



FY 2009 Performance Review

Department of Central Services
Office of Facilities Management

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http://www.ok.gov/DCS/Facilities_Services/Sustainability/

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Background

The Office of Facilities Management (OFM) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. OFM's unique role of assisting customers in procurement of goods and services, remodeling and renovations, and operation of state facilities affords exceptional opportunities to pursue sustainability, as reflected in its' strategic plan.

OFM consists of 72 employees in four divisions:

- ▶ *Executive Management Division*
- ▶ *Energy Management Division*
- ▶ *Facilities Services Division*
- ▶ *State Leasing Division*

WHAT WE DO:

- ▶ *Mission: Provide a safe, comfortable workspace for our tenants and guests through quality facilities and responsive service.*
- ▶ *Oversee annual renewal of contracts for a multitude of services and commodities.*
- ▶ *Manage the design and construction of public buildings; OFM has taken a lead role in promoting and developing sustainable building practices.*
- ▶ *Continue to promote sustainability in the design, construction, & operation standards for state-owned facilities through the objectives in the OFM Sustainability Plan.*
- ▶ *Provide maintenance & grounds operations on the Capitol Campus, customer/tenant improvement services, fire & security systems maintenance, heating ventilation & air conditioning (HVAC) operations, environmental & life safety, & card access for public facilities.*

- ▶ *Pursue the on-going conservation of energy/resources and reduction of utility costs for state facilities.*
- ▶ *Authorizing, negotiating, managing, contracting, and reporting space in both state buildings and space leased from the private sector throughout Oklahoma.*
- ▶ *Offer solutions in managing supplies, logistics and warehousing services.*
- ▶ *Welcome hundreds of thousands of visitors each year to the historic buildings and grounds of the Capitol Complex in Oklahoma City.*
- ▶ *Manages division energy projects: monitors & benchmarks Energy Star requirements, energy conservation measures for division facilities & operations support services for Facilities Services.*
- ▶ *OFM is working with its partners to ensure a sustainable future for all Oklahoma residents.*

Executive Summary

OFM established a goal-oriented sustainability plan for fiscal year 2009 to reduce energy use and associated costs of state building operations. In reducing consumption and excess spending, OFM minimized the environmental impact of its facilities and maximize the efficiency of building equipment.

PURPOSES OF THE PLAN:

- ▶ *To assess OFM's environmental impacts.*
- ▶ *To create a long-term vision for reducing the division's environmental impacts with interim organizational goals.*
- ▶ *To provide a structure and mechanism with accountability for OFM to reduce negative environmental impacts from its operations.*
- ▶ *To address issues to make OFM's programs and activities more sustainable.*
- ▶ *To document OFM's leadership and commitment to improving the environment by more sustainable practices.*
- ▶ *To help our customers continue with their own sustainability efforts through OFM's example, leadership and technical assistance.*

FIVE MAJOR GOALS OF THE PLAN:

- ▶ *Implement sustainable building practices.*
- ▶ *Reduce transportation related pollution.*
- ▶ *Maximize recycling, minimize waste, and minimize products with 100% virgin materials.*
- ▶ *Minimize facility related consumption of energy and water.*
- ▶ *Reduce use of toxic products and toxic chemicals.*

These goals demonstrate OFM's commitment to sustainable practices. As a fundamental service provider to state and other public agencies, OFM has the opportunity to be a leader in sustainable stewardship in these key areas:

- ▶ *Design and construction management of public works projects*
- ▶ *Operation of state facilities*
- ▶ *Procurement of goods and services*

OFM is on track to meet or exceed this years' established sustainability goals and will continue to improve in the years to come. This report presents the goals, objectives, measurements and related comments for FY 2009. The base year, where applicable, is fiscal year 2008.

Goal 1: Sustainable Building Practices

GOAL 1 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
1.1 Establish OFM sustainable building standards (lighting & restrooms)	<i>Develop OFM sustainable building standards.</i>
1.2 25% of OFM remodel and renovation projects will meet established building standards	<i>Distribute OFM standards to design teams.</i>
1.3 25% of OFM repair and replacement projects will meet established building standards	<i>Distribute OFM standards to design teams.</i>

PROGRESS TO DATE:

Eighty-three (83) projects were completed in FY09 that were either Remodel & Renovation projects or Repair & Replacement projects. A total of thirty-eight (38) projects that met sustainability criteria in these two categories were completed in FY09. 6 of 7 (86%) remodel and renovation projects and 32 of 52 (62%) repair and replacement projects took potential environmental impacts into consideration.

Projects in one of these two categories that did not meet criteria were ruled out due to: requirement feasibility vs. project complexity, or requirement environmental effect vs. prolonged return-on-investment.

