



Office of  
General Services

# ADDRESSING HEALTH AND SAFETY CONCERNS IN LEASED SPACES

PEF STATEWIDE HEALTH AND SAFETY CONFERENCE

MAY 2026

# ADDRESSING HEALTH & SAFETY CONCERNS IN LEASED SPACES



## Key Elements

- » The lease agreement between the Landlord and OGS describes in detail the services and requirements of both the Landlord and Tenant.
- » These documents control the actions OGS can take to enforce lease terms and conditions.
- » It is advisable to review each individual lease as terms and conditions can vary across regional areas, individual landlords, and other factors. LE2
- » It is critical that the Agency Contact responsible for interfacing with the Landlord be familiar with the lease and supporting documentation. LE1

## Slide 2

---

- LE1** Can we change “any attachments” to “supporting documentation.”  
Elmahdy, Lubna (OGS), 2026-04-20T20:40:30.605
- SR1 0** Done  
Robinson, Stephanie L (OGS), 2026-04-24T14:03:00.177
- LE2** Are we saying that the terms and conditions in one lease can vary, or that they can differ across multiple leases?  
Elmahdy, Lubna (OGS), 2026-04-24T13:24:00.181
- SR2 0** One lease. Revised language.  
Robinson, Stephanie L (OGS), 2026-04-24T14:03:31.583

# LEASE REQUIREMENTS

Typical lease requirements define at least the following:



## **HOURS OF OPERATION**

This establishes when a facility is accessible to employees and can affect the time when the base building environmental controls must function and even when elevator service is available.



## **SPACE REPAIRS**

The type of repair and the responsible party are defined. For example, certain leases require that the agency maintain its own server room HVAC equipment and/or fire protection equipment.



## **JANITORIAL SERVICES**

Establishes which areas get cleaned and how often. Often, it includes snow and ice removal.



## **ENVIRONMENTAL CONTROLS**

Heating, Ventilation, and Air Conditioning (HVAC) temperature parameters.



## **PEST CONTROL**

Acceptable pest management methods and practices are described.

# WHEN TO UTILIZE OGS FOR LEASE COMPLIANCE

## 1 Determine the type of compliance issue

### A

#### EMERGENCY

These are life-safety situations severe enough to affect the safety and well-being of state employees and the agency's ability to carry out its mission.

### B

#### PRIORITY

An issue that may not disrupt the agency's mission but requires prompt attention, such as ice and snow removal, short-term heat loss, or short-term cooling loss.

### C

#### ROUTINE

Preventive or scheduled maintenance items, such as poor cleaning services, loose carpet, and minor leaks.

# WHEN TO UTILIZE OGS FOR LEASE COMPLIANCE

## 2

Course of Action

## A

### EMERGENCY GUIDELINES



### 1. Evacuation

Immediately initiate and execute evacuation procedures, as conditions warrant.

### 2. Contact OGS Leasing Services

OGS will work with the Agency Contact, appropriate agency leadership, and the building owner to determine the extent of the circumstances and the anticipated timeline for remediation. The agency should also include the Office of Employee Relations (OER) in team communication.

### 3. Inform OER

The agency and OGS will provide information to the Office of Employee Relations (OER).

### 4. Maintain Communication

OGS will maintain open lines of communication with appropriate parties until the situation is resolved.

# WHEN TO UTILIZE OGS FOR LEASE COMPLIANCE

## B | PRIORITY GUIDELINES >>

### 1. Inform Needs

Agency Contact to deliver correspondence to request and track building services from the Landlord or management company.

### 2. Work Completion

Landlord to complete necessary work and confirm the date and action taken to resolve problem.

If a Landlord is unresponsive to requests to resolve the issue(s), the agency should contact OGS. Upon notification, OGS will:

1

Assign the project and follow up with the Agency Contact

2

Review the lease file for previous lease compliance issues

3

Inspect the facility, if required

4

Advise the Landlord of their responsibilities under the terms of the lease and request a corrective action plan with a schedule for implementation

5

Notify the Agency Contact of findings and Landlord's corrective action plan

6

E-mail Landlord confirming plan and schedule, copying the Agency Contact

7

Follow up with Landlord until issue is resolved

# WHEN TO UTILIZE OGS FOR LEASE COMPLIANCE

## C ROUTINE GUIDELINES

### 1. Contact Landlord/Building Manager

The Agency Contact shall contact the Landlord/Building Manager directly. Typically, the first contact may be by telephone to notify the Landlord/Building Manager of the issue or complaint. The Agency Contact shall follow up in writing and record communication with the date, time, nature of issue(s) and Landlord's response and proposed resolution.

### 2. Follow Up with OGS

In the event the Landlord fails to respond to the request and subsequent follow up, the Agency Contact can then seek assistance from OGS Lease Compliance.

## CLOSING POLL

In one word,  
what is your agency's  
most common lease  
location issue?

RESULTS



Join at [menti.com](https://menti.com) | use code 1971 4647



**Office of  
General Services**



## ADDRESSING HEALTH & SAFETY CONCERNS IN LEASED SPACES

For On-Site Coordinators

