



EXECUTIVE DEPARTMENT - OFFICE OF GENERAL SERVICES  
**TENANT INFORMATION BULLETIN**

January 12, 2012

**TO:** All Tenants

**FROM:** William L. Hill Jr., Executive Director  
Real Property Management and Facilities

**SUBJECT:** Fire Safety Reminder

Providing a safe work environment is of paramount concern to the Office of General Services (OGS). Each year, with the assistance of the Office of Fire Prevention and Control (OFPC), fire safety inspections are conducted in order to identify code violations including the existence of potentially hazardous conditions. The majority of the violations identified typically include those listed below:

- The improper and unsafe use of extension cords and power strips or the use of multi-plug adaptors that allow too many electrical devices to be plugged into an outlet.
  - **Solution: Do not run extension cords under carpets or across doorways. Do not overload power trips with multi-plug adaptors.**
- Overloaded trash receptacles.
  - **Solution: Contact your Building Manager and request custodial service or additional trash receptacles.**
- Unauthorized use of small appliances / space heaters.
  - **Solution: Contact your Building Manager if you require the use of small appliances or space heaters. All appliances must be registered with the OGS Building Manager.**
- Doorways and hallways blocked with storage boxes, furniture and other items.
  - **Solution: Remove all material that may block or impede entry or exit to office space.**

Safety begins with each of us, please survey your work area for any of the potentially hazardous conditions highlighted above and correct them as soon as possible. Issues beyond your control should be reported to the Building Manager.

By working together we can all ensure a safe and healthy work environment. If you have any questions or concerns, please contact your OGS Building Manager Dave Frick at (518) 474-1466 or [Dave.Frick@ogs.ny.gov](mailto:Dave.Frick@ogs.ny.gov).

We sincerely appreciate your support of this important health and safety matter.

Thank you.