

# TENANT INFORMATION MANUAL



**Detroit-Wayne Joint Building Authority**  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1316  
Detroit, MI 48226-3406  
(313) 309-2300

**December 2021**

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## Introduction

Coleman A. Young Municipal Center (CAYMC), located in the heart of Detroit's Central Business District, was designed by Harley, Ellington and Day Architects, and built by General Contractor the Bryant and Detwiler Company. Clad in white Vermont marble, the elegant seat of local government rises 20 stories (just shy of 318 feet) above street level at its highest elevation. The marble used in the first floor corridor and the Office unit's 13<sup>th</sup> floor corridor is Italian Loreda Chiaro; other corridor walls and floors are Italian Travertine. Three exterior walls are white Vermont marble, while the Randolph Street exterior is bricked to facilitate building expansion. In all, 28 varieties of marble, filling 295 railroad cars, were specified for the building.

The Center (originally known as the City-County Building), was planned, financed, constructed and now operated under the Detroit-Wayne Joint Building Authority. The raging Korean conflict of the early 1950s created a serious shortage of construction materials. Only through the personal intervention of President Harry S. Truman, who was aware of the project's importance to the community, were priorities secured. The historic words of President Dwight D. Eisenhower during the formal dedication ceremony acknowledged the unrivaled significance of the new structure. "... This new edifice overlooks the spot where Cadillac planted the flag of France two and one half centuries ago, the location of the Fort where through a generation the British flag flew, the site of the old Indian Council House where the Governor and Judges first established the government of the territory of Michigan one hundred and fifty years ago. So situated, it binds together the memorable enterprise and achievements of a historic past with the tremendous advances in all human activities that Detroit shall surely make in the years ahead."

Tenants, clients, and visitors enter the Center through the west lobby from the Woodward Street entrance, the Jefferson Doors to the South, or the Larned Doors to the North. Private parking is located to the east off Randolph Street, and is reserved for members of the executive, legislative and judicial branches and their designated appointees. The Building entrance at Randolph serves as a private entrance to tenants.

## **Property Description**

### Design Architects

Harley, Ellington and Day

### General Contractor

Bryant and Detwiler Company

### Construction Start

1952

### Dedication Ceremony

September 23, 1955

### Substantial Completion

January, 1955

### Height

318 feet above street level, 20 stories in the Court Center, 199 feet above street level and 14 stories in the City Center. There is also one full floor below street level, extending beyond the building footprint.

### Gross Area

745,783 square feet

### Foundations

A foundation of 127 reinforced concrete pillars, 4 ½ to 7 feet in diameter, and reaching 125 feet below surface to bedrock, support the Courts Center and Office Unit. The glass-faced Link Unit is a suspension between the Centers, to avoid structural weight upon the 13 ½ foot Bates sewer lying 21 feet below the ground line.

### Exterior Finish

Three exterior walls are white Vermont marble, while the Randolph Street exterior is bricked to facilitate building expansion. Decorative marble panels are interspersed between the single pane operable windows, and include aluminum mullions at spandrel joints. The Link area is totally clad in single pane glass, and exterior columns are clad in stainless steel.

### Elevators

Fourteen high-speed, computer controlled passenger elevators in two banks service the Center. Cab interiors consist of stainless steel doors, wood veneer walls with faux glass mirrored insets, and drop ceilings. A freight elevator services the center from the Office Tower, and a private elevator for use by judges and prisoner transport services each floor of the Court Tower.

### Heating, Ventilating and Air Conditioning (HVAC)

Major equipment includes two 900-ton centrifugal chillers with three operator selectable 2095 gallon chilled water pumps located in the central plant one level below grade. Condenser water for the chiller operation is supplied from the River Water Pumping Station in the Renaissance Center complex. Nine major air

handling systems provide heating and cooling throughout the complex. In total, over 560,000 cfm of air is continually circulated throughout the complex. These systems are constant volume, dual duct design, which provides both heated and cooled air throughout the entire year. Steam for heating the domestic hot water and tempering the air handling units is supplied by Detroit Thermal LLC.

#### Electrical

DTE Energy provides power through two incoming power lines of 13,200 volts to primary transformers and switchgear owned and maintained by the building. Total power capacity is 7,250 KVA, more than adequate for a facility of this size. Standard transformed power is provided to panels and Motor Control Centers distributed throughout the building at 120 volt and 480 volts respectively.

#### Fire and Life Safety

The antiquated Simplex manual system has been upgraded to a Honeywell, Silent Knight System. Manual pull stations and emergency handsets have been included in this phase, as well as smoke detection monitoring in the major air handling systems. Phase two will bring the system fully up to compliance conditions once engineered and installed.

#### Building Controls

A Siemens Apogee computer-based HVAC management system controls air handling units and monitors several independent temperature zones throughout the complex. The system provides flexibility for central plant start up and shut down, outdoor air conditions and for after-hours temperature setbacks and warm up cycles. Energy consumption is tightly controlled through constant operator involvement through the monitoring of this system.

#### Building Security

Building security constantly monitors the fire life safety, elevator and security systems, monitoring cameras and card access readers and pedestrian access points. Interior and exterior surveillance cameras are monitored at a control console on the first floor. Surveillance is recorded at the Security Command Center on the

#### Amenities

The Center features the following amenities:

- A 550-seat auditorium
- Sundry shop located on street level
- Credit Union branch street level of Office Tower
- DivDat kiosks for payment of property taxes and utilities
- ATM's located in the lobby and the 2<sup>nd</sup> Floor
- A skywalk bridges the Center to retail at the Millender Center, People Mover Station, and the Renaissance Center

Property Management

Overseeing the building's day-to-day functions and assuring that all systems operate as intended is a staff of experienced professionals. Property managers, engineers, and maintenance personnel dedicated to the highest standards of personal service are located on-site. Ongoing maintenance programs ensure lasting quality and uninterrupted service. Response to tenant requests is prompt, courteous, efficient and people-oriented.

**Property Name and Mailing Address**

Building Address

Coleman A. Young Municipal Center  
2 Woodward Avenue  
Detroit, Michigan 48226-3441

**Note:** The Building vanity address is the Coleman A. Young Municipal Center, but in an emergency situation, the street address, **2 Woodward Avenue**, should be given to fire or police departments.

Tenant Mailing Address

*Tenant Name*  
Coleman A. Young Municipal Center  
*Suite Number*  
2 Woodward Avenue  
Detroit, MI 48226

Management Office Address

Detroit-Wayne Joint Building Authority  
Coleman A. Young Municipal Center  
Suite 1316  
2 Woodward Avenue  
Detroit, MI 48226

Telephone Number:

(313) 309-2300

Fax Number:

(313) 309-2400

24-Hour Security Number:

(313) 309-2320 or (313) 309-2321

## **Property Hours of Access**

Monday through Friday	7:30 a.m. to 5:30 p.m. Open public access 5:30 p.m. to 7:30 a.m. Limited access to tenants and guests
Saturday	Limited access to tenants and their guests
Sunday	Limited access to tenants and their guests
National Holidays	Limited access to tenants and their guests

### Loading Dock

Monday through Friday	8:00 a.m. to 5:00 p.m. Limited access 6:00 p.m. to 6:00 a.m. Access by reservation only
Saturday	Access by reservation only
Sunday	Access by reservation only
National Holidays	Access by reservation only

### After-Hours and Weekend Access

Authorized tenants and their guests may gain access to the Center after hours through the East (Randolph) doors.

Before gaining access to the elevators, guests must obtain security clearance via properly authorized forms or by tenant escorts. Tenants are required to submit an authorized memo to the D-WJBA prior to the arrival of a guest. All guests must sign in at the Security station at the Randolph entrance.

A sign-in and sign-out register is maintained at the Security station, and all persons entering or leaving the building after 6:00 p.m. and on weekends will be required to sign the register.

### Parking Lot

The parking lot located at the east edge of the property is reserved for elected officials and their designated appointees. At no time should any unauthorized personnel enter the lot. Please see Exhibit D for parking policy

### Handicapped Ingress and Egress

During normal business hours handicapped ingress and egress is provided through handicapped doors located at each entrance to the Center. After-hours access is through the east (Randolph) handicap door.

### Access Control (ID) Badges

Tenants are required to use their assigned access control badge for entrance to the Center. Employee entrances at the Randolph door and the second floor Skywalk are equipped with turnstiles requiring employees to present their ID badge to gain entry.

Employees without a badge must use the public screening checkpoint as a means of entry, without exception. Unauthorized use of an access control badge shall result in the forfeiture of said badge.

#### **Note:**

Please come to the D-WJBA Office to obtain Building Access Control Badge Applications.

### **Deliveries**

#### Loading Dock

The Loading Dock entrance is located off Randolph Street on the northeast corner of the property. This entrance is restricted and should not be used for routine access to the Building.

#### Hours of Operation

Monday through Friday	8:00 a.m. to 5:00 p.m. Limited access 6:00 p.m. to 6:00 a.m. Access by reservation only
Saturday	Access by reservation only
Sunday	Access by reservation only
National Holidays	Access by reservation only

#### Deliveries During Business Hours

All deliveries to the building must be made via the Loading Dock, and with the freight elevator when applicable. Deliveries to the Court Center



must be made through the lower level using one of the six passenger elevators. Such deliveries should be limited to less than 500 lbs. **The use of pallet jacks on passenger elevators is strictly forbidden.**

**No deliveries should be made through the main lobby doors, hallways, or passenger elevators.**

During business hours the freight elevator operates with access cards and is available on first come, first serve basis. For after hours and weekend use (which is supervised by the Building Security staff) freight reservations must be made through the D-WJBA using official letterhead of requesting party, with an authorized signature of department management.

A dock attendant is on duty to assist with deliveries from 8:00 a.m. until 5:00 p.m. Monday through Friday. All delivery personnel are required to check in with the dock attendant to get their key card for the service elevators. Be prepared to present the following information:

- Tenant for whom delivery is intended.
- Floor number/suite number.
- Approximate amount of time needed for delivery.
- Keys for vehicle.
- Acceptable proof of identification.

All materials must be taken directly from the loading dock to the delivery location. Each tenant must make the necessary arrangements to receive such items. No materials of any kind are permitted to be stored or piled in hallways or loading areas. Materials found in these areas will be removed.

The dock supervisor will make every attempt to accommodate delivery trucks. Space is limited; therefore, deliveries are limited to 30 minutes.

Improperly parked vehicles or vehicles blocking sidewalks shall be subject to the rules and regulations of the Detroit Parking Enforcement Agency. Under no circumstances shall the D-WJBA be responsible for improperly parked vehicles or space availability.

Advanced notice must be given to the D-WJBA for all shipments listed.

- Deliveries taking longer than 30 minutes
- Oversized items
- Extremely heavy items
- Before or after normal business hours, including weekends
- Large orders involving many items (i.e. move-in or move-out)

Rubber wheeled carts must be used. Carts should be handled with care so damage to painted surfaces, floors, and walls can be prevented.

Damage to elevators, walls, floors, etc., must be reported to the D-WJBA for evaluation. The cost of repairing the damage will be the responsibility of the owner of the materials being moved.

#### After Hours Deliveries

To avoid delays with after hours and weekend deliveries, please make advance arrangements with the D-WJBA. **Delivery personnel will be turned away without prior notification.**

#### **Security Staff**

Security Staff is on duty 24 hours a day. The Security Command Center is located in Room 156 of the Center. To contact the Security Staff after hours, call (313) 309-2320.

The Security Staff is to monitor and aid access control of the main lobbies and all common areas. Individual tenants are each responsible for the security of their respective areas; however, feel free to call upon the Security Staff for assistance at any time.

The Security Staff is not armed and is only intended to provide information, to help access control, and to deter crime. Actual enforcement of local laws is the role of the Wayne County Sheriff Department and the Detroit Police Department, who should be contacted along with the D-WJBA if situations arise which exceed the responsibility of the Security Staff.

#### Property Removal Pass

As part of access control a property pass must accompany any items not readily identifiable as personal property being removed from the building at anytime. All passes must be submitted to the Security Staff at the Randolph Entrance when exiting the building.

Advance written notice to the D-WJBA is required in addition to a property pass on weekends and before or after normal business hours to remove large items or a large number of items from the building.

A valid property pass is typed on Tenant's letterhead and must provide the following:

- Tenant name, suite number and telephone number

- Current date
- Identity of person authorized to remove the items listed
- List specifying items authorized for removal
- Signature of Tenant Representative

## Security Tips

The D-WJBA takes many precautions to protect tenant property; however, tenants are wholly responsible for the security of their suite. By following a few simple steps, much can be done to eliminate or reduce incidents of theft or intruders.

- Never leave a suite door unlocked while the reception areas are unattended--even if it is only momentarily. This may be the single most important step in preventing thefts and intruders from entering your suite. They know it's not uncommon for reception areas to be left unattended, especially when a department is opening up for the business day, at noontime, and at the close of the business day.
- Rear doors or secondary entrances should be kept locked at all times.
- Hang coats and wraps away from the entrance to the office to reduce the possibility of their being easily stolen while you are busy. Keep valuables out of sight at all times. Minimal amount of cash should be kept in the office. Both stamps and cash should be locked in an office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible. **Note:** The bottom left hand drawer is the first place a professional thief will look.
- Lock desks when unoccupied.
- The Center prohibits all solicitors and peddlers. While there are many legitimate solicitors, most tenants do not desire to be bothered. Please call the D-WJBA immediately to report all solicitors and peddlers so that they may be properly escorted from the building.
- Do not let persons other than your employees and registered visitors into building restrooms.
- Building personnel are always ready to properly identify themselves. **Persons posing as working for the building, which**

**you may not recognize, should be reported to the D-WJBA immediately.** Every tenant has the right and responsibility to question all those who enter their suite for proper identification.

