

**DRAFT**

# **New County Office Building**

TENANT HANDBOOK

September 2007

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## **WELCOME TO THE NEW COUNTY OFFICE BUILDING**

The Facilities Management Division staff members are pleased to have you as a tenant in New County Office Building (NCOB). We are committed to providing you with professional, responsive and efficient service.

The Building Services office is located on floor 2 of the King County Administration Building and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday and can be reached by calling 206-296-0641. For building maintenance issues after hours contact the security office at, 206-296-5000 this number is answered 24 hours a day, seven days a week.

We encourage you, after reading this handbook, to keep it in a convenient location for ready reference, and to periodically review it.

We hope you will enjoy your tenancy at the New County Office Building. We view our occupancy as a partnership and are here to assist you in carrying out your County work as effectively as possible. We ask that you help us maintain this building as a Class A office by letting us know of anything detracting from your work environment. If we may be of assistance to you in any way, please call the Building Services office.

Sincerely,

**Kathy Brown**  
**Director, Facilities Management Division**

Dave Preugschat, FMD Operations Manager  
Will Kinne, Acting Manager of Building Services  
Kathi Murata, Assistant Manager of Building Services  
Jon Staab, Building Superintendent  
Dave Stamper, Chief of Security  
Olan Major, Operating Engineer III  
Jenessa Hemphill, CH Complex Work Order Desk  
Nathan DePue, Standard Parking, Goat Hill Parking Garage Manager

## **HOURS OF OPERATION**

### **Building**

The NCOB's heating, ventilation and air conditioning (HVAC) system will normally support agency operations from 6:00 a.m. until 6:00 p.m. Monday through Friday with the exception of the Crisis and Commitment group of the Department of Community and Human Services which is provided HVAC service as required for their operational needs. To arrange HVAC for your office beyond these hours, please contact the Building Services office. There is a per hour charge for HVAC operation after hours.

### **Individual Floors**

Access to each floor is controlled by a security access system. Access to elevators and potentially sensitive areas of the building is customized to meet the security needs of the tenants of that floor. If you have questions regarding the access to a particular floor, please contact your manager or supervisor.

### **Goat Hill Parking Garage**

The Goat Hill Parking Garage is the primary parking facility for Tenant employees, clients, guests of tenants, or the public. The Goat Hill Parking Garage is available Monday through Friday from 5:30 am to 9:30 pm. Monthly parking patrons may use the garage at all times, with access provided by windshield transmitters. After hours parking is available on a space available basis through submittal of a parking application and authorization by the employee's agency. After hours parking includes arrival after 4:30 p.m. or over the weekends. Windshield transmitters will also be provided to after hours parkers. After hours pedestrian access to the Goat Hill Garage is provided by the Employee ID Cardkeys. After hours pedestrian cardkey access takes effect from 6:00 pm to 6:00 am weekdays and all weekends and (Also see **Security System** and **Building Access**)

### **Holidays**

The New County Office Building will be closed for the following holidays in accordance with King County's annual Holiday schedule: Martin Luther

King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day following Thanksgiving, Christmas and New Years' Day.

## **SECURITY SYSTEM AND BUILDING ACCESS**

### **Entrance**

The main entrance at 5<sup>th</sup> and Jefferson and the tunnel from the Goat Hill Parking Garage Concourse will be open to the public from 6:00 am until 6:00 pm Monday through Friday. These entrances are located at the northeast corner of the First Floor and the surface lobby located on the southeast corner of 5<sup>th</sup> and Jefferson. These doors will be locked after-hours and on weekends with cardkey entrance only. Please refer to the after-hours Cardkey entrance instructions below.

### **Cardkey Access**

The building and the Goat Hill Garage is secured during non-business hours and on weekends. Cardkeys permit tenant personnel to unlock doors to authorized areas after hours. Your King County ID card serves as your cardkey for the New County Office Building, and can be obtained at the Building Services ID and Access Control Office on the 2<sup>nd</sup> floor of the Administration Building 500 4<sup>th</sup> Avenue (Room 206). The Office's phone number is 206-296-0104.

Cardkey use is automatically recorded. Card holders should use only their own cardkey. Cards should not be transferred, shared or traded among personnel. If a card is lost, stolen or damaged report it immediately to the ID and Access Control Office.

Requests for new or replacement King County combination ID/Bus Passes or Parking access cards for parking within the New County Office Building should be made to the ID and Access Control Office. If you have questions regarding who to call or the procedures to follow, please contact your supervisor.

If a card is lost, ID and Access Control will cancel the card and issue a replacement card. When an employee terminates employment, please

notify ID and Access Control and return your Cardkey to that Office. Please note that there is a charge for replacement of lost access cards. Defective cards will be replaced without a service charge, provided the defective card is returned.

