



Tenant Handbook

**For buildings in Thurston County
under the stewardship of the
Department of Enterprise Services**



May 2015

Table of Contents

INTRODUCTION.....	5
We Work Together for a Healthy, Safe and Productive State Workplace.....	5
Compliance.....	5
Safety and Health Issues	6
Reporting a Fire.....	6
Reporting Suspicious Activity or Persons.....	6
Reporting an Accident or Injury.....	6
Smoking	6
Animals in State Buildings	7
Hanging Objects or Decorations.....	8
Open Flames and Deep Fryers are Prohibited.....	8
Perishable Food Items.....	8
Live Plants and Cut Flowers.....	8
Repairs and Alterations, Maintenance and Operations	9
Hours of Operation	9
Temperature.....	9
Lighting.....	9
Signage	9
Moving.....	10
Surplus Disposal	10
Alterations	10
Maintenance and Repairs.....	10
Spills and Damage	11
Energy Conservation & Appliances	11
Tenant Energy Conservation Efforts.....	11
Comfort	12
Personal Heating and Cooling Devices.....	12
Extension Cord Use.....	12
Standards for Appliances.....	13
Cooking and Food Heating Appliances.....	13
Compost and Recycle.....	14
General Campus Use	14
Use of Public Space	14
Parking	14
Vehicle Damage in State Garages.....	14
“Good Neighbor” Practices	15
Scents	15
Noise control	15
Individual Work Areas.....	15
Food Events (Potlucks, Barbeques, Parties, Fundraisers).....	16
Helpful Contacts and Response Times	17
DES Asset and Building Managers	18
DES Asset and Building Managers (Continue).....	19

Department of Enterprise Services

Strategic Anchors

Vision:

We enable government to best serve the people of Washington.

Mission:

We deliver innovative, responsive, cost-effective and integrated solutions and services to meet the diverse needs of our customers.

Our Customers Feel:

Informed, confident, respected, satisfied, and successful.

Goals:

1. Deliver exceptional services
2. Reduce the overall cost of government operations
3. Engage and support employees
4. Keep improving

Values:

Openness

Integrity

Collaboration

Respect

Excellence

Innovation

INTRODUCTION

We Work Together for a Healthy, Safe and Productive State Workplace

This Handbook and Reference Manual describes guidelines, policies and laws that govern the State-owned buildings in Thurston County that are managed by the Department of Enterprise Services (DES). This document has been cooperatively developed by DES Property Management and the Campus Facility Services Advisory Board, which represents the interests of tenant agencies.

Our goal in creating this document is to promote a safe, healthy, productive and comfortable environment for all who work in or visit our buildings.

DES works closely with a designated Facilities Manager for each tenant agency to ensure that tenants comply with all health and safety requirements, building codes, statewide agency building standards, and other applicable laws, rules and guidelines including reasonable accommodation for disabled, ill or injured employees and visitors. Your Facility Manager is a critical resource for you and for DES. We urge you to make a point of identifying your agency's Facilities Manager.

There are two DES staff assigned to each building, an Asset Manager responsible for budget, planning, and major improvements or repairs; and a Building Manager, responsible for daily operations, maintenance, and small repairs. In addition, the DES Facilities organization provides 24/7 emergency response via our Buildings and Grounds Work Management Center (B&G). Contact information for DES services is provided on page 13.

This handbook also includes some "Good Neighbor Guidelines," which are suggestions for creating a respectful workplace in which everyone can work comfortably together. Good Neighbor policies will vary from agency to agency. They are developed and enforced by each tenant agency.

This Tenant Handbook and Building Use Reference Manual is a "living document" that will be updated and improved as tenant agencies, buildings, policies and laws change. Your input is welcomed.

Compliance

It is the responsibility of each tenant agency to ensure adherence to these requirements and guidelines. If you have concerns or questions, contact your agency's Facility Manager, who will work with your building's DES Asset or Building Manager to resolve issues.

