

(A) General. Security standards indicated in this section are minimal and apply to physical security of facilities. These standards do not address requirements for security personnel or security requirements for functions or activities of the facility occupants, since these are operational responsibilities of the various department/agencies.

(B) Locks and Access Control. The security of locks within a facility will be commensurate with the level of need for security of the area or element being secured. All access devices made for locking facilities or facility equipment will be numbered and identified (in records) with the locking device. Each access device for a facility locking mechanism will be issued by number to a specific individual, and the issue of all access devices will be recorded in a control register. All personnel leaving employment at the facility shall return all access devices issued for facility locking devices and the returns will be recorded in the register. A periodic inquiry will be made to determine the location of all access devices for facility locking devices. If an access device is missing, a determination of need for changing the locks and issuing new keys will be made.

(C) After Hours Access. After hours access to every facility shall be limited to an absolute minimum, consistent with requirements for accomplishing assigned functions or tasks. This access shall be documented.

(D) Security Lighting. Security lighting will be designed and used with consideration for minimum effective light levels and energy conservation. Controls for automatic turn-on and turn-off should be considered in all security lighting.

(E) Coordination with Local Law Enforcement. Coordination will be established with local law enforcement agencies to enhance the security of all state facilities. Coordination will include providing names of persons to be notified in case of emergency or breach of physical security and a request for surveillance and/or patrols of the area. Local law enforcement authorities will be notified of the presence and/or location of items needing a high degree of security and items that may be likely targets for theft and vandalism. Posted signs for notification in case of emergency will list only the telephone number of the local law enforcement or security office. The local law enforcement or security office can then notify personnel who should respond for an emergency. This notification system avoids the danger of an employee being forced to provide entry for unauthorized persons.

(F) Video Surveillance. The Division of Facilities Management, Design and Construction and/or the Capitol Police currently use video surveillance in some state facilities as a security measure, including the Capitol Building, and may use video surveillance in other facilities, as determined to be necessary.

(G) Metal detector and/or security guards. The Division of Facilities Management, Design and Construction and/or the Capitol Police currently use metal detectors and security guards in some facilities for added security. Metal detectors and/or security guards may be placed in additional facilities, as determined to be necessary.

AUTHORITY: sections 8.320 and 8.360, RSMo [2000] 2016 and subsections 6 and 7 of section 15, 1974 Reorganization Act. Original rule filed July 9, 1982, effective Nov. 15, 1982. Amended: Filed Nov. 30, 1993, effective July 10, 1994. Rescinded and readopted: Filed Nov. 5, 2007, effective June 30, 2008. Amended: Filed Nov. 30, 2018.

PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Office of Administration, PO Box 809, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 1—OFFICE OF ADMINISTRATION
Division 30—Division of Facilities Management,
Design and Construction
Chapter 4—Facility Maintenance and Operation**

PROPOSED RESCISSION

1 CSR 30-4.030 Maintenance Program Standards and Procedures. This rule established standards and procedures to be used in planning maintenance programs.

PURPOSE: This rule is being rescinded and combined with 1 CSR 30-4.020 and 1 CSR 30-4.040.

AUTHORITY: sections 8.320 and 8.360, RSMo 2000 and subsections 6 and 7 of section 15, 1974 Reorganization Act. Original rule filed July 9, 1982, effective Nov. 15, 1982. Amended: Filed Nov. 30, 1993, effective July 10, 1994. Rescinded and readopted: Filed Nov. 5, 2007, effective June 30, 2008. Rescinded Filed: Nov. 30, 2018.

PUBLIC COST: This proposed rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed rescission will not cost private entities more than five hundred dollars (\$500) in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Office of Administration, PO Box 809, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 1—OFFICE OF ADMINISTRATION
Division 30—Division of Facilities Management,
Design and Construction
Chapter 4—Facility Maintenance and Operation**

PROPOSED RESCISSION

1 CSR 30-4.040 Facility Safety and Security. This rule established standards for safety and physical security of state-controlled facilities.

PURPOSE: This rule is being rescinded and combined with 1 CSR 30-4.020 and 1 CSR 30-4.030.

AUTHORITY: sections 8.320 and 8.360, RSMo 2000. Original rule filed July 9, 1982, effective Nov. 15, 1982. Rescinded and readopted: Filed Nov. 5, 2007, effective June 30, 2008. Rescinded: Filed Nov. 30, 2018.

