Office of General Services

WHEN TO UTILIZE OGS FOR LEASE COMPLIANCE

ADDRESSING HEALTH & SAFETY CONCERNS IN LEASED SPACES

For On-Site Coordinators

Emergency?

No

Building management system ticket entered

Yes

Call 911 and follow agency emergency protocols

Coordinate with Agency Contact

Contact Landlord or Building Manager to address issues

Need further assistance?

Contact OGS Division of Real Estate's Lease Compliance, team who will work with Agency Contact and Landlord to address outstanding issues.

518-486-1484

LeaseCompliance@ogs.ny.gov