### **Tunnel Access**

The NCOB can be accessed via tunnel from the east and from the north. The east tunnel access is under 5<sup>th</sup> avenue from the street lobby on the southeast corner of 5<sup>th</sup> and Jefferson. The street lobby can be accessed from the Goat Hill Parking Garage concourse or from the sidewalk. An elevator can take you down to the tunnel where it crosses 5<sup>th</sup> Avenue to the NCOB. This tunnel can be accessed during operating hours by both employees and the public.

The north tunnel access is under Jefferson Street from the 1<sup>st</sup> floor of the King County Administration Building. This is the old tunnel that used to go to the Automotive Center. This is an employee only tunnel accessible only by cardkeys.

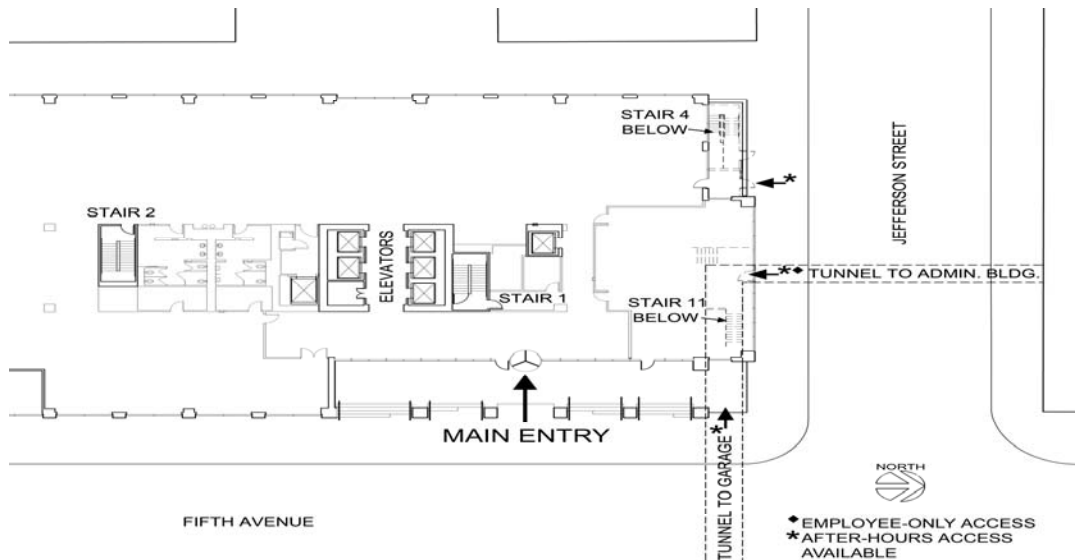
### **After-hours Cardkey Access**

After-hours access to the NCOB is by cardkey only, no exceptions. If your card is not working when you arrive at the building, contact the security desk by using the intercom at the front entrance or call Security at 206-296-5000. The status of your access card will be checked and you will be allowed to enter if your card is listed as active. Please have identification available and/or take a photocopy of your KC ID card for full verification.

After-hours pedestrian and ADA access into the New County Office Building is possible through three locations. The first is through the access tunnel leading from the Goat Hill Garage. The small lobby on the southeast corner of 5<sup>th</sup> and Jefferson can be accessed via cardkey from the outside or from the Goat Hill Parking Garage concourse. The second access is through the tunnel from the Administration Building. This is an employee

only access. The third access is off of Jefferson Street on the north side of the building. Please see the **Figure 1.2** below for the exact locations.





**Figure 1.2 NCOB After-hours Entry**

Tenant agencies will be responsible for establishing procedures to protect sensitive information on their floors. The Building Services Security Office will support these efforts when keycard access controls are established for floors, areas within floors, or filing areas.

**Security Escort Service**

After normal building operating hours, Security personnel will escort a tenant within a four block radius of the King County Courthouse on request. Call the security desk at 206-296-5000 to schedule an escort.

**Garage**

The Goat Hill Parking Garage will be available for monthly employee parking. The garage will be accessible to monthly parking patrons who have arranged for monthly parking through Standard Parking. Employees can arrange for payroll deductions to cover their monthly parking charges. County agencies can also arrange for monthly parking privileges for County cars with payments made through inter-fund billings coordinated through the Facilities Management Division. Parking applications can be obtained at the attendant booth in the Garage or at the King County Employee Web Site (<http://kcweb.metrokc.gov/dcfm/bss/garage.htm>). Monthly parking privileges allow garage access 24 hours per day, seven days per week.

Employees may also park on an intermittent and daily basis subject to space availability. Employees will need to pay the employee daily rate

approved by the County Council.