GOAL 2: Vehicle Related Pollution

GOAL 2 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
2.1 20% reduction of OFM vehicles	<i>Purchase 4 electric service vehicles. Turn in 4 under-utilized gasoline vehicles.</i>
2.2 5% reduction of petroleum use by Facilities' grounds equipment	<i>Purchase electric and/or convert to CNG grounds equipment. Replace 25% of 2 stroke equipment with 4 stroke equipment per year.</i>

PROGRESS TO DATE:

Fleet Management assisted in ordering 10 electric vehicles (4 carts, 6 trucks) for OFM use on the Capitol Complex and Governor’s mansion grounds. The new electric vehicles allowed Central Maintenance to eliminate two (2) gasoline vehicles. Three (3) to four (4) more petroleum vehicles are expected to be eliminated from the Central Maintenance fleet in FY10. An audit of 2-stroke equipment yielded 8 total pieces; at least two are expected to be replaced in FY10.

GOAL 3: Recycling & Waste

GOAL 3 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
3.1 25% reduction of office paper use per OFM employee	<i>Purchase duplex copiers and printers. Use PFD files sent e-mail instead of faxes and hard copies. Set up PC's for duplex printing as default. Email Invoice processing to reduce need for paper processing. Expand digital filing system.</i>
3.2 100% of (8.5 X 11) copy paper purchased for OFM used will be 100% recycled content	<i>Purchase 100% recycled content paper.</i>
3.3 75% of OFM office paper will be recycled	<i>Monitor quarterly to estimate the amount of office paper thrown away.</i>
3.4 100% of janitorial paper products will be of 30% recycled content and processed chlorine free	<i>Custodial staff to purchase product to meet the criteria.</i>
3.5 75% of all fluorescent bulbs, compact fluorescent bulbs, batteries, and ballast will be recycled	<i>Publish recycle standard operating procedure.</i>

PROGRESS TO DATE:

All printers in OFM are set to duplex printing (prints on both sides of paper) as default settings. Typically, paper made with more recycled content is also more expensive due to the extra processing that is required. However, paper costs were reduced as OFM employees developed a conservation-minded approach to printing documents which allowed the purchase of 100% recycled paper.

Fluorescent tubes are recycled with a drum-top bulb crusher at the Kerr-Edmondson buildings in Tulsa and the Facilities Annex. OFM partnered with the Oklahoma Department of Environmental Quality (DEQ) to recycle 397 bulbs removed from the DEQ building in downtown Oklahoma City.

GOAL 4: Facility Energy & Water Use

GOAL 4 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
<p>4.1 10% reduction of electric use on a square footage basis in DCS owned and operated facilities</p>	<p><i>Establish an Energy Efficiency Project List (EEPL).</i></p> <p><i>Install occupancy sensors and timers in 25% of buildings in 2009.</i></p> <p><i>Install energy efficient lighting with electronic ballasts and LED lighting.</i></p> <p><i>Energy efficient motors in all Capitol Campus buildings by 2012.</i></p> <p><i>De-lamp lobbies, restrooms, hallways, tunnels.</i></p> <p><i>Establish energy awareness program.</i></p> <p><i>Perform technical audits of Capitol Complex buildings using an Energy Service Company.</i></p> <p><i>Establish a contract for commissioning/re-commissioning by 2010.</i></p> <p><i>Standardize building HVAC operations schedules.</i></p> <p><i>All division computer monitors automatically go into a "sleep" mode after 30 minutes of inactivity, and all computers go into the same energy-saving status after one hour of not being used.</i></p> <p><i>Develop plans to reduce peak load.</i></p> <p><i>Develop plans for an Energy Management web site.</i></p>
<p>4.2 5% reduction of natural gas use on a square footage basis in DCS owned and operated buildings</p>	<p><i>Measure natural gas use of all facilities for comparison with 2008 levels.</i></p> <p><i>Total energy savings annually.</i></p>
<p>4.3 5% reduction of potable water use for OFM managed grounds</p>	<p><i>Audit existing landscapes for irrigation efficiency.</i></p> <p><i>Propose operation and maintenance changes that will optimize</i></p>

Division Objectives	Measurable Tasks
	<i>performance of irrigation systems.</i>
4.4 5% reduction of interior potable water use per square foot	<i>Install low flow urinals. Install low flow toilets. Install low flow faucets.</i>
4.5 Pursue installing a renewable energy Project and/or purchase 2% Green power for OFM owned and managed projects	<i>Install more PV solar/ thermal projects. Purchase wind power. Install wind turbines.</i>
4.6 Baseline all extended Capitol Campus buildings using Energy Star Portfolio Manager	<i>Run reports from the Energy Star Portfolio Manager.</i>
4.7 Energy Star rating (75) for two buildings on the Capitol Campus	<i>Run reports from the Energy Star Portfolio Manager.</i>

PROGRESS TO DATE:

Energy efficiency upgrades, sustainability projects, and innovative programming strategies by OFM have resulted in a total energy reduction of 35,224,619 kilo-British thermal units (kBtu) (16.9%) from FY08 usage to FY09 usage (see chart 1). Due to higher costs-per-unit, the 16.9% reduction of energy use contributed to a total of \$673,779 in costs-avoided (see chart 2).

