

**Policy No. FPS.01.02**

# Legislative Building Dome Access Restrictions Policy

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

**Authorizing sources:**

- [RCW 43.19.125](#) Capitol buildings and grounds—Custody and control
- [RCW 43.19.450](#) Supervisor of engineering and architecture—Qualifications—Appointment—Powers and duties—Delegation of authority—"State facilities" defined.

**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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## Reason for Policy

The purpose of this policy is to restrict access to the interior of the Legislative Building [Dome](#) in order to eliminate or reduce health, security and safety hazards and associated risks. This policy restricts access to the Legislative Building [Dome](#) only to those with a legitimate business need. Some examples of a legitimate business need are scheduled maintenance work, emergency response to an injured worker, or historical preservation work to the Legislative Building.

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## Definitions

**Credentials** means an electronic card that can be coded in order to identify who has been issued the card, to track the users travel or attempted travel through access points, and to allow authorized travel through specific access points. This card is also known as a card key and is frequently also used as employee identification.

**Emergency responder** means a certified, emergency, medical, or law enforcement officer who is the first to arrive at an accident or disaster scene. In general, first responders to the Capital Campus are the Washington State Patrol and Olympia Fire Department.

**Legislative Building dome or dome** means the following areas within the Legislative Building:

- Interior dome stairwell and walkways – 4th floor to Cupola;
- Interior dome elevator – 4th floor to 8th floor;
- Interior Rotunda railings – 4th floor to Cupola;
- Catacomb areas – 4th floor to Cupola; and
- Cupola.

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## Policy Statement

Access to the [Legislative Building dome](#) is restricted to limited activities and the Department of Enterprise Services (DES) controls entry. This policy lists permissible activities and persons.

Only the Director of the Department of Enterprise Services or designee has authority to grant exceptions to this policy. Exceptions granted shall be in writing.

The following federal and state requirements are used together with this policy:

- [National Fire Protection \(NFPA\) 101 Life Safety Code](#) Life Safety Code
- [OSHA 29 CFR 1910.36](#) Design and construction requirements for exit routes
- [International Building Code Chapter 10 Means of Egress](#) Stairways and Handrails
- [IEBC](#) Sections 103.1 and 1203.3
- [RCW 49.17](#) Washington Industrial Safety and Health Act
- [WAC 296-800-310](#) Exit routes and employee alarm systems

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## Policy

### A. [Access to the Legislative Building Dome is restricted to limited activities and persons.](#)

The Department of Enterprise Services (DES) has classified the Legislative Building dome as restricted space. Because of this restriction, access is strictly limited to specific activities, areas within the dome, and personnel.

Access is limited to DES led maintenance, repair, investigation, or preservation of the Legislative Building and entry will be controlled in a manner that establishes the identity of anyone accessing the dome and the specific dome areas they are authorized to enter.

Tours, new employee orientation, sightseeing, photography or other activities not directly related to DES led maintenance, repair, investigation, or preservation of the Legislative Building are expressly prohibited.

### B. [Authorization for access shall be documented in advance of Dome entry.](#)

The DES Asset Management Program shall maintain:

- A list of those authorized to access the dome in the event of an emergency or natural disaster. Unless expressly noted, access is limited for the duration of the event.
- A list of those with authorization limited by duration and/or specific location(s) within the dome.

All authorizations shall be documented and documentation shall reflect a clear connection to maintenance, preservation, or emergency activities within the dome.

**Exception:** *In the event of an emergency or natural disaster, restricted access requirements are waived for first responders. Where practicable, first responder access will be coordinated through the DES Legislative Building Property Manager.*

- C. Direct access points to restricted areas shall have posted signage and entry controlled through the DES Asset Management Program.
- D. Anyone with access authorization shall prevent, where practicable, unauthorized access to the Dome.

Unauthorized access events in progress shall be immediately reported to the Washington State Patrol.

Access violations shall be reported to the Asset Management Program Manager who in turn will notify the Facility Professional Services Assistant Director (AD).

