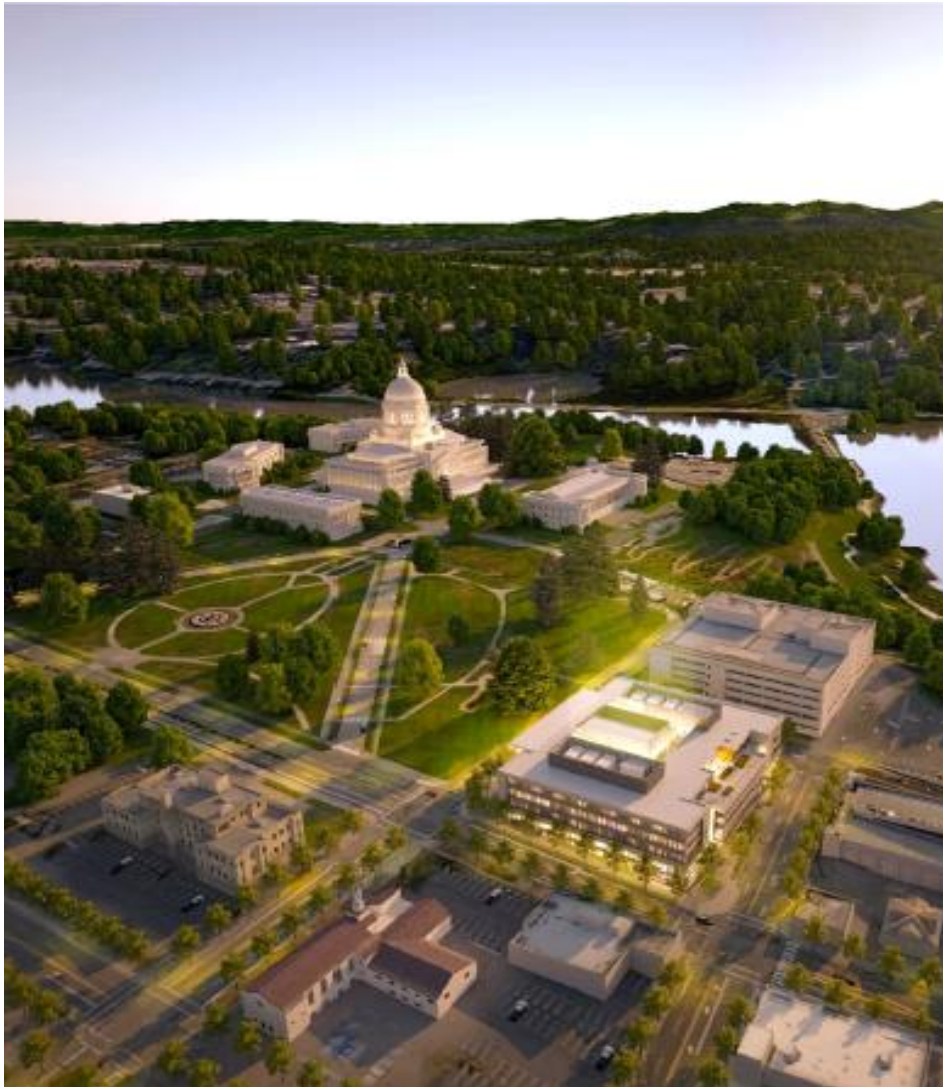




Tenant Handbook



Helen Sommers Building

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Introduction

Working Together for a Healthy, Safe and Productive State Workplace

This Handbook describes guidelines, policies and statutes that govern State-owned buildings in Thurston County managed by the Department of Enterprise Services (DES). This document has been collaboratively developed by DES Asset Management, DES Buildings & Grounds (B&G) and the Campus Facility Advisory Board (CFAB), which represents the interests of tenant organizations (Tenant).

DES works closely with Tenant Representatives to ensure that tenants comply with all health and safety requirements, building codes, statewide agency building standards, and other applicable laws, rules and guidelines. This includes reasonable accommodations for disabled, ill or injured employees and visitors. Each tenant should identify a Tenant Representative as a single point of contact to manage your office needs and communications.

The DES Work Management Center is the central hub for Asset Management, Buildings & Grounds, Custodial, Security and Maintenance operations. DES provides 24/7 emergency response via the Work Management Center.