Chart 1

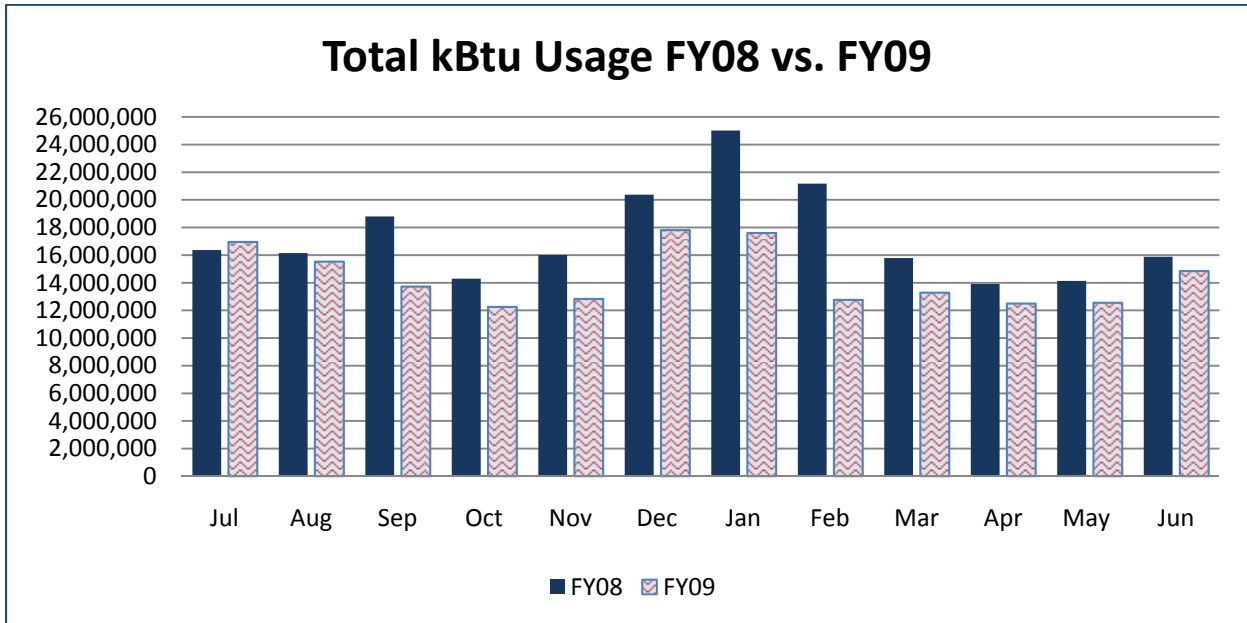
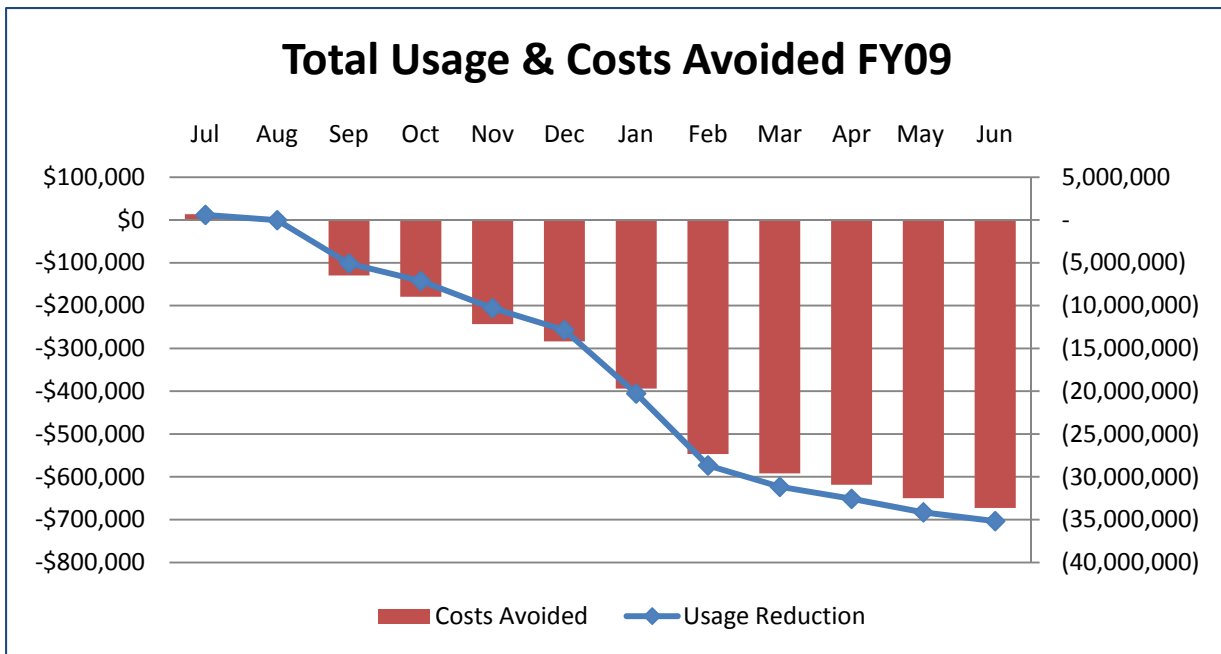