- Legitimate messenger service personnel carry proper identification. If a messenger does not produce identification when asked for it please call the D-WJBA immediately.
- Receptionists should be instructed to keep all visitors in the reception area, and ask the person being visited to come out and greet the visitor. This will reduce the possibility of unauthorized people entering a tenant space.
- Valuables should be stored in a safe place. Doors should be locked after hours. The D-WJBA and/or Security Staff should be contacted if any strangers behaving in a suspicious manner are noticed in the office areas. Only with tenant cooperation can a secure building be maintained.

## **Moving Procedures**

Movement of furniture, office equipment, construction materials, or any other items requiring more than 30 minutes in or out of the Center is restricted to weekends, or weekdays after 6:00 p.m. through 6:00 a.m. The D-WJBA adheres to the following procedures to make Tenant moves as efficient as possible and to maintain the comfort and safety of the occupants.

- Since use of the freight elevator is on a first-come, first-serve basis, it is advantageous to reserve an elevator as soon as a confirmed move date is available.
- To reserve the freight elevator, call the D-WJBA to schedule an available time, and submit the request in writing. The written request should specify date and time of move, name of the moving company, estimated time of completion, and a brief description of items to be moved.
- The Tenant is required to notify the moving company and request a Certificate of Insurance to be sent to the D-WJBA prior to the move date. Please contact the D-WJBA at (313) 309-2300 for proper additional insured information.
- Should the Tenant require Security staff to coordinate and/or monitor the move, or need a member of our maintenance staff for

cleanup, the D-WJBA can arrange these services at a charge to the Tenant at the current rate per hour.

- The Tenant is responsible to ensure that the delivery company adheres to the prescribed rules and regulations regarding their move or delivery.
- The protection of Center corridors, doors, stairwells, elevator floor coverings, public areas, lobbies, and service areas are the responsibility the tenant and/or moving company. More specifically:
  - Protection of Center floor covering of masonite or plywood along the prescribed route of movement through the Center as outlined by the D-WJBA.
  - Protection of elevator lobbies, building corridors, and doors by cardboard, plywood or other pre-approved materials by the D-WJBA.
  - The protection of elevator and entrance doorframes by 2 x 4 boards at 90-degree angles taped to the doorframe is required.
  - The movement of materials, furniture, etc. is limited only to those corridors, stairwells, elevators, and service areas designated by the D-WJBA.

## **Aware Work Order System**

### Web-Based Work Requests

In an effort to reduce delays in responding to tenant requests, the D-WJBA implemented the Aware Work Order System. When the system was launched, at least two employees from each department were trained to enter work requests through the web form. If you are not sure who is trained in your department, please contact the D-WJBA management office at 313-309-2300 and we can provide their contact information.

Requests for work through the D-WJBA should only be made through Aware, and not phoned. We strive to respond to calls quickly and efficiently. On a normal day with no emergencies or extreme temperatures outside, we strive to respond to requests in less than 30 minutes. This response time will vary according to various situations that may be occurring in the building at the time of the request.

Once a work request is entered, the entire D-WJBA Management and Maintenance teams are alerted via email. The individual making the request also receives an email with the Work Order number and the status of the request.

Certain work requests may be considered “non-standard” and are billable. For a list of “standard” vs. “non-standard” work requests, including a current cost schedule, please refer to Exhibit A in the Appendix

## **Send Word Now Mass Notification System**

Tenants are qualified to register to receive emergency notifications through the DWJBA’s the Send Word Now mass notification system. Please use the form in Exhibit H and send to Cynthia\_montgomery@dwjba.com.

## **Heating Ventilation and Air Conditioning (HVAC)**

### Hours of Normal Operation

Conditioned air (heating and cooling) is provided during the following hours:

Monday through Friday	6:00 a.m. to 6:00 p.m.
Saturday	6:00 a.m. to 12:00 p.m.

### Requests for Overtime HVAC

When conditioned air is needed during non-normal business hours the following procedures should be followed to request overtime air at the current rate per hour

Requests must be made in advance through the Aware Work Order System. **The D-WJBA must receive notification by 2:00 p.m. of the workday afternoon proceeding the requested overtime HVAC.**

The following information is required on the request:

- Requesting individual's name and/or authorized representative name (printed and signed, if different than requesting individual)
- Tenant Name
- Floor Number
- Date, start and ending times (Note: a.m. and p.m. must be used)

Failure to complete any of the above steps may prohibit Engineering from honoring this request. To conserve energy, please request only those hours necessary and turn any unnecessary lighting and equipment off. Invoices for overtime air will be sent out at the end of every month.

#### HVAC Temperature Adjustment

Contact the D-WJBA during business hours to report a hot or cold area within your space via the Aware Work Order System. Please contact the D-WJBA if you do not know who in your department is responsible for making work requests. Please be prepared to give the receptionist the following information:

- Your name
- Tenant name
- Individual requesting adjustment
- Specific area and required adjustment(s)

**Please note that space heaters are unsafe, damaging to electrical systems, and strictly forbidden in the Building (fine schedule can be found in Exhibit A).** In addition, space heaters disturb the accuracy of the building thermostats causing surrounding employees to be cold. If there is a severe problem with cold temperatures in your space, please contact the D-WJBA.

## **Keys and Locks**

For new locks or keys, please submit a Work Request through the Aware Work Order System and provide the following information:

- Your Name
- Floor Number
- Specific office location
- Services to be performed
- Number of Keys required
- Key I.D. number (if known)

In general, most keys can be created by properly specifying an office location and lock type in the building. In the event insufficient identification exists to determine the proper pin arrangement, the tenant will have to supply the key.



## **Janitorial Services**

The D-WJBA is committed to first-class janitorial service. The look and feel of a building is greatly influenced by how clean it is.

General office cleaning is provided Monday through Friday except designated national holidays. Should you need cleaning or trash removal beyond the ordinary services provided for in your lease, the D-WJBA schedules such additional services upon request and receipt of a completed Aware Work Request. Additional cleaning services may be contractually arranged or scheduled periodically as necessary. All additional cleaning costs will be billed directly to the requisitioning tenant.

The D-WJBA, cleaning supervisors, and Building Security staff regularly inspect the premises to ensure a high quality of maintenance. However, should a problem arise, please contact the D-WJBA. We welcome your inquiries and suggestions.

The following is a general overview of the standard cleaning services:

### General Services

- Paper products will be replaced in the restrooms twice daily. Lavatory counters, fixtures and trash receptacles are wiped down twice daily. Any items needing attention not included above should be reported to the D-WJBA.
- Elevator cabs are vacuumed and all smudges and fingerprints are removed from metal surfaces twice daily.
- There is constant surveillance of the lobby and sidewalk areas to ensure cleanliness. When necessary, all spills will be cleaned with a damp mop. All fingerprints on doors, glass, metal, and handrails are removed at least three times daily. Trash is removed from sidewalk areas as necessary.
- Containers are provided at all entrances to extinguish and properly dispose of cigarettes. The Coleman A. Young Municipal Center is a non-smoking facility. Discarded cigarette butts are a hazard to

the environment and wildlife, and unsightly to the entrance of a Class A building. Please dispose of cigarettes properly.

- The first-floor exterior is maintained as needed. Door glass will be spot-cleaned at least once daily.
- The loading dock and lower level service hallway to the garage and loading dock will be policed for trash.
- All special cleaning needs of individual tenants will be performed as authorized by the D-WJBA.
- All public telephones will be wiped clean at least two times daily.
- Lobby runners/carpet will be utilized when appropriate.
- All waste receptacles will be emptied. All trash liners will be replaced as needed. The contractor supplies all waste bags; extra bags may be placed in the bottom of the containers.
- The cleaning contractor has been notified that under no circumstances should trash be staged on the carpeting outside of the elevator lobbies.
- All unencumbered horizontal surfaces, desks, chairs, tiles, telephones and picture frames will be hand-dusted or wiped clean with damp or treated cloth. Materials on desks should not be rearranged. Cluttered desks or surfaces will not be cleaned unless special arrangements are made with the D-WJBA to protect tenant valuables.
- Drinking fountains and water coolers will be cleaned and sanitized.
- All windows, glass doors, and sidelights in entrances to tenant suites, and partition glass including lobby glass will be spot-cleaned.
- All finger marks and smudges from vertical surfaces including but not limited to doors, door frames, switch plates, light switches, push plates, handles, railings, etc., will be removed.
- All tiled areas will be damp-mopped and wiped dry.
- All plastic and Formica desktops will be damp washed and wiped dry.

- Internal stairways will be swept or vacuumed if carpeted. Handrails and vertical surfaces will be dusted.
- Upon completion of nightly duties, the floor supervisors will ensure that all offices have been cleaned and left in a neat and orderly condition. All lights will be turned off and all areas properly secured. Supervisors will be responsible for completing a Nightly Supervisor Checklist which details any problems encountered during the course of cleaning either a tenant space or public area.

Services Performed as Necessary or in the Frequency Stated

- Waste receptacles will be cleaned as needed.
- Floors will be damp-mopped where spillage occurred or dirt was tracked in.
- All non-carpeted floors will be machine-buffed not less than monthly. Floors will be stripped and re-coated three to four times per year. Baseboards will be washed and cleaned.
- Carpeted areas will be spot-cleaned. Major carpet cleaning is a special service that may be arranged through the D-WJBA.
- High dusting not reached in the nightly cleaning will occur not less than once every three months on light fixtures, signage, pictures, frames, charts, graphs, and similar wall hangings, cabinets, files, closets, registers, blinds, and window frames.
- All perimeter slot diffusers and wall grilles will be vacuumed and dusted on an annual basis.
- Windowsills will be washed.
- Fire extinguishers/fire extinguisher cabinets will be dusted.
- All doors will be dusted.
- Baseboards, chair rails, trim, louvers, moldings, and other low dust areas will be dusted not less than monthly.
- The interior glass partitions will be spot-cleaned.
- Interior building metal wiped clean no less than once per week.

## Restrooms

### Services Performed Nightly

- All sanitary disposal receptacles will be emptied, washed and disinfected.
- All towel disposal receptacles will be emptied.
- All basins, both sides of toilet seats, urinals and toilet bowls will be washed and disinfected.
- All mirrors and powder shelves will be cleaned and polished.
- All tile walls, doors, and outside surfaces will be dusted and cleaned. All water spots from walls and surfaces next to dispensers and receptacles will be cleaned. All light fixtures will be spot-cleaned.
- Flushometers, piping and other metal will be cleaned.
- Toilet tissue, soap, towel and sanitary napkin dispensers will be filled. Extra supplies should not be left on top of dispensers or on countertops.
- All receptacles will be emptied, replaced and sanitized nightly
- Floors will be swept, wet-mopped, and thoroughly rinsed and dried nightly. All corners and edges will be cleaned to prevent dirt buildup. Standing water on the floors will be wiped clean. Drains will be rinsed with water and grilles cleaned.

### Services Performed as Necessary or in the Frequency Stated

- All floors will be scrubbed at least once monthly to remove and prevent buildup of dirt in grout.
- All partitions, tile walls and enamel-painted surfaces, will be thoroughly washed and polished at least once monthly.
- All walls will be dusted quarterly.
- All walls will be washed annually.
- High dusting and light fixtures will be cleaned annually.

- Air vent grilles will be cleaned quarterly.
- Hard water deposits will be removed from vitreous fixtures.
- Interior surfaces and exterior glass will be cleaned once per year.

### Elevators

#### Services Performed Nightly

- Walls will be spot-cleaned.
- Finished metals and floor buttons will be dusted or damp-wiped.
- All thresholds will be cleaned and polished.

#### Services Performed as Necessary

- Light lenses will be dusted and damp-wiped.
- Ceilings will be dusted.
- Carpets will be cleaned.
- Hall side of doors and frames will be washed.

### Elevator Lobbies and Public Corridors

#### Services Performed Nightly

- Hard-surfaced flooring will be dusted and swept.
- Tile/terrazzo flooring will be washed and dried.
- Carpeting will be vacuumed
- Waste receptacles will be emptied and cleaned.
- Baseboards, trim, louvers, pictures, charts, graphs, doors, doorjambs, and headers 8' and below will be dusted.

- Dirt, finger marks and smudges will be removed from doors, door frames, walls, switch plates, light switches, glass push plates, handles, railings, moldings and trim, etc.
- The terrazzo flooring will be spray-buffed.

#### Services Performed as Necessary or in the Frequency Stated

- Tile terrazzo flooring will be machine stripped and refinished not less than once every two months.
- Carpeting will be spot-cleaned as needed.