Helpful Contacts and a list of DES assets and staff contacts for each can be found on pages 14 - 15.

Safety and Health Issues

**REPORT ALL FIRE, SECURITY CONCERNS, ACCIDENTS AND INJURIES.
FOR EMERGENCIES DIAL 9-911 from state phones.**

Reporting a Fire

Always report a fire immediately by dialing 9-911 (state phones). Report all fires, no matter how small. Follow by contacting B&G at 725-0000. By law, we are required to report all fires in facilities of commercial occupancy. The Capitol Campus falls under the reporting jurisdiction of the Olympia Fire Department.

Reporting Suspicious Activity or Persons

For Emergency: dial 9-911 (state phones)

For Non-emergency: dial 586-1998, Washington State Patrol's Communications Center

Suspicious persons are not always an emergency concern. For that reason, the Washington State Patrol asks that you report a suspicious person or activity to their communications center at (360) 586-1998 unless it is an actual emergency. In case of an emergency, always dial 9-911. If you're not sure, please err on the side of caution and report any suspicious person or activity to the non-emergency number for the Washington State Patrol. Their communications center is staffed 24/7 and they are ready to respond to calls. Be prepared to provide location and a description of the person or activity. Follow up by contacting B&G at 725-0000 to let us know that a report has been called in.

Reporting an Accident or Injury

Always follow your agency's policy for reporting an accident or injury during work hours. If the incident occurs in your DES-managed building, please make sure that you or your Facility Manager also report the incident to B&G at 725-0000. This is especially important if there were facility conditions that caused or contributed to the accident or injury.

Smoking

Smoking is prohibited within 25 feet of building entrances, exits, operable windows and vents. This includes parking structures. This measure ensures that tobacco smoke does not enter the buildings. See inset box below for complete RCW language.

RCW 70.160.075

Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.

Owners, operators, managers, employers, or other persons who own or control a public place or place of employment may seek to rebut the presumption that twenty-five feet is a reasonable minimum distance by making application to the director of the local health department or district in which the public place or place of employment is located. The presumption will be rebutted if the applicant can show by clear and convincing evidence that, given the unique circumstances presented by the location of entrances, exits, windows that open, ventilation intakes, or other factors, smoke will not infiltrate or reach the entrances, exits, open windows, or ventilation intakes or enter into such public place or place of employment and, therefore, the public health and safety will be adequately protected by a lesser distance.

Animals in State Buildings

With the exclusion of service animals, no animals are allowed in the buildings at any time.

This prohibition is included in all leases for DES-managed buildings. Additionally, animals may not be tied to vehicles in the parking lot or other structures on State-owned or leased property. Pets or domestic animals are welcomed in the public areas of the capitol grounds; however, they must be under your direct physical control, and owners must clean up after them at all times. See inset box below for complete WAC language.

WAC 236-17-250

You may have service animals in the public areas of the capitol buildings and grounds. You may not have other pets or domestic animals in the public areas of capitol buildings, except as part of the conduct of state government business.

You may have pets or domestic animals in the public areas of the capitol grounds; however, you must keep them under your direct physical control and clean up after them at all times. If the director designates off-leash areas in the public areas of the capitol grounds, any such areas will be clearly posted.

You may not allow your pet or domestic animal to menace or injure other people or animals.

Hanging Objects or Decorations

Decorations and other objects cannot be hung from the ceilings. They can obstruct the movement of air and light through the building and they pose potential fire and structural hazards. Hanging objects obstruct the designed and calculated coverage of fire sprinkler systems, and fire code prohibits placing or storing anything closer than 18 inches to the ceiling. Furthermore, ceilings are designed to resist seismic and gravitational forces, but the facility design only considers the weight of the ceiling components and not the added weight of hanging objects.

Open Flames and Deep Fryers are Prohibited

Open flames, candles, deep fryers and cooking devices such as barbecue grills are prohibited in State buildings including balconies, roof tops, porticos, and parking facilities.