Chart 2

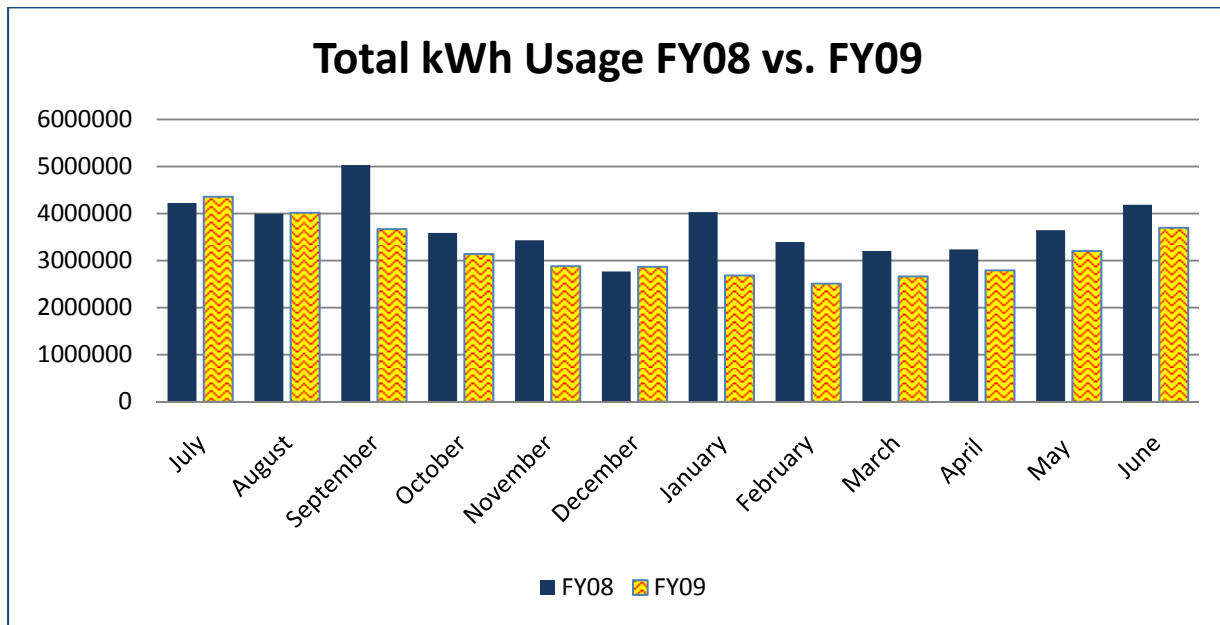


[4.1]- OFM approached the objective of reducing electricity consumption from many different fronts. Lighting projects offer immediate savings and were among the first completed. The following lighting projects contributed to electricity savings in FY09: 17,307 T-series fluorescent light tubes were retrofitted from T-12 to efficient T-8 bulbs, more than 1,300 unnecessary fluorescent tubes were

removed from common-area fixtures, and 24-hour emergency lights in the Will Rogers building are now equipped with LED tube lights. An Earth Day CFL Exchange, administered by the Green Fingerprint energy awareness campaign, swapped 2,268 energy-efficient compact fluorescent light (CFL) bulbs with wasteful incandescent bulbs in desk lamps.

Evaluations of Capitol Complex buildings and installation of timer switches & occupancy sensors were completed in 30% of scheduled buildings.¹ Real-time electrical monitoring was completed in six (6) DCS operated facilities and the collected data was used to evaluate electrical usage and modify building operations to reduce the peak load. These retrofits & upgrades, the installation of lighting controls, as well as adding new sensors and scheduling strategies to the building automation system produced savings of 6,234,882 kilo-watt-hours (kWh) (13.9%) (see chart 3).

Chart 3



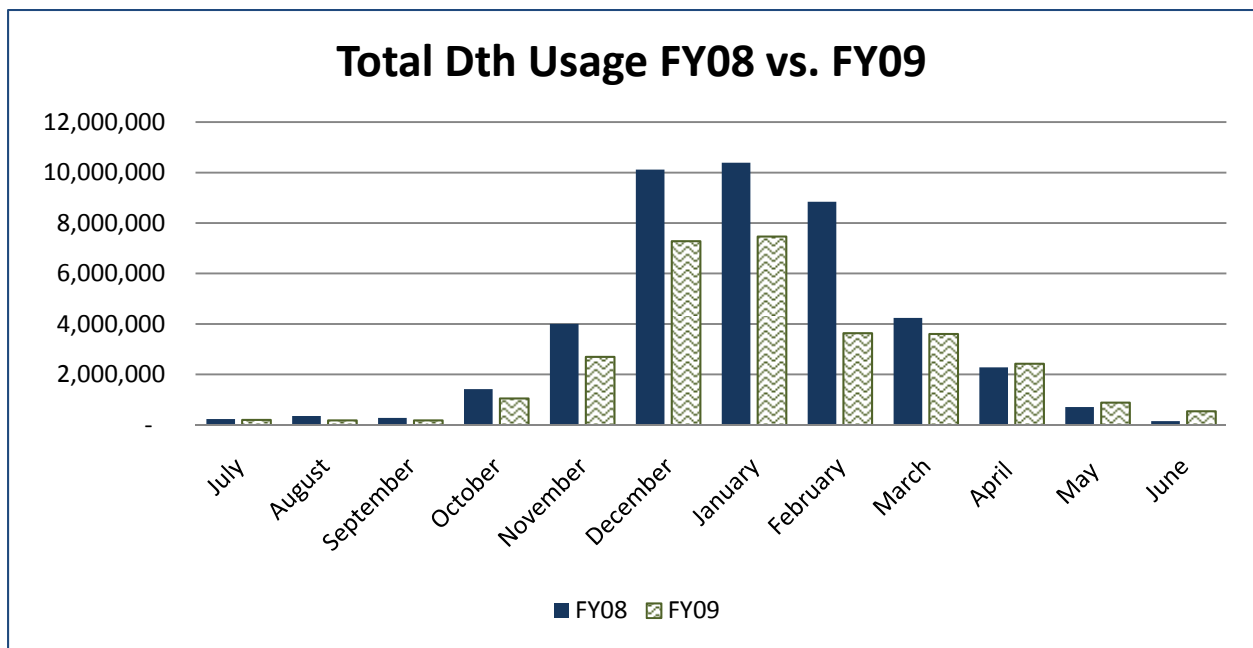
[4.2] - Natural gas services were discontinued at two buildings (DHS building & Facilities Annex) and replaced with a geothermal heat pump system. The boiler at

