DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

Pittsfield State Office Building Occupant Handbook

The information provided in this Handbook will inform occupants of important building procedures, services, and policies and provide an orientation to the Pittsfield State Office Building and community.

The Division of Capital Asset Management and Maintenance (DCAMM) oversees the Pittsfield State Office Building services, including:

- Cleaning
- Mechanical maintenance
- Grounds
- Pest control
- Security
- Emergency response and life safety systems

If you have any questions, please contact Kelly Flaherty at (617) 631-4365.

NOTE: Normal business hours of operation in the Pittsfield State Building are 8:30 a.m. to 5:00 p.m., Monday through Friday.

As policies and procedures change or are revised, the Occupant Handbook will be updated to reflect these changes.

OCTOBER 2019

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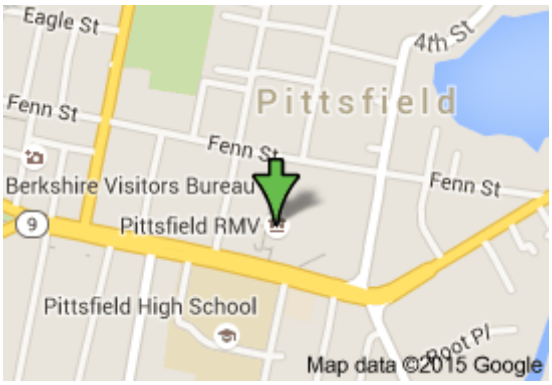
Operations and Contacts

The Building Facility Maintenance Office, Room 107 of the Pittsfield State Building is open during regular business hours to respond to grounds, maintenance, mechanical, cleaning, pest control, and life safety systems. The Building Facility Maintenance Office may be contacted 9:00 a.m. to 4:30 p.m. at (413) 442-1893.

The Control Center, located in Room 109 of the McCormack Building, may be contacted 24 hours a day, 7 days a week, at (617) 727-1000.

CONTACT	LOCATION	PHONE	E-MAIL
Building Operations Main Office		(413) 442-1893	Donald.Moretz@mass.gov
Jason Kruckas, Sr. Operations Manager	McCormack Building Boston, MA	(617) 955-6402	jason.kruckas@mass.gov
Kelly Flaherty, Facility Manager		(617) 631-4365	kelly.flaherty@mass.gov
Matthew Termini, Deputy Director of Security	Room 107 McCormack Building Boston, MA	(857) 214-1516	matthew.termini@mass.gov
24/7 Control Center	McCormack Building Boston, MA	(617) 727-1000	controlcenter@mass.gov

Building Information



Directions to the Pittsfield State Office Building
333 East Street, Pittsfield, MA 01201

From the South:

- Take US Route 7 North
- Follow US Route 7 North to US Route 20 West/US Route 7 North
- Turn right onto East Housatonic Street
- Turn Left onto Appleton Avenue
- Turn Left onto East Street
- The Pittsfield State Office Building will be on your right.

From the North:

- Take Interstate 91 South to Exit 26 for Massachusetts Route 2 West toward Massachusetts Route 2A East/Greenfield Center/North Adams
- At the traffic circle take the first exit onto Massachusetts Route 2 West
- Turn right onto Massachusetts Route 112 South
- Turn right onto Sears Road
- Continue on Massachusetts Route 9 West
- Turn right onto Massachusetts Route 112 South/Massachusetts Route 9 West
- Use the left two lanes to turn slightly left onto Merrill Road
- Continue onto East Street
- The Pittsfield State Office Building will be on your right.

From the East:

- Take Interstate 90 West to Lee MA (Exit 2)
- Follow US Route 20 West for about 10 miles
- Turn right onto East Housatonic Street
- Turn left onto Appleton Avenue
- Turn left onto East Street
- The Pittsfield State Office Building will be on your right.

From the West:

- Take Interstate 90 East to Lee MA (Exit 2)
- Follow US Route 20 West for about 10 miles
- Turn right onto East Housatonic Street
- Turn left onto Appleton Avenue
- Turn left onto East Street
- The Pittsfield State Office Building will be on your right.