### Lobby

#### Services Performed Nightly

- Stone will be swept, mopped, and dry-polished.
- All edges and corners will be cleaned. All edges and corners will be machine-cleaned as necessary.
- Glass doors adjacent to glass panels and top of revolving doors will be cleaned.
- All metal doors, doorframes, etc., will be cleaned and polished.
- Vases, vase stands and other horizontal surfaces will be dusted.
- Pay telephones will be cleaned.
- Top and sides of security desk will be cleaned.
- All walls will be spot-cleaned.

#### Services Performed as Necessary or in the Frequency Stated

- Marble walls will be dusted or washed.
- All air diffusers/grilles will be cleaned.
- All transoms will be cleaned and polished.

- Mats will be cleaned, washed and shampooed.

#### Building Stairways and Landings

##### Services Performed as Necessary or in the Frequency Stated

- Trash and gum will be removed daily.
- Stairways and landings will be swept and spot-mopped not less than weekly.
- Stairs and landings will be washed not less than monthly.
- Handrails and other vertical members will be dusted not less than weekly.
- All vents and painted piping will be dusted and washed.
- Finger marks and smudges on doors will be removed.
- Transoms high and low will be cleaned.

#### Service Hall – Freight Elevator Vestibules

##### Services Performed Nightly

- Halls and vestibules will be swept and wet-mopped.
- Halls and vestibules will be spray-buffed not less than weekly.
- Halls and vestibule floors will be stripped and re-coated as necessary.
- Transoms high and low will be cleaned.
- Finger marks and smudges will be removed from doors.
- All vents and painted piping will be dusted and cleaned.

Services Performed as Necessary or in the Frequency Stated

- Light fixtures will be dusted not less than annually.
- Walls will be spot-cleaned.



## **Property Rules and Regulations**

- Mask must be worn in all common areas of the Center regardless of vaccination status
- Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by tenants or used by any tenant for any purpose other than ingress and egress to and from the leased premises and for going from one part of the Center to another.
- Plumbing fixtures and appliances shall be used only for the purpose for which they are designated. No sweeping, rubbish, rags or unsuitable material, including toxic or flammable products, shall be thrown or placed therein. Damage resulting from any such tenant misuse of fixtures or appliances shall be paid by the tenant, and the D-WJBA shall not be responsible, therefore.
- No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or any other part of the Center visible from the exterior, or any common area or public areas of the Center. Tenants must not deface any part of the Center.
- Picketing and rallying within the Center or on the property is not permitted
- Smoking is not permitted in the Center. A designated smoking station is located outside of the Randolph Entrance. Ash urns are located at each street level entrance, and smoking is permitted outside of at least fifteen feet from doors
- The soliciting of alms and contributions, political soliciting, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, political advertising, or the collection of debts, in or on property, is prohibited.
- No tenant shall place any additional lock or locks on any door in its leased area without the D-WJBA's prior written consent. Keys to the locks in each tenant's leased area shall be furnished to each tenant. Additional keys can only be obtained through the D-WJBA.

- All tenants will refer all contractors, contractors' representatives and installation technicians tendering any service to them to the D-WJBA for the D-WJBA supervision, approval and control before the performance of any contractor's services. This provision shall apply to all work performed in the Center, including but not limited to, installation of telephones, electrical devices, HVAC, attachments and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the Center.
- The D-WJBA shall designate the weight and position of safes and other heavy equipment to insure proper weight distribution. A structural engineering analysis may be required and will be charged to the tenants. All damages done to the Center by moving any property of a tenant or done by a tenant's property while in the Center shall be repaired at the expense the tenant.
- No person while on property shall carry concealed weapons except for official purposes
- Corridor doors, when not in use, shall be kept closed.
- Each tenant shall cooperate with the D-WJBA in keeping the leased area neat and clean. No tenant shall employ any person for the purpose of cleaning other than the Center's cleaning and maintenance personnel without prior approval by the D-WJBA. The D-WJBA shall be in no way responsible to the tenants, their agents, employees or invitees for any loss of property from the premises or public areas or for any damages to any property therein from any cause whatsoever.
- Should tenant require a telegraphic, telephonic, enunciator or other communication services, the D-WJBA will direct electricians as to where and how wires are to be introduced and placed, and none shall be introduced and placed except as approved.
- Tenants shall not make or permit any improper noises in the Center or otherwise interfere with other tenants or persons doing business in the Center.
- Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No animals (with the exception of service dogs) shall be brought into or kept in, on or about any tenant's area.

- No machinery of any kind, other than normal office equipment, shall be operated by any tenant on its leased area without the prior written consent of the D-WJBA, nor shall any tenant use or keep in the Center, any flammable or explosive fluid or substance except in accordance with local fire codes and procedures approved by the D-WJBA.
- No portion of any tenant's leased area shall at any time be used or occupied as sleeping or lodging quarters.
- The D-WJBA will not be responsible for lost or stolen property, money or jewelry from tenant's leased area or public areas regardless of whether such loss occurs when area is locked against entry or not.
- Tenant will not cause or allow any odor the D-WJBA finds objectionable to emanate from its leased area.
- The D-WJBA reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as its judgment shall, from time to time, be needful for the safety, protection, care and cleanliness of the Center.

# **EXHIBIT A**

## **Standard and Non-Standard Building Services**



To: Stakeholders and Leadership of the Coleman A. Young Municipal Center

From: Gregory R. McDuffee  
Executive Director, Detroit-Wayne Joint Building Authority

Date: July 1, 2021

Re: Standard and Non-Standard Building Services

Dear Friends,

On a daily basis, the Detroit-Wayne Joint Building Authority (DWJBA) receives many requests for a wide variety of services. The majority of these requests are regarded as “Standard Services” meaning they are performed by the responsible member of our team without any additional charge to your department.

From time to time we receive requests considered to be “Extra Services” which result in a billable service being provided to your department or division by our staff. When we receive such requests, an estimate is provided to the department for approval, and upon completion an invoice is issued to the department by the DWJBA.

An updated menu of billable items is attached to this memo. Notable changes to the previous menu include;

- Overtime HVAC ,with a billable charge of \$300/hr which covers the cost of a licensed operator to be on-site (required by code) as well as the cost of utilities associated with running the chiller(s) and air handling units. There is a four-hour minimum associated with this service
- Security Guard service for events held outside of hours of operation which require extra security coverage
- Elevator technician service for events where large crowds are expected

Please refer to the attached when making these requests, or feel free to call us at 313-309-2300 with any questions you may have.

## **Coleman A. Young Municipal Center – Building Services**

The following distinguishes Standard Building Services pursuant to the lease agreement and included in the rental payments from additional tenant services that are considered Extra Service and Capital Improvements. The costs of these extra services and capital improvements are invoiced by the Authority to the requesting government entity, department or agency in addition to the regular rental payment

### **STANDARD BUILDING SERVICES**

- Daily cleaning and janitorial services.
- Snow removal and landscaping.
- Elevator maintenance.
- Repairs to and the maintenance of the common building areas and elements including public restrooms.
- Repairs to and the maintenance of the common elements of the heating, ventilation and air conditioning (HVAC), electrical and plumbing systems.
- Insurance premiums for D-WJBA property and related public liability.
- Common area security guard services for at the ground floor level areas and points of access.

### **EXTRA SERVICES & CAPITAL IMPROVEMENTS**

- Maintenance of and repairs to tenant improvements made within the demised leased areas included but not limited to restrooms, plumbing and electrical fixtures, carpeting and floor coverings, window treatments and supplemental heating and cooling equipment
- The removing and/or installation and repair of furniture, equipment, files and fixtures and the hanging of pictures and accessory
- Additional tenant-requested overtime HVAC (the use of HVAC during unoccupied hours, i.e. after hours and weekends)
- Cleaning and janitorial services (beyond standard) including paper and cleaning products for facilities within the tenant's demises area
- Additional utility bill-back charges and equipment maintenance and services charges for supplemental heating and cooling units and the utility bill-back charges for the estimated costs to operate electrical equipments and appliances including refrigerators, microwave ovens and commercial vending machines
- Additional tenant-requested security guard services
- Additional tenant-requested elevator technician coverage
- Building signage installed at the tenants request
- Capital improvements requested by the tenants that will include the replacement of carpeting and/or floor coverings, painting, ceiling repairs and replacements, window coverings, electrical and plumbing services, outlets and fixtures, supplemental heating and cooling units, keys, locks, access controls, card readers, doors and hardware beyond the suite entry door, and the replacements or installation of wiring and equipment to support telephone, communications and ITS systems

**Coleman A. Young Municipal Center  
Extra Building Services Cost Schedule  
Effective July 1, 2021**

Service	Rates		
	Rate/hr	OT Rate/hr	Material
<b>Maintenance</b>			
Plumbing (\$/hr + Material)	\$ 101.00	\$ 151.50	TBD
Electrical fixtures (\$/hr + Material)	\$ 101.50	\$ 152.25	TBD
Window treatments (per window)	\$ 150.00		TBD
Picture/White Board Hanging	\$ 87.00	\$ 130.50	TBD
Supplemental heating and cooling equipment (determined by size/vol)			TBD
Spaceheater Fine		\$ 100 + confiscation	
Utility charges for supplemental heating and cooling units		Actual Invoiced Rates	
Overtime Elevator Technician coverage	\$ 250.00		
Overtime Heating and Cooling (outside of hours of operation)	\$ 300.00		
Cleaning and janitorial services in addition to standard services	\$ 30.00	\$ 45.00	
Replacement ID Badges	\$ 20.00		\$ 20.00
Replacement Parking Hang Tag	\$ 10.00		\$ 10.00
Tenant-requested security guard services	\$ 21.87	\$ 28.80	
Building signage installed at the tenants request			TBD
Keys (\$ per key)			\$ 30.00
Locks (\$/hr + Material)	\$ 87.00		TBD
<b>Capital Improvements within Tenant Demised Space*</b>			
Carpentry	\$ 87.00	\$ 130.50	TBD
Ceiling repairs and replacements (\$/hr + material)	\$ 87.00	\$ 130.50	TBD
Electrical, outlets and fixtures (\$/hr + material)	\$ 101.50	\$ 152.25	TBD
Plumbing	\$ 101.00	\$ 151.50	TBD

\*Please refer to the DWJBA Construction Policy prior to beginning any capital improvements

The DWJBA has an approved vendor list for painting, carpet/flooring, architectural services, etc.

Please do not hesitate to contact us for recommendations prior to your project commencement

Please refer to “Standard Building Services” offered by the Detroit-Wayne Joint Building Authority to determine if service required in your department is considered an “extra service.” All departments must have prior written approval from Department Head before extra services are completed. If you have any questions, please call the D-WJBA Management Office at 309-2300.

**EXHIBIT B**  
**Fire and Life Safety Plan**



# **Coleman A. Young Municipal Center Life Safety Plan**

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# **STATEMENT OF PURPOSE BUILDING PROFILE**



## **STATEMENT OF PURPOSE**

The Detroit-Wayne Joint Building Authority (DWJBA) management mission “is to provide for the safety, health and welfare of the tenants, employees and general public of the Coleman A. Young Municipal Center (CAYMC) in an environmentally appropriate, economic and professional manner.” Consequently the safety of the CAYMC occupants is our highest priority.

The CAYMC occupants are most vulnerable during a building emergency and the DWJBA has prepared Life Safety Plan with protocols and procedures that are implemented in the event of a building emergency. The efficient and effective execution of these plans will prevent an emergency situation from escalating into a crisis.

The audience for this document is our Emergency Response Team (ERT) comprised of the CAYMC executive team management, first responders, security and building personnel, and our taskforce of volunteer floor wardens. These individuals have specific duties and responsibilities that require thoughtful planning and precision in their execution. This execution of these plans will assure the safety of the 1,200 employees of the Center and its 4,000 daily visitors.

The contingency plans will address the following possible events:

- Building fire
- Individual medical emergencies
- Utility Failures
- Bomb Threats and suspicious packages
- Tornado and weather-related conditions
- Violence in the workplace

Early steps in this process include the selection and training of floor wardens and the identification of employees that would be physically challenged in the event of an evacuation.



## **BUILDING PROFILE**

### **THE COLEMAN A. YOUNG MUNICIPAL CENTER (CAYMC)**

The CAYMC consists of a 20-Story Court Tower and a 14-Story Office Building with a connecting link area between the buildings.

### **THE FIRE COMMAND CENTER (FCC)**

The FCC is the room that houses the central fire control panels and is located near the Randolph exit near the freight elevator.

### **THE SECURITY COMMAND CENTER (SCC)**

The Security Command Center is located in Room 156 CAYMC. ID badging, incident reports and dock passes are available at this location. This room houses all security head-end equipment and surveillance systems

### **THE SECURITY COMMAND DESK (SECURITY COMMAND DESK)**

The SECURITY COMMAND DESK is the open security station desk located at the Randolph entrance, which serves as out 24 X 7 X 365 command post

### **ELEVATORS**

All passenger elevators run from the basement to the 19<sup>th</sup> floor (tower side) and basement to the 13<sup>th</sup> floor (City Side). The elevators can be brought to the 1<sup>st</sup> floor only through a key switch located at the control panel on the 1<sup>st</sup> floor by each bay of elevators.