¹ Percentage based on scheduled evaluations of ten (10) Capitol Complex buildings including: Will Rogers, Sequoyah, Hodge, Connors, Agriculture, Jim Thorpe, DOT, OSF, Denver Davison Courts, and Attorney General. Evaluations and installation completed in Will Rogers, Sequoyah, and Connors.

the Denver Davison Courts building was replaced with a new High-Efficiency Boiler and building Heating Ventilation and Air Conditioning (HVAC) operations schedules have been standardized to meet all lease and/or operating agreements.

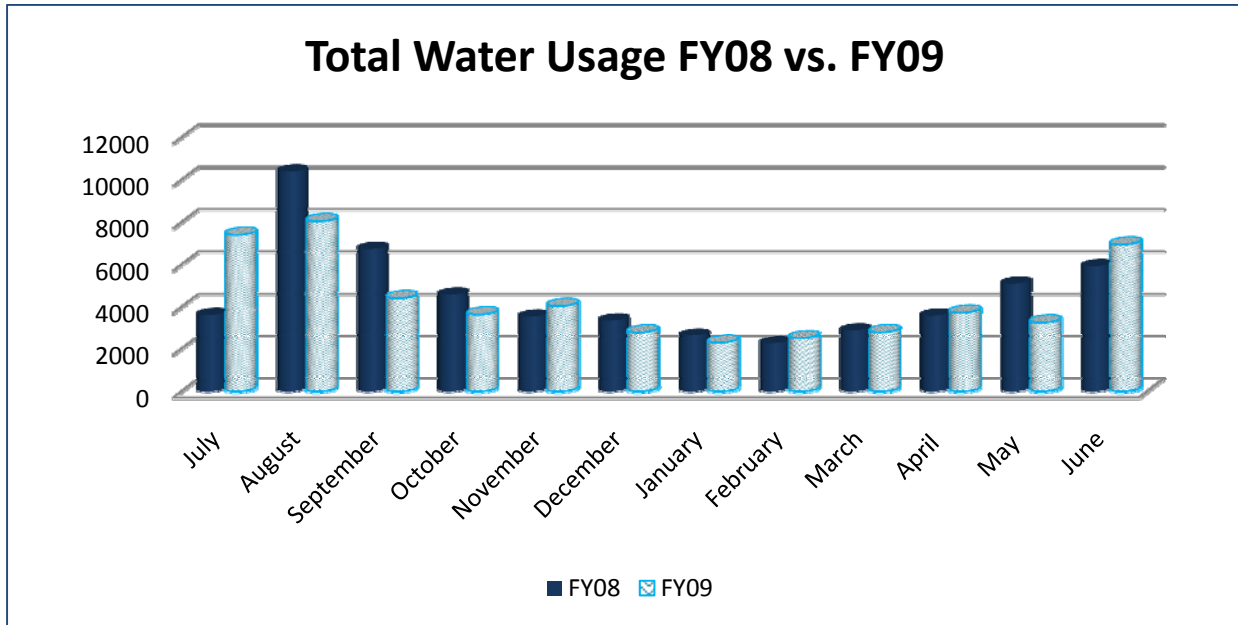
The new programming and scheduling of building automation system also reduced hours of operation for natural gas-requiring HVAC equipment. Due to the geothermal systems, minimized HVAC run-time, and new boiler a total of 12,859 Dekatherms (Dth) (29.9%) were saved during the past fiscal year (see chart 4).

Chart 4



[4.3] & [4.4] - Water conservation measures included the installation of low-flow urinals and toilets, faucet aerators, and many touch-free restroom fixtures. 200 new low-flow urinals were purchased and installed. From FY08 to FY09, Capitol Campus water consumption was reduced by 3,906,000 gallons (7%) (see chart 5).