Employees may also apply for parking privileges for the business convenience of the County. A common example of this parking is after hours or weekend parking required because the employee must be at work. This parking privilege is pre-approved and paid for by the employee's agency on a daily use basis. Once again, parking applications can be obtained at the attendant booth in the Garage or at the King County Employee Web Site (<http://kcweb.metro.gov/dcfm/bs/garage.htm>). The applications include a signed authorization for the employee's agency. After-hours parking is subject to space availability.

### **Access Card Malfunctions**

If a valid access card fails to operate a door, gate or elevator, notify Building Services right away. ID and Access Control personnel will repair access system software or mechanical problems as soon as possible. If the malfunction is related to the card itself, a temporary card can be issued immediately by ID and Access Control.

### **Emergency Stairwell Access**

Tenants may always leave the building via emergency stairwells without needing a cardkey.

For your security, emergency stairwells are locked from the inside. However, people can still enter the stairwells to travel between all floors, 2-13, in the building as long as they have a cardkey to re-enter the floors. If you find yourself in a stairwell without a cardkey, you will need to go down the stairwell to the lobby level to re-enter the building.

In the event of a fire alarm, **all** exit doors and stairwell doors will automatically unlock.

## **ELEVATORS**

### **Passenger Elevators**

Two elevator systems provide service to passengers in the New County Office Building. Service is as follows:

<u>Elevators</u>	<u>Floors</u>
Tenants	1 - 13
5 <sup>th</sup> Avenue Tunnel	1, A, B, C (lowest)
5 <sup>th</sup> and Jefferson Street Lobby	Street level to Tunnel

The elevators are cardkey access controlled after normal business hours.

### **Freight Elevator**

The freight elevator is located just east of the loading dock on garage level A through the 13<sup>th</sup> floor. The freight elevator will only operate by cardkey. Make arrangements with the building security and/or the building services for King County delivery personnel to use the freight elevator during business hours as well as for access after-hours.

The freight elevator must be used for all deliveries. **Hand trucks, carts of any type, and bulky packages are not permitted in the passenger elevators.**

Please assist Building Services in maintaining the appearance of the building by informing office personnel, delivery personnel, vendors and suppliers of the freight elevator's location, hours of accessibility and the building's policy for its use.

Building personnel and visitors are asked not to use the freight elevator in lieu of a passenger elevator. Delivery and construction personnel depend on the availability of the freight elevator to meet deadlines.

### **Scheduling Large Deliveries**

Because the freight elevator must be available to meet delivery needs for all our building occupants, large deliveries such as furniture, pallets and equipment, requiring several elevator loads, are strongly discouraged during regular building hours. Large deliveries should be scheduled after-hours or on weekends through the Building Services office. If you anticipate a large delivery, please notify the Building Services office as soon as possible. The Building Services will need the name and telephone number of the transport company in order to schedule the freight elevator.

### **Weight and Size Limitations**

The freight elevator has a weight limit of 5,000 lbs. The Building Services office must be informed in advance when heavy material is to be transported.

Freight elevator dimensions are 5' 8" wide by 8' 6 3/4" deep by 9' 9" high. Please be aware that the freight elevator lobbies are only 7' 2" high.

Please contact the Building Services office to make special arrangements for lifting objects that are too long to fit within the freight elevator's nine foot height limitation. Please contact the Building Services office with any oversize transport questions. (also see Moving In and Out)

### **If an Elevator Stalls**

If you are in a stalled elevator, pick up the telephone receiver and wait for OTIS Elevator to answer. The telephone will automatically put you in contact with the OTIS Elevator operator and they will contact the Building Services to immediately dispatch a maintenance technician to assist you. All of our elevators are equipped with mechanical safety brakes and backup systems that will operate in all situations, including a power failure, so at no time is there any danger to you when the elevator is temporarily out of service.

## **PARKING GARAGE**

### **Parking Garage Management**

The Goat Hill Parking Garage is managed by Standard Parking. The parking office telephone number is 206-652-0849. The Garage Management can be reached by E-Mail at [ndepue@standardparking.com](mailto:ndepue@standardparking.com).

There is limited reserved area parking in the lower levels of the New County Office Building. That parking is managed by the Building Services office. The telephone number to call for parking issues in the NCOB is 206-205-0922.

### **Garage Organization**

The Goat Hill parking garage has nine levels numbered 1 thru 9. Entrance to the garage is on Level 2 (alley) and Level 7 (6<sup>th</sup> Avenue).

### **Garage Entry and Exit**

The vehicle entrances to the Goat Hill Parking Garage are located on 6<sup>th</sup> Avenue and the alley to the west connecting with Jefferson Street on Level 2. Exiting for itinerate daily pay parkers is on the alley towards the southeast side of the building on Level 2. Parkers with windshield transmitters may also exit on 6<sup>th</sup> Avenue from 6:00 am to 6:00 pm Monday thru Friday as well as on Level 2.