Facility Management Office

Located in Room 107, the Facility Management Office is available during regular business hours to respond to questions regarding the following concerns:

- Air Circulation
- Air Conditioning
- Ceiling Tiles
- Electrical
- Elevators
- Engineering
- Heating
- Leak
- Plumbing
- Safety
- Temperature

Contact Information for Customer Service:

Regular Hours:	(413) 442-1893 Monday through Friday 8:30 a.m. to 5:00 p.m.
After Hours:	McCormack Building Control Center 24/7 at (617) 727-1000

Contractor Work Permit

Agencies must have a permit from DCAMM to make any changes to their workspaces. Contractors are not allowed into DCAMM buildings without a signed copy of this permit. Contractors and agencies must follow all contractor work permit stipulations. Original and copies (as well as related drawings, floor plans, and charts) must be received by DCAMM two weeks prior to beginning the project.

Emergencies

DCAMM Security and Life Safety Department establishes fire and emergency response plans, including evacuation plans and procedures. The Security and Life Safety Department also organizes evacuation teams, which are set up by either Agency or floor to function as organizers to facilitate the safe evacuation of those who work in, or visit DCAMM facilities. Evacuation teams, which are picked by DCAMM, consist of a Team Leader, Assistant Team Leader, Area Monitor, Stairwell Monitor, and Handicap (HP) Assistant. Evacuation Team Leaders (ETLs) provide team profile information (number of team members, evacuation routes, number of persons requiring assistance, etc.), which DCAMM maintains and distributes as necessary for both operational and training purposes. The Security and Life Safety Department holds evacuation team meetings and training sessions throughout the year.

EMERGENCY CONTACTS	PHONE #
Emergency	911
Control Center (24 hour)	617-727-1000
State Police Government Center Station B-4	413-743-4700
DCAMM Building Operations	413-442-1893
Facility Manager	617-631-4365
DCAMM Deputy Director of Security	857-214-1516

EMERGENCY SITUATIONS
Bomb Threat
Elevator Malfunction
Fire and Life Safety
Fire Safety Guide
Medical Emergency
Power Failure
Severe Weather
Toxic Hazards

Emergency Procedure Plan

Building Manager for this facility is Kelly Flaherty, Facility Manager
Telephone number 617-631-4365

Emergency Number: 911

Designation of Other Organization Personnel: Each Agency or Bureau will provide personnel to staff the Emergency Team. The Emergency Coordinators will arrange for the designation of employees to fill the following positions: floor safety monitor, area/room monitor, and mobility impaired persons' monitor for each floor.

Emergency Team Leaders will:

- Establish and maintain the Emergency Team
- Issue necessary/printed instructions to facility occupants
- Assist landlord and local enforcement or fire officials in the event of an emergency
- Keep roster current, train team members

Floor Safety Monitor will:

- Assign area/room monitors for their floor or area
- Instruct their assistants in emergency procedures to be followed
- Keep occupants of floor informed of emergency procedures
- Keep current roster of area/room monitors
- Direct orderly flow of personnel during emergencies and drills along prescribed relocation/evacuation routes
- Keep alternates informed of emergency plans and procedures
- Make floor clearance report to responding emergency personnel

Area/Room Monitors will:

- Direct orderly flow of personnel during emergencies and drills in area
- Ensure that all employees have evacuated their area and report to the safety floor monitor
- Keep alternates informed of emergency plans and procedures

Mobility Impaired Persons' Monitor will:

- Assist all mobility impaired to a safe area and assist fire department in their evacuation, if necessary
- Keep alternates informed of emergency plans and procedures.

Fire Emergency

Report all fires regardless of size.

Fire Reporting Procedures

Upon discovering a fire:

- Proceed to the location of the closest Fire Pull Box and set off the alarm.
- The alarm will alert people on all floors of the building and inform the Pittsfield Fire Department directly.
- Fire Pull Boxes are located in the hallway of each floor and displayed on the safety floor plan, which is posted on each floor.

If safely possible, a person designated by the Emergency Coordinator should contact the Building Manager (phone number is 442-1893) and give specific details of the fire. Describe the nature of the fire (wastepaper basket, office machine, rug, electrical, etc.) The Building Manager will be responsible for further contact with the Pittsfield Fire Department.

