

Controlling and Monitoring Access to the Legislative Building Dome Procedure

Applies to: Anyone entering, intending to enter, or anyone controlling access to the interior of the Legislative Building Dome.

Information contact: Facilities Professional Services Division, Asset Management Program

Effective date: May 2007

Last update: October 30, 2018

Sunset review date: October 30, 2021

Approved by: _____/s/_____ Chris Liu, Director

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Background

For health, safety and security reasons, all space within the confines of the dome is restricted. Because of this, the dome is solely limited to DES led maintenance, repair, investigation, or preservation activities. Restrictions have been in place since 2007 and are based on Olympia Building Code, Department of Labor and Industries safety requirements and recommendations, Washington State Patrol (WSP) security recommendations, and local emergency response recommendations.

About this Procedure

This procedure lays out the processes and controls Department of Enterprise Services (DES) follows to make sure access to the interior of the Legislative Building Dome is restricted to authorized maintenance, repair, preservation, investigation, and emergency activities. Access is restricted in order to eliminate or reduce health, security and safety hazards and associated risks.

There are five distinct areas within the dome's restricted space:

1. Interior dome stairwell and walkways – 4th floor to Cupola;
2. Cupola;
3. Interior dome elevator – 4th floor to 8th floor;
4. Interior Rotunda railings – 4th floor to Cupola; and
5. Catacomb areas – 4th floor to Cupola.

Part 1 Pre-approved access to the interior of the dome limited to emergency response.

Pre-approved authorizations shall be documented and documentation shall reflect a clear connection to emergency response activities within the dome.

A. Emergency Responders

Emergency responders employed by the following entities are pre-authorized to access the dome in the event of an emergency and are exempt from the access requirements of Part 2:

- WSP Capitol Campus troopers or Command Staff;
- WSP Bomb Team/SWAT;
- City of Olympia Fire Department.

Emergency responders typically access the dome using their pre-activated credentials together with hard keys placed by DES in Knox-boxes or other secure storage boxes on the campus. When necessary, the DES Work Management Center will provide assistance and locate a DES employee capable of providing access to the space.

Part 2 Managing requests for access to the interior of the dome

[Requests for access](#) will be controlled in a manner that establishes the identity, purpose, and access approval of anyone entering the dome. Access will not be granted without a documented legitimate business need.

Access to the dome shall be made consistent with the following minimum requirements and other situational requirements listed within this Part:

- Access is granted for a limited duration sufficient to meet the business need;
- Access within the dome is further restricted through the least amount of access points as determined from a single entry point to the work site;
- Access approval and revocation shall be documented;
- Only DES Physical Security (Cardkey) staff are permitted to maintain an inventory of pre-activated credentials.

A. Access by DES employees when performing scheduled preventative maintenance (PM), preservation, or security work

The DES Work Management Center assigns preventative maintenance orders or work orders to a specific Buildings and Ground Divisional employee on the shop floor. Assigned employees are prohibited from entering areas beyond those necessary to access and complete the scheduled work.

The assigned employee(s) notifies DES Physical Security (Cardkey) staff at least one day before they intend to perform the scheduled work. Cardkey staff will verify the name against work logged in MainSaver and temporarily activate the employee's credentials.

Credentials and hard keys shall only be issued for a limited duration consistent with the business need. Credentials shall be activated at the time of issuance and deactivated at the end of the approved duration.

Duration extensions for scheduled work must be made in writing by the Legislative Building Property Manager (Property Manager) and provided to Cardkey staff.

B. Urgent unplanned work

Credentials and hard keys will not be issued or inventoried for urgent unplanned work. Regardless of time or date, the Property Manager will escort the employee(s) performing the work to and from the work site.

The Property Manager will use their personal credentials to provide access into the dome. In addition, the employee(s) performing the work will immediately following swipe their credentials in order to document their entry. Entrants will restrict their access to the least amount of access points as determined from a single entry point to the work site.

The Property Manager will follow up the next business day with a work order in order to document the business need for accessing the dome.

C. Vendors and Contractors

Vendors and other firms under contract to perform work in the Legislative Building may request temporary credentials for a duration not to exceed the contracted end date. [Access requests](#) will be submitted to the Asset Management Property Manager using the Application for Legislative Building Dome Access. The Property Manager will review the application; make sure the application is complete, and forward along with a recommendation to the DES Assistant Director – Facility Professional Services (AD).

The AD will make a determination consistent with the security requirements of the vendor's contract and when appropriate, other relevant information. The Property Manager will forward approved requests to Cardkey staff for issuance of the temporary credentials. Vendor and contractor temporary credentials shall restrict building and dome access through the least amount of access points as determined from a single building entry point to the work site.

Cardkey staff will deliver the activated credentials only to the Property Manager for further distribution. The Property Manager shall notify Cardkey staff when the work is complete so the credentials can be deactivated.

The Property Manager shall maintain records of the date of each vendor request, date issued and the return of each credential. The Property Manager shall track all vendor credentials from release to the vendor to return to the Physical Security program.

Use of vendor credentials by any state employee is strictly prohibited. Policy No. FPS.01.01 addresses how DES will handle violations.

D. Training Events – Safety & Security

[Requests for access](#) to conduct training events in conjunction with the Department of Homeland Security, FBI or other safety or security organizations shall be made in writing to the Property Manager and include the reason for the training, specifically identifying the connection to safety & security or emergency response.

The Property Manager will review the request and provide an approval/denial recommendation together with a draft response to the Facility Professional Services Assistant Director (AD) for a decision. The Property Manager will inform the requestor of the AD's decision and shall maintain a record of each request to include the date of the request, the need for access and the AD's response/decision.

Part 3 Maintaining safety and security within the interior of the dome

Specific safety and security precautions and access restrictions apply to the dome.

The Property Manager shall make sure access to restricted [areas](#) of the interior of the dome meets with the following requirements:

- All DES employees or contractors performing maintenance or construction in the catacombs must be journey-level tradesmen.
- Work in the catacombs will be pre-planned in order to determine if the work requires a permit for work in a confined space. Contact DES Environmental Services and DES Safety to coordinate all permit required work.
- Anyone entering the dome shall meet the appropriate Department of Labor and Industries safety and training requirements.
- Work group sizes will be limited to no more than five persons, including DES staff.
- All persons entering the dome shall read and understand the warning posted inside the dome access stairwell and 8th floor access elevator warning about the strenuous climb, narrow stairs, heights and specific risks.
- DES maintenance employees entering the dome will carry a flashlight and radio.
- Soft-soled, non-skid shoes must be worn. Slick soled shoes or high heels are prohibited.

Part 4 Auditing dome access activity

On a monthly basis, DES Physical Security will provide to the Property Manager a credential report reflecting dome access activity for the preceding month. At a minimum, the report will:

- Identify anyone, whose credentials allowed access to the dome interior,
- List activations and deactivations of credentials allowing access to the dome; and
- Listing any entry or attempted entry to the dome interior and points beyond.

The Property Manager will review and provide a summary of the monthly activity to the Facility Professional Services Assistant Director (AD) and the Program Asset Manager. At a minimum, the summary will identify discrepancies and apparent policy and rule violations. In addition, the summary will include reports of observed or alleged unauthorized access.

Based on the summary, the AD will determine an appropriate course of action.

Related Policy

FPS.01.02 [Legislative Building Dome Access Restrictions Policy](#)

Related Forms

FPS.01.02.F1 [Vendor/Contractor Application for Legislative Building Dome Access](#)

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov