



STATE OF NEW MEXICO
 General Service Department
 Facilities Management Division
Facility Coordinator Handbook

FACILITIES MANAGEMENT DIVISION

STANDARD OPERATING PROCEDURE

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Introduction

This handbook is created to provide a handbook to the Facility Coordinator for reference and guidance for managing state property.

NMAC Rule / FMD Jurisdiction

Pursuant to Section 15-3B-4(A) (1), NMSA 1978, the **Facilities Management Division (FMD or Division)** shall “assign the use or occupancy of state buildings and lands under its jurisdiction to the state agency or political subdivision that may make the best and highest beneficial use of the property”. The Facilities Management Division is hereafter referred to as FMD or the Division.

Pursuant to Section 15-3B-4, NMSA 1978, “the Division shall:

1. Assign the use or occupancy of state buildings and lands under its jurisdiction to the state agency or political subdivision that may make the best and highest beneficial use of the property;
2. Regulate the use or occupancy of buildings and real property under its jurisdiction and make reasonable requirements for the continuation of that use or occupancy;
3. Establish space standards for buildings under its jurisdiction;
4. Have custody of all maps, deeds, plats, plans, specifications, contracts, books and other papers connected with state buildings under its jurisdiction;
5. Secure copies of all documents of title to all real property under its jurisdiction held in the name of the state or for the use of the state, and index those documents so that the status of real property held by the state under its jurisdiction can be readily ascertained;
6. Control the lease or rental of space in private buildings by state executive agencies other than the state land office, including inspection for code compliance and life and safety issues. The director may act as lessee on behalf of a state agency if the division determines it is in the best interest of the state;
7. Make rules for the conduct of all persons in round and about buildings and grounds under its jurisdiction necessary and proper for the safety, care and preservation of the buildings and grounds and for the safety and convenience of the persons while they are in and about the buildings and grounds.

Building Use Fees

The following **may** be implemented per Section 15-3B-19, NMSA 1978:

“**BUILDING USE FEES - TRANSFERS TO FUND.** The Secretary shall establish a schedule of building use fees for state agencies occupying space in state-owned buildings under the jurisdiction of the division. The building use fees shall equal the estimated cost for the next fiscal year of operating expenses for the division and planned and emergency repairs, renovations and purchase of physical plant equipment, provided that total fees shall not exceed ten million dollars (\$10,000,00) in any fiscal year. The building use fees shall be included in the budget requests of pertinent state agencies. At the beginning of each fiscal year, the Department of Finance and Administration shall transfer to the public buildings repair fund the amounts appropriated for building use fees.”

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Facility Coordinator

The Lead Agency shall designate an individual(s), and back-up individual to serve as the Facility Coordinator. The Facility Coordinator is the Lead Agency's and FMD's primary point of contact when dealing with any questions or issues that may arise concerning the Agency's use of buildings and grounds or real property assigned.

The Lead & Sub Agency shall designate a specific individual to serve as the Facility Coordinator in dealing with any questions or problems that may arise concerning the Agency's use of buildings and facility Premises. The Facility Coordinator serves as the contact person to FMD and represents their respective agency in facility related issues. The Facility Coordinator's responsibilities shall include but are not limited to:

1. Ensure the Premises are managed in accordance with FMD policy and procedures.
2. Reports promptly to FMD Project Manager (PM) any building system deficiencies, equipment failure, or property damage. Property Loss Notice form to be filled out can be found on the Risk Management Division web site.
3. Ensures occupants of the facility stay within authorized space allocations using the space needs assessment found on FMD website.
4. Works with FMD in the development of major projects, Agency moves, remodeling timetables, and cost estimates of projects.
5. Maintains and have available of Evacuation Plans accordingly to the International Fire Code (IFC) 2015: *(Evacuation Plan template can be found on the FMD website)*

404.3 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

404.4 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the *fire code official* for review upon request.

404.4.1 Distribution. The fire safety and evacuation plans shall be created and distributed by the lead agency. The lead agency has the responsibility to distribute to the tenants and building service employees. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency. All copies of plans created and distributed must also be submitted to FMD.