Fire Evacuation Procedures:

- Sound the Alarm
- Notify the fire department
- Immediately begin evacuating the building.
- Proceed to the nearest exit
- Take only essentials.
- **Do not use the elevators.**
- Re-group outside and away from the building to await the fire department

Do not, under any circumstances, re-enter the building until the Building Manager or the Pittsfield Fire Department has announced the ALL CLEAR.

IMPORTANT NOTICE

Review the floor plan doorways, stairways, and exits. Identify the one that applies to you.

The use of fire extinguishers is not recommended unless you are comfortable with their operation and the situation allows it.

The most important issue is life safety!

Notification to the fire department and evacuation of all in the building is paramount!

Medical Emergency

In the event of a medical emergency call 911 and state the emergency, address, and location in the building.

- Call the Building Maintenance Foreman at 413-442-1893 and advise him of the emergency, the location, and that a call has been placed to 911.
- Have a designated individual meet the arriving emergency personnel and escort them to the scene.
- Keep the patient as comfortable as possible.
- Respect the patient's privacy and secure the area to onlookers.
- Keep the corridors and paths clear.

Have someone collect as much information as possible such as:

- Name of patient
- Age or date of birth
- Address
- Phone contact and who to call
- Reported symptoms
- Date and time
- To what facility is the patient being transported to for treatment

Be sure to pass this information on to the Building Manager who will be generating an Incident Report.

BOMB THREATS

Notify your Supervisor immediately!
Notify the Building Manager immediately!

An employee receiving a call about a bomb threat should try to get the exact location in the building where the bomb has been placed. Try to solicit as much information as possible from the caller, try to ascertain sex, race, voice, group affiliation, etc. Be alert to background noises or other clues that may indicate who is calling and the location of the caller. It is VERY IMPORTANT TO NOTE: the TIME the call was received and how much time before the bomb is to go off.

The call must be reported IMMEDIATELY to your SUPERVISOR who, in turn, will notify the Building Manager who will contact the Pittsfield Police and Fire Departments (911), The Deputy Commissioner of Inspectional Services and the Building Manager.

Under **NO** circumstances should an employee touch a foreign object, if found. That is the job off the Bomb Squad of the Pittsfield Police or Fire Department and/or the Massachusetts State Police.

BOMB THREAT EVACUATION PROCEDURES:

- If evacuation is necessary, your supervisor or the Emergency Coordinator will announce it. Designated safety evacuation team monitors will be responsible for the orderly evacuation of all employees. Employees will obey the instructions of the safety evacuation team monitors or others in authority. (i.e. bomb search officer, police, etc.) Prior to evacuation your immediate work area, check the space and report any suspicious packages or objects to the floor warden. **DO NOT TOUCH THE OBJECT.**
- You will return to your work area after an "ALL CLEAR" message has been announced.
- Be sure to review the following page in advance so as to be aware of the gathering of important information.

Massachusetts State Police Bomb Threat Data Form

Exact wording of the threat:_____

_____

_____

Questions to ask:

1. When is the bomb going to explode?_____

2. Where is it right now?_____

3. What does it look like?_____

4. What kind of bomb is it?_____

5. What will cause it to explode?_____

6. Did you place the bomb?_____If so, why?_____

7. What is your name?_____

8. What is your address?_____

Callers Voice: (circle any that apply)

Calm / Nasal / Angry / Stutter / Excited / Lisp / Slow / Rapid / Deep / Soft / Loud / Crying /Accent / Ragged / Distinct / Laughter / Normal / Clearing throat / Slurred / Disguised / Whispered / Deep breathing / Cracking voice.

If voice is familiar, who does it sound like?_____

Background Sounds: (circle any that apply)

Street noise / Voices / Factory machinery / Music / Crockery / Clear / Static / Motor / Animal noises / PA system / Local / Sirens / Horns / Phone booth / Long distance / House noises / Office machinery / Other_____

Threat Language: (circle any that apply)

Well-spoken / Incoherent / Foul / Taped / Irrational / Prepared message read.