### **STAIRWELLS**

The Tower Section has two (2) stairwells labeled “A” and “B”

The Office Section has (3) Stairwell labeled “C” “D” and “E”

### **FIRE ALARM & COMMUNICATION SYSTEM**

The Coleman A. Young Municipal Center is equipped with a Fire Alarm and Communication System installed and designed by Honeywell/Silent Night. It conforms to all the requirements of Ordinance No. 836-G.

### **MAINTENANCE OF LIFE SAFETY SYSTEMS**

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Fire Alarm Panel:                  | Quarterly-Conte Electric  |
| <input type="checkbox"/> Smoke/Thermo detectors:            | Quarterly-Conte Electric  |
| <input type="checkbox"/> Fire Extinguishers:                | Monthly-American Safety   |
| <input type="checkbox"/> Emergency Lights (Stairwell only): | Monthly-American Safety   |
| <input type="checkbox"/> Fire Hoses and Cabinets:           | Monthly-American Safety   |
| <input type="checkbox"/> Elevator Lobby Smoke Detectors     | Annually-Elevator Service |

### **UTILITIES**

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> Detroit Thermal      | (313) 963-3844/921-1922 |
| <input type="checkbox"/> Detroit Water Board  | (313) 224-6714          |
| <input type="checkbox"/> DTE                  | (800) 947-5000          |
| <input type="checkbox"/> River Front Holdings | (313) 568-0977          |



## **EXECUTIVE MANAGEMENT TEAM (EMT) CONTACTS**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>PHONE (O)</u></b>	<b><u>PHONE (C)</u></b>
Gregory R. McDuffee	Executive Director	313-309-2312	313-218-8670
Michael Kennedy	Property Manager	313-309-2314	313-510-5212
Christopher Hewitt	Engineer Manager	313-309-2340	313-610-7122
James Harris	Director of Security	313-309-2330	313-398-4326



## **ORGANIZATION OF THE EMERGENCY RESPONSE TEAM (ERT)**

In the Event Of Alarm Notification:

- |     |   |  |
|-----|---|--|
| (A) | Fire Department will be notified by:                                      | The Duty Officer at the FCC<br>or the EMT member<br>in charge (1 <sup>st</sup> member to<br>arrive at FCC) |
| (B) | If not all ready activated the<br>Building floor alarm(s) will be sounded | The Duty Officer at the FCC<br>or the EMT member<br>in charge (1 <sup>st</sup> member to                   |
| (C) | Fire Command Center will be staffed by:                                   | The Duty Officer at the FCC<br>or the EMT member<br>in charge (1 <sup>st</sup> member to<br>arrive at FCC) |
| (D) | EMT will be notified by:  | Radio Dispatch   |
| (E) | Floor Warden will be notified by:   | Fire Alarm System  |
| (F) | Evacuation procedures will be initiated by:                               | Floor Warden   |
| (G) | Tenants will be notified by:  | Fire Alarm System and/or<br>Floor Warden   |
| (H) | Handicapped tenants will be notified by:                                  | Fire Alarm System and/or<br>Floor Warden   |
| (I) | Elevators will be recalled and locked out by:                             | Elevator Technician or<br>automatically  |
| (J) | Fire Department liaison is:   | Executive Director or<br>EMT member in charge<br>(1 <sup>st</sup> member to arrive at<br>FCC )             |



# FIRE



# **FLOOR WARDENS RESPONSIBILITIES IN CASE OF FIRE**

## **IF YOU DISCOVER A FIRE**

- **SOUND ALARM** – Pull Fire Alarm in corridor on the fire floor.
- **GUIDE** – Guide fellow employees and visitors to nearest unobstructed stairwell. If the situation allows, sweep all areas to ensure no one is left behind, including restrooms.
- **CLOSE THE DOOR** – Close all office doors to the fire scene.
- **LEAVE DOORS UNLOCKED.**
- **ASSIST** - Assist the injured/handicapped/visitor(s)/employee(s) to inside the nearest stairway.
- **EVACUATE** – Down to the Lobby. Use the nearest unobstructed stairway. Employees should leave the building and go directly to the assembly area and take direction from the Detroit Fire Department representative (primary area is Hart Plaza).
- **DO NOT USE THE ELEVATORS.**
- **REPORT** – Upon arrival at Lobby, the Floor Warden (s) should locate member of Building staff (in orange vest) or Fire Department stationed at each stairwell and give location and severity of fire as well as location and nature of handicapped or injured persons. Floor wardens should then exit building and proceed to Hart Plaza and take direction from the Detroit Fire Department representative. Floor Warden(s) should take a head count of employee(s) and remain together. Report all missing person(s) immediately to fire fighter on scene.

## **ASSISTANT FLOOR WARDENS:**

- To assist and follow the instructions of the Floor Wardens.
- To search the floor and other isolated locations, to close all open doors, and assure that all occupants of the floor are in the corridor with the rest of the group to be evacuated.





# **TENANT EVACUATION PROCEDURES**

## **IF YOU DISCOVER A FIRE**

- **SOUND ALARM** – Pull the nearest Fire Alarm in corridor on the fire floor.
- **CLOSE THE DOORS** – Close all doors to the fire scene.
- **LEAVE DOORS UNLOCKED**
- **EVACUATE** – Use nearest unobstructed stairway to the 1<sup>st</sup> Floor Lobby unless otherwise directed. Once at lobby level, exit the Center and through the nearest unobstructed exit and proceed to Hart Plaza.
- **DO NOT USE ELEVATORS**
- **REENTRY** – Once building has been evacuated, reentry by anyone, including employees and elected officials is prohibited until the Detroit Fire Department issues the all clear. It is advisable that, if possible and safe, all persons evacuating should take vital items with them (car keys, wallets, cell phone, prescriptions, etc)
- **BUILDING CLOSURE** – Building will remain closed until Detroit Fire Department issues an all clear. Updates will be provided to division/departments leadership through mass notification system



## **FIRE DRILL PROCEDURES**

1. Notify tenants via memo that a test and/or fire drill will be held on a date scheduled by the Fire Marshal and the Building Manager.
2. Prior to commencing drill, notify all building occupants that a test of the fire alarm system is in effect.
3. The test shall consist of sounding the alarm and the public address communication to the tenants
4. A drill will consist of employees, visitors and tenants, upon activation of the alarm, and public address communications exiting the building and assembling at a pre-determined location.
5. After completion of fire drill, tenants will be notified that drill is over.
6. The Building Owner or Manager shall maintain a record of the date and time of each fire drill held on the premise for inspection by the Fire Marshal.

### **A FIRE DRILL WILL BE HELD EVERY SIX MONTHS**

(High-Rise Building as described in Ordinance 314-H shall hold a fire drill twice annually as prescribed by the ordinance).

### **PERSONS IN ATTENDANCE SHALL BE:**

1. Executive Management/Security Coordinator/Building Security
2. Building Employees
3. Tenant Employees
4. Detroit Fire Department: Representative from the Fire Marshal Division



## **FIRE SAFETY DRILL - COURT PROCEDURES**

1. In the Court Tower section of the Coleman A. Young Municipal Center, fire drills will be held during the time of least activity in the courts. You will be informed prior to the fire drills by memo and also over the speaker system just prior to the fire drill.
2. During the fire drills, all people **in court** (when it is in session) will not be required to participate in the drill, including judges, jurors, prisoners, lawyers, reporters and clerks.
3. All other court personnel, not in court, will be required to follow the fire drill procedures of the rest of the building.
4. In the event of an actual emergency, court will be delayed, and the procedures for an actual emergency will be followed the same as the rest of the building.
5. The Wayne County Sheriff is responsible for Prisoner Removal and related training.

### **NOTE:**

Even though those in court will not participate in a fire drill, they should be aware of the procedures and should actually have a practice among themselves during a time when court is not in session.



# **INDIVIDUAL MEDICAL EMERGENCIES**



# **TENANT/EMERGENCY RESPONSE TEAM PROCEDURES**

## **MEDICAL EMERGENCIES**

- Upon receiving notification of a Medical Emergency, call **911** first. Then call the Security Command Desk at (313) 309-2320 giving the following information:
  - Nature of the Medical Emergency.
  - **EXACT** location and name of the sick or injured person.
  - Whether 911 has been notified. Security Personnel dispatched from the SECURITY COMMAND DESK will make the entrance of the Center ready to receive them
  
- To assist in the medical emergency:
  - Assign a staff person to stand by on the floor where the sick or injured person is located, so that he or she can meet the medical personnel at the elevator and guide them to the sick or injured person.
  - If the sick or injured person is to be sent to the hospital, try to send a friend or fellow employee along to comfort the person and help them at the hospital until a relative or friend arrives.
  
- Following the conclusion of the medical emergency
  - Determine if any special problems or incidents were encountered during the performance of their emergency duties.
  - For future reference by the Management Office, prepare a brief written report of the efforts and actions in response to the emergency, including any special problems or incidents that were encountered, and submit the tenant reports to the Management Office as soon as possible. **Note:** Retain copies of your report for future reference by yourself and your employer.



# POWER OUTAGE



# **TENANTS/EMERGENCY RESPONSE TEAM PROCEDURES**

## **IN THE EVENT OF A POWER OUTAGE**

When a power failure occurs, the following audible message will be transmitted over the PA system: **“May I have your attention please...an emergency has been reported in the building. Please use the nearest stairwell and evacuate the building immediately. Do not use the elevators”**. Follow the instructions to evacuate the building in a calm and orderly fashion, using the following precautions:

**FLOOR WARDENS** – Turn off all light switches and any equipment that may be damaged by power surges such as computers and printers.

Upon arrival at the Lobby, the Floor Warden (s)/employee(s) should report the location of any employees or visitors left behind in the stairwells due to physical impairments to the Officer at the Security Console. Also indicate if you have knowledge of people stranded in elevators. Give floor location and as much detail as possible to ensure the stranded tenants will be addressed in a timely fashion.

**CLOSE THE DOOR** – Close all office doors and secure the suite.

**ASSIST** - If possible, assist the handicapped/visitor(s)/employee(s) and lead them to the nearest stairwell. \*

**GUIDE** – Guide fellow employees and visitors to nearest unobstructed stairwell. If the situation allows, sweep all areas to ensure no one is left behind, including restrooms.

**EVACUATE** – To the first-floor lobby using the nearest unobstructed stairway. Emergency lighting will illuminate the stairwells for safe egress.

**EXIT** the building immediately through the nearest unobstructed exit and proceed outside to Hart Plaza unless directed to an alternate location. Do not congregate near the building entrances. Floor Warden(s) should take a head count of employee(s) and remain together. Report all missing person(s) immediately to Security Personnel on the scene.

**BUILDING CLOSURE** – Once the Center has been evacuated and closed it will remain so until all electrical service is fully recovered, and the Executive Director of the DWJBA (or, in their absence, a designated member of the Executive Management Team) declares the Center safe for occupants to return. Status updates will be provided to division/department leadership and Floor Wardens through the mass notification system

**REENTRY** – Once building has been evacuated, reentry by anyone, including employees and elected officials is prohibited until the Executive Director of the DWJBA or a designated member of the Executive Management Team declares the Center safe for occupancy. If possible, it is advisable that, in the event of any power outage, all persons evacuating should take vital items with them (car keys, wallets, cell phone, prescriptions, etc)

(\*) First responders will be responsible for evacuating these individuals



# **BOMB THREAT & SUSPICIOUS PACKAGES/SUBSTANCE**





## **BOMB THREAT PROCEDURES**

No longer are bomb threats the only threats to businesses. Along with the bomb threat are death threats, threats of harm, and damage threats. Telephone threats are an increasing problem in today's world. Disgruntled workers, criminals, terrorists or anyone else who wishes to disrupt business can make them.

As a result, we must be able to effectively deal with and document such threats to better assist law enforcement in dealing with them.

We have included a Telephone Threat Response Work Form to deal with these threats when a tenant or staff member receives them.

### **Instructions**

- When a telephone threat is received, it is important that the call recipient stay calm.
- Using the Telephone Threat Response Work Form as a guide, obtain as much information as possible in the shortest amount of time.
- At the same time, try to keep the caller on the line as much as possible.
- Ask questions which will require the caller to explain whenever possible
- Where is the bomb?
- When is it set to go off?
- What does it look like?
- Why did you plant the bomb?
- Ask the caller's permission to repeat the instructions, if any, to make sure they were understood.
- Try to gain the caller's confidence by showing sincerity in understanding or trying to understand the nature of the call.
- If possible, try to explain to the caller the problems associated with caller's wishes in that, you have to contact management but explain to the caller the desire to work things out.
- Under no circumstances should you antagonize or challenge the caller. Rather, show the desire to want to cooperate with the caller.
- When the caller hangs up, immediately contact the CAYMC SECURITY COMMAND DESK at 313-309-2320 with the information
- Complete and forward the Telephone Threat Response Work Form to the CAYMC Security Command Center in Room 156. This will aid the D-WJBA and/or law enforcement in investigating the incident.



