

6 FAM 1760

USE OF U.S. GOVERNMENT BUILDINGS

(CT:GS-133; 08-04-2004)
(Office of Origin: A/OPR/GSM)

6 FAM 1761 PUBLIC BUILDINGS SERVICE REGULATIONS

(CT:GS-133; 08-04-2004)
(State Only)

The regulations of the Public Buildings Service, General Services Administration (GSA), *that* are posted at the entrances of buildings occupied by the Department are, by this reference, made a part of these regulations.

6 FAM 1762 ELEVATOR SERVICE

(TL:GS-1031; 08-07-1967)
(State Only)

In all buildings having elevators, the hours of service are posted beside the elevators, except where service is continuous.

6 FAM 1763 CARRYING AND STORING REFRESHMENTS

(CT:GS-133; 08-04-2004)
(State Only)

Liquids or foods *that* are semiliquid are not to be carried in elevators except in covered containers. Candy, fruit, or other foods are not to be kept in offices overnight and empty soft drink containers are to be returned to the appropriate recycling location before the close of business each day.

6 FAM 1764 LOCKING OFFICES

(CT:GS-133; 08-04-2004)
(State Only)

It is not necessary to lock offices during off-duty hours when there are adequate safeguards for the proper storage of classified materials. When it is necessary to lock offices to protect materials, the executive or

administrative officer shall be requested to make arrangements with the Bureau of Diplomatic Security (DS).

6 FAM 1765 CLOSING OFFICES

(TL:GS-1031; 08-07-1967)

(State Only)

a. At the close of business each day, occupants are to:

- (1) Close all windows; and
- (2) Turn off all lights and other electrical equipment.

b. Lights and fans are also to be turned off when an office is left unoccupied for any lengthy period during the day.

6 FAM 1766 PLACEMENT OF EQUIPMENT

(TL:GS-1031; 08-07-1967)

(State Only)

Furniture, equipment, or supplies are not to be placed in building corridors. Maps, charts, or posters may not be attached to the walls in offices. They may be attached to the woodwork or to cabinets, etc., if attached in such manner as not to deface the surface of the woodwork or equipment. They may also be framed and hung in the manner of pictures. Books and papers shall not be stored on window sills.

6 FAM 1767 THROUGH 1769 UNASSIGNED