Remarks:_____

Received by_____**Position**_____**Phone**:_____

Date:_____ **Time:**_____**AM/PM**

TRAINING

General: A continuing program of training and education for all team personnel is necessary to ensure maximum effectiveness of the TEAM. Individuals who are assigned under this plan will be given instructions in their specific areas of responsibility by the Emergency Coordinators.

Drills: The TEAM will participate in periodic drills as part of their training to familiarize themselves with proper emergency actions. Building occupants will also participate in partial evacuation (relocation) drills to become familiar with evacuation routes and emergency procedures.

Safety Emergency Team Monitors: Team members will participate in training sessions as related to their function in the plan, such as:

- Alarm and communication systems
- Evacuation methods and crowd handling
- Evacuation of handicapped persons
- Use of emergency equipment

Fire System Information

The Pittsfield State Building Fire System Response is used for the planning and evacuation purposes. The evacuation response for this building is to evacuate ALL floors in the event of any alarm activation. Occupants of each affected floor should evacuate immediately when they get the alarm notification on their floor. Floors not affected by the alarm will not get the alarm notifications. The sequence of alarm activations and required occupant actions are noted in the table below.

Alarm System Information

The Pittsfield State Building fire detection and alarm systems are fully automatic, and when activated, a number of operations happen simultaneously:

Pittsfield Fire Department is notified immediately
The Command Center is notified, and trained employees are dispatched to the location.

The activation of the fire alarm system immediately notifies Building Security that an emergency situation exists, automatically summons the Pittsfield Fire Department, and signals the occupants in the building to evacuate. Most fire alarm activations will call for evacuation. It is critical that all personnel exit the building immediately. Do not re-enter the building until the Pittsfield Fire Department gives permission to do so.

Activity	Alarm Sequence	Signals	Locations Needed	Actions Required
Alarm Activation	EVACUATION ALARM	Horns and strobe lights activate	Everyone immediately and carefully evacuates down the stairs.	Everyone immediately and carefully evacuates on to lawn away from building front and back lawn areas
Multiple Alarm Activations	EVACUATION ALARM	Horns and strobe lights activate	Everyone immediately and carefully evacuates down the stairs.	Everyone immediately and carefully evacuates on to lawn away from building front and back lawn areas
Alarm Silenced	ALL CLEAR (Fire Dept. must authorize)	(Fire Dept. must authorize)	Entire building, all floors all locations	Return to building or work floor in a calm and orderly manner.

Photo Identification and Access Cards

One card is issued to each employee in the Pittsfield State Building and is not transferable. Photo ID Cards are authorized for use only by the employee named and pictured on the card.

Walk-in ID hours:

Contact DCAMM Pittsfield Building Manager to schedule an appointment to receive a photo identification access card.

Replacement Cards:

Contact DCAMM Pittsfield Building Manager to obtain a replacement photo identification card.

Photo Identification Access Card Details:

DCAMM issues one nontransferable Photo ID Access Card (ID Access) to each employee. ID Accesses are only authorized for use by the employee named and pictured and are not issued to temporary employees, interns, vendors or contractors unless the Commissioner or Director of Safety / Security deems it necessary.

ID Accesses remain the property of DCAMM and must be surrendered upon termination of employment with the Commonwealth.

Incident Report Form

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

Please fill in applicable space on Page 1 and provide narrative information on Page 2. Completed reports should be promptly submitted to the Director of Security, Division of Capital Asset Management and Maintenance

Date of Incident:	**Time of Incident:**	**Day of Week:**
Date of Report:	**Report by:**	
Location (Specific):		

Type of Incident: *Check all that apply*						
	Injury	☐	Security Issue	☐	Threat	☐
	Fire	☐	MV Accident	☐	Assault	☐
	Theft	☐	Vandalism	☐	Other (specify)	☐

Involved Party:	**Telephone #:**	**Ext.#**
Agency?:	**Visitor:**	**Witness:**
Witness 1:	**Telephone #:**	**Ext.#**
Witness 2:	**Telephone #:**	**Ext.#**

Injuries? (Y/N)	**Description of Injuries (specific):**

Police/Fire/EMS Notified?	**Person Notified:**
BSB Staff Notified?	**Person Notified:**

Complaint against (if applicable): **Agency/Visitor**:

Sex:	Male ☐	**Race:**	_____	**Age:**	_____
	Female ☐	**Height:**	_____	**Eye Color:**	_____

Other Identifiers:

Dcamm only

Date Received: **Referred to:**
Comments:
Completed by: **Date:**

See additional paces for Incident Report Narrative/Information and After Action Report (if applicable).