## **Suspected Bomb**

Below is a list of procedures and safety precautions to follow, if an employee suspects that an object may be a bomb:

### **For Immediate Action:**

- Turn off radio equipment
- Immediately contact the CAYMC SECURITY COMMAND DESK via telephone 313-309-2320, or in person.
- Await instructions from an authorized D-WJBA representative

### **Under no circumstance should you:**

- Change lighting conditions. Do not turn switches on/ off.
- Smoke
- Do not touch a suspected bomb.
- Shake shock or jar a suspected bomb.
- Cover a suspected bomb.
- Carry a suspected bomb.
- Assume that a suspected bomb is a specific (high explosive or incendiary) type.
- Open any suspicious container or object.
- Cut or remove the wrapper on a suspicious container.
- Unscrew the cover of a suspicious container or object.
- Move the latch or hook on the cover of a suspicious container.
- Raise or remove the cover of a suspicious container.
- Change the position of a suspicious container or bottle.
- Place a suspicious container in water

### **Suspicious Package/Substance Procedure**

If you notice a suspicious package or substance, please follow these instructions:

- Notify the CAYMC SECURITY COMMAND DESK (313-309-2320) of suspicious package or substance
- Reporting party must remain in area (if co-workers or visitors are in area, inform them also to remain in area)
- D-WJBA personnel will quarantine the area with caution tape and a security staff will be posted outside the quarantined area to prevent persons from entering area.
- Remain in area until Inland Waters and/or the Detroit Police or Fire Department provides an all clear
- Once emergency units have left or emergency is over, personnel may return to their normal business activities



## **BOMB THREAT CHECKLIST**

**INSTRUCTIONS: BE CALM AND COURTEOUS. LISTEN. DO NOT INTERRUPT CALLER.**

Name of operator: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Exact words of caller:

\_\_\_\_\_

Caller identity: (circle one)      Male/Female      Adult/Child

Voice characteristics: (circle all that apply)      Type of Accent: \_\_\_\_\_

Slow/Fast

Deep/High

Angry/Normal

Loud/Quiet

h

Background noise:

\_\_\_\_\_

**PRETEND DIFFICULTY WITH HEARING. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:**

When will it go off: \_\_\_\_\_ Certain hour: \_\_\_\_\_ Time remaining: \_\_\_\_\_

Where is it located: \_\_\_\_\_ Building: \_\_\_\_\_ Area: \_\_\_\_\_

What kind of bomb is it: \_\_\_\_\_

Where are you now: \_\_\_\_\_

How do you know so much about the bomb: \_\_\_\_\_

What is your name and address:

\_\_\_\_\_

Does the caller appear familiar with the building by their description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this sheet.

**POLICE NOTIFIED AT:** \_\_\_\_\_ a.m./p.m.      Operator Badge number: \_\_\_\_\_



## **BOMB THREAT INCIDENT REPORT**

<b>Arrivals</b>	<b>Time of Arrival</b>	<b>Name</b>	<b>Badge #</b>
Property Manager	_____	_____	_____
Police Dept.	_____	_____	_____
		_____	_____
		_____	_____
Security Manager	_____	_____	_____
EMS/Medical	_____	_____	_____
Fire Dept.	_____	_____	_____
<b>Bomb Search</b>			
Location of Device	_____		
	_____		
Description of Device	_____		
	_____		
Floors/Areas Searched	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
Search Completed At:	_____		
<b>Evacuation</b>	Floors:	Detected By:	
Floors Evacuated	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
<b>Comments</b>	_____		
	_____		
Management Signature	_____		



## **SUSPICIOUS SUBSTANCE PROCEDURE**

Reporting party notifies the SECURITY COMMAND DESK (313-309-2320) of possible threat and that they have called the police.

- SECURITY COMMAND DESK and Security Staff:
- Quarantine the area.
- Record the names of all persons who may have come into contact with substance.
- The SECURITY COMMAND DESK upon receiving word the emergency either through a call from a visitor, stake holder, or from the Authority, with all pertinent information. Security units will begin the “procedures when complaint is noted and a call has been placed a call to emergency and/or private response units.
- The SECURITY COMMAND DESK will immediately call all units over the radio.
- Operations will then shut off any air handling units in the affect area.
- Security personnel will quarantine the area with caution tape and a security staff will be posted outside the quarantined area to prevent persons from entering area.
- All security staff from each zone will immediately report to the SECURITY COMMAND DESK for further instructions.
- When emergency personnel arrive, the Security Officer who first makes contact will announce their presence to all units and direct them to the suspected area.
- Employees and contractors can assist visitor with any reasonable requests, i.e. take names, incident reports, etc.
- When emergency units are ready to leave the area, The Security Officer in contact with them will announce that the “is on its way out of the area.
- Once emergency units have left or emergency is over, all units will report back to their normal duties and all proper reports will be filled out.

### Notes\*

- If the suspicious substance or package is found after business hours, keep the Security Director aware of the situation
- If Security is relieving a post and the emergency begins, they are required to stay at that post for the duration of the emergency.
- Inland Waters Environmental Group will respond via DPD and/or DFD/ HazMat for inspection and clean up.
- During this situation keep all radio transmission to a minimum.



# TORNADO



## **TORNADO PROCEDURES**

Tornadoes are nature's most violent storms, and over a small area the most destructive. A tornado's whirling winds may reach 300 miles per hour or more and is generally short lived and fast moving. Damage or destruction of facilities and equipment at the site and the loss of vital records may result in significant economic loss and disruption of essential operations for a long period of time. The national weather service is responsible for issuing weather warnings to the public.

- A "Tornado Watch" means that conditions are right for tornadoes to develop.
- A "Tornado Warning" means that a tornado has been sighted in the area.

## **TORNADO WARNING**

Upon receiving official notification that a tornado warning has been issued, the Executive Management Team or other authorized building personnel will communicate the tornado warning throughout the building using the public address system.

Upon receipt of the tornado warning, all tenants, building staff and visitors to the building will immediately leave their work area and walk directly to their floor corridor and stand as close to the walls as possible. First Floor Personnel Will Report To Basement Area.

### **DO NOT USE THE ELEVATORS**

The Tornado warning will be an announcement by the SECURITY COMMAND DESK and should not be confused with the Fire Alarm warning.

Please remember to close **all doors** when leaving your work area so as to minimize the penetration of strong winds and flying debris.

Remain at the refuge area until an "**ALL CLEAR**" announcement is heard.



# **VIOLENCE IN THE WORKPLACE and ACTIVE SHOOTER**





## **VIOLENCE-IN-THE-WORKPLACE**

The Detroit-Wayne Joint Building Authority (Authority) management mission “is to provide for the safety, health and welfare of the tenants, employees and general public of the Coleman A. Young Municipal Center (CAYMC) in an environmentally appropriate, economic and professional manner.” Due to the nature of the services provided to the general public (which is often stressful) there is a high likelihood of an incident and the response required in that event must be prompt and effective.

Consequently the safety of the Center’s occupants is our highest priority and we apply a ZERO TOLERANCE STANDARD to any threats or violence action.

Violence-in-the-Workplace is a real and a potentially serious threat to the employees, elected officials and general public and although can be a result of a threat or action by a current or past employee and a member of the general public, a singular approach should be applied in handling the incident.

In the event of a verbal threat or physical action respond as follows:

1. Call 911 and answer the questions asked by the operator.
2. Call our SECURITY COMMAND DESK at 313-309-2320 and notify the officer with your name, the nature of the incident and the floor and suite.
3. Attempt to move your staff into a secure area away from the individual and wait for the 1<sup>st</sup> Responders to arrive.

## **ACTIVE SHOOTER**

In the event of an active shooter you should immediately take the following action

1. Shelter in the most secure area available. A room with a lockable door may not always be an option. If this is the case, hide or shelter in closets, behind cabinets or under tables and desks. Silence all cell phones and pagers
2. Call 911 if possible. If you are in an isolated area, away from the imminent threat, call out and provide as much information as possible to the dispatcher. If possible, also call 313-309-2320 and provide the same information given to 911.
3. When notification is given to Security, an audible message will be given over the PA system with the following message “ATTENTION, THERE IS AN ACTIVE SHOOTER IN THE CENTER. SHELTER IN PLACE IMMEDIATELY AND AWAIT FURTHER INSTRUCTION”

Your division of government has specific policies and procedures regarding workplace violence (City of Detroit Executive Order No. 2014-1, Wayne County Probate Court protocol, etc.). It is essential that you and your staff are familiar with your requirements and post incident follow up steps.



**SEND WORD NOW**  
**MASS NOTIFICATION REGISTRATION**

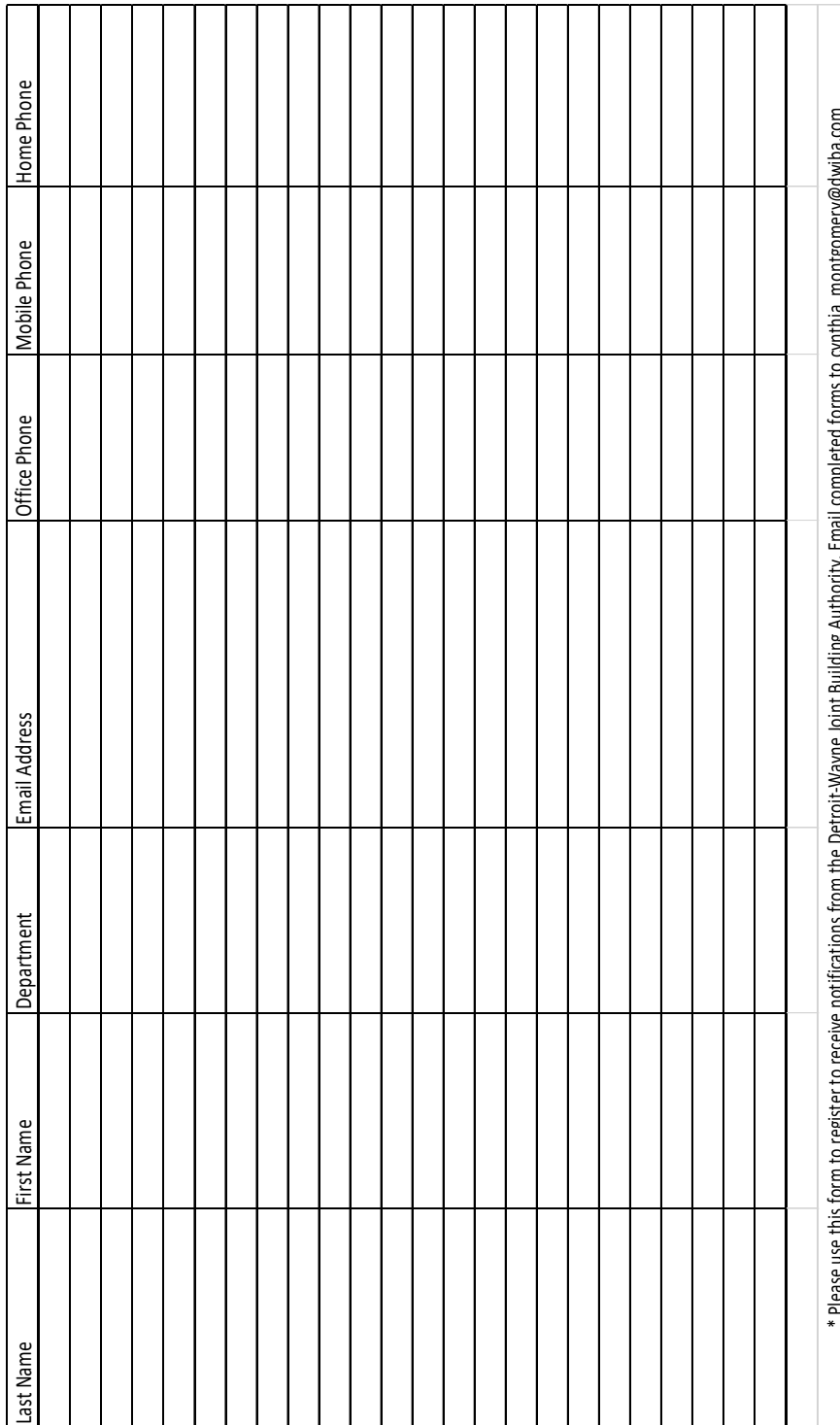


## **Send Word Now**

The DWJBA utilizes a mass notification system to communicate urgent messages to our stakeholders and building population. This mechanism provides us with the ability to relay information in real-time.

We recommend all building occupants register to receive messages and have provided a form on the following page. Completed forms may be emailed to Cynthia Montgomery at [Cynthia\\_Montgomery@dwjba.com](mailto:Cynthia_Montgomery@dwjba.com).





# **EXHIBIT C**

## **Media Policy**





## **ACCESS AND FILMING POLICY**

Please be advised that all members of the general public are required to enter the Coleman A. Young Municipal Center (CAYMC) through the Woodward Avenue, East Jefferson or Larned Street doors and are required to pass through the screening checkpoints before proceeding into the building. The Randolph entrance is an “Employee Only” entrance.

Further, please note the following standing policies and procedures:

- Building Hours are from 7:30 a.m. – 5:00 p.m. Monday – Friday. Weekend and overnight access will only be granted with written notice from an authorized member of the Executive, Legislative or Judicial branches of government residing at the CAYMC. Off-hour access is through the Randolph Entrance only
- Filming in public and common areas is permissible. However, the filming of security cameras and others measures will not be permitted.
- Due to life-safety concerns, filming and interviews with public officials and/or members of the general public must take place in a manner that does not interfere with building ingress or egress or within ten (10) feet of the entrances. Additionally, equipment and cables should be handled and managed in a safe manner and that prevents any likelihood of tripping or other hazards.
- Individual tenant permission is required prior to entering into and filming within the demised tenant spaces. Attendance at a public meeting pursuant to the Open Meetings Act or open court proceeding shall be deemed to satisfy this requirement
- The Randolph parking lot located at the eastern edge of the Center is reserved for assigned personnel and restricted to the public and is off limits to anyone but these assigned personnel.

