

This location includes several Government Support Services sections and DTI's Output Management. To minimize impact to daily operations we respectfully request the following:

### **PROCEDURES FOR GUESTS**

- Please keep conference room doors closed, whenever possible, to avoid disruptions to building staff.
- Please do not conduct group discussions in the hallways.
  - Private phone calls should be conducted in the hallway near the rest rooms or outside the building
- Please do not visit building locations other than the conference room, snack/beverage vending area, and the rest rooms.
- Normal building operations cease at 4:30 pm. Please communicate (well in advance) any meetings that will extend past this time so our team can coordinate resources.
- In observance of the State's Tobacco-Free Policy, there is no smoking on state property including the parking lot.

### **PARKING**

- Please do not park in front of Department of Safety and Homeland Security. Guest parking spaces are identified by the red boxed area as noted on the (separately provided) GSS Guest Parking graphic.