

GOVERNOR'S OFFICE TRANSITION TEMPLATE

I. Facilities

- a. Locations of Governor's Offices
 - i. Address/Floor/Telephone Numbers of all designated offices
 - ii. Layouts, size, and space configurations

- b. Residence
 - i. Location(s) – Address/Telephone Numbers
 - ii. Layouts, size and space configuration
 - iii. Public v. private spaces
 - iv. Budget – state/private funds
 - 501(c) for support
 - State budget line item
 - v. Staffing Levels
 - State Employee Staff
 - At-Will Staff
 - Docents
 - vi. Public Access – Times/Tours
 - vii. Restrictions on Use of Space
 - viii. Security
 - ix. Vendors
 - Food Service/Catering
 - Grounds
 - Cleaning

- c. Administrative Services Contacts
 - i. Accounting and financial Services
 - ii. Building Facilities

- d. Contracts and Vendors
 - i. Internet/Cable
 - ii. Telephones
 - iii. Copy Machines
 - iv. Signature Machines
 - v. Supply Ordering (accessing statewide contracts)
 - vi. Print and Graphic Ordering
 - vii. Coffee Service
 - viii. Legal Services and Databases

- e. Governor's Security Detail
 - i. Responsibilities, contacts and expectations.

II. Staff Personnel and Reporting Requirements

- a. Civil Service or Office of Personnel Management contact if applicable
- b. Sample personal services contract
- c. Personnel Services Requirements and Training
 - i. Timekeeping
 - ii. Travel Expense Reporting

III. Office Procedures

- a. Emergency Evacuation and Shelter Plans (for each site)
- b. Flag Order Procedures
- c. Mail Handling and Processing (including suspicious package process)
- d. Protest Protocols
- e. Executive Orders and Directives
- f. Extradition Process
- g. Commutation and Pardon Processes
- h. Flag Lowering Protocols
- i. Judicial Appointments

IV. Databases (vendor, support, manual for use)

- a. Appointments
- b. Constituent Services
- c. Legislative Tracking
- d. Scheduling
- e. Mail Receipt
- f. Communication Platforms
- g. Tributes and Proclamations
- h. Project Management/Metrics