PUBLIC COST: This proposed rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

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**Title 1—OFFICE OF ADMINISTRATION
Division 35—Division of Facilities Management
Chapter 2—Leasing**

PROPOSED RESCISSION

1 CSR 35-2.010 Rule Objectives. This rule stated the objectives of the rules of the Office of Administration pertaining to the procedures for procuring and managing property leased from others, and for leasing excess property to others.

PURPOSE: This rule is being rescinded and combined with other established rules 1 CSR 35-2.020, 1 CSR 35-2.030, 1 CSR 35-2.040, and 1 CSR 35-2.050.

AUTHORITY: section 34.030, RSMo 1994. Original rule filed April 15, 1998, effective Nov. 30, 1998. Rescinded: Filed Nov. 30, 2018.

PUBLIC COST: This proposed rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed rescission will not cost private entities more than five hundred dollars (\$500) in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Office of Administration, PO Box 809, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 1—OFFICE OF ADMINISTRATION
Division 35—Division of Facilities Management
Chapter 2—Leasing**

PROPOSED RESCISSION

1 CSR 35-2.020 Definitions. This rule defined terms as used in rules 1 CSR 35-2.010 through 1 CSR 35-2.050 for procuring and managing leased real property.

PURPOSE: This rule is being rescinded and streamlined with other related rules 1 CSR 35-2.010, 1 CSR 35-2.030, 1 CSR 35-2.040, and 1 CSR 35-2.050.

AUTHORITY: section 34.030, RSMo 1994. Original rule filed April 15, 1998, effective Nov. 30, 1998. Rescinded: Filed Nov. 30, 2018.

PUBLIC COST: This proposed rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed rescission will not cost private entities more than five hundred dollars (\$500) in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Office of Administration, PO Box 809, Jefferson City, MO 65102. To be con-

sidered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 1—OFFICE OF ADMINISTRATION
Division 35—Division of Facilities Management
Chapter 2—Leasing**

PROPOSED AMENDMENT

1 CSR 35-2.030 [Administration of the Leasing Process] Procurement and Management of Leased Real Property. The Division of Facilities Management, Design and Construction is amending the title, amending the purpose statement, amending existing sections (1)–(3), deleting section (4), adding new sections (1) and (5)–(18), and renumbering.

PURPOSE: This amendment deletes the exceptions in section (4) regarding the carrying of weapons in leased facilities and, in its place, enacts a new section (18) that incorporates the exceptions in 1 CSR 35-1.050(5), "Weapons Capable of Lethal Use Prohibited; Exceptions." This amendment also adds language currently found in other regulations in this chapter, which are in the process of being rescinded.

PURPOSE: This rule establishes the Office of Administration as the agency of authority and responsibility for procuring and managing leased real property, and establishes uniform procedures for procuring and managing leased real property.

(1) As used in this regulation—

(A) "Agency" means any organizational unit of state government, with the exception of the General Assembly, elected officials, the judiciary, Missouri Department of Conversation, Missouri Department of Transportation, institutions of higher education, and bodies corporate and politic;

(B) "Leased premises" means the property being or to be leased;

(C) "Lessor" means the landlord, owner, or agent of the owner of the leased premises;

(D) "Lessee" means the state of Missouri;

(E) "Tenant/using agency" means the organizational unit of state government which occupies the leased premises;

(F) "Premises" means all land, buildings, and equipment furnished as part of the property leased to the state;

(G) "Request for Proposal (RFP)" means a document describing the particular specifications the facility must comply with and the terms and conditions of the contract; and

(H) "Lease" means the documents formalizing and binding the lessor and the lessee. Contract documents include the signed request for proposal, any amendments thereto, and the counter-signed award page.

[(1)](2) The [c]Commissioner of [a]Administration is the exclusive representative of the state of Missouri in all real estate leasing transactions except as otherwise provided in this chapter. Neither the tenant/using agency nor any individual, organization or group, other than the [c]Commissioner of [a]Administration, shall have authority to obligate the state of Missouri in real estate leasing transactions in any form.

[(2)](3) The tenant/using agency [shall have] has primary responsibility for managing the day-to-day operation of the leased premises, but [shall have] has no authority to waive or modify provisions of the bid specifications or the terms and conditions of the lease. The tenant/using agency shall provide the [c]Commissioner of [a]Administration with written documentation of any problems,