Chart 5



[4.5] - Many forms of renewable energy were either installed in FY09 or will be installed in FY10. The DHS/CAP building will feature a 10-kWh wind turbine, photo-voltaic (PV) solar panels, and a geothermal heat-pump system when renovations are complete. Another 10-kWh wind turbine is on-schedule to be installed at the Governor's mansion and a geothermal system is in the final stages at the Facilities Annex. A total of 244,160 kW of wind-generated power² was purchased for Mansion Residence, Pavilion, and DHS/CAP building.

[4.6] - The state-operated buildings that OFM is tracking through Energy Star's Portfolio Manager showed a 15% increase in rating last year. The average rating of OFM buildings was increased by ten (10) points from June 2008 to May 2009.

[4.7] - Library, Sequoyah/Will Rogers, Kerr-Edmondson, Jim Thorpe all rated above 75 according to data collected from Energy Star Portfolio Manager.

² 0.6% of total electricity used by OFM-operated buildings, parks, and equipment.

GOAL 5: Toxic Products & Chemicals

GOAL 5 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
5.1 OFM (Purchasing) will establish procedures and guidelines for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products	<i>Report number of contracts with sustainable options.</i>
5.2 50% of OFM janitorial products used will be Green Seal approved or equivalent	<i>Document volumes of green seal products used vs. total. By 9/1/09, increase products on state contract to include 100% post-consumer recycled content janitorial paper.</i>
5.3 Audit all persistent toxins in OFM managed landscaping	<i>Track by volume the amount and type of chemicals used on capitol campus.</i>

PROGRESS TO DATE:

Gaining knowledge of product life-cycles for all products ordered, not just janitorial products, proved to be exceptionally valuable for procurement decision-makers in understanding environmental impacts. Purchasers are now aware of ‘green washing’ and how to avoid businesses that use misleading statements when promoting themselves as ‘environmentally-responsible’ and items as ‘environmentally-friendly.’ Current landscaping contract was reviewed for amount and type of toxic chemicals used for landscaping; several stored chemicals have been eliminated.

STORED CHEMICALS ELIMINATED:

- ▶ 23% of “low-risk” chemicals
- ▶ 46% of “medium-risk” chemicals
- ▶ 18% of “high-risk” chemicals

GOAL 6: Sustainability in State Leasing

GOAL 6 OBJECTIVES AND TASKS

Division Objectives	Measurable Tasks
6.1 Audit one agency for use of storage space to facilitate reduction of wasted storage space	<i>Reduce use of file cabinet space by 25% Establish paperless filing system for lease documents and correspondence according to statutes, rules and record retention schedule.</i>

PROGRESS TO DATE:

State Leasing has created a paperless filing system and reduced the file cabinet space by approximately 20%. One agency, the Oklahoma Department of Emergency Management, was audited for use of storage space. The audit resulted in consolidating their storage space which freed space in the DCS warehouse for use by another agency.

Education & Outreach

The Green Fingerprint energy awareness campaign was established in February 2009 to minimize the environmental impact of state-operated buildings and to encourage building tenants to further reduce energy consumption. A team of Energy Champions were solicited from agencies housed in state-operated buildings to provide a channel for energy information and campaign materials. The Sustainability E-Newsletter is a quarterly publication overseen by the campaign and is distributed to state agencies via Energy Champions.



A sustainability page was also added to the DCS website under Facilities Services. Items posted to the website include: newsletter archives, project accomplishments, listing and contact information for Energy Champions, press releases, calendar of events, energy-saving tips and various environment/energy-related resources. This webpage is intended to serve as the focal point for tenant energy education and promotion of environmental responsibility.



The campaign organized an Earth Day CFL Exchange which encouraged the replacement of 2,268 heat-producing, energy-greedy, incandescent light bulbs with energy efficient compact fluorescent light bulbs (CFLs). The event is responsible for approximate savings of 102,675.84kWh per year³.

The Department of Central Services is now represented in the Oklahoma Environmental Education Coordinating Committee working with such agencies as: Oklahoma Conservation Commission (lead-agency), Dept. of Agriculture, Forestry, Water Resources Board, Dept. of Environmental Quality, Secretary of the Environment, State Parks, Dept. of Commerce, Energy Resources Board, University of Central Oklahoma, Oklahoma State University's College of Education, and the Sam Noble Museum of Natural History.

³ Based on using each bulb 4 hrs/day; 60 watt bulb vs. 13 watt CFL.

Roadblocks

In April 2008, VFA, Inc. (VFA) conducted a Detailed Facilities Condition Assessment for 14 facilities operated by the Department of Central Services (DCS). The VFA assessment team developed a systems-based replacement value for each building along with system renewals, and identified and estimated costs for deferred maintenance and code compliancy with the development of requirements.

System renewals were generated based on the number of years remaining for each of the building systems. The renewal dates are based on Building Owners and Managers Association (BOMA) industry standard expected life-spans for each system, plus visual evaluation by the VFA team.

The assessment team identified and estimated current requirements with actions and system renewals totaling \$85,133,830 for DCS. Summarizing VFA condition findings, the present condition (excluding improvements and grand fathered code compliance issues) of the buildings is 'Fair Condition' as evidenced by a Facility Condition Index (FCI) of 0.23.