INCIDENT # _____
Page __1__ of __3__

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

INCIDENT REPORT FORM
NARRATIVE OF EVENTS/INCIDENT

Narrative submitted by:	**Date:**

See additional paces for Incident Report Narrative/Information and After Action Report (if applicable).

INCIDENT # _____
Page __2__ of __3__

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

INCIDENT REPORT FORM
AFTER ACTION REPORT

This page is to be completed by Division of Capital Asset Management and Maintenance personnel.

EVENT

RESPONSE

COMMENTS

RECOMMENDATIONS/ACTION

Submitted by:	Date:

INCIDENT # _____
Page __3__ of __3__

Key Management

All Pittsfield State Building tenant agencies are requested to supply DCAMM with a key for access to their office areas to ensure quick response to fire, leaking water, or personal safety of any agency employee.

Lockouts

DCAMM will assist a tenant who is locked out of his/her office if the following conditions are met:

- There is staff on duty in the building of the request. DCAMM will not pay staff overtime or request an employee to return to work to unlock an agency door.
- The employee presents an employee photo identification card to the DCAMM staff member providing access. DCAMM will not unlock a door, until it is determined that the person is approved access in that area.
- The employee acknowledges in writing that authorization was given to open the agency's door.

Law Enforcement Access

Please use web-based form at:

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/law-enforcement-officer-access.html

Lost and Found

To report lost property, contact Building Operations Office at (413) 442-1893 in Room 107.

Please bring found items to Building Operations Office in Room 107.

ALL materials or lost items will be held for 30 day and then disposed.

Modification of Office Space

Any agency wishing to modify or renovate office space must notify DCAMM in advance and receive written approval from DCAMM prior to beginning any such projects. The notification shall include scope of work, the hours during which work will be performed, and the names of the contractors performing the work. Outside contractors hired by agencies to perform services must show written proof of DCAMM approval and workers must have CORI's performed prior to the project commencing. For major renovations, the tenant must obtain a building permit form from the Department of Public Safety at (617) 727-3200 and an electrical permit. DCAMM is not responsible for providing materials or labor for any modification or renovation of office space.

Terms and Conditions for Renovating or Modifying Office Space by outside vendors:
All approved construction shall be performed in a professional manner with only first-class materials.

- Quality control is the responsibility of the applicant and subject to review and inspection by DCAMM.
- The applicant shall redo or replace at its own expense any work not approved by DCAMM due to material or workmanship.
- All work is to be performed in a manner causing a minimum of inconvenience to the facility's employees and the public.
- The applicant shall not allow the accumulation of debris in or about the work site.
- Site clean-up and restoration is the responsibility of the Contractor and is subject to final review for approval by DCAMM.

Parking Policies and Procedures

It is the policy of DCAMM to allow only authorized personnel to park in facilities. No vehicle shall park in a Handicapped Accessible Parking Space without proper HP identification. Illegally parked vehicles are subject to tow and/or the loss of parking privileges.

Purposes:
To ensure a safe and orderly parking facility for authorized personnel. To state the procedure for removing vehicles using the Pittsfield State Building without proper authorization.

Policies:
It is policy of DCAMM to have vehicles that create a hazard to the facility or its occupants removed from DCAMM Parking Facilities. Further, DCAMM reserves the right to have any vehicle that does not have the proper authorization removed without warning. Such vehicles will be towed under DCAMM supervision and at the owner's expense. All parking spaces in DCAMM lots, including Handicapped Accessible Parking Spaces, are assigned through Agency Liaisons.

Procedures:
Any person who fails to follow designated parking procedures may be issued a warning by the Facility Manager.

