), should also be directed to building management through the Program Support Branch. Such services will be at the expense of the tenant.

AMENITIES

ART PROGRAM

The East End Complex has the largest state public art program to date. There are a total of 24 locations throughout the Complex where artwork has been integrated in the architecture or placed in the interior and exterior areas of each building.

A comprehensive brochure providing the details of the artists and their artwork for the East End Complex will be available upon completion of the entire complex.

CAPITOL AVENUE PLAZA

As part of the East End project, Capitol Avenue between 15th and 17th Streets has been widened and reconfigured for a more pedestrian-oriented plaza. The Capitol Avenue plaza median will be reduced to one travel and one passenger-loading lane with a bike lane in each direction. In addition to exhibits of artwork, the plaza will include many amenities such as shade trees, water features, benches and an amphitheater.

POCKET PARK and COURTYARDS

Pocket Park, a shaded park area, is located at the northwest corner of 1430 N Street between the historic Dean Apartments and the Education Building. This setting offers state employees and the public a place to retreat for breaks or lunches.

The Pocket Park's use of land and landscape symbolism creates a quiet environment with a water feature, native plantings, drip irrigation, benches made from recycled materials, high-efficient lighting, and an organic landscape maintenance program that all contribute to the project's sustainability goals.

The buildings located at 1501 Capitol Avenue (Block 171) and 1615 Capitol Avenue (173) will each have a courtyard that will include artwork and provide a quiet and scenic place for employees to take their breaks or lunch.

LACTATION ROOMS

Private lactation rooms are available *only for women who are nursing*. The rooms are card reader accessible. Cardkeys can be programmed for certain periods of time based on the individuals need. There is one room in each building.

A sink, counter space and cabinet space for storing pump machines is provided. There are three separately curtained areas with dimmable lighting and a shelf with an electrical outlet to support a small pumping machine. Wall space can be used for a bulletin board for information sharing purposes.

GREEN/SUSTAINABLE BUILDING FEATURES

Sustainable design or building "green" is an opportunity to use our resources efficiently while creating healthier buildings. It provides cost savings through improved human health and productivity, lower cost building operations, and resource efficiency.

The East End Complex was designed, constructed, and equipped to exceed the minimum building energy-efficiency standards mandated by Title 24 of the California Code of Regulations by 30% using the following energy efficiency measures:

- Lower energy costs through the use of “smart” lighting controls, (dimming, motion/occupancy sensors, daylight sensors, time-of-day control, and photocell control for exterior lighting), high-efficiency fluorescent lamps and window glazing, and open workstations at the perimeter of each floor designed to maximize the benefits of both types of lighting.
- Lighting is suspended by indirect fixtures to provide even, glare-free lighting. Use of high performance glass and high ceilings allow more natural light to penetrate into the interior areas of the buildings.
- Reusing 30,000 square feet of gray marble in ground floor lobbies recovered from the historic Library and Courts building.
- Promote clean air by providing recharging stations for electric vehicles, designated parking for pool vehicles, and bicycle lockers and shower facilities for bicycle commuters.
- Conserve water by use of low flow systems and plumbing fixture restrictors.
- The use of light color tones in the interior (paint, modular wall panels) to emphasize the open feel of the space and help reflect light within the space.
- Low water consumption plumbing fixtures and flow restrictors to reduce water consumption and sewage discharge.
- Incorporate drought tolerant plant materials.

By incorporating these and many other sustainable and energy efficient design features, the East End Complex will significantly exceed the building energy efficiency statutes mandated by state law as well as provide a healthy work environment for its occupants.

COMMON AREA FACILITIES

Men’s and women’s locker and shower rooms are available on the ground floor of 173 and 174, for common use. Occupants using the lockers will supply personal locks and are on a first come, first served basis. Lockers are to be used only for a short time period, i.e., long enough to exercise and return, or for partial days. Locks securing lockers for longer periods are subject to removal by building management. A limited number of lockers maybe available for rent on a long-term basis, for those that bike, run, or walk to work. Contact the CDHS Program Support Branch at 650-0150.

There are 8 bike lockers and provisions for 95 bikes in caged/secured bike storage in Block 173 with security cardkey access. *Bicycles are not to be brought through the main lobby entrances.* Card keys with access authorization will operate the doorways from 16th Street and the gates leading to the courtyard of block 173. Spaces can be reserved by contacting the DHS Program Support Branch at 650-0150. Additionally, there are a limited number of racks in front of the buildings. Bicycles are permissible only in these areas of the building. They cannot be transported to or stored in any other building interior space.

SECURITY

It is the goal of building management to help provide a safe work environment, including protection of personal and state property. The Department of General Services provides the building security through a Security contract. Several levels of security have been established and are as follows:

1. *Card Key System*

The card key entry system has been installed with card readers placed at commonly used perimeter doors and most of the interior doors. The mechanical key system will be used only in the event of loss of building power.

2. *Closed Circuit Television System (CCTV)*

CCTVs have been installed in many areas of the buildings including the main lobby, loading dock, parking garages, building exteriors and all elevator lobbies. The CCTVs are monitored 24 hours a day, seven days a week by the security services contracted by the Department of General Services.