King County fleet and assigned vehicles require windshield transmitters for garage access. Please contact Standard Parking if the fleet or assigned vehicle does not have a transmitter.

The garage interior ceiling height is limited to 6'8". Vans and pickup trucks with campers or extended axle heights will not be able to park in the garage.

The vehicle entrance to the New County Office Building is off the alley on the southwest side of the building. The alley can be reached via Terrace Street, which runs south of the building. A hand held transmitter is required for access 24 hours a day, seven days a week.

### **ADA Van Accessible parking**

Van Accessible parking for the Goat Hill Parking Garage is located on the alley. Use of this parking must be pre-arranged by calling Standard Parking at 206-652-0849. The Building Services Security Office can provide after-hours accessible parking assistance. They can be reached at 206-296-5000.

### **Parking Rates**

Please call Standard Parking at 206-652-0849 for current public parking rates which are also posted on site. The types of parking and employee parking rates can be viewed at the King County Employee Web Site at <http://kcweb.metrokc.gov/dcfm/bss/garage.htm>.

### **Monthly Parking**

Monthly Parking is available to the general public; however, building tenants have first priority for purchase of monthly parking. Please contact Standard Parking at the booth in the garage or call 206-652-0849 regarding monthly parking availability.

Monthly parking patrons may enter the garage at any time if they have a properly affixed transmitter in their car. The proper location is in the upper center of the windshield, usually behind the rear view mirror. Attempting to use the transmitter when it is not properly affixed may result in a sporadic failure of the transmitter thereby keeping the entry or exit gates closed.

Monthly parkers have the option of paying slightly more for parking in a reserved area which is currently limited to the first two levels in the Goat Hill Garage. In addition to the windshield transmitter, reserved area parkers will be issued a paper hang tag permit card which must be placed on the patron's vehicle rearview mirror. The paper hang tag will allow the parking attendant to identify regular reserved area parkers and provide special assistance when necessary.

### **Special After-hours Parking**

There may be event public parking available in the garage after normal garage hours and/or during the weekends. Standard Parking will decide when the Goat Hill Garage will be open for special events as they occur. Special requests to have the Goat Hill Parking Garage open for planned weekend events can be made by calling Standard Parking at 206-652-0849. Parkers in the garage during these events will be charged regular parking fees.

### **Client Parking Validation**

Tenant agencies can purchase validation stickers from the parking booth in the garage at the alley entrance. Validation script (stickers) are available in half-hour and one-hour denominations. To validate a ticket, a sticker must be applied to the front of a client's parking ticket by the tenant. Parkers will be responsible to pay for time not validated. Please call Standard Parking 24 hours in advance for large orders of script. (206-652-0849)

Ink stamp validation is available on a limited basis as well. Call Standard Parking to determine whether your agency is a candidate for this type of validation. However, the validation stickers discussed above are the preferred method to do validations. At the end of each month, Standard Parking summarizes the validations and invoices the appropriate agency for the amount due.

### **Bicycle Parking and Gear Lockers**

All King County employees have access to the bicycle parking on Level A of the New County Office Building. Access is by King County keycard only. Cyclists should enter the bike storage room from Jefferson Street (on the north side of the building), walking their bikes at all times while inside the building. Access is 24 hours a day, 7 days a week. Bicycle racks are first come, first served. Bicycles should not be left longer than three days. Abandoned bikes will be tagged by King County Facilities Management as a warning, and later removed to Lost and Found. Locks left behind will be damaged upon removal.

Additional bike racks are located in the Goat Hill Parking Garage on the south side of level 2 (near the attendant booth by the alley entrance).

These bicycle racks are for public as well as county employee use.

Bicycle gear lockers are provided on Level A of the NCOB on the north wall of the bicycle storage room. These lockers are first come, first served and for day-use only. Any locks or gear left on or in the lockers, or in the bike storage room after 10 p.m. will be subject to removal by Facilities Management. This includes towels. Abandoned gear and locks will be taken to Lost and Found. Gear will be tagged and kept for 30 days, after which time it will be donated or discarded. Any unsanitary or unclean items will be immediately discarded. Call Lost and Found at 206-296-0104 to claim gear.

In case of an emergency, bikes or gear may be left in the bike storage room overnight. In this case, the employee must inform King County Security by calling 206-296-5000 prior to 10 p.m.

## **PARKING POLICIES**

### **Hours**

Tenants, tenant clients and guests, and the public of tenants may park in the Goat Hill Parking Garage during the following hours:

Monday - Friday 5:30am - 9:30 pm

Monthly parkers and King County Fleet may use the Goat Hill Parking Garage at any time with after-hours access provided by a windshield transmitter. After hours, 6:00 pm to 6:00 am, pedestrian access to the Goat Hill Parking Garage is by cardkey only.

