

**THE JAMES A. RHODES  
 STATE OFFICE TOWER  
 COLUMBUS, OHIO**

**TENANT HANDBOOK**

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**Introduction**

This handbook is published for the information of all employees working in the Rhodes State Office Tower so that each might be acquainted with general information about the building and specific policies, regulations, and procedures that each person should know in order that the DAS Office of Properties and Facilities can provide the most effective maintenance, safety, and security to the building and its occupants.

The main entrance of the Rhodes Tower faces Broad Street. There is also an underground tunnel connecting the building with the underground parking facility of the Statehouse. The main lobby of the building has a ceiling five stories high and a grand staircase. The interior walls are of the same granite as the outside walls.

It is the responsibility of all state employees and contractors to utilize this building in a manner so that it may be passed on to succeeding generations of Ohio citizens as the monument to Ohio that it now represents.



## **General Information**

### **Food Service Facilities**

There are three food service areas located within the Rhodes Tower. Two are located on the elevator transfer floors, 18 and 29, which are open until 4 p.m. The other is located on the B-1 concourse level in the southeast corner of the building and closes at 2 p.m., except for the vending area which is open at all times.



Each food service area has a variety of vending machines. These machines contain such items as cold food, cold drinks, milk, candies, snacks, hot canned food, coffee, and ice cream. There are also microwave ovens in these areas. The B-1 concourse area also serves hot breakfast and lunch entrees.

All vending food products, which consist of sandwiches, salads, deserts, etc., are properly dated for your protection. Coffee and other hot liquids must not be taken from the vending area without a lid being firmly placed on the cup of fluid. Please be considerate of your fellow employees. Anyone having difficulty with the vending machines is requested to contact the vending company attendant in the area for assistance.

### **Elevators**

There are 22 elevators located in the facility of which 20 are passenger elevators and 2 are freight elevators. There is also a set of escalators connecting the first floor lobby with the B-1 concourse level.

### **Hours of Operation**

The building is open for normal operations from 7:30 a.m. to 5 p.m.. Persons desiring to leave, enter, or use the building during non-business hours will find instructions listed under "Security".

### **Meeting Rooms**

There are 13 various-sized meeting and hearing rooms available in the building. Please call ext. 466-7361, Building Management, to make reservations for a room. Neither coffee nor food may be served or taken into any conference room.

### **Tours**

To arrange a tour of the building for your group or organization, please contact Building Management at 728-5404. Groups will be limited to 35 people, and at least two chaperones will be required for student groups.

### **Posting of Notices**

There are many worthy causes promoted by tenants throughout the year. However, please refrain from posting notices in the elevator lobbies and other public walls throughout the building. The adhesives used to affix fliers often cause damage to the walls and are difficult to remove. Feel free to distribute pertinent information to floor coordinators for departmental posting.

There are bulletin boards available for department and employee use in the food service areas.



All notices for posting on vending area bulletin boards must be typewritten on 8 ½” x 11” white paper, dated, and forwarded to Building Management, B-1 concourse Level, 466-7361.

When notices have served their purpose, or a time lapse of two weeks has occurred, notices will be removed.

Handbills or posters no larger than 12” x 12” size, depicting state-related information, announcements, or functions, will be handled as other notices cited above.

### **Parking Facility**

Parking spaces within the building are extremely limited. Anyone authorized to park in the B-2 or B-3 levels is requested to cooperate by parking within the parking lanes and in the designated parking areas only.



### **Lost and Found**

Call 466-7077 for information on lost and found items.



### **Art works**

When the Ohio Capitol building was conceived and built in the mid-nineteenth century, it was regarded as a beautiful and advanced building for a territory that had just achieved statehood. Today, it is still a beautiful building of which all Ohioans can be proud. Similarly, the Rhodes Tower is a monument to the Ohioans of the mid-twentieth century. Included in this building are art works and forms

that would not have been appropriate to the nineteenth century, but surely are to the late twentieth century. This art is an investment by the citizens of Ohio in its artists and in Ohio's future.

### **Solicitations**

Solicitations on public property by private individuals, organizations, or companies for the purpose of selling to individuals, are prohibited. This is in part to allow unimpeded ingress and egress to the Rhodes Tower by the public and State of Ohio employees working in the Rhodes Tower. This helps to minimize loitering, and to eliminate unnecessary maintenance work. It is the policy of the DAS Office of Properties and Facilities that no solicitation or distribution of literature is to be permitted in the Rhodes State Office Tower building by any persons or organization.