Projects planned to improve buildings conditions are listed in the Facilities' Unfunded Priority Project List on next page.

Unfunded Priority Project Request

Projects	Cost
<i>Replace Capitol chilled water line for well & cooling tower</i>	<i>\$ 1,300,000</i>
<i>Replace Capitol cooling tower</i>	<i>\$ 471,000</i>
<i>Replace main storm sewer @ 21st St.</i>	<i>\$ 1,700,000</i>
<i>Capitol south plaza re-grouting and repair</i>	<i>\$ 300,000</i>
<i>Library lighting and lighting control upgrade</i>	<i>\$ 100,000</i>
<i>Update controls in Denver Davison</i>	<i>\$ 350,000</i>
<i>Replace Denver Davison cooling tower</i>	<i>\$ 210,000</i>
<i>Tuckpoint Mansion</i>	<i>\$ 65,000</i>
<i>Replace Library boiler and humidity control</i>	<i>\$ 250,000</i>
<i>Library roof replacement</i>	<i>\$ 225,000</i>
Total	\$4,971,000

Challenges

OFM faced a wide range of challenges in the past year which led to some creative solutions and much improved understanding of FY09 goal requirements. This knowledge gained through challenging experiences fostered specificity when finalizing FY10 objectives and tasks.

When attempting to decrease petroleum use of grounds equipment, a common problem is finding equipment that performs efficiently, dependably, and meets environmental standards. The general paradigm about environmentally-friendlier grounds equipment is that reducing emissions means reducing quality of performance.

One of the most significant changes made this year was adjusting building automation schedules to ensure more efficient operations. Inefficient boilers and old technologies coupled with a shrinking state budget did not exactly “set the ground work for success” when it comes to natural gas usage. Lack of funding for improvement/modernization projects may be a major issue in achieving this goal in the future.

A lack of automatic controls for grounds irrigation systems causes inefficient & inconsistent watering patterns; the ‘human factor’ is still present. A lack of sub-metering is a formidable challenge in measuring water use and, more importantly, identifying over-use. The ability to determine whether water was used for Capitol Complex grounds and parks or interior, potable purposes will be imperative for measuring the effectiveness of future conservation efforts.

Generating wide-spread tenant buy-in through the Green Fingerprint campaign proved difficult because there is little incentive for individuals who do not directly pay costs associated with usage to save energy. This challenge will become less rigid as awareness increases and a conservation-minded culture emerges.

Not surprisingly, renewable energy projects are very expensive. The long-term return on investment for most renewable energy projects does not simplify the process of obtaining funds to complete many of these worth-while projects.

Inconsistencies in facility classification makes accurately rating the Governor's mansion, Library, and DCS warehouse in Energy Star's Portfolio Manager very difficult. Energy Star does not currently allow rating of buildings that are not designated to be over 50% office space. A lack of sub-metering between Will Rogers, Sequoyah, Connors, and Hodge buildings and the inter-connecting tunnel system prevents rating each of these buildings individually further complicating the performance tracking process.

DCS janitorial services are provided through a multi-year service contract with Goodwill Industries. Goodwill makes all purchases of cleaning supplies and janitorial paper (toilet tissue, paper towels, etc). Obtaining inventory from Goodwill is important for benchmarking purposes, but is difficult due to lack of standardization for supply orders. The janitorial market has been flooded with certification labels for 'green' cleaning products; the process of determining which certification label accurately depicts the environmental impact can be time consuming and misleading.

The Environmental Protection Agency's (EPA) website offers a wealth of information regarding toxins and persistent toxins. A key to eliminating use of the most dangerous toxins currently in use is to understand what is classified as a 'persistent toxin,' what is not, and how these toxins can cause severe damage to nearby ecosystems and watersheds.

State Leasing is composed of two hard-working employees. A high turnover rate for temporary employees and indefinite amount of time without a replacement directly affects the amount of time dedicated to file scanning. State Leasing has established a paperless filing system, and began to use it; however, the system cannot be fully utilized without the time to do the required scanning.

Future Goals

Goals	Objectives - FY 10
1.) Implement Sustainable Building Practices	<p>1.1 - Establish OFM sustainability building standards.</p> <p>1.2 - 50% of OFM's remodel and renovation projects will exceed minimum code standards.</p> <p>1.3 - 100% of OFMs repair and replacements will be best available for the application.</p>
2.) Reduce Vehicle Associated Pollution	<p>2.1 - 50% reduction of petroleum-using OFM vehicles compared to the FY 08 baseline.</p> <p>2.2 - 10% reduction of petroleum use by Mansion grounds equipment compared to the FY 08 baseline.</p>
3.) Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 - 35% reduction in office paper use per employee.</p> <p>3.2 - Maintain 100% of copy paper purchased for OFM use is 100% recycled content (white 8 ½ 11).</p> <p>3.3 - 87% of office paper will be recycled.</p> <p>3.4 - 100% of janitorial paper products will be of 60% recycled content and chlorine free if available in the market.</p> <p>3.5 - 90% of all fluorescent bulbs, compact fluorescent bulbs, and ballast will be recycled.</p>
4.) Minimize Facility Related Energy and Water Use	<p>4.1 - 20% reduction of electric use on a square footage basis in state-owned and operated facilities.</p> <p>4.2 - 35% reduction of natural gas use on a square footage basis in state-owned and operated facilities.</p> <p>4.3 - 10% reduction of potable water use for OFM managed grounds.</p> <p>4.4 - 35% reduction of interior potable water use per square foot.</p> <p>4.5 - Install 2 renewable energy projects.</p> <p>4.6 - Purchase 2% "Green power" for OFM-owned and managed projects.</p> <p>4.7 - Energy Star rating of 75 for seven (7) buildings on the Capitol Campus based on FY 08 baseline.</p> <p>4.8 - Achieve Energy Star Portfolio average rating of >80.</p> <p>4.9 - Achieve Power Factor of 85 in all buildings.</p>

