



TENANT MANUAL



Helen Sommers Building

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Introduction

Welcome to the Helen Sommers Building!

The 2013 Legislature initiated the 1063 Block Replacement Project by directing the Department of Enterprise Services (DES) to demolish the state-owned office building at 1063 Capitol Way S. and the parking garage at 124 Union Ave SW, and construct a new office building on the block.

In 2015, Sellen/ZGF were contracted to design and build a five-story, 215,000 square-foot office building to be in the top one percent of office buildings nationally in energy efficiency. Construction was completed in August 2017. The finished structure is 233,833 gross square feet.

DES works closely with a designated Tenant Representative 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 Tenant Representative is a critical resource for you and for DES. Tenant Representatives for each agency are listed in the Contacts section below.

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 facility.

Contacts

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

DES Asset Manager	Shelley Sadie-Hill, 360-407-9325
DES Facilities Manager	Mike Rickey, 360-810-0718

Tenant Representatives:

Legislative Support Services	Kevin Pierce, 360-786-7977
Office of Financial Management	Nadia Sarno, 360-902-0618
Washington State Patrol	Brian Bottoms, 360-704-5402, or division representative
Office of the Treasurer	Shad Pruitt, 360-902-8904

For Emergencies, dial 911.

After dialing 911, contact the DES Work Management Center at 360-725-0000 to inform them of emergency.

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.

To receive email, text messages, or Social Media alerts from Enterprise Services, sign up for DES [GovDelivery](#)

Reporting a Fire

Always report a fire immediately by dialing 911. Report all fires, no matter how small. Follow by contacting the Work Management Center 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 DES Work Management Center at 360-725-0000 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 DES Work Management Center 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

All requests to the DES Work Management Center should be completed by the agency's Tenant Representative or designee. Work Order (Facility Service) requests are submitted electronically at <http://des.wa.gov/services/facilities-leasing/facility-services/project-management-alterations-additions>.

Information needed for the Work Order includes:

- Work Type: Base or Reimbursable
- Building, Floor, and Room #
- Not to Exceed Amount
- Description of Work
- Customer Fund Code

Building Operations

Building Street Address:

106 11th Avenue SW
Olympia, WA 98504

Directions:

- From North Interstate 5, take Exit 105A
- From South Interstate 5, take exit 105
- Merge onto 14th Avenue SE, continue through round-a-bout and enter tunnel
- Turn right on Capitol Way
- Turn left onto 11th Ave SE
- The building is the glass fronted building with the large pillars on the right.

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 DES Work Management Center for immediate shutoff.

DES Card Key is responsible for producing, activating, and deactivating all security badges as directed by the Tenant Agency Authorized representatives. To obtain a security badge, contact your tenant agency representative. To obtain hard keys, contact your Agency Representative.

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:

- Anyone entering secured areas must always have authorization to enter.
- 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 Tenant Representatives or call 911, followed by a call to the DES Work Management Center at 360-725-0000 to report the situation.
- If security badges are lost, forgotten, or stolen, contact your Tenant or Divisional Representative.

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:

Language pending...

2050 – ACCESS TO LEG-TECH, SUITE 2400:

- During business hours: Check in at Leg-Tech front desk (Suite 2400).
- After hours Non-emergency: Notification to 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. DES will post building evacuation maps 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 DES Work Management Center 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 any excess items and shall not be used for storage.
- Corridor doors shall be kept closed when not in use.
- 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.

Tenant 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.

Services and Amenities

Alterations

Alterations or proposed modifications to the buildings are subject to prior written approval by DES. To begin the process for requesting facility alterations or modifications, tenants need to work with their agency Tenant 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 and the building's performance guarantee. 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.

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 for day use only. The bicycle racks are not to be utilized for long-term storage.

Lockers are day-use only. DES does not take responsibility for the safety and security of items stored in lockers. See "Showers/Locker Rooms" for more information.

In addition, WSP has a private room for law enforcement patrol bikes. This is a mission specific space used only by WSP staff for this purpose.

Bicycles are not permitted in the stairwells or office space and employees must utilize either the bicycle facility or secure bikes in outdoor bike racks provided onsite.

Exterior bike racks may be freely used by tenants or visitors. Racks for six bikes is 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.

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.

Tenants groups will be responsible for determining the frequency and methodology for refrigerator cleanouts.

Common Areas

Tenants are not to remove or move furnishings in common spaces. If items are brought into the common areas, tenants must remove them immediately after use.

Common Conference Rooms

Conference rooms are for tenant business use only. Private use is prohibited.

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, removing extra trash and cleaning white boards after the meeting has concluded.

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 except at tackable surface locations. 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 Asset Manager or main receptionist approval. Conference rooms must be returned to their original formation immediately after meetings conclude. The next user expects to find the room in a standard set up 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 Work Management Center for custodial to wipe down tables and counter services.

If you use a projector in conference room G015 A-B-C or room 4060, please remember to turn off the device when you are done. 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. If not, please contact the receptionist for assistance.