Additional information about cooking appliances and related safety and conservation measures is found under “Cooking and Food Heating Appliances” on page 9.

Perishable Food Items

Perishable food items must not be left in workstations, drawers, or common areas other than designated coffee bars and break rooms. Each designated coffee bar or break room has “wet” garbage that is removed each evening by the custodians. Leaving perishable items in workstations leads to pest infestations in the building which in turn can create health hazards.

Live Plants and Cut Flowers

Live plants are often a pleasing addition to the workplace, however unhealthy plants can cause problems with insect infestation, mold, or chemical treatments. Do not use any chemical treatments on office plants, and promptly remove any plants or cut flowers that show evidence of pest infestation or decay.

Water and moisture associated with live plants and cut flowers can cause damage to furnishings and table tops. Do not place live plants or cut flowers on historic wood surfaces or furnishings. In all other locations, please be sure to use a saucer, protective mat, and/or place on an impermeable surface.

Repairs and Alterations, Maintenance and Operations

Hours of Operation

For operating hours during which each building is open to the public, please contact your agency's Facility Manager or DES Building Manager.

Temperature

Generally, the temperature inside our buildings is maintained between 68 and 76 degrees, plus or minus two degrees. These are industry-standard energy conservation "set points" for heating and cooling large buildings. Buildings managed by DES are set to start and shut down at optimal times for heating and cooling as well as energy conservation. If you have ongoing temperature fluctuations outside this range please contact your Facility Manager or call B&G at 725-0000. For more information, see sections on "Comfort" and "Personal Heating and Cooling Devices" on page 8.

Lighting

Lighting and heating are held at minimal levels during off-hours when buildings are not occupied, to conserve energy. Due to the wide variety of building ages and construction, lighting controls in each building are different. It's a good idea to check with your agency's designated Facility Manager if you plan to work during off-hours.

For newer campus buildings, automatic lighting control overrides are located in the elevator lobbies, near the elevator call buttons. When activated, an override will turn on the lights and heating, ventilating and cooling (HVAC) systems for that part of the building and that floor for a set period of time, and then automatically shut off again.

Older buildings on campus do not have override controls for lighting and must be manually managed. The HVAC systems in these buildings are controlled by DES through the Metasys® building management system. Your DES Building Manager can provide specific information on your building's settings.

Signage

Our buildings have standard signage throughout that conforms to code and safety requirements and is provided by DES as part of our standard building service. Additional tenant-specific signage can be created and installed at tenant cost, but must be fabricated and installed by the DES Sign Shop. The Sign Shop will work with tenant agencies to create appropriate signage and determine locations as needed. Contact the Sign Shop at (360) 725-0025.

Posting of agency or personal signs or notifications is prohibited in areas of buildings open to the public, on common area walls, windows, doors, stairwells or elevators, and on the exterior of buildings. This rule preserves the dignity and aesthetics of shared spaces, protects historic and decorative finishes, and helps keep building surfaces clean. Please seek designated bulletin boards and information kiosk locations within tenant agency spaces for personal or agency postings. These will be unique to each tenant and facility. Contact your agency's designated Facility Manager if you have questions.

Moving

Contact your agency's designated Facility Manager to communicate and coordinate moving needs for furnishings or staff in advance, to prevent inconvenience to other building tenants and prevent damage to building finishes, doors, and elevators. Tenant moves within a building must be coordinated with DES when utilization of an elevator will render it unavailable to building tenants for any period of time. DES has protective matting that can be installed to cover the elevator interior finishes.

Moves within our historic buildings require particular care to avoid damage to historic finishes and fixtures. Building damages caused during a move will be repaired at the expense of the responsible tenant.

Surplus Disposal

Tenants are responsible for disposal of their unwanted items. Building loading docks may not be used to store unwanted furniture, equipment or other items. If you have unwanted items, please contact DES Surplus Programs at (360)753-3508 for information on how to dispose of them via State Surplus.

