

BGS Board Room #410

Fourth Floor - 133 State Street, Montpelier

SEE SECURITY ACCESS
INFORMATION
ON PAGE 2

Lights To control the light in the vestibule, the switch is on the inside right hand of the entrance. Lights for the Boardroom are controlled by three ivory toggle switches on the left side as you enter the second door – one controls the chandelier and wall sconces and the other two control the ceiling can lights. 1 Brown toggle switch is located on left side of the fireplace for the light over fireplace.

Blinds The blinds in the three upper windows are electric and are controlled by the three paddle switches on the left side of the entrance into the board room. Push the top of the switch for the blinds to go up and push the bottom of the switch for the blinds to go down. The blinds will stop automatically and the switch can remain in any position.

Chairs Additional chairs are located next to the double doors opposite the entrance, place extra chairs back when done.

Tables The pre-pandemic three tables have been replaced by folding tables; they can be rearranged as needed. At the end of the meeting the tables and chairs are to be arranged back to the original configuration.

Thermostat The temperature range is 65° - 75°. To adjust the temperature:

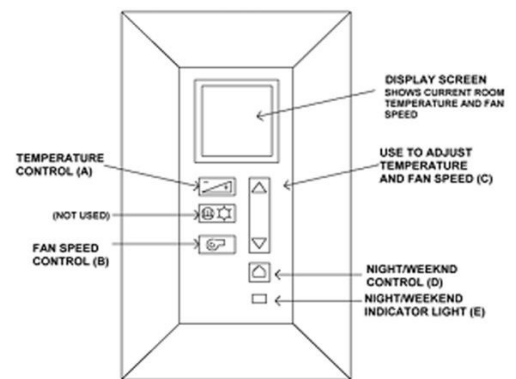
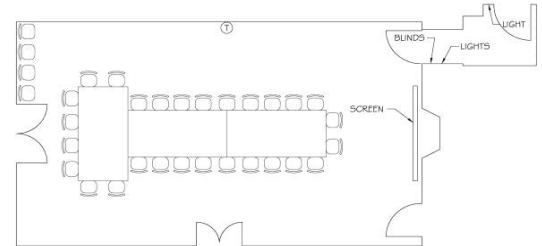
- 1) Press and release Button A.
- 2) Press Button C up or down as needed. “0” = 65° to “10” = 75°.
- 3) When desired setting is reached, wait a few seconds for the unit to complete the change.

The fan speed is indicated by the number of wavy lines

on the display screen. “AUTO” will automatically adjust the fan speed, as need. To manually change the fan speed:

- 1) Press and release Button B.
- 2) Press Button C until the desired fan speed is indicated. The flashing unit on the display screen (one, two, or three wavy lines or the word “AUTO” is what the fan unit will reset to. One wavy line is the lowest; three wavy lines is the highest.
- 3) When desired fan speed is flashing, wait a few seconds for the unit to complete change.

When working off-hours (6:00 p.m. – 7:00 a.m.) or on weekends, press and hold Button D until E lights up. This will enable the unit to operated when off. This feature will automatically revert after two hours.



GENERAL

Capacity: Approximately 50 people.

Equipment: BGS does not provide a projector for this room; the person reserving would need to provide one. There is a screen on a stand. Currently there is no video-conferencing equipment.

Phone: A VOIP conference call phone is available (802-828-7125); for questions call ADS Help Desk at 802-828-6620.

Internet: Available through wall connection or Wi-Fi. The wall connections are DHCP addresses, so no configuration should be required; wall jacks have a blue or green dot next to them.

Wi-Fi Name: SOV-Public-wifi; no password is required. It is connected to the top right hand port on the jack box labeled 95a. 95b the bottom port on that jack box is setup for VOIP. SOV-Guest-wifi password is statequest (lower case).

Return Room to Same Condition as Found: If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup.

ACCESS—EFFECTIVE November 1, 2021

Security Guidance — 133 State Street, Montpelier

ACCESS TO THE BUILDING

- The front door of the building at 133 State Street will be open 7:45 AM to 5:00 PM
- The back door will remain locked and will require security badge for entry.
- There is a BGS Security Desk in the lobby of the building (photo below).
- Any visitor entering the building must check in at the Security desk. A **visitor is defined** as anyone, including State of Vermont employees, who does not have building access on their assigned ID badges. The BGS Security spreadsheet (note below) is intended to facilitate a quicker check-in process.
- The building is handicapped accessible through the back door.
- The elevators serve all floors.

BGS SECURITY SPREADSHEET

We would ask that you submit the attached BGS Security spreadsheet at least three business days prior to the scheduled event/meeting to this email address: BGS.SecurityVisitors133State@vermont.gov

TO ACCESS THE BOARD ROOM #410 AND ADJOINING HALLWAY

(See photos on next page)

Every Event: Prior to any event, event organizer is expected to check in at the BGS Security Desk —In the first floor lobby area.

To Retrieve Required Access Card to the Board Room:

- The event organizer must pick up and return the access card from the Security Desk.
- Be prepared to show a photo ID, provide contact information, and sign for the access card.
- The BGS Board Room #410 access card will provide access to:
 - * The hallway door off the 4th floor elevator lobby area
 - * The BGS Board Room #410

Legislative Committee Meetings:

- The Sgt. At Arms will have two assigned access cards for #410 and the hallway.

To Accommodate Late Arrivals and/or Public Meetings:

- It is suggested that the event organizer make arrangements for someone to staff the 4th floor lobby to allow entrance for the late arrivals and/or for public noticed meetings.

NOTE: The BGS Security will have calendar access to view the scheduled use of the BGS Board Room #410.

ACCESSIBLE BACK DOOR ENTRY | 133 STATE STREET



DOORBELL





HOW TO ACCESS BGS BOARD ROOM #410

#1 GO TO

The BGS Security Desk in the First Floor Lobby Area

#2 TAKE ELEVATOR TO 4TH FLOOR



South-facing view of 4th Floor Elevator Lobby
LOCKED ACCESS DOOR TO HALLWAY



North-facing view of 4th Floor Elevator Lobby



#3 YOU WILL NEED CARD ACCESS TO ENTER THIS HALLWAY

Entrance to BGS Board Room #410—**REQUIRES CARD ACCESS**

Note: Rest Rooms are on same hallway.

BGS BOARD ROOM #410 INTERIOR



**Current
Room Setup**

