

# Legislative Building Interior Dome Access Policy

## Purpose Statement:

The purpose of this policy is to provide for the safety and protection of people that access the interior dome spaces of the Legislative Building Dome.

Without exception, this policy applies to everyone.

**Action:** Transition policy from Department of General Administration to Department of Enterprise Services

**Effective Date:** January 7, 2013

**Owner:** Facilities Division

**Review Cycle:** 3 years

**Approved By:** \_\_\_\_\_  
Joyce Turner  
Director

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## Policy

We have designated the following areas as [confined space](#) and restrict access to these areas under the requirements of this policy:

- Interior dome stairwell – 4<sup>th</sup> floor to cupola;
- Interior dome elevator – 4<sup>th</sup> floor to 8<sup>th</sup> floor; and
- All areas beyond including the catacomb areas of the 7<sup>th</sup> floor of Legislative Building

Access to these areas is restricted to Department of Enterprise Services (DES) employees for [official business](#) directly related to maintenance, preservation, or security. Access by others is strictly limited to:

- With our prior authorization, other state agency personnel or contractors for official business directly related to maintenance, preservation, or security;
- Emergency response personnel.

DES employees that violate this policy may be disciplined. Disciplinary action may include dismissal.

Other state personnel that violate this policy may be identified in a letter of concern from DES's Director or designee to their agency head. The letter will list the specific violations. In addition, we will inform the Department of Labor & Industries, Division of Occupational Safety and Health as appropriate.

Contractors that violate this policy may be suspended or debarred from bidding for work in the restricted areas. In addition, we will inform the Department of Labor & Industries, Division of Occupational Safety and Health as appropriate.

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**1. We require that all direct access points to the restricted areas shall be strictly controlled via card-key.**

At a minimum, we will control access by card-key at the following access points:

- 4<sup>th</sup> floor doorway to the interior dome spiral staircase;
- 4<sup>th</sup> floor doorway to the interior dome maintenance elevator;
- 5<sup>th</sup> floor doorway to the interior dome spiral staircase.

We will provide card-key access to DES's Legislative Building Manager, and for emergency purposes; DES's Assistant Director of Facilities, the Washington State Patrol and the Olympia Fire Department.

You must obtain permission from DES's Legislative Building Manager in order to access the restricted areas for official business directly related to maintenance, preservation, or security.

We do not require access permission for emergency response.

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**2. You must follow [DES's Confined Space Entry Program](#) when you access the restricted areas.**

In addition to DES's Confined Space Entry Program, you must also follow these safety and security measures:

- a. You are not allowed alone in the restricted areas unless you are a journey-level tradesperson.
- b. You must receive entrance training at a level adapted to suit the purpose and objective of your visit.

Your entrance training may consist of full Confined Spaces Training, but at a minimum will include reading and understanding a warning notice about the strenuous climb, narrow stairs, heights, and designated confined spaces.

We will post the warning notice inside the 4<sup>th</sup> floor access points to the stairwell and elevator and the 5<sup>th</sup> floor access point to the stairwell.

- c. A DES Building and Grounds employee will accompany you, and will contact the Customer Service Center to inform dispatch personnel when you enter and again when you have exited the restricted areas.
- d. Your escorts and our maintenance personnel will carry a flashlight and a radio when entering the restricted areas.
- e. Your work group size will be limited to no more than five persons including your escort.
- f. You must wear soft soled, non-skid shoes. Slick soles shoes or high heels are prohibited.
- g. You are prohibited from bringing briefcases, packages, backpacks or purses into the restricted areas.

***Exception:*** Containers necessary to carry tools, equipment or supplies required by maintenance personnel, contractors or emergency response are allowed.

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## Related requirements and information

- State rule – [Chapter 296-809 WAC Confined Spaces](#)
- DES program – Confined Space Entry Program
- Executive Summary: Issues regarding access to the interior dome

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## Forms and instructions

- DES form – Confined Space Entry Permit
- DES form – Confined Space Inventory Sheet

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## Definitions

- *Official business* means the responsibilities and duties assigned to an employee of the state for the execution of his or her job.
- *Confined space* means a space that is all of the following:
  - Large enough and arranged so that an employee could fully enter the space and work;
  - Has limited or restricted entry or exit. Some examples are tanks, silos, and vaults.
  - Not primarily designed for human occupancy.

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## History

**Amended:**

N/A

**Supersedes:**

Department of General Administration policies and related documents

**Original Effective Date:**

January 7, 2013

*To obtain a copy of a historical policy, e-mail the DES Policy Office at [policy@des.wa.gov](mailto:policy@des.wa.gov)*

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## POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to [policy@des.wa.gov](mailto:policy@des.wa.gov) .