



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: November 3, 2009

FROM: Robert Monroe, General Services Officer *RM*

TO: Selected Regional Workforce Boards

SUBJECT: Guidelines Relating to the Use of Agency-Owned Buildings

The purpose of this document is to inform the tenants of agency-owned facilities of the requirements related to the use of these facilities. Any information presented in this memorandum not presently contained in the lease document will be incorporated into all leases.

The Office of General Services, within the Agency for Workforce Innovation, is responsible for providing operations and maintenance services, for the tenants of agency-owned buildings. General Services is also responsible for identifying deficiencies in facilities and equipment that could adversely impact the Agency's ability to accomplish its objectives. Any requests, questions, or concerns related to agency-owned facilities should be addressed to the General Services Officer.

Subletting and Assignment: Regional Workforce Boards (RWBs) are permitted to sublease an agency-owned building to other entities. However, subleasing by other tenants is not permissible. The lease between the RWB and AWI provides language restricting the permissible uses of the property to WIA/One-Stop programs, other State Agencies and other activities that are primarily for a public purpose. Any sublease shall be subject to these restrictions and shall contain similar language restricting the permissible use of the property. Refer to the lease document for subleasing language specifics.

Reporting Maintenance and Repairs Problems: Maintenance and repair requests in a building with a building manager should be directed to the building manager. However, maintenance and repair requests in a building without a building manager should be directed to the Agency's Facilities Manager located in Tallahassee.

AWI's Revolving Trust Fund, which is used for all allowable premises costs of agency-owned buildings, does not have a budget for renovations and major alterations. Funding for major renovations and alterations are requested through the Legislature Budget Process.

Agency for Workforce Innovation - Office of General Services

The Caldwell Building, MSC B047 • 107 E. Madison Street • Tallahassee • Florida 32399-4102
Phone 850-245-7455 • Fax 850-245-7470 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

For more information go to www.myflorida.com

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Renovations and Major Alterations: Renovations and major alterations to agency-owned buildings require legislative budget appropriations before they can be implemented. Capital Improvements Program (CIP) Plan appropriations are requested on or before September 15th of each year. Prior to drafting a Legislative Budget Request for the CIP, the Facilities Section will seek input from the Building Manager/Center Manager and all impacted Regional Workforce Boards, regarding needed repairs and/or capital improvements. At that time, any alterations, renovations and major repairs, such as the replacement of a roof or chiller, should be brought to the attention of the Facility Manager for consideration and possible inclusion into the CIP. It should be noted that all repairs/improvements included in the CIP may not be approved by the Governor's Office or the Legislature.

Renovations and Major Alterations Requests from RWBs: On occasion, the tenants of agency-owned building are desirous of making improvements or changes to the leased premises. Any proposed renovations or major alterations to an agency-owned facility must be requested in writing before the work is begun. Requests are to be sent to the General Services Officer and should include a scope of work and a copy of the drawings with the proposed changes. Upon approval, any local permits, fire marshal inspections, etc. will be the responsibility of the requesting entity.

It should also be noted that prior approval is needed from the AWI Grants Management Section if the planned purchase(s) for the upgrades or other capital expenditures is \$5,000 or more.

Accessibility: The Regional Workforce Boards must ensure that individuals with disabilities are not excluded from services, programs, and activities due to the buildings being inaccessible. The workforce programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. Program accessibility is possible by a number of methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites.

Requests for modifications to accomplish either program accessibility or employee accessibility must be requested in writing and coordinated with the AWI General Services Officer. Requests that require a capital outlay are subject to legislative appropriation. See Renovations and Major Alterations.

General Information:

- The Agency for Workforce Innovation provides a smoke-free environment for its customers and visitors. Smoking is prohibited within Agency buildings and entryways.
- If outside vendors make a request to be allowed in the building for any purpose, prior notification to and approval by the Building Manager or Center Manager is required.
- All hallways must be free of obstructions at all times.
- The use of open flames and storage of flammable liquids, gases and hazardous materials is expressly prohibited on property owned or leased by AWI, except as provided in Agency Policy #4.11.

If you have any questions or concerns regarding the contents of this document, please contact Ramone Smith at 850-245-7469 or me at 850-245-7260.