Alterations

Alterations or proposed modifications to the buildings must be carefully reviewed and coordinated, particularly in historic buildings. To begin the process for requesting facility alterations or modifications, you will need to work with your agency's designated Facility Manager to complete a Tenant Improvement Request Form (TIR). Your building's DES Asset Manager or Building Manager can guide you through this process if you need assistance.

Maintenance and Repairs

For typical repair or maintenance issues, please contact your agency's designated Facility Manager. Your Facility Manager will work with the appropriate DES facility staff to respond.

If you have an *emergency* repair or maintenance issue, please call B&G at 725-0000. The phone line is staffed 24/7, including holidays. Follow up by contacting your agency's designated Facility Manager to let them know an emergency call has been placed.

Spills and Damage

Promptly report all spills to B&G at 725-0000, especially when there may be a safety concern. Damage caused or observed by tenants should be reported at the earliest opportunity to prevent worsening, permanent loss, or prevent a hazardous situation from developing. Follow up by contacting your agency's designated Facility Manager to let them know a call has been placed.

Energy Conservation & Appliances

Keeping buildings comfortable for tenants and visitors while meeting energy and environmental conservation goals requires coordination and commitment between DES and building occupants. For this reason, the following statement of commitment has been developed by DES and the Capitol Facility Services Advisory Board.

Our Shared Commitment to Basic Conservation Principles:

- We will use all practicable and cost-effective means available to conserve energy in our buildings.
- We will apply free and low cost conservation measures before investing in capital improvements.
- We will comply with DES Energy Conservation Guidelines, seek to be familiar with the energy conservation laws, rules and other related policies, and act in a way that is consistent with these law, rules and policies.
- We will encourage and assist employees to help conserve and prevent the waste of energy.

Tenant Energy Conservation Efforts

In addition to building-wide conservation efforts, each tenant agency will establish internal guidelines and policies governing energy conservation by its employees. Recommended, standard conservation procedures include the following:

- Turn off office equipment or use standby mode when not in use, and avoid turning equipment on until it is needed.
- Turn off computers and monitors when not in use for one hour or more, unless your agency has a requirement for IT equipment maintenance requiring them to be left on.
- Turn off all personal lighting after hours.

Personal decorative (seasonal) lighting shall be battery powered. The use of LED decorative lighting is preferred.

Comfort

DES and its tenant agencies must use the American Association of Heating, Refrigerating and Air conditioning Engineers (ASHRE) and the Department of Occupational Safety and Health Administration (DOSHA) recommended standards of comfort for temperature settings for indoor temperatures of occupied buildings:

- The winter temperature standard is 68-74 degrees Fahrenheit.
- The summer temperature standard is 72-78 degrees Fahrenheit where mechanical cooling systems are used.

Personal Heating and Cooling Devices

The following safety requirements apply to the use of personal heating and cooling devices or appliances in all DES buildings:

- All personal heating and cooling devices must be certified by Underwriters Laboratories.
- All personal heating devices must be electric radiant panel type with a rating of 200 watts or less.
- Personal heaters shall be controlled with an occupancy sensor, so that they will shut off automatically when the occupant leaves their work station for longer than 15 minutes.
- Employee-owned heating devices are prohibited.
- Personal heaters with power requirements over 200 watts must be approved for use by your agency's designated Facilities Manager.
- Small personal fans (9 inches or less in diameter) must be approved for use by your agency's designated Facilities Manager.
- Personal heating and cooling devices are prohibited when an extension cord is required.

Extension Cord Use

Contact your agency's designated Facility Manager if you need to use an extension cord. The use of unapproved extension cords is a violation of Department of Occupational Safety and Health Association (DOSHA) and National Fire Protection Association codes. The DOSHA code (Federal Regulations 29CFR1910.303.a) states that conductors and equipment are acceptable for use only if they are approved by recognized laboratories (such as Underwriters Laboratory, Factory Mutual, etc.). Approved extension cords are only allowable in the workplace as temporary wiring, and for no more than 90 days, with the approval of the DES Asset and/or Building Manager.