Ordinance 15648 was passed by the King County Council on November 23, 2006. This ordinance acknowledged that certain parking is required for the “business convenience of the county,” and as such, employees should not be required to pay for that parking. Any such parking is required to be paid by the employee’s agency and is permitted only at the Goat Hill Parking Garage. Business convenience, as defined in Ordinance 15648, means a “county business-related requirement.” For the purposes of this legislation, “a county business-related requirement” is further defined as after-hours parking for county employees required to be at work, parking for commissioned sheriff’s office



personnel and parking for county employees who are required to use their private vehicles as part of their job to routinely travel to multiple county business locations.

Employees may apply for agency paid parking for the County's business convenience. Those applications must be approved for payment by the employee's agency. Charges to agencies will be handled on a pay per use basis.

### **Rates**

Monthly and hourly public parking rates reflect current market rates. Monthly and daily parking rates for County employees are approved by the County Council on an annual basis and reflect market rates within a statutorily defined area at the time the rates are approved. To obtain current rates for all parking situations, please contact Standard Parking at 206-652-0849.

### **Fleet Pool Procedures**

The Fleet Administration motor pool cars are available on the 4<sup>th</sup> level of the Goat Hill Garage. The dispatch office is located on the north side of that level. Pool cars can be reserved in accordance with Fleet Administration procedures.

- Motor pool vehicles can be reserved by visiting the Fleet Administration website [www.metrokc.gov](http://www.metrokc.gov) and picking up the vehicle in the garage dispatch office.
- Please be prepared with your King County ID, valid driver's license, and org/project #s.
- Reservations will need to be made if a special needs vehicle is needed (van, truck, or 4x4). Please call 206-296-5059 for assistance in those instances.

## **LOADING DOCK**

In order to assure reasonable availability of the loading dock for all tenants, the following guidelines have been established for tenant deliveries:

### **Hand Carried Deliveries**

The loading dock is intended for loading and unloading of trucks and vans. Persons with carried parcels which do not require the use of a hand truck may use one of two delivery zones in the garage on a first-come, first-served basis. Delivery time for small packaged goods is limited to 15 minutes.

### **Loading Dock Facilities**

- There are **two** loading bays each 14 feet high with a depth of 40 feet. A pedestrian ramp to the loading dock height is also available here.
- Load and unload parking is limited to 20 minutes. Special arrangements must be made in advance with Building Services when deliveries are expected to exceed 20 minutes.
- A dock leveler is available at the middle north side of the loading dock.
- A hands free ring down telephone is located at the loading dock entry to the building to allow drivers to call the Security Desk.
- Loading dock hours are 7:00 am to 5:00 pm

**CAUTION: Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing.**

### **Moving In or Out or About**

To facilitate orderly moves, we ask the following:

- Please pre-arrange your move date with Building Services via a work order. Doing so will allow us to make special arrangements for cleaning, loading dock, and coordination of the freight elevator. This will also allow you to place a work order for moving services.
- All moves within or between FMD-operated facilities will be arranged through the Building Services Section. If Building Services does not have the resources to make the moves for you, they will authorize use of one of the County's blanket contractors for the move.
- If a blanket contractor is used, the tenant will be held responsible for

damage caused by its personnel or moving company during any move or delivery in or out of the building.

- Damage to the carpets, doors, door jambs, corners, walls, elevators, or other building fixtures will be repaired by Building Services and billed to the responsible tenant/vendor. We suggest that this point be thoroughly reviewed with any outside moving company, and the liability understood.
- Please provide the Building Services with the name of your moving company and a contact person as soon as these facts are known.
- Protective floor and wall covering materials must be installed when moving furniture or equipment in and/or out of the building. Moving company insurance certificates must be on file in the Property Management office.
- Building Services may assign a staff member to be present during your move. (Also see Freight Elevator and Loading Dock.)

## **REQUESTS FOR BUILDING MAINTENANCE AND OTHER SERVICES**

### **Base Services to Common and Tenant Specific Building Areas**

Building Services takes pride in maintaining the highest possible standards for maintenance at the New County Office Building; however we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burnt-out light, or a custodial issue. Please call Building Services with your concerns at 206-296-0641. Your assistance will be greatly appreciated and will ensure these situations are corrected promptly. A designated tenant agency facility coordinator will also be able to enter work orders on line. Please check with your manager to get the name of the designated person.

All tenants are charged for a base level of services through the annual budget process. These charges are captured through an annual cost per square foot occupancy charge. The charge covers a base level of services governed by a Department Service Level Agreement which includes the following:

- Perform maintenance and repair of all interior and exterior building finishes, components, and systems not considered major

maintenance that are necessary to ensure a safe working environment and extend the life of the building and maintain its building class.

