



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 13-02-DPMC	ORIGINATING AGENCY: DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION	PAGE 1 OF 4
EFFECTIVE DATE: 07-03-12	EXPIRATION DATE: INDEFINITE	
SUBJECT: RULES AND REGULATIONS FOR STATE USING AGENCY OCCUPYING STATE LEASED OR OWNED PROPERTIES		
ATTENTION: ALL DEPARTMENTS AND AGENCIES		
FOR INFORMATION CONTACT: OFFICE OF LEASE COMPLIANCE OFFICE OF BUILDING MANAGEMENT		PHONE: (609) 984-6560 (609) 777-3256

I. PURPOSE

To maintain all leased and owned properties in the manner for which they were intended by limiting safety risks while maintaining operating efficiencies.

II. REFERENCES

A: New Jersey Statutes Annotated: N.J.S.A. 34:6A-25 et seq., Public Employees Occupational Safety & Health Act.

B: New Jersey Administrative Code: N.J.A.C. 12:100-13, Public Employer's Guide and Model Written Program for The Indoor Air Quality Standard.

III. POLICY

1. OBSTRUCTIONS TO FREE ACCESS

The sidewalks, driveways, entrances, vestibules, corridors, elevators, stairways, and fire escapes of the building must not be obstructed or used for any purpose other than ingress and egress.

2. LIGHT SOURCES

The skylights, doors, and transoms that admit natural light into any part of the building must not be covered or obstructed.

3. **DAMAGE TO BUILDING**

In case of any destruction or damage done to walls, doors, windows, floor covering, elevators, plumbing fixtures, lighting fixtures, HVAC equipment or any other part of the building which was caused by carelessness, negligence or improper conduct on the part of the State's using agency, its agents, employees, clients or invitees, DPMC shall authorize the repair or replacement of damaged parts of the building at the State using agency's expense.

4. **SMALL APPLIANCES, EXTENSION CORDS, HEATING UNITS, AND ELECTRICAL EQUIPMENT STANDARDS**

All microwave ovens, refrigerators, toasters, coffee makers or coffee urns shall be located in the employees' lunchroom. The equipment is to be maintained in a neat and orderly fashion, and is to be turned off when not in use. No coffee makers or other appliance may be used in any individual work area.

Extension cords, three way adaptors, ground adaptors, and other similar items are prohibited in all buildings, with the exception of power cords with internal breakers. There will be no daisy chaining of power cords allowed.

Portable electric heating units are prohibited in all buildings.

Use of any labeled electrical equipment is prohibited in all buildings, with the exception of work-related equipment, and break room items located in an approved room.

5. **WALLS, DOORS, AND CEILINGS**

No one may mark, paint, hang, tape or affix anything to the walls, doors, ceilings, and light fixtures without the prior written consent of the DPMC.

6. **BUILDING AND HVAC ALTERATIONS**

No alterations, additions or improvements may be made, and no climate regulating, air conditioning, cooling or heating system may be installed without the prior written consent of the DPMC. The cost and expense of such modifications will be paid by the State's using agency along with all ongoing preventative maintenance in the future during the term of the lease.

The tenant(s) may not in any way adjust or make modifications to thermostats, diffusers, dampers or any other part of the HVAC System in order to exceed the temperature recommendations established under the Regulated Limits (NJAC12:100-13). In the event that such adjustments or modifications create a need for rebalancing or repairs to the system, such repairs are to be made at the cost and expense of the tenant agency. The acceptable temperature range under current New Jersey Indoor Air Quality Regulations, NJAC12:100-13 is 68 degrees Fahrenheit to 79 degrees Fahrenheit. No obstruction of any kind to the HVAC air flow is permitted. Cost to repair will be billed to the tenant agency.

7. **INTENDED USE OF PREMISES**

The demised premises may only be used for the purpose it was intended. If an alternative use is desired by the State's using agency then the written consent of the DPMC and the Lessor must first be secured. If any modifications are required to the Demised Premises or its systems because of a change of use, the cost and expense of the modification will be paid for by the State using agency.

8. **ILLEGAL USE AS SLEEPING QUARTERS**

The use of any part of the Demised Premises as sleeping quarters is prohibited, except in a portion of the Demised Premises which was constructed for this intended purpose.

9. LOCK UP AT CLOSE OF DAY

All windows and doors are to be closed and securely locked, and all lights and other electrical apparatus not in use are to be turned off at the end of each day before leaving the Demised Premises.

10. TELECOMMUNICATIONS EQUIPMENT

Any installation of electrical signaling, telegraphic, telephonic equipment, or other wire or wireless equipment required by the State using agency must first be approved in writing by the DPMC. The installation will be done at the cost and expense of the State using agency and in compliance with all applicable codes and regulations. Communication closets are not to be used for storage and unauthorized access is forbidden.

11. USE OF OUTSIDE SILLS AND LEDGES

Nothing shall be placed on the outside of the building or on the windows, window sills or projections without the prior written consent of the DPMC.

12. NOISES AND DISTURBANCES

State using agency may not make or permit any improper noises or disturbances of any kind which might disturb other occupants in the building.

13. ACCESS TO ROOF

No employee of the State, except DPMC employees, may go upon the roof(s) of the building or any adjoining building.

14. ADDITIONAL LOCKS

No additional locks may be placed upon any doors of the building or Demised Premises. Any unauthorized locks will be rekeyed to the building's master key at the State using agency's expense. Upon vacating the Demised Premises at the termination of the lease, the State using agency must leave all windows and doors in the same condition as they were on the date of occupancy, and must then surrender all keys to the DPMC.

15. BICYCLES AND VEHICLES

No bicycles or vehicles of any kind may be brought into or stored in any building or part of any building, unless specifically permitted by DPMC.

16. ANIMALS

No animals may be brought into or kept in any building, unless the animals are trained as service animals and are there to perform such services.

17. SECURITY SYSTEMS

Installation and maintenance of all security systems is the responsibility of the State using agency. In consolidated buildings, the DPMC will provide the basic security system. If a State using agency would like enhancements to the system, prior approval is needed from the DPMC, and all costs related to the installation, maintenance and monitoring of such upgrades will be paid by the State using agency.

18. SPECIALTY EQUIPMENT

Where specialty equipment, such as, but not limited to, gasoline pumps, underground tanks, laboratory hoods, print shop sinks, computer room HVAC equipment, is installed by the Lessor at the request of a State using agency **after the initial tenant fit-out**, the State using agency shall bear the sole responsibility for the cost of the maintenance, upkeep, restoration cost, if any and compliance with regulations governing the existence and usage of said equipment.

19. FURNITURE RECONFIGURATION

If it becomes necessary to reconfigure systems furniture, a State using agency must obtain the DPMC's approval and the furniture must be reconfigured by qualified manufacturer's representative at the expense of the State using agency.

20. EMERGENCY EVACUATION

Everyone occupying the Demised Premises shall follow the evacuation procedures set forth in the building, and all will participate in fire drills.

21. CHEMICALS USE

At no time are tenants allowed to utilize chemicals of any nature, this includes but is not limited to chemicals used for the purpose of cleaning, aromatics such as air fresheners, paints, nail polishes and polish removers, etc., for their personal use without prior approval from DPMC.



Steven Sutkin, Director
Division of Property Management & Construction