3. *On-site Security Guards*

The Department of General Services will provide contract security guard services at the main lobby of the buildings including roving patrol of the buildings perimeter grounds and office floors. Guards are present 24 hours a day, seven days per week.

4. *Elevators*

The passenger elevators in the buildings on Capitol Avenue are open for use to floors one and above from 6:00 a.m. to 6:00 p.m., Monday through Friday. All other times a card key will be required. Access to the basement is limited to card access by those that have parking privileges only. Access to the freight elevator is restricted to authorized personnel only.

5. *Blue Light Pedestrian System*

The parking facilities have "Blue Light" emergency call stations located every 100 feet. The stations consist of a push-button with a hands-free emergency phone and a blue light/strobe in high-visibility wall mounted enclosures. Once a blue light button is activated, it calls attention to the location and signals the Central Security Room.

The emergency phone at the station is activated by pushing the 3"-diameter button. The emergency phone automatically dials the Central Security Room allowing for communication with the security staff and transmitting the location of the call. Redundancy is built into the notification by forwarding the call to a 24-hour emergency monitoring company. The stations strobe will flash until either terminated by the security guard receiving the call or automatically upon termination of the call itself.

The system interconnects with the security and CCTV systems for automatic call-up of the nearest CCTV camera for immediate assessment of the events in progress.

The phone unit is equipped with LED lights notifying persons unable to hear a response that their call has been received. The LED automatically turns off when the answering party speaks and lights up when the answering party is listening. The word "EMERGENCY" is written in Braille and the button is incorporated into the plate for easy identification and use by the visually impaired.

JOINT-USE SPACE

The joint-use space for the East End Complex will be useful to both the Complex tenants and other state offices in the downtown area on a reservation-only basis through Building and Property Management at 445-3481. The joint-use space includes an Auditorium and

Conference/Training Center both centralized within the Complex on the ground floor of Block 172, 1500 Capitol Avenue.

- Auditorium – The Auditorium seats 299 people in fixed seats, with accessible areas. It has a raised stage area, theater lighting, sound system and projection booth.
- Conference/Training Center – The Conference/Training Center houses many large conference and training rooms, some being dividable. A videoconferencing facility is planned as part of this area.

As dictated by tenant requirements, there are areas for reception and registration. The conference/training center has a break room as well as breakout space.

To make reservations, call Building and Property Management at 445-3481. Please be prepared to provide the following information:

- Name of person making reservation
- Tenant name
- Business phone number
- Date(s) and time(s) requested
- Type of setup (classroom, lecture, round table, etc.)

SERVICES

- Child Care Center – The Child Care Center accommodates approximately 100 children and is housed on the ground floor of Block 225, 1430 N Street. This facility is located on the O Street side of Block 225. Both interior and exterior play areas are secure, accommodating infants, toddlers, and preschool-aged children.
- Community Police Station - The Community Police station located in Block 173 facing the plaza on Capitol Avenue is to be used by the California Highway Patrol (CHP) and the Sacramento City Police Department for report writing.
- Retail and restaurant space is located on the ground floor in Block 225, 1430 N Street, facing 14th Street, as well as in Blocks 173, 1615 Capitol Avenue, and 174, 1616 Capitol Avenue, facing 17th Street.
 - The Department of Rehabilitation's Business Enterprise Program (BEP) has partnered with a food service provider to operate the restaurant at Block 173 1615 Capitol Avenue, and Cup-A-Joe Coffee to run coffee carts in each buildings ground floors. Also, an outside food kiosk will be available in the Complex' plaza.
 - BEP will provide vending services located in the employee common and vending break rooms.

PARKING

Enclosed covered parking is available to building occupants. Parking is assigned by the CDHS Program Support Branch. System features includes:

- Card keys issued to operate your suite doors will also operate the garage arms and roll up gates at the garage entry/exit.
- "Anti-Pass Back" feature – each card key entry requires an exit before it can be used to enter again. *This means that only one car at a time can use the card.*

- A “Carpool Card” will be issued to those who have Car/Van pool parking privileges and should be left in the car/van for others to use if needed. This card will access the garage only and not the building. All carpoolers will have pedestrian access to the garage added to their personal building cards.

The Department of General Services contract security guards are assigned to monitor activity by CCTV 24 hours a day. Any unauthorized vehicles parked in the garage during normal business hours will be subject to towing at the expense of the owner of the automobile.

There could be situations that may make it necessary to leave your vehicle parked in the garage overnight. In order to help ensure building safety and security, please contact the Security Guard at the main lobby desk prior to leaving your vehicle with the date, license number or make and model of the vehicle and the space in which you are leaving your vehicle.



The Department of General Services, Building and Property Management (BPM) Branch is committed to providing a safe, healthy and pleasant work environment. This attitude of service is built upon a consistent program dedicated to providing the most comfortable and secure environment for our tenants. To facilitate prompt response and ensure depth of service, BPM's site managers, supervisors and staff are located at Block 174, 1616 Capitol Avenue and are ready to serve your facility needs.