- Respond to all work orders within the guidelines as set forth in each Department's Service Level Agreement.
- Replace light bulbs, ballasts, and starters to maintain lighting in the building. Repair/replace ceiling tile and grid work. Clean interior walls, patch, and touch up paint to maintain building appearance.
- Repair and maintain building components and equipment designated as FMD assets. Repair/replace vinyl stair treads, mopboards and corner protectors. Maintain all door mechanisms, closers, and locks and finishes. Maintain and repair all draperies and curtain rods. Perform general plumbing maintenance on drinking fountains, restroom fixtures and kitchen equipment. Mount/hang pictures, plaques, bulletin boards and banners. Replace and/or patch cement work. Perform minor sheet metal repairs.
- Provide meeting room setups for conference and clean up/arrange rooms after activities are complete.
- Manage security systems and the issuance of new keys, replacement of lost or damaged keys.
- Moving services of less than 4 hours of staff time.
- Certain other services are provided on a cost reimbursable basis.

With the required tenant authorization, the FMD will perform the following:

- Alterations or minor remodels of space based on an authorized work request from the tenant agency.
- Operate building systems outside of normal operating hours based on a specific request from the tenant agency.
- Moves in excess of four hours of billable time as authorized through work request by the tenant agency.
- Replacement of lost locks or keys.
- Any alterations of the modular furniture systems.

### **Tenant Operations and Maintenance Responsibilities**

Tenant agencies have the following responsibilities:

- Make no additions, changes, alterations or improvements to the area occupied without the prior written consent of the Facilities Management Division (FMD). The FMD may impose as a condition of such consent such requirements as FMD, in its sole discretion, deems necessary or desirable.

- Submit a timely work order to FMD in the event that any repairs, maintenance or replacement is required.
- Submit a timely work order to FMD if custodial or housekeeping services do not meet the standards identified in the Department's Service Level Agreement.
- Make no additions, changes, alterations or improvements to the security systems or door locks without prior written consent of FMD. The FMD may impose as a condition of such consent such requirements as FMD, in its sole discretion, deems necessary or desirable.
- Tenant agency agrees that only FMD will perform operations and Maintenance work within county-owned buildings, including maintenance and repair of equipment deemed to be part of a building's operations.
- The tenant agency shall be responsible for the maintenance, repair and replacement of any equipment deemed to be in support of programmatic activities and not a part of the building operations.
- When keys or key cards are lost or misplaced or otherwise compromised, the tenant will be responsible for the cost of re-keying locks or issuing new keys or key cards. Immediately report lost or duplicate keys to Building Services. The use of Building Services issued keys by any persons other than the tenants' employees or Building Services contractors and subcontractors is prohibited.

The Facilities Management Division has negotiated Service Level Agreements with County agencies. Those agreements call for each agency to designate one tenant agency facility coordinator for each tenant agency in the NCOB. That representative will have access to the FMD's on-line work order system.

### **Office Maintenance Service**

Please call Building Services first if you need immediate housekeeping maintenance in your office. We want to be of assistance when it comes to office rearrangements, picture hanging, plumbing problems, electrical changes or other light maintenance and repair work. While there sometimes is a charge for service, the amount is generally less expensive than calling a contractor.

If we cannot do the work, we will contract with a vendor or other resource for the work to be done.

## **CUSTODIAL/HOUSEKEEPING SERVICE**

For emergency custodial services that might arise during the day, please feel free to call the work order desk at 206-296-0641 and we will send someone right up to take care of it.

### **Cleaning Hours**

Regular custodial hours are 3:00 pm to 11:30 pm Monday through Friday. Our work order desk staff is on duty weekdays to assist with cleaning and/or other custodial problems that arise during the workday. Please call 206-296-0641 for prompt service. Please call 206-296-5000 for assistance after hours or weekends.

### **Cleaning Comments**

We are eager to hear from you with regard to the cleaning service. While we are constantly monitoring our custodial service, we also rely on our tenants for information. Please call the work order desk at 206-296-0641 or your building superintendent, Jon Staab at 206-205-0922 to discuss any ideas and concerns.

### **Trash Removal**

The custodial staff is instructed to empty and dispose of everything found in trash containers without regard for their content. Documents should not be placed in waste baskets to ensure that the confidentiality of documents and papers you wish to discard is maintained and recycling procedures are followed (see discussion below).

For your own protection, please do not use trash containers as storage facilities. We cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

When discarding cardboard boxes or other items too large to fit in a waste container, please mark each box or item clearly with the word "TRASH," and locate them near the freight elevator on your floor. If you have a

special need to have a large amount of trash removed during the workday, our staff will be glad to assist you. Please store large trash items temporarily at the freight elevator lobbies.

All kitchen/coffee area waste containers are lined with plastic liners daily to assure that coffee grounds, food, and other "wet garbage" are disposed of properly. Please refrain from placing wet garbage in unlined containers.

