



## **1300 Fox Street Garage Rules**

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### **General Information**

#### **Hours of Operation**

6:00 a.m. – 6:00 p.m.

#### **After Hours**

The garage will be accessible afterhours, 24 hours a day, 7 days a week. However, please note that the hours of operation are 6:00 am – 6:00 pm. Therefore, the building will be in energy savings mode after hours and GSA operations and management staffing will be off-site and available for emergencies only.

### **Garage Rules and Regulations**

All tenants with garage access must abide by the Rules and Regulations Governing Conduct on Federal Property. Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C.

### **Out Lease Contact Information:**

Company: NDC

Contact information: [nick@ndcparking.com](mailto:nick@ndcparking.com) ; [lys@ndcparking.com](mailto:lys@ndcparking.com) ; [jill@ndcparking.com](mailto:jill@ndcparking.com)

### **Out Lease Cost**

\$90.00 per month

### **Out Lease Website**

[www.ndcparking.com](http://www.ndcparking.com)

### **Payment**

Payment must be received before the 1<sup>st</sup> of every month. Payment may be in the form of cash or check with the parker's full name and phone number attached.

Until the website is up, all checks should be made out to NDC Parking and mailed to:

NDC Parking

P.O. Box 370926

Denver, CO 80237

### **Obtaining a space in the garage**

Any requests for Spaces must go through GSA Building Management whether it be for government owned spaces or out leased. Assignment of space is a two step process:

1. Security Check for HSPD-12 compliance or equivalent
2. Contract process through Government Occupancy Agreement or NDC.

Note: Should a parking space not be available, tenant will be placed on a waiting list until a space becomes available.

## **Detailed Information**

### **Animals**

Federal law prohibits animals of any kind, except for service dogs, in federal buildings.

### **Bike Racks**

Per LEED requirements, bicycle parking has been provided in the garage on the first floor in space 1-8. Should a tenant need access to the bike rack, access can be given to the pedestrian door only. Contact GSA Building Management for access.

### **Carpooling**

There are 3 carpooling spaces on every floor of the garage. Use of these spaces will be managed through NDC. A Carpooling specific hang tag will be provided for these spaces to differentiate from general open parking.

### **Crime and Incident Reports**

All crime reports must be made directly to the DHS Federal Protective Service at 1-877-437-7411 or 1-877-4-FPS-411.

### **Custodial Services**

GSA provides custodial service to the garage such as trash pick-up and elevator lobby cleaning. To report problem areas please call 1-888-999-4777.

### **Electric Vehicle Plug in Parking Spaces**

There are 4 Electric plug in spaces on the first floor of the garage. Use of these spaces will be managed through NDC. An Electric plug in specific hang tag will be provided for these spaces to differentiate from general open parking.

### **Emergency Blue Phones**

Emergency blue phones are located in the elevator lobby in the southwest corner stairway (Stair 1) on each level. Therefore, there are seven total. The phones will automatically dial out to the DHS FPS MEGA Center after pressing a button on the phone.

### **Exiting the Garage**

While exiting the garage, there is a sensor that allows the door to open. Those on a scooter or motorcycle may have issues getting the sensor to open the door. Therefore, one may need to use the key pad at the exit door when leaving.

When exiting the garage, there is a 5 second delay for the door roll up, which sounds an alarm with a strobe on the pedestrian/exterior sidewalk side. This 5 second delay allows for pedestrians to get out of the way of the garage door. This alarm continues to sound while cars exit.

### **Forgetting Your Government ID Card**

Due to HSPD 12 security criteria, federal employees must present a government ID card when entering a federal building. Therefore, if you forget your government ID card, you will be unable to park in the garage for that day. So please remember to bring in your access card.