This Tenant Handbook also represents best management practices for building stewardship. It has been developed over time to address both legal and operational strategies using a coordinated and comprehensive methodology. This Tenant Handbook is a “living document” that will be updated and improved as tenant agencies, buildings, policies and laws change. This building has been designed and constructed to achieve LEED Platinum status with the use of a performance guarantee. Achieving this rating is dependent on tenant and landlord compliance with recycling/composting programs, green housekeeping techniques, HVAC, lighting and temperature controls, energy conservation and use of the bicycle facilities is the responsibility of each tenant to ensure adherence to these requirements and guidelines. If you have concerns, questions or suggestions, contact your Tenant Representative who will work with your

Contacts

DES Services

Work Management Center (available 24/7):	(360) 725-0000
Service Maintenance Operations, Custodial Service, Security, Automation, after-hours emergencies.	
Parking Office	(360) 725-0030
State Surplus & Disposal	(360) 407-1917
Visitor Services Events and Activities	(360) 902-8881
Visitor Services Tours	(360) 902-8880

Building Representatives

<https://des.wa.gov/sites/default/files/public/documents/Facilities/AssetMgrAssign.xlsx>

State Patrol Command Center: (360) 586-1998
REPORT ALL FIRE, SECURITY CONCERNS, ACCIDENTS AND INJURIES.

If you have any questions or need assistance, please contact your Agency Representative:

Tenant Agency Representatives

Legislative Support Services (LSS)	Kevin Pierce, 360-786-7977 kevin.pierce@leg.wa.gov
Legislative Evaluation & Accountability Program (LEAP)	Julie Danton, 360-786-6110 danton.julie@leg.wa.gov
Legislative Service Center (LEG-TECH)	Kim Jorgenson, 360-786-7027 kim.jorgenson@leg.wa.gov
Joint Legislative Audit & Review Committee (JLARC)	Marilyn Richter, 360-786-5188 marilyn.richter@leg.wa.gov
Office of Financial Management (OFM)	Nadia Sarno, 360-902-0618 Nadia.Sarno@OFM.WA.GOV
Office of State Treasurer (OST)	Shad Pruitt, 360-902-8904 Shad.Pruitt@tre.wa.gov
Washington State Patrol (WSP)	Brian Bottoms, 360-704-5402 (or division rep) brian.bottoms@wsp.wa.gov

For Emergencies, dial 911.

After dialing 911, contact the Buildings & Grounds WMC at 360-725-0000 to inform them of emergency.

Reporting a Fire

Always report a fire immediately by dialing 911. Report all fires, no matter how small. Follow by contacting the B&G WMC at 360-725-0000. 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

Always report a suspicious person or activity by dialing 911. Be prepared to provide location and a description of the person or activity. Tenants should inform the cadets at the front desk after making the report. Follow up by contacting the B&G WMC at 360-725-0000 or bgmail@des.wa.gov to let DES 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. If the incident occurs in your DES-managed building, campus grounds or parks, please make sure the incident is reported to the B&G WMC at 360-725-0000. This is especially important if there were facility or grounds conditions that may have contributed to the accident or injury.

If your agency provides an Automated External Defibrillator (AED) for staff or public use, you must comply with [RCW 70.54.310](#). An AED medical authorization form must be submitted Thurston County Medic One and the AED must be maintained.

Submitting a Work Order Facilities Service Request

All facility related requests with the exception of IT should be completed by the agency's Tenant Representative or designee. Facility Service work requests are submitted electronically at Facility Service Request, <https://fortress.wa.gov/es/apps/FACSR/Login.aspx>. Please use this system for routine as well as uncommon situations. Agencies are billed as needed for work outside the standard scope of service in their Agreement. An example of out of scope could be something like key retrieval from plumbing fixtures or elevator shafts.

Information needed for the Facility Service Request includes:

- Work Type: Base (*general building repair/maintenance*) or Reimbursable (*agency request*)
- Building, Floor, and Room #
- Not to Exceed Amount
- Description of Work
- Customer Fund Code

Building Operations

Tenant Representatives are responsible for keeping their staff informed and compliant with building procedures.

There are two drop-off stalls in front of the building. Visitors should be directed to campus visitor parking or street parking on Columbia Street or Union Avenue. (Intercity Transit and Dash route information can be found on page 10.)

Deliveries should be directed to the loading dock at the rear of the building on Union Avenue.

Safety and Security

Building Access and Security

Building main entrance doors on 11th Avenue are unlocked during normal business hours, from 7:30 a.m. to 5:00 p.m., Monday through Friday. The Union Avenue entrance and doors near the loading dock will be accessible by security badge only. A valid security badge is required to access tenant spaces in the building. Employees must have a visible active security badge while in the building.

After hours entry into the building requires a valid security badge. Employees should use their own security badge to enter secured doors. Tailgating or granting access to others into tenant spaces without confirmation of authorized access is prohibited.

Each agency is responsible for granting approval for employees to receive a security badge. All lost or stolen building security badges are the responsibility of each tenant agency and shall be reported immediately to the Agency Representative for escalation to the B&G WMC for immediate shutoff.