If you should have any questions or comments as to these policies, please feel free to contact Gregory R. McDuffee, the Executive Director at (313) 309-2300.

Revised November 18, 2009



# **EXHIBIT D**

## **Parking Policy**





Effective October 31, 2008

To: Leadership

From: Gregory R. McDuffee / Executive Director Detroit-Wayne Joint Building Authority

*Re: Coleman A. Municipal Center / Parking Lot Operating Policy:*

As you know the parking in the lot adjacent to the Coleman A. Young Municipal Center (CAYMC) is owned and operated by the Detroit-Wayne Joint Building Authority (Authority). Parking is limited to 45 spaces and for the exclusive use of members of the City of Detroit's executive and legislative branch of government and to the County of Wayne's judicial branch. These branches assign these spaces on a one-person to one-space basis and no valet parking arrangements are possible do to budget, staff and insurance limitations.

The following summarizes the Authority's parking policy and procedures.

- The Authority maintains a list of all spaces assigned and authorized parkers.
- Only authorized individuals with assigned spaces are allowed access to the lot.
- Vehicles should enter the lot from Randolph and exit through the Jefferson exit.
- The "Vehicle Hang Tag" must be hung from the rearview mirror.

As an additional service to these branches of government the Authority will make available on a case-by-case basis a shared-space (Hoteling) arrangement. This concept applies only to those individuals ("assignees") with assigned spaces and enables that individual the opportunity to share access to their space with other individuals ("guests") needing convenient access to CAYMC outside of normal business hours.





**The following Procedures will apply to the Hoteling concept.**

1. Individual with assigned spaces should make a written request to the Authority and provide the following:
  - Number of the space and name of the individual.
  - Vehicle information: Vehicle color, year, make and license number.
  - Days of week and hours per day that they will have lot access.
2. The Authority will evaluate the request and provide a response (approving or denying the request) within one week of receipt of the request.
3. If approved the following *Terms & Conditions* will apply:
  - “Assignee” and “guest” agree to park only in the assigned space.
  - If the space is occupied by the “assignee” or “guest” when the other party arrives (“assignee” or “guest”) the latter will exit the lot and not UNDER ANY CIRCUMSTANCES park in another space or common area of the lot.
  - Disputes, if any, between these parties will be worked out by the two parties.
  - The Authority reserves the right to cancel this arrangement without prior notice to both parties.

Please provide us with the information requested in Section #1 above and we will process your request.

Please feel free to contact us in the event that you have any questions.

.....

We hereby agree to the *Terms & Conditions* stipulated above.

\_\_\_\_\_  
Assignee

\_\_\_\_\_  
Guest



# **EXHIBIT E**

## **Construction Policy**





## **Detroit - Wayne Joint Building Authority**

### **Construction Policy and Procedures Coleman A. Young Municipal Center**

**Amended May 18, 2016**

#### **I. POLICY**

The Detroit-Wayne Joint Building Authority (hereinafter referred to as the “Authority”) shall ensure that any construction and/or renovation project that may be undertaken in the Coleman A. Young Municipal Center (the “Building”) shall be completed in accordance with this document.

#### **II. PURPOSE**

The purpose of this policy and these procedures is to establish a method by which the City of Detroit (hereinafter referred to as the “City”) or the Charter for the County of Wayne (hereinafter referred to as the “County”) or any other tenant that may occupy the Building (hereinafter referred to individually as the “Tenant” or collectively as the “Tenants”) may undertake construction and/ or renovation projects within their demised areas, or undertake proposed changes or alterations to common elements immediately adjacent to their demised areas (i.e., suite entrances, windows, signage, etc.) within the Building.

### **III. APPLICATION**

This policy and these procedures shall be applicable to the Authority and to Tenants, and for purposes hereof, the term “Tenant(s)” shall include the consultants contractors, subcontractors, or any other party engaged by the Tenants and the agents and employees of said party engaged to undertake any construction and/or renovation project at the Building.

### **IV. PROCEDURES**

**A. Except for requirements waived by the Authority in accordance with Section IV (A)(14) below, prior to the commencement of any construction and/or renovation activity within the Building, the Tenants and Authority shall adhere to the following procedures:**

1. The Tenant will provide the Authority with advance written notice of its intent to perform renovations and/or improvements to its demised space (the “Notice”). The Notice shall, at a minimum, include the following information: (i) identify the areas being improved; (ii) the programmed activity; (iii) scope of work; (iv) general timetable; (v) any considerations in connection with Section IV (A)(4) below; (vi) information regarding whether the Tenant will be directly contracting for the improvements or, alternatively, a whether the Tenant will be requesting to have the Authority contract for the proposed renovations
2. Within ten (10) business days of the Authority’s receipt of the Notice, the Authority shall review the Notice and shall either: (i) provide a conditional approval of the scope of work therein, including any waiver granted pursuant to Section IV(A) 14 hereof, by notifying the Tenant in writing (the “Conditional Approval”); or (ii)

submit any comments or concerns regarding the contemplated improvements to the Tenant in writing (the "Request for Information" or "RFI"). Within ten (10) business days of the Tenant's receipt of the RFI, the Tenant shall provide a written explanation satisfactory to the Authority addressing any concerns raised by the Authority.

3. The review/RFI process set forth in Section IV(A)(2) above shall be repeated until the Tenant's receive a Conditional Approval from the Authority.
4. Within thirty (30) days of the Tenant's receipt of a Conditional Approval from the Authority and prior to commencing any demolition and/or improvements, the Tenant shall provide the Authority with the following information:
  - (i) Sealed drawings, elevations and specifications prepared by the project architect including mechanical, electrical, plumbing, architectural and fire/life safety as appropriate for the project;
  - (ii) All requisite City of Detroit building permit(s) (Final Certificate of Occupancy and/or finalized permits will be required at the completion of the project);
  - (iii) Detailed project budget;
  - (iv) Detailed materials and specialties cut sheets;
  - (v) Construction schedules, including commencement and completion dates;
  - (vi) Written approval of project funding from their budget and/or finance department, if

applicable, or, evidence of secured financing for the project;

(vii) Certificate of insurance evidencing that Tenant has obtained insurance in full force and effect for a term acceptable to the Authority, as follows:

(a) Worker's Compensation Insurance with statutory limits required by the State of Michigan and Employer's Liability Insurance with limits of at least \$500,000.

(b) Commercial Liability Insurance with limits for bodily injury and property damage of at least \$1,000,000 and Excess Liability (Umbrella) Insurance with limits of at least \$5,000,000.

(c) Automobile Liability Insurance for all owned, non-owned or hired automobiles to be used with a combined single limit for bodily injury and property damage of at least \$1,000,000.

(d) The certificate of insurance shall name the Authority and Hines Interests Limited Partnership as additional insured.

(viii) Such other information as is reasonably requested by the Authority.

Upon satisfactory review and approval by the Authority of the above-referenced information/documentation, the Authority shall provide the Tenant with a written "Notice to Proceed".

5. Each Tenant shall have the right to bring in an independent construction Contractor to complete an assessment of any and all improvements contemplated within their demised space.

6. All improvements must comply with the Building & Construction Standards, as established by the Authority. No improvements or changes will be permitted that materially affect any existing building systems or compromise Tenant comfort.
7. Any Fire and Life Safety upgrades shall be made exclusively by a contractor engaged by the Authority and Tenant shall reimburse the Authority for all costs associated with such upgrades, inclusive of permits and inspection costs.
8. When a Tenant vacates spaces that were previously altered to accommodate Tenant specific needs, all areas will be restored by the Tenant to original base building conditions. This includes, but is not limited to, removal of any additional equipment for heating, cooling, computer operation, floor distribution or modifications, computer equipment and cabling, UPS equipment, etc. Additionally, any piping, electrical distribution, communication cabling or ancillary equipment (such as chillers, pumps, steam and chilled water risers, battery backup units, etc.) that are located in or pass through any other building areas must also be removed and their respective areas must be restored to base building conditions. In no case shall any equipment be allowed to be abandoned in place.
9. Unless the improvements are completed by the Authority's contractor, all improvements within the Tenant's demised space shall be the responsibility of the Tenant and completed by the Tenant and their respective contractors. This shall include (but not be limited to) window treatments, HVAC modifications, emergency lighting and exit signage, communication cabling, addition of new electrical service panels

and associated buss riser taps (if required), doors, locks, hardware, and fire alarm upgrades (as previously addressed) and all code compliance issues.

10. No access to the Building will be granted to the contractor(s) nor will work commence prior to the Authority approving the project based on the information required in Section IV above and the Tenant's receipt of a Notice to Proceed.
11. Any modifications to the scope of work must be approved by the Authority in writing prior to the commencement of such work.
12. All dock access and material movement throughout the Building will be scheduled through the Authority to minimize disruption to existing operations and other Tenants.
13. All employees of Tenants are required to be registered and badged with Building security and shall be bound by all Building rules and regulations at all times within the Building.
14. A Tenant may request in writing to the Authority that specific requirements of Section IV (A) be waived by the Authority. Such requests shall be included in the Notice and any such waiver shall only be effective if granted in writing from the Authority to the Tenant.

**B. If the Authority is the entity contracting with the contractor ("Contracting Agent"), the Tenant and the Authority shall adhere to the following procedure for the selection of a general contractor:**

1. The Authority, pursuant to a resolution passed by the Board of Commissioners, and with the assistance of the Tenant, shall prepare a Request for Proposal.



The Authority shall issue the RFP pursuant to the terms of the Authority's Procurement Policy.

2. The Authority shall create a selection committee, which shall entail representatives from the requesting Tenant and Authority staff. The selection committee shall choose the general contractor and submit the final contract to the Authority's Board of Commissioners for approval.
3. The Authority, pursuant to a resolution passed by its Commissioners, shall execute a contract, which includes indemnification provisions protecting the Authority and the Tenant.

**C. If it is determined that the Tenant will be the Contracting Agent, the following procedure shall be utilized:**

1. The Tenant shall comply with all the conditions contained in Part A. above
2. The Tenant shall adhere to its own procurement rules and regulations.
3. The Tenant shall select a contractor and inform the Authority of its selection. In the event that the contract amount exceeds \$50,000, the contractor will be required to secure and deliver to the Authority prior to the award of the construction contract payment and performance bonds in the amount of 100% of the contract amount executed by a surety company authorized to do business in Michigan.
4. The Tenant shall initiate a contract, which shall instruct the vendor that it must inform the Authority of all construction schedules and proposed renovations. The Authority reserves the right to limit or adjust construction hours based on potential construction impact on adjacent Tenants and Building operations.

5. The Tenant's construction contract shall contain language that is subject to the approval of the Authority that will indemnify the Authority for all potential liability associated with the construction/renovation.

**D. Abatement/Removal of Hazardous Materials.**

1. To the extent the planned construction and/or renovation work contemplates the disturbance, abatement and/or removal of asbestos (including, but not limited to, asbestos fibers and friable asbestos), lead-based paint or other substances, compounds, mixtures or materials that are defined to be, designated as, listed as, or which have characteristics that are hazardous or toxic under any federal, state, or local statutes, ordinances, rules, regulations or law (collectively, "Hazardous Materials"), the Tenant shall not commence the performance of such work until given written authorization by the Authority.
2. The scope of work for said abatement shall summarize and include, at a minimum, all required and incidental labor, equipment, tools, material, permits, fees, inspections, notifications, services, construction administration and supervision to properly complete the abatement activities in accordance with all federal, state, and local laws and regulations.
3. Prior to commencement of any Hazardous Materials abatement activities, the entity contracting with the contractor ("Contracting Agent") shall obtain, at its own expense, all requisite clearances, permits, certifications, inspections, surveys, reports and licenses, and issue and file all requisite regulatory notifications (including any required notice of intent to abate asbestos to be filed with the State of Michigan).
4. Upon completion of the authorized Hazardous Materials abatement, the Contracting Agent shall issue all requisite regulatory notifications and written documentation to the Authority that the Hazardous Materials abatement and/or removal from the applicable portion of the Building has

been completed in accordance with all federal, state, and local laws and regulations.

5. The Authority's environmental consultant will be expected to perform several oversight tasks related to abatement and other work provided by the contractor, including reviewing for completeness NESHAP notification forms prepared by the contractor for signature by the Authority; verifying that the activities of the contractor comply with the abatement plans; inspecting the structures after abatement and remediation to confirm that all potentially Hazardous Materials required to be abated or remediated prior to construction/renovations have been abated or remediated; signing waste manifests on behalf of the Authority and copying the Authority; and reviewing and certifying waste profile forms on behalf of the Authority and copying the Authority. Compliance of the Authority with this Section IV (D)(5) will in no way relieve the Tenant or contractor from compliance with the requirements of state, federal and local laws or from compliance with the requirements of this policy and these procedures.