6. Each agency occupying space under an agreement needs to complete and submit a Space Needs Questionnaire (SNQ) on an annual basis, and or more times due to changes and needs of the agency and submit to FMD for review, which can be found at:

<https://www.generalservices.state.nm.us/facilitiesmanagement/assetleasingoverview.aspx>

Exemptions to the SNQ are made if housed in the following spaces: New Mexico Corrections Department-Inmate Housing, CYFD Juvenile Detention Center, and hospitals. Although the administration offices for the above -mentioned exemptions must submit a SNQ.

7. Pursuant to 1.5.24.22 NMAC, the lead agency shall provide to FMD annually, certifying that the necessary polices, standards, and practices are in place and are being appropriately

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exercised. If weaknesses or areas of concern are found to exist, the lead agency needs a corrective action plan to be developed and submitted to FMD. By July 1 of each calendar year, the lead agency shall provide to the property control division the name and contact information for the designated Facility Coordinator (FC) and a maintenance report on the form provided by the division that includes the following items:

- (1) budget for maintenance and operation for upcoming fiscal year;
- (2) list of all buildings, including square footage of buildings to be maintained;
- (3) contact name of person responsible for operation and maintenance of building(s);
- (4) number of state employees or contract workers assigned to perform building maintenance, landscape maintenance, custodial services and security;
- (5) list of critical maintenance contracts utilized for the purpose of maintaining the assigned building(s);
- (6) list of major repairs needed for each building.

8. Tenants in GSD buildings shall provide building utilities: electricity, natural gas, propane, and water. Bill data to the Facilities Management Division, **if** requested by F.M.D. This information shall include both consumption quantities and cost. This data shall be in electronic format, data files or scans of actual bills.

9. Any changes to the FC position should be reported promptly to FMD/AMB.

Alteration to Premises - Buildings and Grounds

Any changes or alterations to the existing structures or modification to the property **MUST** be approved by the FMD. The FMD has established a Modification Committee that is responsible for reviewing and approving all changes to State-owned property. All Agencies must submit the modification form(s) as follows:

1. Download the Modification form with instructions from the General Services Department – Facilities Management Division web page.
<https://www.generalservices.state.nm.us/facilitiesmanagement/assetleasingoverview.aspx>
2. All information required by the instructions will be provided.
3. All requests will include a scope of work, funding source, price quotes and drawings.
4. The Facility Coordinators will present their alteration request to the Modification Committee. The Agency may invite contractors to present proposals and answer technical questions.
5. The Modification Committee will meet and decide whether all requirements were met and approved, request additional information such as required *permits from CID* or disapprove the request.
6. Any alterations or improvements will become a part of the Premises and will remain with the Premises upon expiration of this agreement.

Art in Public Places (Section 13-4A-6 NMSA 1978)

If applicable, title to the Artwork is owned by FMD or DCA if on loan. Maintenance of the Artwork on a regular basis is essential to the integrity of the Artwork. The Lead and or Sub

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Agency shall reasonably assure that the Artwork is properly maintained and protected in accordance with the Artist's maintenance schedule, instructions, and the requirements of the State of New Mexico Department of Cultural Affairs New Mexico Arts Division Art in Public Places Purchase Contract. *Copies of the contract can be obtained from the NM Arts Division Art in Public Places.* Art cannot be relocated without FMD approval.

Naming of State Building is not allowed without FMD/GSD Approval

All requests MUST be submitted and approved by FMD and GSD Office of the Secretary.

Smoking (1.5.24.18 NMSA-Dee Johnson Clean Indoor Act)

Smoking is prohibited within 50 feet of the building. The agency shall be required to comply with NMSA 1978, § 24-16-3 et seq. Designated smoking areas will be established a minimum of 50 feet away from any entrance, ventilating systems or operable window in a building and the Lead Agency shall provide notice to all employees in the building regarding this location. This paragraph shall apply to Electronic Cigarettes (E Cigarettes) as per any future E Cigarette rules or policies as may be promulgated from time to time.