DES Card Key is responsible for producing, activating, and deactivating all security badges for exterior entry, common areas and tenant spaces (other than WSP) as directed by the Tenant agency authorized representatives. To obtain a security badge, contact your agency representative. To obtain hard keys (for

tenant space only), contact your Agency Representative. WSP employees must contact their Agency Representative for card keys to WSP tenant space.

After hours entry into the building requires a valid security badge or facility key. Employees should use their own security badge or key to enter secured doors. Employees should not allow others to follow them into secured areas without confirmation of authorized access.

After-hours entry or access requests are subject to overtime fees when DES personnel are dispatched to assist.

During times of heightened security due to protests, demonstrations, or disruptive events, the security of the building may be more restrictive temporarily. These protocols are meant to help protect the building tenants and state property:

- Only authorized personnel are allowed to enter secured areas.
- Tenants accessing secured doors must use their security badge for entry.
- Do NOT allow someone to follow you into the building. Everyone with badge access will be required to use their badge to enter the building.
- Vendors requiring access will need Asset Management approval prior to receiving a security badge.
- Tenants should be aware of their surroundings and report anything, or anyone, that may seem out of the ordinary to Agency Representatives or call 911, followed by a call to the B&G WMC at 360-725-0000 to report the situation.
- If security badges are lost, forgotten, or stolen, contact your Agency Representative immediately.

The Washington State Patrol, in consultation with DES, may call at any time for an immediate lockdown of one or more campus facilities. DES will use the [emergency notification system](#) to alert tenants. During this time, no access will be allowed to the building.

[Access to East Telecommunications/IDF Spaces; Sited Within Tenant Space](#)

G050, 1050, 3050, 4050 – WASHINGTON STATE PATROL:

Access to telecommunication/IDF areas require escort by WSP staff. If access is needed on a non-emergency basis, please contact the property manager and request access be scheduled. In case of emergency, please contact the cadets at the front desk or a WSP representative. If you are doing work in the room, please disposal of all trash/debris generated by your activity.

2050 – ACCESS TO LEG-TECH, SUITE 2400:

- During business hours: Check in at the LEG-TECH front desk (Suite 2400).
- After hours Non-emergency: Notification to LEG-TECH TSG staff (LSCTSG@leg.wa.gov<<mailto:LSCTSG@leg.wa.gov>>) before access. Response isn't required.
- After Hours Emergency: Notification TSG staff (LSCTSG@leg.wa.gov<<mailto:LSCTSG@leg.wa.gov>>) when possible.

Please include: 1. Name of person entering suite after hours; and 2. Agency representing.

[Elevators, Stairwells, and Corridors](#)

Corridors and hallways are part of an emergency exit system of the building and shall not be used for storage or blocked at any time. Building evacuation maps are posted on each building floor. In addition:

- Passenger elevators are solely for the purpose of transporting agency employees and guests. Freight elevators are only to be used for freight delivery and maintenance.

Extended use of the freight elevator for moves should be coordinated the B&G WMC to avoid conflicts with other scheduled moves/use of the elevator.

- Elevators should not be used when a fire alarm is activated.
- All stairwells are to be kept free of items and shall not be used for storage.
- Corridor doors shall be kept closed when not in use. Please open doors with assumption someone may be on the other side for safety.
- Repairs to the elevator, corridors, and hallways due to any damage caused by a tenant agency or their vendor may be charged to the tenant agency.

In a medical emergency the freight elevator is the designated elevator for first responders to move a gurney quickly to/from the location of the emergency to their vehicle. If tenants are using the freight elevator it delays that response. Agency representatives are responsible for keeping their staff informed and compliant with building procedures.

Fire Safety

Tenants shall conduct at least two fire evacuation drills and update their evacuation plans annually. Tenant agencies will delegate safety committee members to manage building-wide safety issues and facilitate drills or emergency procedures. WSP is the lead agency in this effort. Information about evacuation routes and other emergency procedures should be posted in common areas as well as distributed to staff.

Services and Amenities

Base services for all Facilities

All services provided to campus facilities (such as custodial and maintenance) are identified in each lease agreement (IAA or CCOA) and may vary with location. Please refer to your agreement for details or contact your Property Manager.

Alterations

Alterations or proposed modifications to the building are subject to review and prior written approval by DES master planning and asset management programs. To begin the process for requesting facility alterations or modifications, tenants contact their Agency Representative to complete a Service Request. A reimbursable maintenance request may be required for on-going maintenance of tenant owned equipment. Alterations may be limited by the building's utility systems, structural capability, the performance guarantee, and protection of the integrity of the interior architecture. Upon vacating the premises, the requesting agency is responsible for all costs associated with returning the premises to its prior condition. Any alterations must comply with the [Design Guidelines & Construction Standards](#) and the Helen Sommers Tenant Improvement Guide & Architectural Standards: <https://des.wa.gov/services/facilities-leasing/capitol-campus/buildings/helen-sommers-building>.

