

## **Title 22. Public Property**

### **Chapter XVII. Building Authority Division, Department of Shared Administrative Services**

#### **Subchapter B. Building Authority Minimum Standards and Criteria**

#### **Part 113. Building Operations**

#### **Subpart 1. Generally**

##### **22 CAR § 113-101. Introduction.**

(a) The following minimum maintenance standards and criteria are established pursuant to the Building Authority Division Act, Arkansas Code § 22-2-101 et seq.

(b) These standards are designed to address the areas of management, maintenance, and operation of all public buildings and capital improvements to provide a clean, safe, and comfortable working environment for employees and the public of the State of Arkansas.

(c) Any reference to the words "the section" within this part shall mean the Building Operations Section.

**Authority.** Arkansas Code § 22-2-108.

##### **22 CAR § 113-102. Preventive maintenance requirements.**

In an effort to sustain a safe and comfortable working environment in state-owned buildings, the following requirements shall be performed pursuant to applicable state and federal laws and rules and in a manner deemed appropriate by the department secretary responsible for the maintenance and operation of the state-owned building:

(1)(A) Work authorization system.

(B) The building's maintenance office shall maintain a work-order system which provides for a method of documentation;

(2)(A) Equipment inventory.

(B) Building maintenance offices shall have a complete inventory of building equipment requiring regular maintenance which can be documented.

(C) This inventory should include, but should not be limited to:

- (i) Air conditioning machines;
- (ii) Boilers;
- (iii) Pumps;
- (iv) Fans;
- (v) Air compressors; and
- (vi) Other building service system components;

(3)(A) Technical library.

(B) Each building maintenance office shall maintain a library of as-built (record) drawings showing the structural components, architectural plan, mechanical systems, electrical systems, site details, and the manufacturer operating manuals necessary to operate and maintain the physical plant;

(4)(A) Plant logs.

(B) All buildings with central heating and cooling systems shall implement the use of daily logs to record boiler and water chiller operations.

(C) Logs should indicate the unit number and location of the equipment and should be initialed and dated.

(D) The building maintenance official is responsible for development of log forms for the building's specific mechanical and electrical systems.

(E) Information on the log sheet shall include, but is not limited to:

(i) 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;

(ii) The date and time for air temperature for ambient space;

(iii) The compressors' oil level/temperature reservoir/leaving the cooler/pressure;

(iv) The gears' oil level/temperature;

(v) Chillers' water temperature in/out;

(vi) Refrigerators' level/pressure/temperature;

(vii) The condensers' water temperature in/out; and

(viii) Refrigerators' pressure for chillers;

(5)(A) Equipment maintenance records.

(B) Building maintenance offices shall have a preventive maintenance program on all equipment requiring regular maintenance.

(C) This program should consist of documented schedules of regular preventive maintenance assignments and documentation reflecting maintenance is being performed on a regular basis.

(D) Building maintenance offices shall also maintain adequate records of repair history of major components of equipment.

(E) In addition, if the Owner Department 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 (names and phone numbers) for the warranties along with a description of what the contract or warranty covers and the expiration date of the warranty.

(F) Maintenance staff is expected to implement timely repair and maintenance procedures that are adequate to preserve the serviceability of all building systems;

(6)(A) Chemical water treatment.

(B) All buildings with central heating and cooling systems shall use a water treatment program to prevent corrosion, scale, and algae build-up.

(C) Each building maintenance office shall maintain a record of water test analysis performed monthly during the respective heating and cooling seasons;

(7)(A) Painting.

(B) Facilities shall be painted as needed to preserve surfaces against deterioration;

(8)(A) Roof maintenance.

(B) Maintenance offices shall inspect all building roofs on a periodic basis and maintain a record of those inspections.

(C) Built-up roofs shall be inspected twice a year.

(D) All roofs shall be inspected immediately after severe weather events.

(E) Maintenance staff are expected to:

(i) Repair or cause to be repaired on a timely basis the roofs; and

(ii) Implement maintenance procedures of roofs, roof drains,

scuppers, base flashing, and gutters that are adequate to prevent deterioration of the roofs and building; and

(9)(A) Masonry maintenance.

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

**Authority.** Arkansas Code § 22-2-108.

**22 CAR § 113-103. Building cleaning and general building management.**

The following requirements and schedules shall be performed pursuant to applicable state and federal laws and rules and in a manner deemed appropriate by the department secretary responsible for the maintenance and operation of the state-owned building:

(1)(A) Building cleaning.

(B) All buildings shall be cleaned with adequate frequency and diligence to protect the public health and maintain the aesthetics of interior surfaces;

(2)(A) Emergency procedures.

(B) All buildings shall have an evacuation procedure to follow in the event of:

(i) Fire;

(ii) Bomb threats; or

(iii) Other emergencies.

(C) Building management shall conduct a fire drill at least once each year.

(D) 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)(A) Landscape maintenance.

(B) 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)(A) Energy management.

(B) All building management offices shall have in place an on-going energy management program designed to operate the facility in an efficient and economical manner.

(C) Set points should be inspected on an as-needed basis but no less than once per quarter; and

(5)(A) Energy conservation.

(B) Departments shall maintain their facilities in accordance with their approved Strategic Energy Plan (StEP) in accordance with the Sustainable Energy-Efficient Buildings Act, Arkansas Code § 22-3-2001 et seq., state rules, and Executive Order 09-07 regarding sustainability and energy efficiencies.

**Authority.** Arkansas Code § 22-2-108.

**22 CAR § 113-104. Building rules and regulations.**

(a) Each Owner Department Secretary shall be responsible for developing and administering the building rules for their building and property.

(b) The rules should be provided to the building tenants in a written and bound form.

(c) 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 Department Secretary responsible for the maintenance and operation of the building:

(1)(A) Parking.

(B) Parking should not be allowed in fire lanes;

(2)(A) Weapons.

(B) Pursuant to Arkansas Code § 5-73-306(9), concealed weapons are prohibited to be carried into any state office.

(C) Law enforcement, law enforcement retirees, and Parole Board members who meet the criteria under Arkansas Code § 5-73-301 et seq. (law enforcement), Arkansas Code § 12-15-202 (law enforcement retirees), and Arkansas Code § 16-93-209 (permits issued to board members) may carry a concealed handgun onto state property.

(D) This prohibition does not affect items considered to have historic, archival, or educational purposes and have been approved by the secretary of the department where the item will be stored or exhibited;

(3)(A) Alcoholic beverages and controlled substances.

(B) No alcoholic beverages or controlled, nonprescribed substances are allowed inside the building or on property grounds.

(C) Alcoholic beverages should not be allowed on the property (building or grounds) except as authorized by state law or Governor's directive;

(4)(A) Disturbances.

(B) No conduct shall be allowed:

(i) Which creates a loud or unusual noise or nuisance which obstructs the use of entrances in an emergency; or

(ii) In any manner that creates a security or safety risk or endangers the safety of the building tenants or the public;

(5)(A) Posting and distribution of materials.

(B) No signs shall be posted in the common or public areas of the building except as authorized by Building Operations Section officials;

(6)(A) Assembly.

(B) Department secretaries or their designees reserve the right to:

(i) Limit the number of persons entering their office area;

(ii) Demand that the premises be vacated; and

(iii) If needed, call authorized law enforcement officers to assist;

(7)(A) Preservation of property.

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

(8)(A) Persons entering Building Authority Division buildings and facilities shall, upon request, sign in by providing their full first and last name (not initials) and provide proper documentation.

(B) Entry may be refused to anyone who refuses to provide their name or proper identification.

**Authority.** Arkansas Code § 22-2-108.