Standards for Appliances

The following safety requirements apply to the use of appliances in all DES buildings:

- All convenience appliances shall be certified by Underwriters Laboratories.
- Food, beverage, and comfort appliances will be regulated to conserve energy.
- Employee-owned food and beverage appliances, fish tanks, or decorative fountains are prohibited.
- The use of small appliances such as under-counter refrigerators, coffee makers, microwaves, coffee cup warmers, and electrical cooking devices are restricted to the designated break area or coffee bar.
- Large appliances such as refrigerators, microwave ovens, dishwashers or other appliances used to wash, cook or store food are restricted to designated break areas. Appliances purchased after January 2012 must be Energy Star Rated.

Cooking and Food Heating Appliances

Microwaves and refrigerators are permitted only in designated break rooms and coffee bars equipped with a properly grounded circuit and a separate, dedicated circuit. Facility Managers are responsible for proper installation of these appliances. If the existing outlets are not sufficient for the appliances contact the DES Building Manager to arrange for the installation of additional outlets (circuits) as needed or permitted.

Areas designated for food preparation must be equipped with a fire extinguisher in close proximity. Coffeepots are to be positioned away from any flammable materials and are to have a functioning timer.

Tenants must not leave appliances unattended when in use. This includes but is not limited to toasters, microwaves and toaster ovens.

Open flames, deep fryers and cooking devices such as barbecue grills are prohibited in State buildings including balconies, roof tops, porticos, and parking facilities.

Special Note for GA Building Tenants

The General Administration Building does not allow the use of toasters or toaster ovens anywhere in the GA Building. Microwaves, coffee pots and refrigerators are allowed in break rooms and coffee bars only. A portable fire extinguisher is required in these areas. This added restriction on the GA Building is necessary because there are limited sprinkler systems in the building.

Compost and Recycle

Most tenant agencies participate in the compost and recycle program in cooperation with DES custodial staff. DES provides the necessary bulk composting and recycling containers and collection as part of normal custodial services.

DES does not provide desk-side trash or recycle bins. These are to be supplied by the tenant agency as part of your furnishings.

Please contact the DES Custodial Program at 902-0961 for questions about composting and recycling programs in your building.

General Campus Use

Use of Public Space

All planned use of public campus space must be scheduled through DES Visitor Services. This is in compliance with the DES Campus Use Guidelines and WAC 236-17. For more information, contact Visitor Services at (360) 902-8881.

If you are planning an event in your building, please see “Food Events” on page 12, regarding notification, custodial and food services.

Parking

Parking on the Capitol Campus is managed by the DES Parking Office. An application for garage parking is available on-line and can be accessed on the DES web site, under “Services--Travel, Cars and Parking--Parking.”

DES manages parking for state employees, visitors, and contractors working on campus, and agency-owned vehicles. DES works in coordination with the Washington State Patrol to monitor and enforce parking rules.

Any questions regarding campus parking should be directed to the DES Parking Office at 725-0030.

Vehicle Damage in State Garages

The Washington State Patrol is responsible for the investigation and handling of any damages, accidents and crimes committed in the state parking facilities. State employees and visitors should contact the Washington State Patrol at 586-1998 to report incidents.

“Good Neighbor” Practices

Open concept workspaces can present challenges to employees not accustomed to working in close proximity to others. The topics presented below are offered to help minimize conflicts and enable respectful workplaces in which everyone can work comfortably together. They are strongly recommended for all DES-managed buildings; however Good Neighbor policies will vary from agency to agency and must be developed and enforced within tenant work groups and programs.

Scents

Many employees are sensitive to scents. Please avoid the over-use of perfumes and colognes in the workplace. Avoid the use of scented products, such as candles, potpourri, fresh or dried floral arrangements and similar items in the work place. Non-scented items should be used whenever possible.

DES’s Custodial Program uses non-scented cleaning products only. No scented air fresheners will be used.