Bicycle Storage

The building provides secure indoor bicycle storage in room G048 for tenants only. The bicycle facility is located on the ground floor adjacent to the employee only entry off Union Avenue and requires security badge access for entry. The space provides 31 racks for bicycle commuter use during the day. Racks are available on a first come, first served (non-reserved) basis and are free of charge. Lockers for gear storage are also provided. Bicycle racks and lockers day-use only and are not to be utilized for long-term storage. DES does not take responsibility for the safety and security of bicycles or items stored in lockers. See "Showers/Locker Rooms" for more information.

WSP has separate designated storage for law enforcement bikes. The mission specific space is used only by WSP patrol officers for this purpose.

Bicycles are not permitted in stairwells, hallways or office space. Employees must utilize either the bicycle facility or secure bikes at outdoor bike racks provided onsite.

Exterior bike racks may be freely used by tenants or visitors. Racks for six bikes are located at the corner of Union Avenue & Columbia Street, 16 bikes at the Union Avenue & Capitol Way entry and 24 at the 11th Avenue front porch.

Break Rooms

Break rooms are accessible by security badge and available to all building tenants. **Crock pots, toasters, and other electrical cooking appliances are permitted in break rooms for special events only.** All break rooms contain a dishwasher, two (2) all-refrigerators, one (1) all-freezer, an ice maker, two (2) Keurig coffee makers, and two (2) microwaves. The use of recyclable, compostable, or reusable beverage pods is highly encouraged.

Please be considerate of other employees when using refrigerators and freezers. Do not store a week or month's supply of meals at a time as it takes up space and denies other tenants use. Remove uneaten food from the refrigerators at the end of each week. Tenants groups will be responsible for determining the frequency and methodology for refrigerator cleanouts.

Loading, unloading and running dishwashers are the responsibility of the users. DES provides hand soap at all sinks but dish and dishwasher soap must be provided by tenants.

All break room waste and recycle containers are lined with plastic liners daily to ensure that coffee grounds, food, and other "wet garbage" are disposed of properly. Wet items should be disposed of in the break rooms, and should not be placed in unlined containers.

Common Areas

Furnishings in common spaces are not to be removed or moved. If items are brought into the common areas, tenants must remove them immediately after use. Furniture is not allowed on the terrace deck on the 4th floor.

Common Conference Rooms

Conference rooms are for tenant business use only. Private use is prohibited. See [Conference Room Guidelines](#) for additional information.

All atrium conference rooms are available to all tenants. Only tenants of the building can reserve conference rooms. The person(s) reserving the room is responsible for scheduling setup (reimbursable work request required), removing extra handouts, trash and cleaning white boards after the meeting has concluded. AV equipment and lights should be turned off and door stops left on the counter when room is secured. Check-in tables may not be set up outside of conference rooms. Tables or counters for handouts are available in all conference rooms. No signage or presentations may be attached to walls. No signs may be taped to walls, doors, or glass announcing the meeting location or relocation. Door finishes are wood, not laminate, and tape will damage surfaces.

Tenants may not move chairs between conference rooms without the property manager's approval. Conference rooms must be returned to the standard layout immediately after meetings conclude. The next user expects to find the room ready with all amenities.

No tenant or DES employee may remove AV equipment from the building for use at any other location. All checked out microphones for specific meetings must be returned immediately after the meeting.

If coffee service or catering is provided at any meeting in the common space, it is the sponsor's responsibility to remove all extra handouts, coffee, creamer, cups, etc. and notify the B&G WMC for custodial to wipe down tables and counter surfaces.

If you use a projector in conference room G015 A-B-C or room 4060, please remember to turn off the device when your presentation has concluded. The bulbs are very expensive and do not have a very long life. Instructions on how to turn them off should be displayed in each room. Microphones should be turned off when not in use to reserve battery capacity.

Reservations are scheduled on a first-come, first served basis. Conference rooms may be reserved up to one (1) year in advance. Extra small meeting rooms are drop-in only, first-come/first-serve. They will not be added to the reservation scheduling software.

Custodial/Garbage/Recycling

Washington State has goals for waste reduction and disposal alternatives such as recycling and composting ([RCW 70.95](#)). DES provides the necessary bulk garbage, composting and recycling containers along with collection as part of normal custodial services. For details regarding service options, contact the DES Custodial Program at 360-902-0961.

