

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SECRETARY  
NATIONAL BUSINESS CENTER  
ADMINISTRATIVE OPERATIONS DIRECTORATE  
FACILITIES MANAGEMENT SERVICES DIVISION  
DENVER FACILITIES MANAGEMENT BRANCH  
7301 West Mansfield Avenue  
Lakewood, Colorado 80235-2230

INFORMATION BULLETIN

**(NOTE TO SUPERVISORS:** Please ensure that all employees without e-mail access receive a paper copy of this All-Employee distribution.)

Distributed by LAN on December 1, 2005

Subject: Prohibition of the Use of Space Heaters at the NBC Denver Complex

Due to recent and recurring temperature and power issues at the NBC Denver complex, all portable space heaters will not be permitted in buildings 7201, 7301, or 7401. The lessor is enforcing the terms and conditions of the GSA leases for these buildings. Employees are encouraged to report any temperature issues to Facilities, x7225. The lessor is required to maintain the office temperature at 72 degrees (plus or minus 3 degrees). Facilities will actively work to solve temperature issues that occur. We recognize that there are different areas in many work locations that have varying temperature ranges.

The portable space heaters that have been purchased with government funds will be collected and turned in to Property to be excessed through GSA. The portable space heaters owned by government employees or contractors will have to be removed from the building by the user. By December 9, 2005, all government-purchased portable space heaters must be left in the elevator corridor on their respective floor. By the same date, any personally-purchased portable space heaters must be removed from the property. Ongoing follow-up inspections will be routinely conducted. Any government-purchased portable space heaters found after the above date will be reported to the individual's supervisor and returned to Facilities. Individuals who continue to have personally purchased portable space heaters in their work area will be reported to their supervisor who will instruct the individual to remove the space heater. Failure to follow supervisory instructions can lead to disciplinary action.

Individuals who have a health condition that may be affected by temperatures in the work place should report their condition to their supervisor and the supervisor will work with the Facilities Management Branch and any other appropriate party to address the individual's issues. Medical documentation will be required to substantiate the individual's medical condition and such documentation must specify the temperature

range that will meet with the individual's needs. Each situation will be handled on a case-by-case basis and can involve any number of remedies.

If further information is needed, please contact the Facilities Management Branch at x7225 who will actively work to solve temperature issues that occur.

Thank you for your cooperation.

Jane Salas, Chief  
Denver Facilities Management Branch

Distribution: NBC/A