## **V. COMPLIANCE**

- A. In addition to all remedies available at law and in equity, failure to comply with any of the requirements of this policy and these procedures may result in the Authority taking actions that include the following:

1. Denial of access to the Building by Tenant's contractors and subcontractors.
2. Denial of access to the Building's loading dock.
3. Suspension of Tenants work in the Building until the Authority determines in writing that the Tenant is in compliance with this policy and these

procedures.

- B. The Board of Commissioners of the Authority has authorized the Authority's Executive Director to determine if a Tenant or Contractor has failed to comply

with this policy and these procedures, and the Executive Director has been authorized by the Board of Commissioners to take any of the actions provided for in this Section V(A).

**VI. EFFECTIVE DATE:** May 18, 2016

**VII. LEGAL AUTHORITY**

Michigan Building Authorities, Act 31 of the Public Acts of 1948, First Session, as amended (Compiled Laws 123.951. et seq.)

# **EXHIBIT F**

## **Space Occupancy Request**



January 2013

To: Interested Parties

From: Gregory R. McDuffee – Executive Director Detroit-Wayne Joint Building Authority (DWJBA)

Re: Space and Occupancy Request/ Coleman A. Young Municipal Center (CAYMC)

Dear Friend, We appreciate your interest in occupying space in the Coleman A. Young Municipal Center and wanted to take the opportunity to share some helpful information:

**A. Initial Request / Information:**

In order to identify the space that will best address your needs we would appreciate receiving the following information:

- Number of staff
- Number of staff requiring private offices
- Estimate of daily customer volume
- Will you require a customer service counter
- Common area requirements (conference room, break room, etc)
- Special equipment needs, if any (auxiliary air conditioning, electrical power, etc)
- Special security requirements

In addition, we suggest you review the Coleman A. Young Municipal Center Information Manual (**Information Manual**) as amended in January 2013, for general information regarding the CAYMC. The Information Manual can be obtained in Suite 1316, or by emailing a request to our Property Manager, Mike Kennedy at [mike\\_kennedy@dwjba.com](mailto:mike_kennedy@dwjba.com).

**B. Office Preparation Process:**

Improvements and code compliance issues to the space are the sole financial responsibility of the tenant including signage, hardware, locks and keys and window coverings and treatments. The tenants can contract directly for these improvements through their respective purchasing and budget departments or request that the Authority act as their agent for these improvements. Either approach requires that the tenant complies with the Authority's Construction Policy & Procedure, as amended on January 16, 2013, a copy of which is in the **Information Manual** under Exhibit E.

In order to ensure a comfortable and efficient office environment, Tenants must comply with the following Building requirements:

- Provide D-WJBA with a copy of space plan drawings (mechanical, fire alarm, electrical, HVAC, plumbing, architectural, etc) for review and approval prior to start of any space redevelopment
- Please address any unusual space requirements in advance to ensure these items can be handled sufficiently during the buildout. Some examples are the need for extra cooling beyond occupied hours, additional electrical demand, etc.
- Attend review sessions with D-WJBA representatives (with your contractors or design engineers) to ensure that base building system operations will not be adversely affected by your buildout.
- Obtain all necessary building permits required by the City of Detroit Building and Safety Division in advance of build out, as well as comply with all ADA, OSHA, Federal, State and local codes during buildout
- Provide a material movement schedule to the D-WJBA to ensure that material movement for construction will not adversely affect the normal traffic patterns for existing tenants. Contractors will be required to move large materials during off-hour operation of the elevators
- Adhere to all D-WJBA Construction policy requirements including providing the D-WJBA with insurance certificates.
- The D-WJBA will accept responsibility for the maintenance of the space once all requirements contained in the Construction Policy & Procedure are met and upon receipt of a Certificate of Occupancy.

Please be advised that the D-WJBA does not perform space build out services unless engaged to do so by the tenant pursuant to the terms of the Construction Policy & Procedure. If the tenants elects to contract with a third party for these improvements, D-WJBA participation is strictly in an advisory role to help minimize problems pre and post occupancy.



The Authority will need advance notice (30 day requested) of your occupancy date in order to accomplish a number of critical items. Consequently we will need the following:

- Employee badging & key requests: We will need a list of all employees entitled to a badge and suite entry keys (the costs for key will be billed to the department pursuant to the DWJBA bill-back policy)
- A written request to modify building signage and directories, if applicable
- Details regarding the move in including dates, moving company name, a certificate of insurance and the expected duration of move. Dock and freight elevator access is limited and non-exclusive.
- A walk-through of the Building with the moving company and a departmental representative prior to the move date will be necessary to ensure all Rules and Regulations of the Building are followed.

C. Rules & Regulations:

- Property Rules and Regulations: Rules and regulations can be found in the **Information Manual**.
- Work Requests: All building-related requests must be entered through the Aware Work Order System. We will require two members of your staff to participate in a short training session prior to your occupancy. Please email Mike Kennedy to schedule training ([mike\\_kennedy@dwjba.com](mailto:mike_kennedy@dwjba.com))
- Billback Policy: From time to time you may require work to be performed in your occupied space which is considered a non-standard service. Please refer to Exhibit A of the **Information Manual** as amended in January 2013 for a list of these services, as well as a current schedule of costs. (These services will be covered during the aforementioned Aware Work Order System training session).
- Floor Wardens: The D-WJBA's fire-life safety plan requires that each tenant identify a sufficient number of staff persons to fulfill the Floor Warden responsibilities and attend initial and on-going training.

Please contact us at 313-309-2300 in the event that you have additional questions.

# **EXHIBIT G**

## **Auditorium Request Form**

**Coleman A. Young Municipal Center  
Event Request  
Erma Lois Henderson Auditorium Form**

The Detroit-Wayne Joint Building Authority thanks you for your interest in reserving the Auditorium at the Coleman A. Young Municipal Center (CAYMC). The Auditorium is reserved for official use on a first come-first serve basis, and **must be approved or sponsored by an elected official, appointed department or division head.** Please complete the information below and submit to N.Verstraete and C. Montgomery by fax: 313-309-2400, or emailing to both at: [Nancy.Verstraete@hines.com](mailto:Nancy.Verstraete@hines.com) [Cynthia\\_montgomery@dwjba.com](mailto:Cynthia_montgomery@dwjba.com) or return form directly to Suite 1316 of the CAYMC. You do not receive conformation notification within one (1) week of submission of request please contact the office at: (313) 309-2300

**Event Information**

Organizer Contact:	Name:	Phone:	Email:
Event:			
Sponsor/Department:			
Date of Event:			
Start Time/End Time			
Estimated Attendance:			

**Event Requirements**

Loading Dock Access	Yes <input type="radio"/> No <input type="radio"/>		
Freight Elevator Access	Yes <input type="radio"/> No <input type="radio"/>		
Public Address System	Yes <input type="radio"/> No <input type="radio"/>		
Tables	Yes <input type="radio"/> No <input type="radio"/>	#:	
Chairs	Yes <input type="radio"/> No <input type="radio"/>	#:	
*Overtime HVAC (minimum 4 hrs)	Yes <input type="radio"/> No <input type="radio"/>	\$300.00/Hr	
*Additional Security? (minimum 4 hrs)	Yes <input type="radio"/> No <input type="radio"/>	\$ 21.87/Hr	\$
*Elevator Tech required?	Yes <input type="radio"/> No <input type="radio"/>	\$250.00/Hr	\$

**Miscellaneous**

*Are you providing catering? If yes, please provide caters information below:	Yes <input type="radio"/> No <input type="radio"/>	(Consumption of food and beverage is limited to the Atrium only, and is not permitted inside the Auditorium.)
Will you be using our portable projector screen or contacting Media Services for a monitor?	Yes <input type="radio"/> No <input type="radio"/>	Explain:
Miscellaneous Request?	Yes <input type="radio"/> No <input type="radio"/>	
		Please acknowledge your acceptance of the terms of this Use Agreement and attached Addendum: By: _____ Date: _____



\*Please be advised certain items may be billable to your department. Once your request is reviewed, costs will be outlined. Any items determined to be billable will require Department or Division approval prior to scheduling. If approved, the Auditorium will be reserved for your event. Please call us with any questions at 313-309-2300. Thank you.



### **Auditorium Event**

#### **Safety First Message**

When holding an event in the Erma Lois Henderson Auditorium the Detroit-Wayne Joint Building Authority requires that the event coordinator reminds the audience at the beginning of an event of the following:

- The Detroit-Wayne Joint Building Authority's Mission Statement provides for the safety of the tenants, employees and visitors at the Coleman A. Young Municipal Center.
- In the event of a building emergency you will hear instructions over the public-address system including the following scenarios:
  - In the event of weather-related conditions please move into the auditorium and sit in the lower section of seats until the "All Clear" is announced.
  - In the event of a power failure or fire, **PLEASE EVACUATE IMMEDIATELY** via staircase C or D located on either side of the elevators or staircase E. Mobily challenged individuals should go into staircase E and await assistance.
  - In the event of a security breach or active shooter announcement please move into the auditorium and sit in the lower section of seats until law enforcement comes to the area and issues an all clear. **DO NOT ATTEMPT TO EVACUATE THE CENTER.**

Your cooperation is greatly appreciated.

## After Hours Auditorium Events

A Security Officer (SO) must be present at any event which runs past 5:00 PM. This is to ensure the safety of the attendees outside of normal business hours should an incident occur which could result in an emergency or evacuation.

Security Manager will interface with the DWJBA management office in 1316 prior to the event to determine the date, duration and expected crowd size of event. Manager will then assign requisite number of SO's to be posted at event 30 minutes prior to scheduled start until event is complete and all participants have vacated. SO's are expected to report to the post with a radio and fully charged battery.

If possible, SO should interface with event organizer prior to the start of event and review the "Safety First Message" attached to this Post Order. It is expected of event organizer to read this message to the attendees at the outset of the program. If they are not willing to read the message, the SO should read the message to ensure attendees are familiar with the protocol.

If Sheriff or Detroit Police have been posted in auditorium, be sure to acknowledge their presence prior to event and maintain contact throughout.

In the event of an alarm calling for evacuation of Center (fire alarm, power outage, etc.), SO will assume the role of Floor Warden, and shall immediately lead the evacuation of the auditorium and atrium areas. Upon hearing the alarm, the SO will:

- Radio Security 2 and acknowledge alarm
- Politely announce to presenter(s) of the event what is occurring and assume control of dais area
- Announce to attendees that the event has been concluded, and all occupants **must** evacuate immediately using stairwells C, D or E (point to the locations of each stairwell)
- Assess whether any attendees are mobility challenged and help to guide them to the front row of auditorium, then to the stairwell E landing. Radio to Security 2 the number of individuals unable to physically evacuate and verify that Security 2 has contacted EMS and they will be utilizing evac chairs to safely assist immobile individuals down the stairwell.
- Maintain contact with Sheriff and DPD, if applicable
- Do not allow individuals to delay their evacuation, regardless of their position (Judge, City Official, etc.)
- Once auditorium and atrium are vacated, check restrooms and stairwell corridors to determine if all areas are clear and radio Security 2 with status
- If areas are clear, begin descending via stairwell E. If SO encounters anyone evacuating, remain with them until reaching 1<sup>st</sup> floor. If they are having difficulty, radio Security 2 with location and they will interface with first responders to assist with the evacuation
- Report all clear to Security 2 after reaching 1<sup>st</sup> Floor

The SO assigned to this post will be required to take a leadership role if an emergency is declared. Therefore, the SO must have the ability to execute the role with confidence. It will be the Security Manager's responsibility to assign appropriately.



### **Addendum to Auditorium Request Form: Erma Lois Henderson Auditorium**

Requests received for auditorium use can be divided into general categories of use, Internal meetings sponsored by branches of government for their employees and suppliers and public meetings including tax auctions and press conferences.

The revised State of Michigan occupancy standards allows for 50% occupancy effective June 1, 2021 and 100% occupancy effective July 1, 2021.

**Considerations:** The Sponsor is solely responsible for the following:

- To limit and control the size of the audience and attendees.
- For internal meetings; compliance with facemask requirements.
- For public meetings; facemasks must be worn by all visitors.
- Maintaining social distancing standards.
- In the event of a COVID-19 positive attendee, the sponsor will be responsible for tracing and health follow up with those impacted.
- Read the attached "Safety First Message" at the beginning of the event.

Our Branch of Government/Department is requesting the use of the auditorium and we hereby accept sole responsibility for adherence to the **Considerations** stipulated above.

**SPONSOR:**

\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_



**EXHIBIT H**  
**COVID-19 Preparedness and Response Plan**  
**Case Intake Survey**





**June 2020 with Amendments**

**COVID-19 Preparedness & Response Plan:  
Initially Effective June 1, 2020, with Executive Order 2020-19 and  
amended August 19, 2020, November 18, 2020, December 16, 2020, April  
21, 2021, June 16, 2021, and October 20, 2021, 6<sup>th</sup> Amendment.**

**Coleman A. Young Municipal Center (CAYMC)  
Detroit-Wayne Joint Building Authority (Authority)**

On May 18, 2020, Governor Whitmer issued Executive Order No. 2020-91 requiring employers to establish a COVID-19 Preparedness & Response Plan by June 1, 2020. The Governor's Executive Orders were subsequently considered unconstitutional by the Michigan Supreme Court. The initial June 1, 2020, plan is considered Authority Policy and is compliant with ADA, CDC, OSHA and MIOSHA standards and the Michigan Supreme Court Return to Capacity mandate. Effective October 14, 2020, MIOSHA implemented the *COVID-19 MIOSHA Emergency Rules* that mandates workplace safeguards that will remain in effect for six months.

