



# Lease Liasion Meeting

Location: Betty Easley, Room 152

February 21, 2012

1:30 – 4:00

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<b>Introductions</b>	All	15 minutes
<b>Senate Bill 2002 Section 77</b>	Beth Sparkman	10 minutes
<b>Annual-Co-Location Plans Pre-Brief</b>	Beth Sparkman	10 minutes
<b>Americans with Disabilities Issues</b>	Dave Wiggins	20 minutes

## **Top 10 Common ADA Mistakes**

1. Access to the building
2. Parking
3. Access routes inside facility
4. Doors
5. Water fountains
6. Product heights
7. Building controls – one hand or two?
8. Signage
9. Restrooms
10. Safety

<b>Three Way Bids</b>	Department of Revenue	45 minutes
<b>Miscellaneous</b>	DMS Staff	15 minutes

DFS FACT Database including Leases

RSN Approved Designation

DFS FACTS Database

Forms Update

<b>Next meeting Agenda</b>	All	10 minutes
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