

# Facilities & Operations

## Leases

Each biennium, under the direction of the Department of Administrative Services (DAS), the AOS negotiates and enters into lease and Memorandum of Understanding (MOU) agreements for office space. The Office currently leases space at 11 locations across the state, including the Columbus headquarters at 65 East State Street and regional offices in Albany, Allen County, Cambridge, Blue Ash, Ironton, Jackson, Dayton (Wright State), Youngstown, Cleveland, and Toledo. Additionally, AOS operates two regional offices under MOUs: Chillicothe (Ohio University) and North Canton (Kent State). Here is an [informational map](#) of all regional locations.

In fiscal year 2025, annual lease payments totaled \$841,990.27. Lease and MOU renewal negotiations typically begin six to eight months before the end of the biennium.

For leasing-related inquiries, the DAS contact is Debra Kuehn at [Debra.Kuehn@das.ohio.gov](mailto:Debra.Kuehn@das.ohio.gov).

## Graphics and Records

This area manages the in-house print shop and records retention. Services include:

- Printing audit reports, business cards, brochures, and training materials.
- Coordinating with DAS and the Ohio History Connection on records-retention schedules.
- Scanning or storing audit paper records and overseeing their destruction, in coordination with AOS Legal, once retention periods expire.

## Mailroom

The Mailroom provides vital support services for all AOS staff, including mail and package distribution, office-supply procurement and distribution, messenger services, records pickups, furniture and equipment moves, and recycling. These services ensure daily office needs are met and contribute to operational efficiency.

## Fleet Vehicles

Operations oversees the scheduling, maintenance, and servicing of all AOS vehicles. The current fleet includes six vehicles, three of which are available first-come, first-served for official State of Ohio business.

## Property Management

Operations is responsible for the upkeep and physical environment of all AOS offices. The Facilities Manager coordinates moves, renovations, routine maintenance (e.g., painting, carpet cleaning, janitorial services), and emergency preparedness.

These efforts maintain a safe, clean, and functional workplace for all AOS employees.

For mailroom, fleet, and property-management matters, contact Facilities Manager Pat Kelly at [pkelly@ohioauditor.gov](mailto:pkelly@ohioauditor.gov).