Citations and Towing:
Unacceptable parking procedures include:

- Parking in a space marked "No Parking" or "Fire Lane"
- Parking in a Handicapped Accessible Parking Space without RMV-issued HP plates or placard
- Blocking access to an entrance or exit, blocking a legally parked vehicle, or parking in or across more than one space.
- Parking in a reserved space.

Vehicle Damage in Parking Facilities:
It is the policy of DCAMM to assume NO responsibility for loss of, or damage to, vehicles parked in DCAMM Parking Facilities. By accepting parking privileges, users agree to save harmless the Commonwealth and its agents from any such loss or damage.

Handicap Accessible Parking:
It is the policy of DCAMM that requests by Agency Liaisons for Handicapped Accessible Parking Spaces be made in the same manner as requests for regular spaces. The Handicap Accessible Parking Spaces are assigned from within any agency's allotted number of parking spaces, not in addition to the authorized number of spaces assigned.

Bicycle Parking:
It is policy of DCAMM to provide outdoor bicycle rack for the use of state employees who work in the State Facilities. Bicycles under no circumstance shall be ridden or walked through the lobbies/hallways of the facility or parked in any Office Space or Common Space, except where designated for bicycle parking.

Pest Control

Success in managing pests depends upon a collaborative effort of the Division of Capital Asset Management and Maintenance (DCAMM) management, building staff, contractors, food service personnel, the pest control contractor and employees. Procedures include education; minimizing sources of food, water and access; and requiring a prompt proactive response to complaints by employees and the Pest Control Contractor.

Policies:
It is the policy of DCAMM to ensure that all office spaces and common spaces are free of pests by educating its contractors and customers, following IPM procedures in accordance with Executive Order 403, and successfully managing its pest control contract; and to adopt and implement Executive Order No. 403, entitled Integrated Pest Management for Massachusetts State Agencies.

Preventative Measures:
Ensuring that food is not left in desks or on desktops or other areas accessible to pest;
Keeping individual workstations clean;
Removing recycled cans and bottles from offices daily;
Providing and using plastic or metal container with tight-fitting lids for the storage of organic material that agencies have a special need to retain;
Reporting any pest problems or conditions conducive to pest problems to the Facility Manager office at 617-631-4365

Education measures to reduce food clutter, etc.:
DCAMM Management responsibilities to make customers more aware include:

- Educating customer agencies and employees of their responsibilities eliminate food sources that attract and sustain insects and rodents in the workplace
- Educating cleaning personnel of their responsibility to eliminate food residues and to use thorough housekeeping practices in the workplace
- Educating personnel responsible for refuse management and recycling of their responsibilities to keep containers, and container areas scrupulously clean, and to ensure consistent and regular removal and disposal
- Educating building tenants of their responsibilities to provide organizational sanitation by eliminating excess paper, recycle paper and boxes for prompt removal, store materials off of the floor and away from wall and maintain closets and files with minimal clutter

Contact Pittsfield State Office Building, Facility Management Office to report pest activity.

Posting Notices or Posters

It is the policy of DCAMM to enhance the appearance of State office buildings by prohibiting the use of paper signs in DCAMM facilities.

No paper, cardboard, wooden, etc. signs shall be allowed in the Pittsfield State Building. No political campaign materials shall be displayed or posted in the Pittsfield State Building.

All posters/notices must be pre-approved by DCAMM or Facility Manager/DCAMM staff. If approved, posters/notices may be posted at a location determined by DCAMM. Failure to adhere to this procedure will result in the removal of posted material.

When permanent signs are needed, DCAMM will install them. Agencies may install signs with DCAMM's consent, provided they are consistent with other signs on the same floor and are ADA compliant.