### **Recycling Services**

Recycling makes good environmental sense and good economic sense; thus, the NCOB has an active waste paper recycling program. The benefit to building tenants is reduced operating expenses relative to waste disposal as well as less impact to the environment. Each employee should have a desk side recycle container for the collection of paper non-sensitive documents. If you do not have a desk side recycle container or need a new one please call Building Services and we will provide one. Copy rooms contain large recycle bins (general and locked if warranted). All floors will have a room adjoining the elevators for recycled trash and papers.

- Each workstation will retain a conventional lined waste container for non-recyclable waste materials.
- Our custodians will remove non-recyclable trash nightly, Monday through Friday.
- Cardboard needs to be broken down and stored in freight lobby.

### **Features of the recycling program include:**

All types of office paper can be placed in the desk side recycle container. White, colored paper, newsprint, faxes, envelopes and post it notes are all accepted. Cardboard is to be broken down and stored in the freight elevator lobby of each floor. The custodial staff will remove it nightly Monday through Friday.

Aluminum, glass, and tin & plastics #1 and #2 will be collected in the kitchen areas.

## **BUILDING SERVICES AND AMENITIES**

### **Lunch Rooms**

Each lunchroom is equipped with a refrigerator and two dishwashers to encourage employee use of durable dishware. Divisions or sections that currently use durable dishes will use them in the NCOB. Divisions whose offices do not have durable dishes may encourage employees to donate dishes from home. Divisions may also choose to purchase used or new dishes for the kitchens. Each lunchroom is also equipped with a high volume coffee maker and two microwave ovens.

### **Retail Tenants**

- Prevail Credit Union.
- Coffee/Food Service – to be announced later.
- Daycare – to be announced later.

### **Cash Machine**

Prevail Credit Union has provided a cash machine in the 1<sup>st</sup> floor lobby area which is available during regular operating hours from 6:00 am until 6:00 pm.

### **Reserving the NCOB Conference Center Rooms**

<b>Room</b>	<b>Default Set-up</b>	<b>Tables</b>	<b>Chairs</b>	<b>Square Feet</b>	<b>Amenities</b>
115	Conference Style	Oval	36	632	Whiteboard/tackboard, network access, speakerphone
116	Conference Style	Oval	17	382	Whiteboard/tackboard, network access, speakerphone
117*	Conference Style	Rectangular	4	224	Network access, speakerphone
118	Conference Style	Oval	14	370	Whiteboard/tackboard, network access, speakerphone
119*	Conference Style	Rectangular	6	197	Whiteboard/tackboard, network access, speakerphone
120*	Conference	Rectangular	10	311	Whiteboard/tackboard, 60"



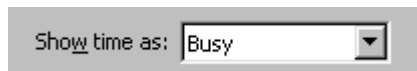
	Style	r			plasma TV/Monitor, network access, cable, speakerphone
121**	Theater Style	Rectangular	57	749	Whiteboard/tackboard, projector & screen, sound system with wireless microphone, network access, speakerphone
123**	Theater Style	Rectangular	82	1230	Projector & screen, sound system with wireless microphone, network access, speakerphone
124	Conference Style	Oval	16	434	Whiteboard/tackboard, network access, speakerphone
126	Conference Style	Rectangular	26	730	Whiteboard/tackboard, 60" plasma TV/Monitor, network access, cable, speakerphone
*Rooms 117, 119, 120 can be combined for larger accommodation					
**Rooms 121 and 123 can be combined for larger accommodation					

There is now only **ONE method of reserving the NCOB Conference Center Rooms**. Instructions are as follows:

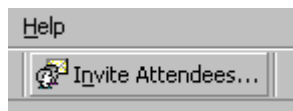
### New Room Reservation

From within your **Outlook** email program, follow these steps:

1. Go in to *your own Calendar* and create a **meeting**. Fill in the **Subject** and pick the **Date** and **Time** desired for the meeting. This is just like setting up any appointment in your calendar.
2. Be sure that the "Show time as:" field is set to **Busy**. If not, someone else may double book your room.



