



Department of Administration Buildings – Facilities Technical Guidance

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Continuation of Enhanced Cleaning Requirements

HEPA vacuum: all carpeted flooring surfaces including entrance matting.

Provide: increased frequency of wiping down all surfaces with disinfectant including door handles on exterior, interior and parking garage levels, elevators, restrooms, kitchenettes, appliances, light switches, and equipment, locker rooms, copy machines, common area printers and café tables.

- Continue enhanced day porter or other custodial staffing to each facility for enhanced sanitizing/disinfection requirements according to [CDC guidelines for workplaces](#).
- Remove garbage can tops and put communal garbage cans in open areas & plan and schedule for ongoing maintenance of these items.
- Add open waste receptacles for paper towel disposal outside of restroom locations & plan and schedule for ongoing maintenance of these items.

Cleaning Supplies Requirements:

Ensure the use of disinfectants and sanitizer following [CDC guidelines](#).

- Review inventory of cleaning chemicals and materials necessary for cleaning. Order any additional needed cleaning products or ensure contracted vendors have appropriate inventory levels of supplies.
- Review inventory of sanitizer, wipes, and dispensers. Order any additional needed products planning for dispensers in conference rooms, mailrooms, dock areas, employee entrances, elevator lobbies and main building lobbies. Ensure supply chains and/or appropriate inventory for is available and within appropriate expiration dates.
- Ensure janitorial contractors and day porters have proper inventory on hand of disposable wipes and/or cleaning bottles and paper towel for all common area disinfection requirements.
- Ensure a safety data sheet is available for all chemicals and that Hazcom training has been provided to janitorial and building staff.
- Plan for cleaning stations on all occupied floors of buildings with cleaning products for staff use – ensure proper inventory is available.

Building Infrastructure

HVAC

Increase: Air filtration to highest available (recommended MERV 13 or higher)

Refer to manufacturers' recommendations and guidance for filter selection for your building systems. Use the highest efficiency rated filter recommended/allowed by the manufacturer (MERV rating).

When replacing air filters:

- Use proper safety procedures and PPE
- Avoid hitting, dropping, or shaking the filter
- Do not use compressed air to clean a filter, which could allow materials in the filter to become airborne
- Immediately dispose of used filters in a sealed plastic bag
- Properly dispose of PPE/gloves in a sealed plastic bag
- Clean hands when the task is finished
- Minimize exposure to building interior areas when removing old filters from the

site.

UV-C Technology: determine if UV-C technology could be deployed at air handling supply with 95% virus mitigation. Ensure if UV-C technology is deployed that a safety protocol is established for staff.

Increase: Outdoor air exchange rates (air changes per hour - ACH and check that outdoor air intakes are free of obstructions and operating properly; recommend 6-8 ACH where possible)

- Conduct 100% outdoor air flushing when possible if air changes per hour cannot be achieved.
- Routinely monitor CO2 levels in facilities. Recommended CO2 levels under 800ppm in facilities is desired.
 - DOA facilities currently range from 400-700ppm during monthly checks in all zones.

Extend: Hours of operation of air handling systems to increase air flushing of buildings once unoccupied.

- Ensure that building controls are operating as intended or designed.

PLUMBING

Continue: to flush all water systems during low occupancy periods.

- When conducting flushing, test potable water sources monthly to ensure water quality.
- Work with water treatment service providers where necessary to ensure chemical levels are within defined ranges for cooling towers, closed water systems, water features, etc.

Building Equipment

Determine which building equipment should be updated to provide touch free operations. Many of these upgrades have significant costs associated with them so evaluating these on a case-by-case basis may be necessary.

DOA-owned facilities have transitioned to touch free faucets in restrooms, touch free paper towel dispensers and upgraded commonly used light switches to occupancy sensors.

Space Management, Design & Leasing Considerations

Each Agency should review their current space layout and consider the following solutions for social distancing and space density measures. As spaces increase occupancy, re-evaluate needs further to maintain social distancing.

Customer Service & Security Desks

Where necessary, install protective screens in public facing customer service areas such as security desks and customer service counters. Plexiglass panels are now available at multiple state contract providers including Bureau of Correctional Enterprises (BCE) safe space products at website:

<https://www.shopbce.com> or [Category A, Systems Furniture and Accessories State contracts.](#)

Individual workstations

- Consider an alternate work plan and assign days so that workstation use is

spread to every other station.

- Only provide seating for one person to ensure social distancing (6') requirements are maintained.
- Provide separation between desks (checkerboard pattern) if vacancy exists and allows this.
- Discontinue use of open collaboration areas near workstations. Use these areas to further spread employees out where possible.

Meeting and Shared Spaces

- Large meeting room capacities should be reduced to meet 6' social distancing standards.
- Other conference/common room capacity of spaces will be reduced to maintain 6' social distancing and, if necessary, chairs from meeting rooms should be removed.
- Maximum capacity of each room should be reduced to 36 square feet per person.
- Discontinue the use of shared workspaces where possible and/or identify and monitor sanitizing of space after each occupant use.
- Wellness Rooms should be posted as closed until social distancing measures are no longer necessary.
- Locker room use may be minimized or limited to ensure social distancing and posted accordingly.