Please note: DES does not provide desk-side trash or recycle bins. Signage regarding proper use of recycling, composting and disposal are available. Tenant agencies are responsible for providing each workspace with a small lined waste container for non-recyclable waste materials. Desk-side paper recycling must be emptied into the larger workroom containers by employees. DES will provide a schedule for DES Recycle to empty paper recycling in the workrooms.

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. Depositing coffee grounds, food, plant soil, sweepings, excessive paper, or other substances in sinks, toilets, water fountains, or other plumbing fixtures is strictly prohibited.

Diapers are not allowed in the garbage, recycling or composting containers. The Infants in the Workplace policy does not extend to disposal. Both cloth and disposable diapers need to be bagged separately and taken home daily.

Batteries cannot be put in the garbage or the recycling containers because DES cannot legally collect them. Battery recycling is the responsibility of the tenant. Thurston County's [website](#) has up-to-date information about local options for proper management.

Tenants with day-time custodial needs should notify their Agency Representative. Desk-side trash is emptied by custodians once a week, however, custodians will not enter a locked office and tenants should devise a

plan for these trash receptacles. Wet trash should go in compost bins in the break rooms. If you have special cleaning requests (carpet shampooing, glass partition cleaning, etc.) follow your agency protocol. Contact your Agency Representative if you are unaware of your agency protocol.

Dry trash will be emptied by custodial and liners reused if they are clean and in good condition. The custodial staff will empty and dispose of everything found in trash containers, without regard to contents. For your own protection, please do not use trash containers as storage bins. DES cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

Tip bins are provided in the interior loading dock receiving area for paper and cardboard. These containers are for trash and cardboard only. Cardboard should be flattened and placed in the loading dock receiving area for recycle. Additional trash, compost and cardboard dumpsters are located at the loading dock.

For tenants using a private shred service, bins must be obtained from the vendor. Private services cannot shred onsite with truck engines running at the loading dock since it is enclosed. Computers, monitors and other electronic equipment are prohibited in the regular trash and need to be properly disposed of by and through your agency.

Loading Dock

The loading dock is secured and prior authorization is needed for access. Delivery or service personnel who arrive after-hours without prior notice will not be granted access to the building.

Tenants need to provide Agency Name, Contact Name and Phone Number when ordering items for delivery to the building. DES staff will not sign for packages addressed to tenants in the building; however, every effort will be made to contact the proper person for delivery before turning away packages.

Lost and Found

Items found in public spaces should be turned in to the main reception desk. Items will be held for 30 days. If unclaimed, items will be donated to charity.

Moving

Contact your Agency Representative 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. Building damages caused during a move will be repaired at the expense of the responsible tenant.

Tenant moves within a building must be coordinated with DES, particularly when utilization of an elevator will render it unavailable to building tenants for any period of time. DES has protective padding that must be installed to cover the elevator interior finishes. Please submit a reimbursable work order to Work Management Center two weeks prior to the need for installation of the pads. Changes to electrical, fiber and data line infrastructure must be coordinated with DES. If moves involve trucks that could impact parking, please contact your Agency Representative and the B&G WMC at 360-725-0000.

Outdoor Terrace

The exterior terrace on the 4th floor is designated a tenant shared common space. No smoking/vaping, barbecues or open flames are allowed. No trash or glass containers are allowed. The terrace will be closed for use after hours and during inclement weather. Furniture is not allowed on the terrace.

Parking

The DES Parking Office 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.

Registration for parking is available on-line and can be accessed on the DES web site at <http://des.wa.gov/services/Travel/Parking/Pages/default.aspx>. Any questions regarding campus parking should be directed to the DES Parking Office at 360-725-0030.

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 360-596-4555 to report incidents.

Public Transportation

Intercity Transit provides regular and frequent bus service to the area, including the free Dash shuttle which serves the Capitol Campus, downtown Olympia and the Farmers Market. The Dash operates 7 a.m. to 6 p.m. Monday through Friday, every 10-15 minutes. Bus stops are provided on both 11th Avenue and Capitol Way within one block of the building.

All Intercity Transit buses are equipped with bicycle racks to accommodate bicycle riders. Intercity Transit buses are also lift-equipped to accommodate passengers with mobility needs. For more information about Intercity Transit service, call 360-786-1881 or check their website at www.intercitytransit.com.

A Commute Trip Reduction information board is installed in the 11th Avenue entry vestibule, which includes transit and Dash shuttle information.

Showers/Locker Rooms

All building tenants have security badge access to the showers and locker rooms at no cost. There are three (3) showers and one ADA toilet stall in each of the men's and women's locker rooms. Only building employees are permitted to use showers, locker rooms, and bike storage.

Employees using the day-use lockers are responsible for securing their belongings and may use their personal lock. However, the lock must be removed before leaving for the day. If left for over 24-hours, the lock may be cut off by DES and contents deposited in the lost and found.