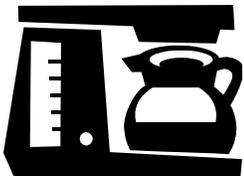
Any request for a waiver of this building regulation for a good and sufficient cause must be submitted in writing to the DAS Office of Properties and Facilities.

### **Recycling**

The Rhodes Tower participates in a recycling program. Each desk is provided with a box to hold mixed office paper, which should be emptied into an appropriately marked barrel, once full. On some floors, there may be more than one location for emptying your containers. Check with your supervisor if you are unsure of where the barrels are located. The building uses a "single-stream" recycler meaning there is no need to separate your paper when you recycle.



### **Maintenance**



- Coffee grounds should be placed in plastic bags and disposed of in the waste baskets. Waste should never be placed in the coffee sink or restroom facilities, as the grounds may clog the plumbing system. Coffee should not be emptied into drinking fountains for the same reason.
- Any tenant desiring to install electrical or mechanical equipment in a department must specify in writing to the DAS Office of Properties and Facilities that this equipment is desired and a determination will be made as to effects upon electrical loading, temperature, humidity, etc.

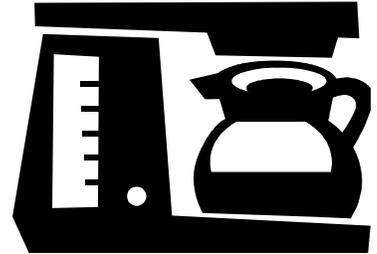
- The women's restrooms are equipped with sanitary napkin disposals. These should be utilized as opposed to the toilets or paper trash disposals.



- If you have an unusually large amount of trash to be removed, call 466-7361.
- On extremely sunny days, keeping the drapes or blinds closed will assist in conserving energy and maintaining a constant temperature. Under no circumstances will any employee attempt to adjust the thermostats in a room.
- To ensure longevity of the carpet, all food or liquid spilled on the carpet should be blotted with a paper towel. Building Management (466-7361) should immediately be called so that the soiled area may be properly cleaned.
- Liquid containers should never be placed in waste baskets, as it could possibly stain the carpet if spilled.

## **Safety**

- There are Floor Wardens on every floor. Floor Wardens will hold classes for employees concerning fire alarm procedures. Agency coordinators will provide the list of Floor Wardens to the DAS Office of Properties and Facilities.
- All coffee pots must be kept in the kitchenettes or a designated area approved by Building Management. Coffee pots must be disconnected or turned off by the end of the business day. Extension cords are not permitted.
- Hot plates, electrical heaters, and electric fans with a blade diameter greater than 8" are not permitted.
- Electrical appliances found "on" after business hours and considered a fire hazard will be confiscated by Security.
- Microwave ovens are only permitted in approved areas. When using a microwave oven, the operator should remain in close proximity to the oven, in case the oven malfunctions or starts to burn the food item.





- Fire codes do not permit the use of live Christmas trees, flammable decorations, or electric lights. Security will remove any such materials found on the floors.
- The circulation corridors must remain clear at all times and should never be used for storage or other purposes.
- The State Fire Code prohibits the storage of boxes, papers, or other materials in office areas. The only areas authorized for storage are designated rooms with a fire-rated wall. Freight elevator lobbies are not to be used to store items at any time.
- The Rhodes Tower is a smoke-free facility. Smoking is permitted in front of the tower; however, you must remain at least 20 feet from the entrances when you are smoking. Please utilize the containers provided for disposal.

## Security



- Tenants desiring to enter the Rhodes Tower after normal hours of operation must enter by the Broad Street Lobby. They will be required to present a building identification pass to the security guard on duty. Individuals parking in the garage will also be required to present a building identification pass to the security guard at the Broad Street Lobby.
- Building identification cards will be issued to all employees working in the Rhodes Tower. This ID will permit after-hours access when approved by the employee's agency. Building IDs are to be worn by in such a manner that they are readily identifiable.
- If you receive a bomb threat via the telephone, try to notify another employee while keeping the caller on the line. This may give the telephone company adequate time to trace the call. Notify Security immediately at 446-7077. The floors above and below the threatened floor will be evacuated at the discretion of Building Management. Employees on the threatened floor should check the areas around their desks for unusual package(s), report to their Floor Warden, and evacuate the floor under the direction of security.
- In order to prevent the theft of office and electronic equipment (personal or state), a property removal form must be filled out when equipment is removed from the building. Removal forms will contain the name of the person or agency removing the equipment, serial number, description, and purpose of removal. Persons removing equipment by the service elevator will have it checked by a



security guard before it is taken from the building. Forms are available in the security office.