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/Recycling

Tenants with day-time custodial needs should notify their agency Tenant or Divisional Representative. Desk-side trash is emptied by custodians once a week. 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 tenant representative if you are unaware of your agency protocol.

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.

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 facilities. DES cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

Tip bins will be provided in the interior loading dock receiving area for paper, trash and cardboard. These dumpsters are for trash and cardboard only. Tenants must break down cardboard prior to depositing in tip bins.

If you use 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. Cardboard should be flattened and placed in the loading dock receiving area for recycle.

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 a secured entry 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.

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 Tenant 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 can be installed to cover the elevator interior finishes. 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's Tenant Representative and the DES Work Management Center at 360-725-0000.

Outdoor Terrace

The deck on the 4th floor is designated a 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.

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 360-586-1998 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. You will find transit and Dash shuttle information located on the board.

Showers/Locker Rooms

All building tenants have security badge access to the showers and locker rooms at no cost. There are three (3) showers 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 personal 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.) for 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.

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.

No posting of signs or other materials will be permitted to the interior or exterior windows or doors of the building. Nothing may be attached to or hung from the light fixtures. No signs, advertisements, etc. may be posted to walls, doors or windows in 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 Work Management Center at 360-725-0000, 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 Tenant Representative to let them know a call has been placed.

Storage

Contact your Tenant or Divisional 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. Building loading docks may not be used to store unwanted furniture, equipment or other items.

Water Fountains

Water fountains with bottle fillers are located on each floor. Water is chilled and filtered with filter replacement status shown. Bottled water coolers are prohibited in the tenant and common space as this does not align with the environmental standards of the building.

Wellness and Lactation Room

The wellness room is on the ground floor. It is intended for relaxing or for staff who are not feeling well. The wellness room 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 for new mothers. This room is available to employees and the public.

Tenants are not allowed to move furnishings into the lactation or wellness rooms. Blankets, pillows, etc. must be removed when leaving the space if brought in during use. The tenant committee is responsible for identifying the method for room scheduling and communicating internally to their affected tenants. Both rooms have lighting with dimming controls for environmental comfort.

Unisex Restrooms

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

Workplace Environment

Animals

In accordance with [WAC 200-220-250](#), Service Animals are allowed. With the exclusion of service animals, no animals are allowed in the buildings at any time. Additionally, animals may not be tied to vehicles in the parking lots or other structures on State-owned property. For purposes of this policy, K-9 units are considered service animals.

Pets or domestic animals are welcomed in the public areas of the capitol grounds; however, they must be under direct physical control, and owners must clean up after them at all times. Notify your Tenant Representative if a service animal will be in a facility on a regular basis.

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.
- Small appliances such as under-counter refrigerators, coffee makers, microwaves, and electrical cooking devices have been supplied and are restricted to the designated break areas. These items are not allowed in tenant space.
- Fish tanks or decorative fountains are prohibited in the tenant space.
- Tenants are not allowed to install additional large appliances such as refrigerators, dishwashers or other appliances used to wash or store food.
- Tenants will utilize the furnished coffee pots only. Personal coffee pots are not allowed.
- 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, 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.

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 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.
- We will 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.

Extension Cord Use

Contact your agency's Tenant 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.

Hanging Objects or Decorations

Decorations must not be attached to, limit the visibility or use of, restrict access to, or otherwise interfere with the operating ability of fire alarm or fire suppression equipment. Decorations should be limited to interior of offices and cubicles and should not interfere with other offices and cubicles (such as banners, streamers, etc.)

Access to exit doors and exit paths or corridors, pull stations, or fire extinguishers shall not be obstructed by decorative materials or other items. 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 only allowed if Olympia Fire Department approved retardant is applied.
- Only UL listed LED miniature lights shall be allowed when 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, 6:30 a.m. to 6:00 p.m. and not provided on Saturdays, Sundays and Holidays unless area is a 24/7 operation. There are 2-hour overrides available within each suite for use after hours.

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 Tenant or Divisional 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

The following safety requirements apply to heating and cooling devices or appliances 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.
- Heaters 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.
- Fans must be nine (9) inches or less in diameter and be approved for use by your agency's designated Tenant Representative.

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 the restroom and taken home nightly. Diaper pails in restrooms may not block ADA access.

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

Lighting

Ceiling light fixtures are LED and maintained by the DES Work Management Center. In order to ensure that the quality of light remains consistent, tenants may not revise lighting. Lighting revision requests to remove bulbs will not be accepted. There are dimmer switches for each zone 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 work request with the Work Management Center if ceiling lamp replacements are needed. Replacement of LED bulbs in work station 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.

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.

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. Do not place live plants or cut flowers on window sills, wood surfaces or furnishings. Please be sure to use a saucer, protective mat, and/or place on an impermeable surface.

Plants must be contained and not allowed to vine along shelves, windows, and other furniture.

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.