Access into lockers may be requested at any time. When necessary for security purposes as determined by DES, lockers may be inspected without notice. DES may cut off the personal lock for inspection. DES is not responsible for personal locks removed involuntarily, or for anything stored inside the locker.

Signs and Notices

Each tenant agency will provide their own public boards (safety boards, notice boards, etc.) within their assigned tenant areas and will arrange for DES Buildings & Grounds staff to mount boards on the wall safely and properly. No boards are to be mounted on concrete walls. No signs, notices, or seasonal décor may be mounted on columns or walls.

In order to avoid accidents, damage or disruption of building utility services, nails, screws or other attachments to the walls must be installed by DES Buildings & Grounds staff. Push pins, staples or tape are not permitted on glass or doors. Nothing is to be hung from doors, ceilings, or light fixtures of any area of the building.

Do not post signs or other materials on exterior windows, atrium relights or doors of the building. No signs, advertisements, etc. may be posted to walls, doors or windows in any common space.

All building signage must be approved by DES. Fonts will be limited to Corbel or Trebuchet for consistency throughout the building.

Spills and Damage

Promptly report all spills to the B&G WMC at 360-725-0000, especially when there may be a safety concern. Place a wet paper towel on fresh spills at carpets to keep moist until custodians can be dispatched. Dried spills become permanent stains. Damage caused or observed by tenants should be reported at the earliest opportunity to prevent further damage or prevent a hazardous situation from developing. Follow up by contacting your Agency Representative to let them know a call has been placed.

Storage

Contact your Agency Representative for information on how to dispose of unwanted items. Tenants may be charged for leaving unwanted items in the building. Surplus items and archive boxes must be kept in tenant space until picked up. Tenants are responsible for disposal of their unwanted items. The loading dock (interior and exterior) may not be used to store unwanted furniture, equipment or other items. State agencies and local government can also contact DES Surplus with property requests. See the [website](#) or call for more information.

Water Fountains

Water fountains with bottle fillers are located on each floor. Water is chilled and filtered with filter replacement status shown. Delivery service or agency-owned bottled water coolers are prohibited in the tenant and common space. Please keep in mind, if the filter indicator turns “red” the water is still safe to consume. If you notice the filter indicator light is red, contact your facilities representatives.

Wellness and Lactation Room

A wellness room on the ground floor (GO81) is provided for relaxing or for staff who are not feeling well. It cannot be reserved and is available on a first come, first serve basis. It is accessible by security badge and equipped with an occupied/unoccupied indicator latch.

There is also a designated lactation room on the ground floor (G018) for new mothers. This room is available to employees and the public. The tenant committee is responsible for identifying a method for mothers to coordinate schedules where feasible and communicating internally to their affected tenants. The wellness room may be used by lactating mothers if the lactation room is unavailable. Agencies may also provide a private location within their assigned space.

Tenants are not allowed to move or bring furnishings or plants into the lactation or wellness rooms. Blankets, pillows, etc. must be removed when leaving the space if brought in during use. Both rooms have lighting with dimming controls for environmental comfort and sinks. The lactation room has an instant hot water fixture for sanitizing equipment.

Unisex restrooms are available in the building. These are located on floors G, 1, 2 and 3. Five restrooms also include baby-changing tables for your convenience. See [Infants in the Workplace](#) for more information.

Workplace Environment

Animals in State Buildings

In accordance with [WAC 200-220-250](#), Service Animals are allowed in state buildings. No other animals are allowed in state facilities. K-9 units are considered service animals. Notify your Tenant Representative if a service animal will be in a facility on a regular basis. "Service animal" is defined in [RCW 49.60.040 \(24\)](#).

Appliances

The following safety requirements apply to the use of appliances:

- Food, beverage, and convenience appliances are regulated to conserve energy and meet performance guarantee standards.
- Refrigerators, freezers, coffee makers, and microwaves have been supplied and are restricted to the designated break areas. These items are not allowed in tenant space. Small employee or agency supplied appliances (toasters, toaster ovens, and coffee pots) are not allowed in tenant or kitchen areas space.
- Dishwashers are provided in each break room to encourage use of reusable dishes and cutlery.
- Fish tanks or decorative fountains are prohibited in the tenant space.
- Tenants will utilize the furnished coffee pots only. Personal coffee pots are not allowed.
- Tenants must not leave appliances unattended when in use.
- Open flames, deep fryers and cooking devices such as barbecue grills are prohibited in State buildings including balconies, rooftops, porticos, and parking facilities.

Energy Conservation Efforts

Keeping buildings comfortable for tenants and visitors while meeting energy and environmental conservation goals requires coordination and commitment between DES and building occupants. The following statement of commitment has been developed by DES and Tenant Representatives. DES follows the [International Energy Conservation Code](#) and the Washington State amendments.