- E. DES will evaluate all violations and take one or more of the following actions as appropriate or when required:

- Pursue criminal trespass charges. See RCW [9A.52.070](#) Criminal trespass in the first degree;
- Inform the Washington State Patrol;
- Inform the Washington Department of Labor and Industries;
- DES employees violating this policy may be subject to disciplinary action under [chapter 357-40 WAC Discipline](#) and/or the provisions of applicable [Collective Bargaining Agreements](#). See the agency [discipline policy](#):
  1. DES will take appropriate and swift action up to and including dismissal to address any violation of this policy; and
  2. Any employee who initiates or participates in retaliation will be subject to disciplinary action, up to and including, dismissal.
- Other state personnel violating 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.
- Contractors violating this policy may be suspended or debarred from bidding for future work in the restricted areas.

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## Procedures

**FAC.01.02.P1** [Controlling and Monitoring Access to the Legislative Building Dome](#)

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## Forms/Instructions

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

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## Appendix

**Appendix FPS.01.02.A1** [Laws Relating to Access to the Legislative Dome](#)

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## Related Information

The following is not policy content, but provided for additional context:

- [DOSH Consultation Report March 2016](#);

- [DOSH Consultation Report Addendum June 2016](#);
- [2013 Dome Access Evaluation](#);
- [Stakeholder Recommendations](#).

The Washington State Legislative Building, completed in 1928 after six years of construction, is made up of more than 173 million pounds of stone, brick, concrete and steel. Many of the more than 500,000 visitors to the Capitol Campus each year pass through the Legislative Building.

The Capitol dome is accessed primarily from the 4<sup>th</sup> floor of the building, via a doorway to three different types of metal stairs. The staircase route climbs 266 metal steps from the 4<sup>th</sup> floor and the majority of the path is up a steep, narrow spiral staircase. Metal landings link across the inner dome to the cupola stairs. A single door leads outside to the cupola at the top of the access route. Additionally, there is access from the 4<sup>th</sup> floor to the 8<sup>th</sup> floor via a small historic elevator used only for maintenance and too small to accompany a gurney. From the 8<sup>th</sup> floor the access route continues on the metal stairs.

Safety reviews conducted in 2007, 2013 and 2015 cited safety concerns and hazards, including but not limited to:

- The staircase does not meet [2015 IBC code chapter 10](#) requirements for width or tread depth. Walkway widths are less than 28" in some locations and lack clearance to avoid some obstacles;
- The duration of the climb can cause fatigue that, coupled with the narrow width of the stairway; increases the probability of injury.
- In case of medical emergency or natural disaster, evacuation from any point along the access route can only be in one direction. In addition, the route would be difficult, slow, and hazardous, decreasing likelihood of survival and jeopardizing the safety of emergency response personnel;
- The elevator does not meet current code requirements, including space large enough to accommodate a gurney;
- Many portions of handrails are missing or bent inward to allow for added structural bracing. In some locations, the handrail is not high enough to meet current codes;
- The cupola and the access route to it are difficult to clean, and in places, are hazardous to maintain;
- Uncontrolled access to the Cupola and other restricted spaces creates an opportunity for security threats;
- Portions of the walkway include trip hazards and gaps that do not meet code requirements.

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## History

**October 30, 2018** – Amended to address safety and risk mitigation concerns resulting from safety consultations with Labor and Industries Division of Occupational Safety and Health (DOSH) and inspections/input by other public safety stakeholders.

- [Olympia Fire Department - Fire Marshal](#);
- [City of Olympia - Building Official](#);
- [Washington State Patrol](#) – Campus Detail;
- DES Safety Office;
- [Washington State Risk Manager](#).

**January 7, 2013** – Transitioned policy from Department of General Administration to Department of Enterprise Services.

**February 2, 2011** – Amendments included adding consequences for policy violations and clearly identifying secured access points. In addition, the policy transitioned to the current policy format (obsolete GA policy).

**May 15, 2007** – Restricted the number of card-key holders to GA’s Legislative Building manager, asset manager, and the Washington State Patrol in response to inspection by City of Olympia Building and Safety Division and Labor and Industries. (obsolete GA policy).

**1996** – Restricted public access to card-key holders, which included legislators, their staff, various state office holders and numerous GA employees (obsolete GA policy).

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Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)