

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-132
	APPROVAL: Laurie A. Warner, Administrator	EFFECTIVE DATE July 01, 2003
SUBJECT: ANIMALS IN DEPARTMENT OWNED OR LEASED FACILITIES		PAGE 1 OF 3

AUTHORITY: ORS 276.094, ORS 276.095 and other related provisions of ORS Chapter 276.

PURPOSE: To establish a policy pertaining to animals in Department owned or leased facilities.

DEFINITIONS:

Department: The Department of Administrative Services Facilities Division as defined by ORS 276.030.

Tenant Agency: Any state agency residing in Department owned, leased, or controlled office quarters or other facilities.

Animal: Any living organism of the animal kingdom, whether domesticated or not.

Service Animal: An animal, as referenced under the Americans With Disabilities Act (ADA), including guide dogs, signal dogs, or other animal trained to provide assistance to an individual with a disability. A Service Animal is not a pet.

Educational Animal: Resides or is brought into a facility for educational or laboratory purposes.

POLICY:

The presence of animals in office or other spaces occupied by employees can irritate allergies, cause insect, cleanliness and indoor air quality problems that present health and safety concerns. Except as provided under the "Exceptions" section below, no animals shall be allowed in Department owned, operated, or leased facilities at any time.

EXCEPTIONS:

Animals may be allowed in Department facilities if:

- A. The animal is a Service Animal trained and required to assist an individual with a disability;
or,
- B. The Service Animal is in training or is trained to assist, and is accompanied or directed by its trainer; or,
- C. The animal resides or is brought into a facility for educational, teaching or laboratory purposes.
- D. Animals may not be present in the building for any other reason than those listed under A, B, or C without written approval from the Administrator of Facilities Division, or delegated division authority, using the Request for Exception Form.

PROCEDURE:**Responsibility****Action**

Agency	The Tenant Agency(s) shall inform their employees and visitors of this policy, monitor compliance with this policy, and take appropriate action to enforce compliance with this policy.
Agency	Agency requests for exceptions to this policy must be submitted on the Request for Exception Form to the Facilities Division Administrator, and must include a detailed justification of the required assisting use.
Facilities Division	The Facilities Administrator or delegated division authority shall approve or disapprove the agency request for exception to this policy and shall inform the agency of his/her decision.

DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES DIVISION

REQUEST FOR EXCEPTION
Facilities Division Policy 125-6-132

Animals are restricted in Department of Administrative Services (DAS) owned, operated, or leased facilities. As stated under "Exceptions", other required assisting uses, or uses continuous in nature, require prior written approval from DAS, Facilities Administrator or delegated division authority, as established in Facilities Division Policy number 125-6-132

Building Name: _____ Date: _____

Tenant Agency: _____ Agency Contact: _____

Animal is Required to Assist _____ Phone #: _____
(Name of person animal is assisting)

Type of animal: _____ Required Assistance? Yes ___ No ___

Floor/Specific Work Location/Work Station:

Date(s) needed for assistance: _____

Justification and Request for Exception:

Building Facilities Coordinator: _____ Date: _____

Tenant Agency Administrator: _____ Date: _____

DAS, Facilities Administrator: _____ Date: _____

or

Delegated DAS, Facilities Division Authority: _____ Date: _____

Approved: _____ Disapproved: _____