

SAM - DGS FACILITIES MANAGEMENT DIVISION

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FACILITIES MANAGEMENT DIVISION

1330

(New Chapter 9/2016)

PROGRAM SUMMARY

(Revised 9/2016)

The DGS Facilities Management Division (FMD) manages, maintains, and operates state buildings and grounds. It is a statewide operation with management units located in major cities throughout California. Its mission is to provide tenants and the public with a safe and healthy environment in which to conduct business, and to preserve the state’s investment in real property and equipment through an efficient and effective centralized maintenance and operations program. FMD offers full building and grounds maintenance and operations, including all labor, materials, and equipment, in most locations where services are provided.

FMD’s Direct Construction Unit (DCU) is the state’s in-house construction contractor. It provides, for the use of all agencies, direct construction supervisors, casual trades craftspersons, and contracting available to provide direct construction services in case of emergency or when it has been determined to be in the best interest of the state to directly undertake the work per [Public Contract Code Section 10122](#).

FMD services include:

Building Cleaning	Contract Administration and Management: - Security Guard Service
Routine Building Management Inspections - Assess conditions of material and equipment - Detect deterioration - Follow-up and evaluate maintenance and repairs	- Elevator Maintenance Service - Window Cleaning - Projects and Repairs Oversight and Routine testing: - Security Systems - Switch Gear - Fire Life Safety Systems - Energy Management Systems
Groundskeeping	Equipment Operation, Maintenance and Warranty Compliance
Facility Operation and Maintenance	Heating, Ventilating and Air Conditioning
Trades, Crafts and Engineering Services	Energy Management
Emergency Preparedness and Response	Special Repair Projects
Environmental Health and Safety Management	Structural Maintenance
	Tenant Space Changes

(Continued)

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(Continued)

PROGRAM SUMMARY

1330 (Cont. 1)

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Information pertaining to the location and/or use of a building's facilities and amenities (e.g., auditoriums, conference rooms, atriums, cafeteria, break rooms, restrooms, concession stands, and other rooms); building directory services and bulletin boards; building services such as elevators, office temperatures, and lighting; hazardous or dangerous conditions and other related facility related areas can be directed to the building manager's office.

Additional information on FMD's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/fmd/main.asp>. If you wish to write or call us, our mailing address and telephone number are:

Facilities Management Division
Department of General Services
707 – 3rd Street, 3rd Floor
West Sacramento, CA 95605
(916) 376-1902

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COST OF SERVICES

1330.1

(Revised 9/2016)

Agencies pay rent for the space they use in buildings owned and operated by DGS. The rent covers regular building services, including all labor, materials and equipment. The DGS' Price Book lists the FMD's hourly rates for services not covered in the rent. Your building manager may be contacted to answer any billing questions. Monthly invoices are generated directly to the requesting agency for:

1. Special building services that are not included in the rent, i.e., tenant services such as locksmithing, painting, carpentry, minor repairs, etc. Charges for special services are based on costs for time and materials. Your building manager can provide information on the services included in standard and special building services.
2. Services to special-funded buildings where costs are not recovered through rent. Charges to special fund agencies who own their building(s) are based on the actual costs of providing services.

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BUILDING ALTERATIONS

1330.2

(Revised 9/2016)

When an agency determines the need for a building alteration in a DGS-owned or managed building and funding of the proposal is approved, FMD will complete the project with its in-house staff, or hire a private contractor. If a private contractor is hired, FMD will obtain contract approval/execute and supervise the completion of the job.

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USE OF BUILDINGS OUTSIDE REGULAR WORKING HOURS

1330.3

(Revised 9/2016)

The DGS-owned and managed buildings are typically in operation from 7:00 a.m. to 6:00 p.m. In light of resource conservation, personal safety, and building security concerns, agencies are encouraged to minimize the use of state buildings outside of these hours. In many buildings, use outside of the regular operation hours requires the heating or cooling of the entire building.

If your agency's operations require use of a building outside of regular operation hours, please contact your building manager so appropriate staffing and other arrangements can be made.

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PARKING IN LOADING DOCK AREAS OF STATE BUILDINGS

1330.4

(Revised 9/2016)

Assigned parking is not permitted in loading dock areas in buildings under the jurisdiction of the DGS. Unauthorized vehicles may be towed at the vehicle owner's expense.

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SMOKING IN STATE BUILDINGS

1330.5

(Revised 9/2016)

Government Code Sections 19994.30-35 ban smoking, including electronic cigarettes that deliver nicotine or other vaporized liquids, in state-owned and state-leased space. This prohibition applies to any area enclosed by the outermost walls of the building. Atriums, balconies, stairwells, and other similar building features are considered within a building.

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OFFICE PLANTS

1330.6

(Revised 9/2016)

Purchase and care of office plants are not a service of FMD. Budgetary justification, purchase, or lease of office plants by state personnel or by a service contract is the responsibility of the agency.

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DISPLAY OF ART, POSTERS, AND NOTICES IN STATE BUILDINGS

1330.7

(Revised 9/2016)

Posting signs, notices, or other written material in DGS-owned and managed office buildings is not allowed except on bulletin boards or other display equipment designed for this purpose. This policy is designed to prevent damage to painted surfaces and maintain a clear entry and exit. Commercial or political notices are not permitted. Artwork displayed in lobby areas will be shown only with the approval of the Director of DGS. The director will designate a location and duration for display. If you plan a display, your justification should follow these guidelines:

1. Display will include work by more than one artist.
2. Display is not controversial.
3. Display is not commercial and/or not for sale.
4. State will not be liable for damaged or stolen artwork.

Further information on the display of artwork may be obtained by contacting your building manager. Information on the Art in Public Buildings Program can be found in [Government Code Section 15813 et seq.](#)

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PURCHASE AND DISPLAY OF FLAGS AT STATE BUILDINGS

1330.8

(Revised 9/2016)

General

Government Code Sections [420](#) and [430-439](#) provide basic information regarding the State Flag of California and the Flag of the United States. A pamphlet entitled *California Bear Flag* is available from DGS, Office of Procurement, Documents and Publications Section.

Information pertaining to the Flag of the United States is available at a nominal charge from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. The [Flags of the World](#) web site also has information and links on this topic.

Purchase and Display

State law requires the State and American flags to be displayed at all state buildings when the state is the sole or major tenant of the building (occupying more than 50 percent of the available space). The flags must be flown outside the building and must be prominently placed although a freestanding flagpole is not necessarily required.

Flying any other flags outside or on state buildings will require the approval of the Director of DGS.

The responsibility for purchase and display of flags is:

1. With an individual state agency when the agency is the sole or major tenant of the building, and the building is not maintained by DGS.
2. With FMD where it manages and maintains the buildings and grounds.

Should a duly elected California official on behalf of a democratic sovereign nation or its duly appointed representative(s) request the flying of its national flag at a state building to commemorate or honor the special day, such request should be made in writing to the Director of DGS 60 days in advance of the event, when practical.

The Governor annually proclaims the third Friday of September to be known as Prisoner-of-War/Missing in Action (POW/MIA) Recognition Day. On that day the flag of the National League of POW/MIA Families shall be flown over certain prescribed state buildings and public buildings and grounds as specified in Military and Veterans Code Section 1831.

Flying the Flag at Half-mast

Generally the American flag is flown at half-mast at state buildings only by presidential and/or gubernatorial decree. In the event a state agency wishes to fly flags at half- mast, authorization will be obtained from their agency secretary. The state flag shall be displayed in the same manner as the American flag.