



DEPARTMENT OF  
GENERAL SERVICES

**DIVISION OF REAL ESTATE SERVICES**

Serving Government. Serving Virginians.

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## December 2015 Real Estate Email Brief

### December 21, 2015

#### Firearms prohibited in all executive branch offices

On December 3, 2015, regulations took effect banning the concealed carry of firearms in all offices owned, leased or controlled in whole or in part by an executive branch agency. Previously, the Department of General Services issued guidance banning the open carry of firearms in these offices. Both measures were directed by the Governor's Executive Order 50.

The prohibition does not apply to law enforcement officers, authorized security personnel or military personnel when these individuals are authorized to carry a firearm in accordance with their duties. It also does not apply to state employees where the employee's position requires carrying a concealed firearm. Violations of the prohibition should be handled in accordance with your agency's security procedures.

The regulations require the posting of signs indicating the prohibition against carrying firearms in all state office spaces. While DGS will post signs in Capitol Square-area central office buildings, agencies are responsible for posting signs at all other state-owned and leased agency locations around the Commonwealth. A graphic for the new signage can be found [here](#). Signs must be posted at all entrances, with the size to be determined based on what is best suited for the particular entrance.

More information on the regulations, including requirements for the posting of signs, can be found [here](#). Those who choose to purchase permanent signs from Virginia Correctional Enterprises can do so at the VCE website at [www.goVCE.net](http://www.goVCE.net).

Please contact Julie Whitlock at DGS (804-225-1670) with any questions.

#### New duties for Mason Hood and Georgiann Davis

Mason Hood, Senior Transaction Manager, has taken on a new role at DGS DRES. Mason is now a Transaction Manager with the DGS DRES Owned Property Team. Please join us in thanking Mason for her 25 years of service to the Commonwealth of Virginia and to the Department of General Services.

Georgiann Davis, Real Estate Administrative Assistant, will take over the responsibility of Owned Property Records. Georgiann can be reached at 804-225-3874 or [georgiann.davis@dgs.virginia.gov](mailto:georgiann.davis@dgs.virginia.gov).

Please share this information with the appropriate staff members in your agency.

## Real Estate Leased:

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## Lease Administration

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### **Lynda Capehart**

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### **Karen Field**

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## **Reminder: New leases need to be reported to DRES**

We appreciate your prompt response to our request for information regarding real estate leases that are not administered by the Department of General Services so that we could provide our annual report for the General Assembly. In addition to collecting this data on an annual basis, DRES also is responsible for maintaining all real estate records for the Commonwealth.

As a reminder, please send fully executed lease documents, amendments, and other documentation for any new leases to DRES throughout the year so that we can comply with these duties as assigned by the General Assembly.

Please send the documents to the following:

Georgiann Davis  
Phone # – 804-225-3874  
Email – [georgiann.davis@dgs.virginia.gov](mailto:georgiann.davis@dgs.virginia.gov)

## **COVA Trax is coming soon**

We're getting closer to unveiling our new records management system, COVA Trax, which will replace the IREMS Real Estate Management System. We began this project in February, and as of early December, the system is functional in a test environment and data from IREMS has been migrated successfully. We expect Phase 1 of the COVA Trax system to be implemented during the first quarter of 2016.

Stay tuned for additional updates.