The employers at the CAYMC, including the City of Detroit, County of Wayne and service providers are obligated to develop and implement employer/employee plans including those required by MIOSHA, OSHA and state and local health departments to safeguard their employees. To support these plans the Authority has established the following operational processes and protocols.

The Detroit-Wayne Joint Building Authority in response to the COVID-19 Pandemic reflects the core values stated in our Mission Statement: *To provide for the safety, health and welfare of the tenants, employees, and general public of the Coleman A. Young Municipal Center.*

Please note these measures may vary as ADA, CDC, MIOSHA, OSHA, the State of Michigan Supreme Court and the State, City and County Health Department

recommendations and requirements evolve.

## **Preparedness & Response Plan**

### **6<sup>th</sup> Amendment**

Based on revised guidelines provided by the CDC, MIOSHA and the City of Detroit, the Authority has revised the *COVID-19 Preparedness & Response Plan* as follows:

#### **A. Tenant Employees:**

1. All City and County employees are required to wear face masks in the common areas including the elevators.
2. City employees who are not vaccinated must wear a mask and socially distance while in city buildings. Wearing a mask indoors is optional for fully vaccinated employees but strongly recommended. (City of Detroit requirement)
3. Tenant employees will not be temperature screened. The employers however will still require all employees to complete their online health screening prior to arriving at the CAYMC.

#### **B. Elevator & Staircase:**

1. Elevator capacity limits of two persons per cab have been eliminated. Face masks are required when accessing and riding elevators.
2. Staircases are now two directional and not one-way.

#### **C. Visitors:**

Visitors should not be subject to temperature screening however will be required to verbally respond in an acceptable manner to standard health screening questions. All visitors will be required to wear a face mask at all times while inside the CAYMC.

#### **D. Auditorium:**

Event sponsors are solely responsible for all CDC, MDHHS, MIOSHA and City and County COVID-19 protocols including capacity limits, social distancing, facemasks, and tracing in the event of a COVID-19 positive case report.

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#### **Employees: Prior to arrival:**

1. Complete your online screening survey provided by your employer.
2. Organize carry-in items for ease of security screening.
3. Follow all their employers' requirements and practices regarding workplace safety including but not limited to the proper use of Personal Protective Equipment (PPE) and supplies

#### **Employee Access:**

Employee entry is currently at the Randolph entrance with social distancing limits. Lines form from two directions: at the east end of the CAYMC at the Randolph Guard House; and to the west from the Larned driveway.

1. Line up and social distance
2. Enter and swipe your badge on the turnstiles.
3. Place bags directly on the x-ray belt and retrieve after clearance.
4. Place pocketed items (keys, cellphones, etc.) in the plastic bag provided. This will decrease wait times at the security checkpoint).
5. Daily stickers will be available for employees who desire to leave CAYMC and reenter. The Security team will also accommodate employees who have passed online health screening at another City location and desire to enter the CAYMC however security screening will still be required.

#### Social Distancing:

Six feet of social distancing (separation) should always be maintained between employees and between employees and visitors. To assist in this effort, the Authority has placed floor markings approaching the entrance, security screening and the elevators lobbies. The tenants will be responsible for establishing social distancing standards, signage and directional information within their suites and Courtrooms and in common areas approaching their demised tenant space that are used for visitor overflow when access to their areas is restricted by social distancing requirements.

#### Elevators & Staircases:

1. Social distance approaching the elevators.
2. Elevator capacity limitation have been eliminated.
3. Staircases are now two-directional.

#### Personal Awareness:

1. Wash your hands frequently and always use soap and hot water.
2. Avoid touching your eyes, nose, and mouth without washing your hands.
3. If you feel ill; report your concerns to your supervisor.
4. Concerns for the health of employees and visitors; notify your supervisor.
5. Your supervisor should be your primary source of information.

#### Cleaning & Sanitation:

1. All the offices, courtrooms and restrooms have been deep cleaned.
2. The Janitorial Staff is fulfilling all **Task & Frequency** cleaning assignments as follows:

Within occupied demised office space, janitorial staff will provide daily trash pulls, vacuum high traffic areas, and wipe down frequent touch points (reception counters, conference tables, kitchenette counters, light switches, door hardware, etc.). Cleaners will not disinfect personal items on desks or in cubicles, such as phones, computer keyboards, etc. It is advisable that tenants have a personal supply of disinfectant wipes (Clorox, Lysol, e.g.) to use through the workday.

Within occupied courtrooms, janitorial staff will provide daily cleaning and disinfecting of public seating, jury boxes, judges bench, reception area, and based on availability, the cleaning of judge's chambers and private restroom. Trash will be pulled, high traffic areas will be vacuumed, and high touch points will be disinfected.

3. The Authority is also providing **Common Area Touch Point Cleaning & Deep Cleaning**

In the common areas outside of tenant demised office space, a dedicated touch point team continuously disinfects high touch points (elevator buttons, drinking fountains, door hardware, countertops, etc.)

For departments with front-facing public interaction in high volume, a dedicated touch point cleaner can be assigned to remain on the floor through business hours to continuously sanitize touch points.

*Deep cleaning* of common areas; occupied demised office space, and occupied courtrooms will be provided. This will consist of an anti-viral agent applied to all surfaces through an electrostatic machine and will occur after the close of business after the Center has been vacated.

The Erma Lois Henderson Auditorium shall be deep cleaned after each use and will be limited to one event per day to ensure proper sanitization has been completed.

4. **COVID-19 Positive Employee or Visitor:**

If an employee or visitor has tested COVID-19 positive and has been in your office (s) within the last 72 hours, immediately vacate the area (s) and notify your HR Department and representatives of the Authority, Gregg McDuffee (313-218-8670), Mike Kennedy (313-510 5212) or Chris Hewitt (313-610-7122).

The Authority will rely on the tenants to report such cases using the COVID-19 Case Intake Survey, identifying the areas to be deep cleaned and provide access to all areas. The Authority will coordinate the deep cleaning services by the Authority's designated service provider and notify the tenant upon completion of the deep cleaning.

Within 24 hours of receiving a notice of a COVID-19 positive employee or visitor, the Authority will send a notice to a designated representative of each of the six (6) branches of government and the Authority's facility service providers, stating that a COVID-19 positive individual has been identified and the impacted areas have been deep-cleaned.

All confirmed positive cases will result in our response team disinfecting all areas occupied by the individual with the use of electrostatic equipment. This will typically occur the same day/evening of the reported case. The affected areas will be reopened for business operations upon completion.

5. Requests for in-office-use sanitizers and other PPE products and equipment should be directed to the Department Director.

#### Air Filtration & Ventilation: HVAC - Air Handling Units (AHU)

1. Filtration: Merv-8 prefilters followed by Merv-13 final filters. Merv-13 filters are 85% efficient and are replaced on an annual frequency. Prefilters are removed after six months. This year new filters will be installed by end of March. There are 315 pre filters and 315 final filters serving 9 AHUs throughout the Center. The tenant may elect to use mobile stand-alone filtration systems if they cannot achieve social distancing within their demised areas and/or the area(s) have a high density of staff and therefore do not have adequate ventilation. We have not however found any recommendations from ASHRAE, CDC or WHO regarding the effectiveness of these systems.
2. Cleaning/ Sanitization: Air Handler cleaning, and sanitization is completed on an annual basis and conducted by a third-party vendor utilizing a safe probiotic solution that eliminates growth of Bio-films. Cleaning is scheduled for April 2021. Supply and return grills do accumulate environmental dust from surfaces and carpet fibers and are cleaned on a case-by-case basis. Wholesale cleaning of the entire duct system is not recommended due to access and disruption of the aged system.
3. Preventative Maintenance: Engineering team conducts quarterly PM (Preventive Maintenance) that includes verification of controls, dampers, motors, condensate pans and overall cleanliness. Engineering team has also been proactive in inspecting and insuring operation of ventilation mixing boxes located within the office spaces of the Center.
4. Operational: During the current Pandemic outdoor air CFM (cubic feet per minute) rates have been increased to highest level achievable without sacrificing comfort to assist with increased air changes.

Additionally, air handler run times have been increased outside of normal occupancy times to continue to flush the building. The current ASHRAE standard requires a minimum of 5-CFM per person in normal office environments.

5. Support: The Engineering team is supported by a third-party environmental hygienist who assists with product review and operational means and methods recommendations for COVID-19 related issues as they arise. Additionally, the Authority's engineering team is maintaining and operating the CAYMC systems in compliance with all CDC, OSHA and ASHRAE air quality standards and is very focused on maximizing the fresh-air intake.

#### Visitors:

The Authority's health care representative will ask each visitor to response to

standard health screening questions and require that they wear a face covering. If they arrive without a face covering, the Authority will provide a face mask. Pursuant to the Michigan Supreme Court Return to Capacity mandate, CDC recommendations and Authority policy, the Authority can deny access to any individual who have fail the health screening and/or refuses to comply with these requirements.

To accommodate visitor traffic, the Authority opened the Woodward entrance to visitor and restrict the Randolph to employees. To accommodate visitor traffic, the Authority erected awnings and have screening personnel stationed at the Woodward entrance. All visitors will be required to respond negatively to standard questions. Visitors who fail to meet these screening requirements will not be allowed access.

#### Delivery Services and Contractors:

All deliveries and contractor will access the CAYMC at the loading dock and will be subject the health screening upon entry and face coverings will be required. Contractors and their staff working in the CAYMC must always wear a face covering or face shield.

#### Work Requests:

Tenants should continue to rely on the Aware work order system for their building needs. This will enable the Authority to expeditiously address service requests without the need to visit the Authority's office.

#### Additional Occupancy Phases:

We anticipate that employee and visitor volume will increase overtime and are prepared to open additional entrance. We will however continue to utilize Randolph as the employee entrance.

#### Auditorium:

The revised State of Michigan occupancy standards allows for an increase in the capacity for indoor gatherings to 50% occupancy effective June 1, 2021, and to 100% occupancy effective July 1, 2021.

Requests received for auditorium use can be approved by the Authority's Executive Director provided the sponsor is a governmental entity, division or agency and accepts sole responsibility for all CDC, MDHHS, MIOSHA and City and County Health Departments COVID-19 protocols.

The Sponsors are therefore solely responsible for the following:

- To limit and control the size of the audience and attendees.
- For internal meetings; compliance with facemask requirements.
- For public meetings; facemasks must be worn by all visitors.

- Maintaining social distancing standards.
- In the event of a COVID-19 positive attendee, the sponsor will be responsible for tracing and health follow up with those impacted.
- Read the attached “Safety First Message” at the beginning of the event.

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#### COVID-19 MIOSHA Emergency Rules – MER

These rules require implementation of workplace safeguards for all businesses and specific requirements for industries, including manufacturing, construction, retail, health care, sports and exercise facilities and restaurants and bars. The Authority’s facility support staff that includes janitorial, security, engineering, building trades and other third-party service providers, can be considered Medium Exposure Risk personnel based on definition included in these Emergency Rules. The Authority’s COVID-19 Preparedness & Response Plan addresses all the elements of the MER and requires that the actual employer of the personnel at the CAYMC (City, County and Authority vendors and service providers) fulfill the employer workplace requirements including the establishment of the safety coordinator and reporting of COVID-19 positive employees to the City of Detroit and County of Wayne Health Departments.

Any notification of positive cases of COVID-19 to a department or division of government in the Coleman A. Young Municipal Center are required to be immediately reported to the Authority by using the following Case Intake Survey.

Once the form has been completed, please email it to the following addresses:

[mike.kennedy@hines.com](mailto:mike.kennedy@hines.com); [chris.hewitt@hines.com](mailto:chris.hewitt@hines.com);

[gregory\\_mcduffee@dwjba.com](mailto:gregory_mcduffee@dwjba.com); [cynthia\\_montgomery@dwjba.com](mailto:cynthia_montgomery@dwjba.com)



## COVID-19 Case Intake Survey: CAYMC

Please complete all information requested and return it immediately to the DWJBA

	Sample Intake Questions	Answer: Please provide the specific details requested
Basic Information	Division of Government/Department	
Date and Time	Date/Time Submitted	
Contact Information	Submitted by: Name: Email Address: Cellphone number:	
About the Individual	When were you notified that the individual was CO-19 positive? Last date the individual was in the office?	
About the Space	Suite where the individual worked What other suites/offices did the individual visit What restroom facilities did this person visit What suites/areas do you want deep-cleaned	
Tracing	Confirm that you have or are contacting other individuals that this person was in contact. Yes or No	
Tenant Communications & Actions to Date	Please confirm you have closed these suites/offices and instructed your employees to not reenter. Yes or no	

**When it is reported that an employee or visitor has tested positive for COVID-19, the impacted areas should be closed. The Tenant Contact person listed above must arrange access to all areas that require deep cleaning. The DWJBA will coordinate the deep-cleaning service and notify the Tenant Contact person upon completion.**