MEMORANDUM

March 19, 2020
To: Agency Tenants of State of Kansas Facilities
From: Frank Burnam, Director of Facilities and Property Management, Department of Administration
Subject: Capitol Complex - Building Services and Access Update

In response to COVID-19 directive issued by the Governor’s office the Office of Facilities & Property Management (OFPM) would like to notify all Capitol Complex tenants of the following changes that will take effect on Monday, March 23rd and last through Friday, April 3rd.

BUILDING ACCESS
Buildings in the Capitol Complex and parking garage card access systems will continue to operate on regular schedule. Those with key card access will continue to be able to enter all doors. However, all public entrances will be secured by KHP for the two-week period.

If there are employees who do not ordinarily have 24/7 key card access, but who will need it during this two week period, your designated agency “key card coordinator” will need to contact Margo Mathews (KHP) Margo.Matthews@KS.GOV by noon Friday, March 20th. Only changes need to be submitted.

At 5 p.m. Friday, OFPM will be posting a notice on all building main entrances that buildings are closed to public access.

BUILDING CUSTODIAL SERVICES
OFPM will provide the following limited services for the Capitol Complex buildings on Mon / Wed / Fri afternoons:

1. Wipe down and disinfect all public area surfaces, doors, elevators, breakrooms, vending etc. Service will not include vacuuming or wipe down of tenant offices.
2. Cleaning and product restock of limited number of restrooms in each building based on known number of employees. Note some restrooms will be locked down with signs posted to direct employees where to go.
3. Empty all trash in public areas and those tenant spaces where we know employees will be working.

For custodial services request please contact Chris Simons, OFPM Deputy Director, by email Christine.Simons@ks.gov or if urgent by mobile (785) 633-3932. Provide name, phone number and location/room and OFPM will respond.

BUILDING MAINTENANCE SERVICE
OFPM will respond only to building related issues deemed to be necessary for employees to be able to complete their essential task. These issues may include elevator entrapments, issues with door locks, plumbing, electrical, lights and major mechanical ventilation system. For those buildings with very few tenants building mechanical heating and cooling will be controlled, like during weekend use. OFPM will continue to maintain adequate cooling for all data/switch rooms and call centers.

For building maintenance service request please contact Frank Burnam, OFPM Director, by email Frank.Burnam@ks.gov or if urgent by mobile (785) 640-8310. Provide name, phone number and location/room and OFPM will respond.

OFPM Customer Service Center will not be available so please only contact those listed on this document.

Additional guidance from the Department of Administration can be found https://admin ks.gov/coronavirus