Basic Conservation Principles:

- Use all practicable and cost-effective means available to conserve energy in our building.
- Identify and apply free and low cost conservation measures before investing in capital improvements.
- Seek to be familiar with the energy conservation laws, rules and other related policies, and act in a way that is consistent with these laws, rules and policies.
- Encourage and assist employees to help conserve energy and prevent waste.

Tenant agencies shall cooperate in energy conservation by adhering to the following:

- No appliances are allowed in tenant space. Turn off all task lights when leaving.
- Lighting in office areas is not to be left on for the survival of live plants.
- Shut office equipment down when closing for the day.
- Close open windows at end of day.

Extension Cord Use

To maintain a safe workplace, contact your Agency Representative if you need to use an extension cord. You may only use approved or UL listed extension cords on a temporary basis for less than 90 days. If extension cords must be used, they must be grounded, meaning the plug has three prongs and not be more than six feet in length. Extension cords must not be stretched across the floor, taped down to the floor, or used on a permanent basis. They must be plugged directly into a wall receptacle and cannot be daisy-chained with

another extension cord or plug strip. Please contact the Tenant Representative if the existing outlets are inadequate or ongoing extension cords are necessary.

Hanging Objects or Decorations

No item may be attached to, limit the visibility or use of, restrict access to, or otherwise interfere with the operating ability of fire suppression equipment or obstruct exit paths or escape routes. Decorations should be limited to interior of offices and cubicles and should not interfere with other offices and cubicles (such as banners, streamers, etc.).

See Signs & Notices for additional restrictions on mounting or hanging items in the building. No signs, banners, advertisements or décor may be hung off the open railing in any area of the building.

All decorations shall be either inherently fire retardant or treated with a flame retardant to be flame resistant. Candles or other sources of open flame are not allowed for any decorations or ceremonies.

Holiday decorations are allowed on a limited basis:

- Living holiday trees are not allowed.
- Only UL listed LED miniature lights shall be allowed and must be used in accordance with their listing. UL-labeled surge protectors are allowed if free from any visible defects and protected from mechanical damage while in use.
- Decorations are not allowed to be taped or glued to doors, wall, columns, or other areas that may be damaged by tape or glue. Decorations must not be affixed to ceilings, light fixtures, glass, walls or doors.
- Decorations must be placed in such a way as to avoid tripping hazard and/or causing damage.
- Decorative electrical lights are prohibited on metallic trees.
- Decorations must not be placed on electrical devices, near heat sources, or thermostats.
- All electrically energized decorations must be disconnected when a display area is left unattended.

Heating and Cooling

The Building has a Performance Guarantee for energy. HVAC service is generally provided Monday through Friday, 6:00 a.m. to 6:00 p.m. and not provided on Saturdays, Sundays and Holidays unless the area is a 24/7 operation. There are 2-hour overrides available within each suite for use after hours for heating and cooling. DES and its tenant agencies must use the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) recommended [Thermal Environment Conditions](#) 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 70-76 degrees Fahrenheit where mechanical cooling systems are used.
- Unoccupied temperature standard is 55-85 degrees Fahrenheit. This includes evenings, weekends, and holidays, except in designated 24/7 tenant space.

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 Agency Representative.

Tenants can open operable windows when the ceiling indicator light is green. If operable windows are opened, it is the tenant's responsibility to close the windows by the end of the work day. Please be aware that opening windows will have an impact on HVAC operations and if left open, can compromise security.

Individual Heating Panels and Fans

Heaters and cooling devices are not permitted without written documentation from a licensed physician that additional temperature control is a necessity. Documentation must be provided to the agency Human

Resources Department who can inform the Agency Representative that a device has been authorized. Written approval from DES is required before equipment can be used in the building.

If approved by DES for a documented medical condition, the following safety requirements apply to any authorized heating and cooling devices used by individuals in DES buildings. All devices:

- Must have an Underwriters Laboratories (UL) certification.
- Heaters must be electric radiant panel type with a rating of 200 watts or less.
- Fans must be nine (9) inches or less in diameter and be approved for use by your Agency Representative.
- Devices shall be controlled with an occupancy sensor, so the device will shut off automatically when the occupant leaves their work station for longer than 15 minutes.
- Must be plugged directly into an outlet or surge protector.

Employee-owned heating devices are prohibited.

Infants in the workplace

Each tenant agency has the ability to adopt an 'infants in the workplace' policy. The building has provided baby-changing tables in unisex restrooms on levels G, 1, 2, and 3. Parents must provide their own sealed diaper container for disposal of diapers, which must be stored in a restroom and taken home nightly. Diaper pails in restrooms may not block ADA access.