### **Government Owned Vehicles (GOV)**

Tenants who have access to use a GOV will have key card access to the pedestrian door in the garage. This will allow the tenant to go into the garage and get to the GOV. Tenants will be able to leave without the use of a key card. When coming back to the garage, tenants will use the intercom system at the garage entrance and the security guard will let them into the garage based on photo ID and GOV license plates and then will allow access into the garage. Guards are onsite 24/7.

### **Government Paid Parking Spaces**

Each agency will be assigned a block of spaces. It is the responsibility of the agency to assign these spaces for GOV's and personal vehicles. Therefore, it is the responsibility of each agency to ensure that their parkers park in the correct space. Should someone park without a hang tag, they will receive a warning. A second warning will receive a parking ticket from the DHS Federal Protective Service. Hang tags will be provided by GSA for government paid spaces.

### **Lost cards**

File a report to FPS at 1-877-437-7411 or 1-877-4-FPS-411. Once report is filed a case number must be provided to GSA and then a temporary card will be provided. Temporary cards will have a programmed expiration date. (NOTE: GAO will be issued new permanent access cards).

### **Low Emitting and Fuel Efficient Vehicle Parking**

There are 3 low Emitting spaces on every floor of the garage. Use of these spaces will be managed through NDC and must abide by LEED Low Emissions criteria. A Low Emitting specific hang tag will be provided for these spaces to differentiate from general open parking.

### **Moped Parking**

Mopeds are allowed to be parked inside the garage in the designated bicycle rack location in space 1-8 on the first floor only. A motorized bicycle is a vehicle with two or three wheels that has an automatic transmission, a cylinder capacity less than 50c.c., and cannot exceed 30mph

on a level surface. Vehicles not fitting the definition of a moped are classified as motorcycles. Access to the garage pedestrian door can be given by GSA upon request.

### **Motorcycle Parking**

The garage does not have designated motorcycle parking spaces. Therefore, motorcycles must park in a regular space. There could be opportunities to share a space with another motorcycle user but details would have to be worked out directly through NDC or agency point of contacts for government paid spaces.

### **Non-working Government Access Cards**

Should your government ID card stop working, a temporary access card can be provided until a tenants ID can be replaced. Temporary cards will have a programmed expiration date. (NOTE: GAO will be issued new permanent access cards).

### **Open Parking through NDC**

Open parking signage will be posted on the 4th floor and above. Therefore, tenants who pay through NDC can park anywhere beyond this point in any open space that they would like. Tenants parking in open parking will be required to have a vehicle hang tag displayed in your windshield at all times. Should someone park without a hang tag, they will receive a warning. A second warning will receive a parking ticket from the DHS Federal Protective Service. Hang tags will be provided by NDC Parking.

### **Parking Violations**

Should someone park without a hang tag or park in an incorrect space, they will receive a warning. Should a second warning be received, violator may be subject to a ticket from the DHS Federal Protective Service. FPS may require the "Complainant" to sign the violation in the event that we cannot verify whom the space belongs to. Parking fees may be \$25 or \$50 and is up to the discretion of the FPS Officer depending on the type of violation.

### **Smoking Policy**

This Federal Building is a non-smoking facility. Smoking is not permitted inside or within 50 feet of the building, except at designated locations. Please use designated receptacles for disposal of smoking materials.

### **Snow Removal**

Snow removal is provided ensuring access to the parking garage and the ability to park on the top floor of the garage. Any hazardous conditions should be reported to the GSA Call Center at 1-888-999-4777.

### **Visitor Parking Spaces**

There are six (6) visitor spaces in the garage for tenants to reserve. Because of ISC Security Requirements, these spaces are for government employee use only with a valid government ID. To obtain access to the garage, tenants must inform GSA Building Management to add the visitor's name to the garage access list. When your visitor arrives at the garage, they will use the intercom system at the garage entrance to speak to the guard. If visitor is on the list, then the guard will let them in.

For visitors to get back into the garage to leave, they will have to be escorted by a tenant or guard. Currently there is no release button at the pedestrian door to allow a visitor back in to get their car.