All perishable food items must be properly stored in coffee bars and break rooms. Perishable food items left in workstations, drawers, and common areas emit odors that can be bothersome and attract pests.

Noise control

Please avoid loud conversations in work areas. Use an office or conference room when your conversations may be distracting to co-workers.

Keep conversations to a minimum when in open work areas and aisles to avoid disturbing people who are working nearby. When meeting with more than one person, use a small conference room.

Schedule a conference room when you need to use the telephone speaker (such as for conference calls).

Use headphones when listening to audio presentations, or schedule a conference room.

Individual Work Areas

In all buildings, an individual work area is defined as an employee’s workstation or enclosed office.

Remember that walls and workstation panels are often part of the building’s acoustical, electrical and telecommunications system, and contain electrical and telecommunications wiring. Check with your agency’s designated Facility Manager before making changes.

Confine your work materials and personal items to your own workstation or office, and don't let them spill over into common areas or hallways.

Seek solutions to manage the flood of paper and files. Excessive paper creates a fire and safety hazard and contributes to poor indoor air quality.

Food Events (Potlucks, Barbeques, Parties, Fundraisers)

DES can support your office community events and shared meals in a number of ways. Please plan your events in advance and follow these steps:

- Organizers of events that will produce more garbage than normal should contact B&G at 725-0000 in advance to notify custodial staff.
- Organizers of outdoor events need to contact DES Visitor Services and their DES Building Manager in advance, to ensure that a safe location is selected and to avoid scheduling conflicts.
- As a courtesy, organizers should also give advance notice (at least 4 days) to the food service vendors (cafeterias) in their building whose business may be impacted by the event.

Helpful Contacts

Emergencies: **9-911**

State Patrol Command Center: **586-1998**

DES Services:

Buildings & Grounds Work Management Center: 725-0000

Custodial Services 902-0961

Parking Office 725-0030

Sign Shop 725-0025

State Surplus 407-1900

Visitor Services 902-8881

Facility Request Response Time

DES Buildings & Grounds defines priorities by the following conditions:

Emergent: Condition represents a threat to life, health or safety.

Urgent: Problem poses indirect or moderate threat to life, health, or safety and/or acute threat to property or mission.

Routine: Problem is a routine repair.

Emergent	Urgent	Routine
<ul style="list-style-type: none"> On-site within 1 hour of work order creation. Work until emergency is secured. Will provide work-around for life safety & mission critical equipment until final repairs are accomplished. <p>Complete:</p> <ul style="list-style-type: none"> Once emergency has been secured, any follow up work will be completed via Urgent or Routine work order. 	<ul style="list-style-type: none"> On-site within 4 hours of the time of work order creation. Work until urgent condition is secured. Will provide work-around for life safety & mission critical equipment until final repairs are accomplished. <p>Complete:</p> <ul style="list-style-type: none"> Within 30 calendar days of work order creation. <p>Example: Work order created anytime on the 10th of the month Complete NLT the 9th of the following month.</p>	<ul style="list-style-type: none"> On-site or coordinate with customer within 5 working days of work order creation. <p>Complete:</p> <ul style="list-style-type: none"> Within 30 calendar days of work order creation. <p>Examples: Work order created anytime on 10th- Respond NLT the 17th of the month Complete NLT the 9th of the following month.</p>

