



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 24-06-DPMC	ORIGINATING AGENCY: DEPARTMENT OF PROPERTY MANAGEMENT & CONSTRUCTION	PAGE 1 OF 5
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 13-02-DPMC
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

A. OBSTRUCTIONS TO FREE ACCESS

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

B. LIGHT SOURCES

The skylights, doors, and transoms that admit natural light into any part of the building must not be covered or obstructed. A using agency should not cover any overhead lighting or tent a workstation to prevent overhead lighting. The tampering of light fixtures or removal of light bulbs is also prohibited.

C. 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 as determined by DPMC, then DPMC shall authorize the repair or replacement of damaged parts of the building at the State using agency's expense.

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

All microwave ovens, refrigerators, toasters, coffee makers or coffee urns shall only be located in the employees' lunchroom and/or breakroom. 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 nor shall any employee use any non-work related devices including but not limited to portable electric heating units, plug in scents, salt lamps, lava lamps and hotpots. 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.

E. WALLS, DOORS, AND CEILINGS

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

F. 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 any such modifications, completed after the initial fit-out of the Demised Premises will be paid by the State's using agency along with all ongoing preventative maintenance in the future during the term of the lease, unless otherwise agreed by the parties in the Lease or an amendment to the Lease. The preventative maintenance vendor must be a contracted vendor of the using agency obtained through the Division of Purchase and Property.

The tenant(s) may not in any way adjust or make modifications to thermostats, diffusers, dampers or any other part of the HVAC System resulting in temperatures outside of the temperature recommendations established under the Regulated Limits (N.J.A.C. 12:100-13). In the event that DPMC determines 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, N.J.A.C. 12:100-13 is 68 degrees Fahrenheit to 79 degrees Fahrenheit. No obstruction of any kind to the HVAC air flow is permitted; if a tenant causes the same then the cost to repair will be billed to the tenant agency.

G. TELECOMMUNICATIONS EQUIPMENT

After the completion of the initial fit-out of the Demised Premises 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 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, unless otherwise agreed by the parties in the Lease or an amendment to the Lease. Communication closets are not to be used for storage and unauthorized access is forbidden.

H. 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 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 unless DPMC and the Lessor reach an agreement providing the Lessor will pay for such modifications.

I. 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.

J. 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. Each night at the close of business, the tenant agency is required to activate the alarm system, if one is present in the building, and deactivate it at the start of the next working day.

K. SECURITY SYSTEMS

Security systems that are provided by the Lessor per the terms of the Lease will be the responsibility of the Lessor to maintain. However, if a using agency wants to add onto this system, prior approval is needed by DPMC, and all costs related to the installation will be paid by the State using agency. Any security system installed by the State will be the responsibility of the using agency to fund and maintain. In consolidated buildings, DPMC will provide the basic security system. If a State using agency would like enhancements to the basic system, prior approval is needed from DPMC, and all costs related to the installation, maintenance and monitoring of such upgrades will be paid by the State using agency, unless otherwise agreed by the parties in the Lease or an amendment to the Lease. If the using agency wants to install a new camera system or add onto an existing system, prior approval is needed from DPMC to ensure compliance, as the National Defense Authorization Act (NDAA) has banned the installation and use of certain Chinese manufactured video surveillance (aka CCTV) equipment.

L. 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 the Demised Premises including all windows and doors in a condition as reasonable use and wear thereof will permit, and must then surrender all keys to the DPMC. In the event that, following the initial fit-out of the Demised Premises, changes are made to the Demised Premises resulting in the usage of new keys, fobs and/or card swipes, then those keys, fobs and/or card swipes must also be provided to Lessor. If the building has a secure key safe (a/k/a Knox box), then the State using agency must also ensure that the keys, fobs and/or card swipes in the key safe are kept current.

M. 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.

N. 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.

O. ACCESS TO ROOF

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

P. 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.

Q. 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.

R. SPECIALTY EQUIPMENT

Where specialty equipment, such as, but not limited to, gasoline pumps, underground tanks, laboratory hoods, print shop sinks, and computer room HVAC equipment, is installed by the Lessor at the request of a State using agency after the initial fit-out of the Demised Premises, 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, unless otherwise agreed by the parties in the Lease or an amendment to the Lease.

S. FURNITURE RECONFIGURATION

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

T. EMERGENCY EVACUATION

Everyone occupying the Demised Premises shall follow the evacuation procedures set forth in the building, and all occupants must participate in fire drills. A Fire Evacuation Plan should be in place by the using agency and an evacuation floor plan should be posted by the agency on every floor they occupy.

U. CHEMICALS USE

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

V. WORK SPACES TO BE KEPT CLEAN

Each employee is responsible for keeping his/her work space clean, tidy and appropriate for a professional work environment. On at least a daily basis each employee is to place all garbage and recycling in the appropriate receptacles.

W. FOOD STORAGE

Any food stored in the office shall be placed in closed, hard-walled containers.

X. PESTS

The using agency should not take pest control into their own hands. All insect and vermin sightings should be reported to DPMC.

Y. PLANTS

DPMC's Official Plant Guideline details the types of plants permitted within the Demised Premises, as well as expectations regarding proper maintenance of plants and prohibitions on locations of plants.

Z. NO SMOKING

No one shall smoke within the Demised Premises. In addition, no one shall burn candles or incense, or use electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems inside the Demised Premises. Any damage caused by any of the foregoing shall be repaired at the cost of the State using agency.

AA. WEAPONS

Weapons are strictly forbidden within all DPMC owned or leased spaces. The only exception for this rule is for active law enforcement responding or visiting at the Demised Premises and armed security officers who are assigned to the Demised Premises.

BB. SPACES TO BE LABELED

Each work space shall be labeled to identify the employee assigned to the work space through the use of name plates and for others spaces within the office a label to identify the usage of the space (e.g. printer, storage, break room, etc.). If a work space is vacant then it should be identified as such. If a work space is utilized for hoteling then a label should be posted to identify it as such.

CC. FLOOR PLANS

Each agency is responsible for maintaining a floor plan of the Demised Premises which identifies the location of each employee assigned to work at the Demised Premises as well the usage of each space. The floor plan is to be kept current and up to date at all time. Upon request by DPMC the agency is to provide a copy of such floor plan to DPMC.



Christopher Chianese, Director
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