There is a designated lactation room on the ground floor (G018) that's available to employees and the public. (Please see [Wellness & Lactation room](#).)

Lighting

Ceiling light fixtures are LED and maintained by the B&G WMC. In order to ensure that the quality of light remains consistent, tenants may not revise lighting. Lighting requests to disable fixtures will not be accepted. There are dimmer switches for zones within 15' of exterior windows and in each office and conference room that should accommodate fluctuations in lighting needs from season to season and can be controlled by the tenant directly.

Notify your Tenant or Divisional Representative to submit a service request with the B&G WMC if ceiling lamp replacements are needed. Replacement of LED bulbs in work station task or office table lamps is the responsibility of the tenant agency.

Noise and Odors

Excessive noise, odors or other activities that may interfere with tenants and persons conducting business within the building are highly discouraged. Air wicks, air fresheners, incense, potpourri baskets, scented candles, and other fragrance sources can create discomfort for some people and should not be used in office areas.

Please avoid loud conversations in the common space or open atriums. 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, if available. Headphones are recommended when listening to audio presentations, instructional videos, and training.

The atrium has six small meeting rooms that are available for drop-in use and a small phone room is located on the ground floor, Room G022, for private phone conversations.

Any food or wet trash from tenant activities must be disposed of in designated break room containers which are emptied daily. Be a good neighbor and wipe down any spills on common area tables with a disinfectant wipe before you leave the area.

Plants and Cut Flowers

Live plants are often a pleasant addition to the work place, 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.

Avoid highly scented or perfumed flowers and plants. Some employees have allergies or are sensitive to scents and pollen. Be prepared to remove plants or flowers if they are causing issues for other employees. Water and moisture associated with live plants and cut flowers can cause damage to furnishings and table tops. Please be sure to use a saucer or protective mat under any plant or arrangement. Live plants, cut flowers, or beverages on window sills are prohibited regardless if a saucer or mat is used. The split sill construction is vulnerable to penetration of moisture into the wall cavity inviting mold and damage. Plants must be contained and not allowed to vine along shelves, windows, and other furniture. Plants cannot be left unattended in common areas.

Smoking/Vaping

In accordance with [RCW 70.160.075](#), Smoking/Vaping is prohibited within 25 feet of building entrances, exits, operable windows and vents. This includes parking structures, sidewalks, and the exterior of the building. This measure ensures that public health and safety of employees and visitors will be adequately protected. Two covered structures are located on the west side of the GA visitor parking lot and are available for use by smokers.

Addendum A Tenant Directory

<i>Sort by TENANT</i>				<i>Sort by FLOOR</i>			
TENANT	Floor	Divisions	SUITE	FLOOR	Tenant	Divisions	SUITE
WSP	Level G	Special Operations	G100	Level G	WSP	Special Operations	G100
		Fire Prevention	G200			Fire Prevention	G200
		Commercial Vehicles Motor Carrier Safety	G300			Commercial Vehicles Motor Carrier Safety	G300
		Human Resources	G400			Human Resources	G400
	Level 1	Criminal Records	1300	Level 1	WSP	Criminal Records	1300
						GOV	Results Washington
	Level 3	Budget and Fiscal Services	3100		OST	Office of State Treasurer	1200
		Electronic Services Information Technology	3200				
		Risk Management Labor and Policy Office	3300	Level 2	LEG	Legislative Evaluation & Accountability Program	2300
		Field Operations	3400			Legislative Service Center (LEG-TECH)	2400
	Level 4	Homeland Security	4100			Joint Legislative Audit & Review Committee (JLARC)	2500
		Criminal Investigations	4100			OFM	Statewide Accounting
		Investigative Assistance	4100	Forecasting	2200		
		Communications	4200	Level 3	WSP	Budget and Fiscal Services	3100
		Government and Media Relations	4300			Electronic Services Information Technology	3200
		Office of Professional Standards	4400			Risk Management Labor and Policy Office	3300
	Office of the Chief	4500	Field Operations			3400	
LEG	Level 2	Legislative Evaluation & Accountability Program	2300	Level 4	WSP	Homeland Security	4100
		Legislative Service Center (LEG-TECH)	2400			Criminal Investigations	4100
		Joint Legislative Audit & Review Committee (JLARC)	2500			Investigative Assistance	4100
GOV	Level 1	Results Washington	1100			Communications	4200
						Government and Media Relations	4300
OFM	Level 2	Statewide Accounting	2100			Office of Professional Standards	4400
		Forecasting	2200	Office of the Chief	4500		
OST	Level 1	Office of State Treasurer	1200				
				NOTE:			
				Colors shown are same as IT cable colors for that agency			