DES Asset and Building Managers

Building	Address	Asset Manager	Building Manager
West Campus			
General Administration	210 SW 22th Ave	Shelley Sadie-Hill 407-9325	Dave Boyer 786-7090
Irving R Newhouse	215 Sid Snyder Ave SW	Jordan Friedberg 407-8279	
Joel M Pritchard	415 15th Ave SW		
John A Cherberg	304 15th Ave SW		
John L O'Brien	504 15th Ave SW		
Legislative Bldg.	416 Sid Snyder Ave SW		
Temple of Justice	415 12 th Ave SW		
Insurance Bldg.	302 Sid Snyder Ave SW	Marygrace Jennings 407-9328	
Governor's Mansion	501 13th Ave SW		
Press Houses	1417 Columbia St SW 201 Sid Snyder Ave	Lenore Miller 407-8272	
Conservatory	1115 Water St SW		
Visitor Center	103 Sid Snyder Ave SW		
East Campus			
Archives	1129 Washington St SE	Darlena Heglund 407-9324	Keith Ratcliffe 725-0009
Highway-License	1125 Washington St SE		
NRB	1111 Washington St SE		
OB2	1115 Washington St SE		
Transportation	310 Maple Park Ave SE	Shelley Sadie-Hill 407-9325	Dan Dickinson
Employment Security*	212 Maple Park Ave SE		Dan Dickinson 725-0040
Off Campus, Olympia			
James M Dolliver	801 Capitol Way S	Carrie Martin 407-9323	Larry Kessel 586-0566
Old Capitol Bldg	600 Washington St SE		
Perry Street Child Care	232 Perry St NW		
Capitol Park	1063 Capitol Way S		
Union Ave Bldg	120 Union Ave SE	Shelley Sadie-Hill 407-9325	
Pro Arts Bldg	208 11th Ave SE		
State Farm Bldg	1068 Washington St SE	Lenore Miller 407-9272	
Capitol Court	1110 Capitol Way S		
Washington St Bldg	1007 Washington St SE	Jordan Friedberg 407-8279	
721 Columbia	721 Columbia St SW	Marygrace Jennings 407-9328	
Property Around ECY Bldg	300 Desmond Drive SE	Carrie Martin 407-9323	Steve Jones 902-6224

Off Campus, Tumwater			
Isabella Bush (Records Center)	7590 New Market St SW	Carrie Martin 407-9323	Steve Jones 902-6224
Labor & Industries Bldg.	7273 Linderson Way SW		
Modular Bldg.	7510/7580 New Market St SW		
Properties Outside Thurston County			
Alaska Street Building (Seattle)	3411 S Alaska St	Caroline Hanser 407-9326	Rick Thomas 425-387-6800
Tacoma Rhodes Center	949 Market St/950 Broadway		
Kelso Building	711 Vine St	Caroline Hanser 407-9326	Jim Beckman 360-501-2541
North Cascades Gateway Center	Sedro-Woolley		John Wiggins 360-856-3162
Yakima Building	1002 N 16th Ave		John Weldon 509-225-7959
Parking Facilities			
Columbia Garage	116 Union Ave SW	Darlena Heglund 407-9324	Dave Boyer 786-7090
GA Garage	124 Union Ave SW		
NRB Garage	1111 Washington St SE		
Plaza Garage	200 14th Ave SE		
Transportation Garage	310 Maple Park Ave SE		
Surface Lots	Various		Keith Ratcliffe 725-0009 Dan Dickinson 725-0040 – Plaza Garage
Off Campus Garages/Lots	Various	Martin/Jones	Kessel/Jones
Capitol Parks, Grounds & Infrastructure			
Capitol Lake	Deschutes Pkwy	Carrie Martin 407-9323	Larry Kessel 586-0566
Capitol Campus Grounds East and West		Nathaniel Jones 407-9327	Ken Connally 239-5222
Campus Infrastructure			
Campus Roads & Sidewalks			Various
Fifth Avenue Dam	5 th Ave/Deschutes Pkwy	Marygrace Jennings 407-9328	Ken Connally 239-5222 Larry Kessel 586-0566
Powerhouse	900 Water St SW		
Centennial Park	Union Ave		
Heritage Park	601 Water St SW		
721 Columbia	721 Columbia St SW		
Interpretive Center	2800 Deschutes Pkwy SW		
Marathon Park	1122 Deschutes Pkwy SW		
Sylvester Park	615 Washington St SE		
Leased Facilities Off Campus			
Edna Goodrich Bldg. Tumwater	7345 Linderson Way SW	Carrie Martin 407-9323	