

SERVICE ANIMAL REQUEST FOR EXCEPTION

Use with Policy 107-011-150
Animals in DAS-owned, operated or leased facilities policy

DAS NUMBER _____
DAS use only

TO Enterprise Asset Management
Department of Administrative Services
1240 Ferry Street SE
Salem, OR 97301-4281
Email to: Facilities@oregon.gov

Building Name	Room name or number
:	
Floor, specific work location or work station	

Building name:	
Requesting agency/tenant:	
Name of responsible person or trainer:	
Type of animal:	
Date(s) of exception, if limited duration:	From: To:

Date of request:	
Agency contact person:	
Agency phone #:	
Are any building modifications required?	Yes No
Name of Building Facilities Coordinator:	

Description of request and justification for exception:

The requesting agency agrees to comply with all conditions established by DAS as part of its approval of this request and must provide sufficient information to enable DAS to make an informed decision regarding the exception request,

Signatures by requesting agency

_____ Date

Building Facilities Coordinator signature

_____ Date

Tenant Agency Director or designee signature

Approved: DAS authorizes the requesting agency to proceed with the exception as described above, subject to compliance with all conditions on the reverse of this form.

Denied: DAS does not authorize the request for the following reason(s):

Department of Administrative Services

By _____ Date

EAM Administrator or designee signature

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INFORMATION and CONDITIONS FOR REQUESTING AGENCY

Service animals are allowed on the premises of DAS-owned, operated and leased facilities and are subject to ongoing oversight and regular review in order to provide safe animal-human interactions. If an exception to policy 107-011-150 would involve modifying facilities, the tenant agency must consider the following information when submitting a Request for Exception. Any modification to the space must have prior approval of DAS: Examples of space modification include but are not limited to:

- Installation, modification, or removal of air handling equipment (HVAC).
- Construction or demolition of any enclosed space, including private offices, conference rooms, etc.
- Change of use of space.
- Change of finish materials used on interior walls, ceilings or floors.
- Addition or removal of doors, or door hardware, including closers, electronic access and security.
- Alteration of building shell and site work.
- Modification of common space, including restrooms, hallways, cafeterias, stairs and corridors, or elevators.
- Any work impacting hazardous materials.

Conditions

The following conditions, if applicable, are the responsibility of the requesting agency:

- Approval is limited to the exception as described, and as shown on this form. Prior written authorization from DAS is required before any change or deviation is made to this special situation.
- Compliance with all applicable building codes and fire and life safety codes, including procurement of all appropriate permits and compliance with Americans with Disabilities Act conditions, rules and regulations.
- Requesting agency is expected to keep the premises clean. If additional custodial services are required to maintain the area, DAS will perform the necessary clean-up and bill the requesting agency for the cost.
- Any damage done to the building, surrounding area or grounds is the responsibility of the requesting agency tenant. The tenant agency will be invoiced for any repairs required to restore the area or grounds to their previous condition.
- The requesting agency will provide adequate supervision for the exception contained in the request. Special consideration and contacts will be required for accommodations performed outside of normal business hours.
- If, as a result of approval of this request, modifications to the space are necessary, the requesting agency is responsible to pay the full costs of installation and removal to restore the space to original condition. Any modifications to the building will also require Project Authorization by DAS by submitting a request on the approved DAS form posted on the DAS website at:
https://www.oregon.gov/das/Facilities/Documents/125602_PcmProjAuth.pdf
- Any additions must be removed and not abandoned in place, unless otherwise directed in writing by DAS. Building and finish materials must match existing materials and be of comparable quality. Use of the same brand, quality and type of door hardware currently used in the building is required.
- Any work impacting hazardous materials must stop immediately followed by notification to the Building Facilities Coordinator listed on the front of this form.