

SECTION FOUR BUILDING OPERATIONS

4-100 INTRODUCTION

The following minimum maintenance standards & criteria are established pursuant to Ark. Code Ann. § 22-2-101 et. seq. These standards are designed to address the areas of management, maintenance and operation of all public buildings and capital improvements in order to provide a clean, safe and comfortable working environment for employees and the public of the State of Arkansas. Any reference to the words "the Section" within Section Four shall mean the Building Operations Section

4-101 PREVENTIVE MAINTENANCE REQUIREMENTS

(A) In an effort to sustain safe and comfortable working environment in state owned buildings, the following requirements shall be performed pursuant to applicable state and federal laws and regulations; and in a manner deemed appropriate by the Agency director responsible for the maintenance and operations of the state owned building:

(1) Work Authorization System: The Building's Maintenance Office shall maintain a work-order system which provides for a method of documentation.

(2) Equipment Inventory: Building maintenance offices shall have a complete inventory of building equipment requiring regular maintenance attention which can be documented. This inventory should include, but should not be limited to air conditioning machines, boilers, pumps, fans, air compressors and other building service system components.

(3) Technical Library: Each building maintenance office shall maintain a library of as-built (record) drawings which show structural, architectural plan, mechanical systems, electrical systems, site details and manufacturers operating manuals necessary to operate and maintain the physical plant.

(4) Plant Logs: All buildings with central heating and cooling systems shall implement the use of daily logs to record boiler and water chiller operations. Logs should indicate the unit number and location of the equipment and in addition be initialed and dated. The building maintenance official is responsible for development of log forms to the building's specific mechanical and electrical systems. Information on the log sheet shall include but is not limited to steam pressure, sight glass on boilers, water temperature (out and return), blow down, chemical test, safety valve test, low water test, pumps checked, and the night set back status for boilers; the date and time for air temperature for ambient space, the compressors' oil level/temperature reservoir/leaving the cooler/pressure, the gears' oil level/temperature, chillers' water temperature in/out, refrigerators' level/pressure/temperature, the condensers' water temperature in/out and refrigerators' pressure for chillers.

(5) Equipment Maintenance Records: Building maintenance offices shall have a preventive maintenance program on all equipment requiring regular maintenance attention. This program should consist of documented schedules of regular preventive maintenance assignments and documentation reflecting maintenance is being performed on a regular basis. Building maintenance offices shall also maintain adequate records of repair history of major components of equipment. In addition, if the Owner Agency utilizes maintenance contracts or extended warranties on equipment or materials, (beyond the one year contractor warranty for new

construction), the maintenance offices shall maintain a list of the contacts (name and phone numbers) for the warranties along with a description of what the contract or warranty covers and the expiration date of the warranty. Maintenance staffs are expected to implement timely repair and maintenance procedures that are adequate to preserve the serviceability of all building systems.

(6) Chemical Water Treatment: All buildings with central heating and cooling systems shall use a water treatment program to prevent corrosion, scale, and algae build-up. Each building maintenance office shall maintain a record of water test analysis performed on a monthly basis during the respective heating and cooling seasons.

(7) Painting: Facilities shall be painted on an as needed basis to preserve surfaces against deterioration.

(8) Roof Maintenance: Maintenance offices shall inspect all building roofs on a periodic basis and maintain a record of those inspections. Built-up roofs shall be inspected twice a year. All roofs shall be inspected immediately after severe weather events. Maintenance staffs are expected to repair or cause to be repaired on a timely basis and implement maintenance procedures of roofs, roof drains, scuppers, base flashing, and gutters that are adequate to prevent deterioration of the roof and building.

(9) Masonry Maintenance: Masonry walls will be water-proofed, caulked, repainted and repaired with sufficient frequency to preserve surfaces and maintain a reasonably attractive appearance.

4-102 BUILDING CLEANING AND GENERAL BUILDING MANAGEMENT

(A) The following requirements and schedules shall be performed pursuant to applicable state and federal laws and regulations; and in a manner deemed appropriate by the Agency director responsible for the maintenance and operation of the state owned building:

(1) Building Cleaning: All buildings shall be cleaned with adequate frequency and diligence to protect the public health, and maintain the aesthetics of interior surfaces.

(2) Emergency Procedures: All buildings shall have an evacuation procedure to follow in the event of fire, bomb threats, or other emergencies. Building management shall conduct a fire drill at least once each year. Evacuation plans shall be posted in conspicuous locations along all evacuation routes to allow occupants and visitors to quickly determine the nearest path of egress in an emergency.

(3) Landscape Maintenance: All maintenance offices shall maintain grounds, malls, plazas, walks, parking lots, and streets in a manner designed to preserve the state's investment in landscaping.

(4) Energy Management: All building management offices shall have in place an on-going energy management program, designed to operate the facility/facilities in an efficient and economical manner. Set points should be inspected on an as needed basis but no less than once per quarter.

(5) Energy Conservation: Agencies shall maintain their facilities in accordance with their approved Strategic Energy Plan (StEP) in accordance with laws (see Ark. Code Ann. §22-3-2001 et seq.), rules and EO 09-07 regarding sustainability and energy efficiencies.

4-103 BUILDING RULES AND REGULATIONS:

(A) Each Owner Agency Director shall be responsible for developing and administering the building rules and regulations for his building and property. The rules and regulations should be provided to the building tenants in a written and bound form. The following requirements and schedules shall be performed pursuant to applicable state and federal laws and regulations; and in a manner deemed appropriate by the owner Agency director responsible for the maintenance and operation of the building.

(1) Parking: Parking should not be allowed in fire lanes.

(2) Weapons: Pursuant to Arkansas Code Annotated § 5-73-306 (10) concealed weapons are prohibited to be carried into any state office. Law Enforcement, Law Enforcement Retirees, and Parole Board Members who meet the criteria under Ark. Code Ann. § 5-73-301 et seq. (Law Enforcement), §12-15-202 (Law Enforcement Retirees) and §16-93-209 (permits issued to Parole Board Members) may carry a concealed handgun onto state property. This prohibition does not affect items considered to have historic, archival or educational purposes and have been approved by the director of the agency where the item will be stored or exhibited.

(3) Alcoholic Beverages and Controlled Substances: No alcoholic beverages or controlled, non-prescribed substances are allowed inside the building or on property grounds. Alcoholic beverages should not be allowed on the property (building or grounds) except as authorized by state laws, regulations or governor's directives.

(4) Disturbances: No conduct shall be allowed which creates a loud or unusual noise or nuisance; or which obstructs the usual use of entrances in an emergency; or in any manner creates a security or safety risk or endangers the safety of the building tenants or the public.

(5) Posting and Distribution of Materials: No signs shall be posted in the common or public areas of the building except as authorized by Building Operations officials.

(6) Assembly: Agency Heads, or Designees, reserve the right to: limit the number of persons entering their office area; demand that the premises be vacated and, if needed, call authorized Law Enforcement Officers to assist in such.

(7) Preservation of Property: The improper disposal of rubbish on property; the willful destruction of or damage to property; the theft of property; the creation of any hazard on property; the throwing of articles of any kind from or at the building or climbing on any part of a building or structure shall be prohibited.

(8) Persons entering ABA buildings and facilities shall upon request:

- (i) sign in by providing both full (not initials) first and last name; and
- (ii) provide proper identification.
- (iii) Entry may be refused to anyone not in compliance with (i) or (ii), or both.