

OFFICE HOUR CHANGE REQUIREMENTS

- 1) The contractor must notify the public of office closings and/or changes in standard office hours in accordance with state agency instructions, including a minimum of:
 - Posting the change/closure prominently on the external sign or door at least two (2) weeks prior to the changed hours; and
 - Appropriately changing phone messages.

Notification through advertising/media contacts may be required for some changes/closings.

- 2) The contractor must notify other state agency contract offices in the surrounding areas of the office closings and/or change in hours for the contractor's office.