Long-Term Telework Planning

As your division or agency considers long-term telework options or staff returning to work, the following options are available to agencies in DOA owned space:

- [Space Review/Consultation Request](#) (FMIC Work Request)
- [Space Vacancy Request](#) (Vacate Request Form)
- [Space Alteration Request](#) (Space Request FMIC Work Request)
 - *Space alterations could include options such as cube reconfigurations, office remodels and/or hoteling space creation.*
 - *If possible, include information such as square footage estimates for the change, number of cubes/offices impacted, and necessary adjacencies that need to be maintained.*

Hoteling Spaces

If your division or agency is considering altering your existing space by adding hoteling spaces, consider placement of spaces to encourage distancing, entering, and exiting of spaces, staff positioning, and amenities such as cubby lockers, technology options, cleaning stations, etc.

- *Hoteling cubes could be smaller in size to space design standards and our Space Management team is willing to assist with these items. Please have your tenant coordinator enter a FMIC work request for consultation or assistance.*

The Department of Administration is expanding hoteling availability statewide within owned facilities as an amenity open for agencies that occupy DOA state space. The hoteling reservation system and guidance documents are available here: [DOA Facilities \(wi.gov\)](#)

DOA provided hoteling spaces will be available on a first come, first booked scheduling system that will not allow long-term scheduling (over two weeks in duration). This is to ensure that these spaces and workstations are not utilized for long-term space needs.

As divisions or agencies consider long-term telework options, the following IT considerations should be discussed and coordinated when considering hoteling spaces:

- An assessment of network/Wi-Fi capabilities at each location. The Division of Enterprise Technology wants to make sure that staff have access to the appropriate networks to get access to divisional files and other services.
- Desktop services will need to develop a standard setup of a hoteling space. Items being discussed: Monitor, Docking Station, Mouse, Keyboard, etc. Not every agency has the same model of devices today and so this could be a challenge as we share hoteling spaces across agencies.
- Some facilities or areas of facilities fall under specific regulatory and/or security constraints (examples may include additional background checks, fingerprinting, etc.) whereas staff may be required to follow additional protocols for access to a specific hoteling suite with these requirements. Agencies should consider policies if planning hoteling suites in areas with these types of additional requirements.

State Office Buildings - Policy & Procedures for Vacating Space

Highest and Efficient Use: It is the policy of the Division of Facilities & Transportation Services to monitor and audit agency space utilization in order to promote the highest and most efficient use of state-owned facilities and to assist state agencies in reducing facility costs by state government. The Division goal includes keeping a low vacancy rate at state-owned facilities. Prior to submitting vacancy requests, consider relocating employees to state-owned space from leased facilities.

- **Agency Vacate Request Within State Office Buildings**

A state agency wishing to vacate space within a State Office Building must provide a written notice to the DFTS BREM Lease Administration by completing and submitting form, DOA-8178, Vacate Request Within State Office Building.

- **Vacate Request Review & Approval Process**

The DFTS BREM Bureau Director or Leasing Section Chief will review the request and will notify the requesting agency of the determination and options available within thirty (30) days after receipt of the completed Vacate Request form.

- **Vacating Approved Space**

The space to be vacated must be usable for another state agency. This may require the vacating agency to consolidate or rearrange its remaining space in a manner that would be acceptable for a new tenant. The vacating agency will be liable for costs required to restore the space to usable condition, unless otherwise agreed between BREM and the agency.

- **Vacating Agency Costs**

The vacating agency will be responsible for all rentals and associated occupancy cost after space is vacated, for either:

- 6 months, if the space is 10,000 square feet or less, or
- 12 months, if the space is over 10,000 square feet

A vacating agency may be released from rent earlier if another agency takes possession of the space or if there is a loss of program or funding.

Leasing Considerations

As your division or agency is leasing space and has an opportunity for a renewal or new lease, consider space adjustments, relocating to State owned space, shorter terms, and/or early termination language to provide flexibility.

Signage & Directional Requirements

The Division of Facilities & Transportation Services, Space Management group should be contacted for any signage needs or changes within DOA facilities.

- Base signage in DOA-owned facilities will be provided in common areas.
- Install additional signage that communicates messages in high traffic areas such as main entrances, elevators, stairwells, kitchenettes, locker rooms, wellness rooms and restroom facilities.
- Install a line or marker on the floor at the security desk or any other reception desk that will be used for public interaction 6' back from the desk. Install signage requesting visitors remain behind lines or directing social distancing requirements such as floor signage.
- Include signage at each restroom reminding of social distancing and hygiene practices such as washing hands.
- Include signage at kitchenettes directing tenants to clean surfaces prior to and after use, maintaining social distancing and ensure washing hands.
- Include signage at locker rooms to maintain social distancing and ensure washing hands.
- Provide notice on wellness rooms that these areas are closed until social distancing requirements are lifted.
- Determine additional directional needs to maintain appropriate spacing/social distancing within facilities.
- Elevator instructional signage displaying healthy elevator use protocols and occupancy limits where necessary.

Hygiene related print resources are available to order through Bureau of Publishing and Distribution (BPAD). BPADs order form is available on their website: [DET BPAD Home \(wi.gov\)](#)

CDC provided hygiene signage is available at the following link: [Print Resources | CDC](#)

Paid Parking Program

Employees looking to cancel parking may do so by filing out a parking cancellation form. Please see the [Facilities Tenant Manual](#) for information on the paid parking program. If a staff member cancels and then requests parking in the future, they would need to re-apply for parking and may be placed on waiting lists where applicable.

[Parking Cancellation or Application Form](#)

Part Time Parking Stall Share – Parking fees for a stall share will be half of the parking stall rate at a facility for a subscriber parking 3 or less days per week. Check with your agency parking coordinator to see if your agency/location is eligible to utilize the parking stall share application.

[Parking Stall Share Policy](#)