### **Personal Safety Tips**

As with any building which attracts thousands of visitors each day, it is important to follow several simple guidelines to minimize problematic situations.

- When leaving the property after normal business hours do so in pairs.
- Always secure valuables and personal belongings in locked drawers.
- Question the identity of unfamiliar individuals who may be within your work area or on your floor. Call security for assistance if necessary.
- Display your building identification badge at all times.
- Share your whereabouts with co-workers.
- Personal property items brought into the Rhodes Tower are the sole responsibility of the owner. Valuable items should not be left in office areas, unless secured by locks.

### **Thefts**

In the event of a theft, notify Security at 446-7077. It is important to contact security as soon as the theft has occurred. If a suspicious person is loitering on the floor, call security *immediately*.



### **Locked Door and Drawer Policy**

It is standard procedure that any door or drawer equipped with a locking mechanism be locked after regular business hours. Any door that is not locked or is left open will automatically be closed or locked by security unless there is a sign indication not to lock or close the door.

## **Services**



### **Emergency Medical Assistance**

In the event of an accident or medical emergency, please call 466-7077. Do not contact your department's security or 911 directly.

### **After-Hours Utilities**

To conserve energy, the lighting, air conditioning and heating systems are set back after 6 p.m. weekdays and on Saturdays, Sundays, and holidays. In cases where work is scheduled after normal business hours, services may be provided by submitting a written request to the Building Management. Cost for after-hours HVAC may be billed to the requesting agency.

### **Remodeling Requests**

All remodeling requests for changes must be submitted in writing by the Agency Coordinator to the DAS Office of Real Estate & Planning. DAS will direct interior planning efforts for all office space. The DAS Office of Real Estate & Planning will provide overall coordination and assistance to the Agency Coordinators in the planning of office space.

The approved drawings from the Office of Real Estate & Planning are submitted with work orders to the DAS Office of Properties and Facilities for a cost estimate. When the cost estimate is accepted by the agency, a contract encumbrance for the amount of the estimate should be issued.

An approved copy of the encumbrance shall be returned to the DAS Office of Properties and Facilities, authorizing the work to be completed.



### **Locks for Desk Drawers**

Agencies requiring the services of a locksmith for replacement or repair of locks should have the agency's director submit a written request to the DAS Office of Properties and Facilities.

### **Loading Dock**

- The loading dock entrance on Lynn Street will not be used for pedestrian traffic into or out of the building. No parking will be allowed for private vehicles. Deliveries will be accepted on the loading dock between the hours of 7 a.m. 3 p.m., Monday-Friday. Security will not accept packages after these hours unless previously authorized by the DAS Office of Properties and Facilities. Parking will not be permitted for private vehicles on Wall Street. All packages entering the loading dock will be X-rayed by security.

- To schedule use of the loading dock, contact Building Management at 466-7361. Departments are encouraged to pick up materials or have them delivered to the appropriate location.
- All packages entering through the loading dock must be X-rayed. Additionally, sealed packages brought in through any other entrances must be X-rayed at the loading dock.
- To avoid damage to the carpet and walls, all furniture and heavy equipment should be moved by the DAS Office of Properties and Facilities, or an approved contractor because they have the equipment and manpower to do the work properly. Damage incurred as a result of improper moving will be charged to the agency concerned.

### **Work Charges**

The following services are provided by the DAS Office of Properties and Facilities at no cost to the department:

- Hanging of pictures
- Replacement of ceiling lights
- Temperature adjustment
- Cleaning of soiled carpets
- Delivery of materials to & from the loading dock

### **Use of Elevators**

- Tenants will not use the service elevators to travel between floors.
- Mail carts and other delivery carts will not be used the passenger elevators.

### **Telephones**

All voice services (new and changes) should be coordinated through your telecommunications coordinator. The coordinator will order the voice services through the Technology Service Request system.

Telecommunications coordinators will report other issues, including line repair complaints, to the Ohio Department of Administrative Service's Customer Service Center at [csc@ohio.gov](mailto:csc@ohio.gov) or (614) 644-6860.

## **Conclusion**

We hope this handbook has helped familiarize you with the Rhodes State Office Tower. If you have any questions, comments, or suggestions, please feel free to contact the DAS Office of Properties and Facilities at 466-7361. Please keep in mind that this booklet is subject to change or modification.