Prohibited and Dangerous Items

Prohibited Items:
The following items are not permitted inside the building:

- Dangerous Weapons: Only sworn Federal, State, County and Municipal law enforcement officers duly authorized to carry a weapon may do so while inside the building.
- Cut fresh Christmas trees, wreaths etc.
- Open flames
- Smoking
- Pets or other animals with the exception of service animals
- Appliances, such as portable heaters

Dangerous Items:
The following are not permitted inside the Pittsfield State Office Building by anyone other than sworn police officers of the Commonwealth of Massachusetts or Federal law enforcement officers:

Firearms of any kind (see details below)

- Explosive devices of any kind
- BB or pellet guns
- Knives with blades greater than 3” long
- Mace, pepper spray or other chemical agents
- Stun guns or other device for directing an electrical charge at persons
- Other dangerous items, as determined by security officials or facility staff (see below)

All visitors, (e.g., anyone who is not a state employee or does not have ID Access) must submit to screening at a security checkpoint before entering the Building. Any visitor refusing to submit to screening will not be allowed entrance to the facility. Visitors are strictly prohibited from carrying any weapon (as listed above) while present in the Building.

Firearms:
Only sworn law enforcement personnel from Federal, State, County or Municipal agencies are authorized to carry a firearm or other weapon while present in the Pittsfield State Office Building. Those authorized officers must present valid agency identification to the Security Staff assigned to the building entrance. Following an inspection of proper credentials, the officer will be allowed to by-pass the screening equipment to enter the facility. Once permitted to enter the facility, the officer must ensure that the weapon remains on his/her person during their entire presence within the facility. Visitors in possession of a weapon must declare the weapon to Security Staff on duty at the entry point. Visitors are not permitted in the Building with weapons as defined in section 10(b) of Chapter 269 of the Massachusetts General Laws. Visitors will not be provided with secure storage areas for weapons. Visitors attempting to enter the building with weapons will be denied entry and advised to secure those weapons elsewhere and return unarmed.

Other Dangerous Items:
Building Security Staff have sole discretion to disallow any other item that may, in their opinion, present a threat to the safety and security of the building or its occupants.

Items determined to be dangerous by authorized officials, as noted above, will not be permitted into the building. At the discretion of the screening personnel on duty such items may, at the exclusive risk of the item's owner, be put aside at a nearby location and reclaimed by the owner after exiting the facility. Neither DCAMM, nor any of the agencies noted above, assume any responsibility for items left pursuant to this policy. The Massachusetts State Police will respond to all incidents where a concealed weapon is not declared yet disclosed during a security inspection. The Massachusetts State Police reserve the right to ask for and view the owner's permit to carry said weapon. Individuals in possession of firearms who are unable to produce a valid permit for that weapon are subject to arrest and confiscation of the weapon in accordance with Massachusetts' law.

All inappropriate comments compromising the safety and security of the building and/or personnel will be taken seriously and referred to the MA State Police for action.

Only State employees carrying a valid state employee identification card may be allowed to bypass a security checkpoint.

Security

It is the policy of DCAMM to provide a safe and secure working environment for employees and visitors to DCAMM facilities, through the prohibition of carriage of weapons or other dangerous items inside these facilities and to screen those entering the facilities to prevent the unauthorized conveyance of dangerous weapons into the facilities.

The Security Department:

- Manages building visitors and customers
- Manages security cameras which monitor the building and grounds 24/7
- Establishes and implements Security and Safety policies and procedures
- Provides Emergency Response Planning
- Manages contracts for security services and security equipment maintenance and repair
- Provides photo ID/access cards for employees
- Maintains key control
- Manages building parking operations

In addition, all visitors and vendors must stop at the Security Desk located in the main entry of the Pittsfield State Building. Vendors must notify Security of any delivery, also sign in and out at the main entrance Security Desk. Any contractor services scheduled to come to the building must receive approval from DCAMM prior to any delivery; provide maintenance, installation or services to building. Contractors will also be required to sign in and out at the main entrance Security Desk and may not gain access to User Agency premises unless they are greeted and accompanied by an employee of DCAMM or User Agency.

To contact the Security Department, email them at: security.dcamm@mass.gov
For more urgent issues, contact the Security Director at (857) 204-1237

Smoking Policy

No smoking is allowed in the building. Effective August 25, 1997, the Smoking Policy prohibits smoking in any area of any State Office Building, including bathrooms, stairwells, and garages.

Work Order Request

Please use the NEW CAMIS Tririga Request Central https://camis.dcp.state.ma.us/index.html work order system as of October 28, 2014.

If you have not received a username and password yet, please contact CamisHelpdesk.dcam@mass.gov