Ozone Depletion

The Lead and or Sub Agency shall prohibit the introduction of or the use of ozone depleting substances including CFC-based refrigerants in heating, ventilation, air conditioning, and refrigeration building systems.

Security

If the Lead and or Sub Agency is in need of additional security to support their specific function, the Agency is responsible for paying for such security.

Space Heaters

The Lead and or Sub Agency shall not use portable space heaters that are not pre-approved due to potential fire hazard.

Recommended waste reduction and recycling program

Addresses materials with a low per unit cost that are regularly used, and replaced through the course of business. These materials include at a minimum, paper, toner cartridges, glass, plastics, cardboard and old corrugated cardboard, food waste, and metals. Reuse, recycle, or compost 50% of the ongoing consumables waste stream (by weight or volume).1.5.24.22 NMAC

Hazardous Chemical, Biological, and Particulate Contaminants

The Lead and or Sub Agency shall reduce the exposure to building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

Cabling

The Lead and or Sub Agency may use risers or spaces within the building provided for the

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running of computer and other electrical cabling for the Lead and or Sub Agency's use. The Facility Coordinator must ensure:

1. The existing penetrations and cable trays are used, and the running of computer and other electrical cables in the building does not cause irreparable damage to the building, and does not block or impeded the functions, access, or operations of any fire safety systems, i.e. fire alarm, fire sprinkler system.
2. The integrity of the fire ratings is maintained.
3. The building is secured and fire stopping is reinstated where the computer and other electrical cables are run.
4. The use of the building for the running of the computer and other cabling is reasonable, having regard to the needs of the other occupants or prospective occupants.
5. All cables are to be labeled with sufficient detail to identify the occupant using the cables and the particular premises connected to the cables.
6. All redundant cables belonging to the Agency are removed.

High Performance and Sustainable Buildings

(Applies only for (LEED) Silver Certification Buildings)

The new facility exemplifies the General Services Department Facility Management Division's commitment to promote energy and water efficiency and to provide cost-effective facilities. The facilities were designed to meet the requirements for Leadership in Energy and Environmental Design (LEED) Silver certification, and incorporated design features to reduce its life-cycle cost and facilitate operations and maintenance. With continual attention to high performance building operations and maintenance, the Agency will provide a sustainable and safe environment for occupants and visitors. This building was designed to achieve 30% reduction in metered water use and 20% reduction in energy use over similar industry standards. Report building energy and water consumption annually using the EPA's ENERGY STAR® Portfolio Manager Tool

Final Inspection upon Move Out

1. FMD will meet with Facility Coordinator within 15 fifteen days of notification to review Tenant Agreement turn-in policies, modifications and alterations to buildings and structures, and any problems anticipated.
2. At a minimum the meeting to discuss the Turn-in of facilities will include:
 - a. How the facility will be returned to its original configuration.
 - b. Equipment and furniture removal and disposal.
 - c. Exterior and interior signage.
 - d. Excessive wear and tear, damage to the facility, repairs, etc.
 - e. Walk thru of the facility is **mandatory** upon move out. A check list will be provided by FMD to confirm the condition of the building and will require Agency's signature.
 - f. Procurement for contractors to remove modifications, furniture, equipment and disposal of refuse.
3. The Agencies are responsible for the facility until a new tenant can be found to occupy the building and take over operations and properly received from the Facilities

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Management Division. *Any damage caused by abandonment will be assessed to the Agency vacating.*

Additional Information & Links:

Facility Coordinator ensures the Premises are managed in accordance with FMD Policy and Procedures, to include but not limited to:

- 1.5.24 NMAC - Conduct on and Use of State Property
- 24-16-1 NMSA - The Dee Johnson Clean Indoor Air Act
- GSD-008 Security Camera Policy (*State-operated buildings in SF*)
- GSD-006 Loss Prevention & Control (LP&C) Program
- Facility Maintenance Standards

ELECTRONIC COPIES MAY BE OBTAINED ON-LINE at:

<https://www.generalservices.state.nm.us/facilitiesmanagement/assetleasingoverview.aspx>