<p>5.)Reduce use of Toxic Products and Use of Toxic Chemicals</p>	<p><i>5.1 - Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts this year.</i></p> <p><i>5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent.</i></p> <p><i>5.3 - Eliminate all persistent toxins in OFM managed landscaping, and reduce overall toxins by 10% below FY 08 levels.</i></p>
<p>6.)Sustainable Practices in State Leasing</p>	<p><i>6.1 - Research standards, practices and guidelines used by other states when procuring leased space.</i></p> <p><i>6.2 - Add information on evaluation of sustainable practices to annual State Leasing class.</i></p>

State Leasing

MISSION

Assists state agencies in accomplishing their missions by providing essential real estate services through uniform leasing and space standards, detailed space evaluations, centralized management of real property transactions, uniformity in contractual terms, favorable and economical rental rates, and agency staff training.

SERVICES

The State Leasing Office seeks to assist our client agencies in the performance of their mission by:

- ▶ *Assigning space in state-owned buildings or leasing space from the private sector.*
- ▶ *Authorizing the amount of space to be acquired by state agencies and executing leasing contracts on behalf of state agencies.*
- ▶ *Assisting the client agencies in completing the required forms.*
- ▶ *Serving the unique real estate needs of state government leasing by providing expertise in various types of space including industrial, storage, parking, hangar, boat slips, etc.*
- ▶ *Providing expertise in property management, lease terms and conditions, and market rate information to the agencies we serve.*
- ▶ *Providing information and encouraging the real estate community to do business with the State of Oklahoma.*
- ▶ *Maintaining a computerized database of leased and owned real property for the approximately 4.4 million square feet occupied by state agencies.*
- ▶ *Providing a single communication point for all state agencies and the real estate community regarding: leased space; state owned space; space*

standards; lease terms and conditions; rental rates; and contract expectations.

ACCOMPLISHMENTS/INITIATIVES

- ▶ *Successfully maintained below market rental rates for leased space.*
- ▶ *Maintained a strong reputation of credibility with the real estate community.*
- ▶ *Developed the Active Space Request listing on the DCS website to be used by state agencies, Oklahoma State Finance (OSF) for possible data line relocations, and the private sector real estate brokers to inform them of current state space needs.*
- ▶ *Decreased the processing time for purchase order approval.*
- ▶ *Each year State Leasing approves approximately 34 million dollars in funding lease agreements.*
- ▶ *Approved 72 new lease agreements and successfully negotiated \$278,000.00 in savings on new lease rental rates and tenant allowances.*
- ▶ *Trained four state agencies in State Leasing Procedures.*
- ▶ *Reduced the amount of file storage space by scanning contracts, purchase orders, closed files, and correspondence for one pilot agency instead of keeping paper copies.*

KEY PERFORMANCE INDICATORS

- ▶ *Negotiated and maintained office rental rates at or below current private market rates (see chart).*
- ▶ *Increased the number of Hits to the “Active Space Request” listing (see chart).*

CHALLENGES/ROADBLOCKS

- ▶ *Ability to locate office space around the State Capitol.*
 - ▽ **Objective: State to build more buildings in Lincoln Renaissance.**
- ▶ *Insufficient office space inventory.*
 - ▽ **Objective: State to build more buildings in Lincoln Renaissance.**
- ▶ *Lack of staff to develop and implement strategic long term plans for space:*
 - ▽ **Objective: Achieve funding for additional staff person.**

Measure	Goal	FY08 Result		FY09 Result	
Maintain leased rental rate below market	2009 OKC Average Rate: \$12.00 to 14.50	<i>Avg. Rate: \$10.29</i>	<i>Leased</i>	<i>Avg. Rate: \$10.54</i>	<i>Leased</i>
	2009 Tulsa Average Rate: \$13.50	<i>Avg. Rate: \$12.31</i>	<i>Leased</i>	<i>Avg. Rate: \$11.75</i>	<i>Leased</i>
Number of Hits - Active Space Request List	200 Hits	<i>1631 Hits</i>		<i>3220 Hits</i>	
Purchase Order Approval Turnaround	1 week or less (previously 2 weeks in FY07)	<i>Averaged 5 days</i>		<i>Averaged 4 days</i>	