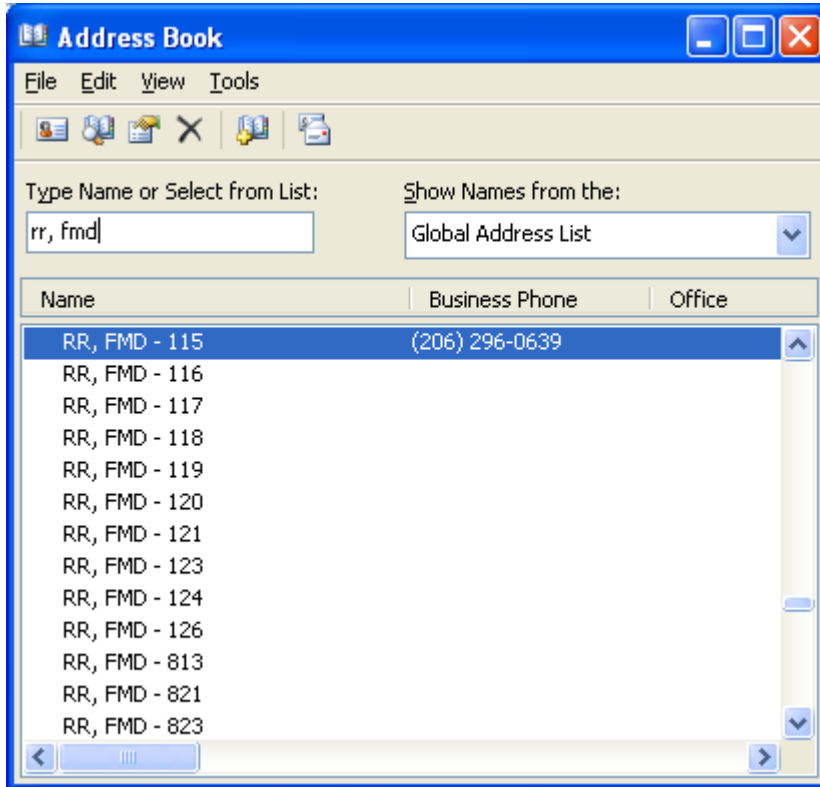
3. To Schedule this Conference Room, and/or, Invite others... *Click* the **Invite Attendees** button in the upper right of the screen:



4. Click the **To** button to choose a list names of those you wish to attend.

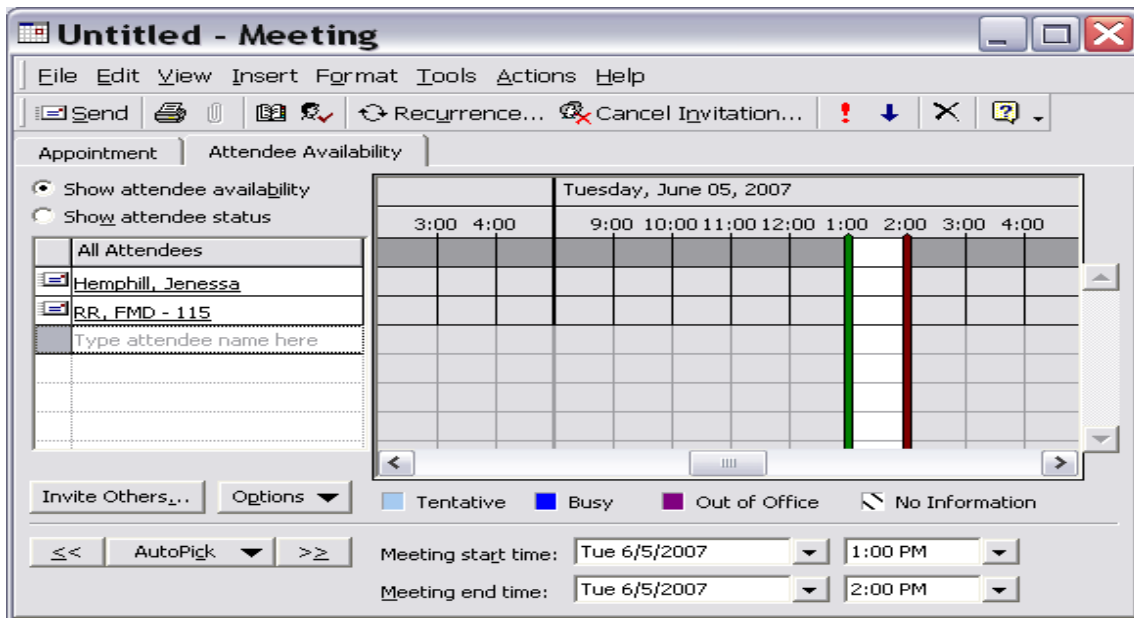


5. Invite this Conference Room as a "**Required**" attendee so it will be scheduled as the Invitations go out. If you look up the names in the KC Global Address Book - it looks like this:



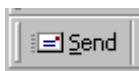
**NOTE:** You may receive an error "Unable to open free/busy information..." if inviting the room as a Resource. Try inviting the room as either a Required or Optional attendee and the booking should go through.

6. To avoid a scheduling conflict, *click* the **Scheduling** tab. It will show both the attendee(s) and the Conference Room availability. It looks like this:



You can check the availability of multiple conference rooms this way. Just don't forget to remove the extra rooms from your meeting! You can adjust your meeting time by highlighting a block of time on this screen.

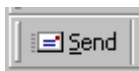
7. **If you are reserving a room with audio/visual amenities, please be sure to specify the equipment you will be using in the reservation instructions.** When you have setup your meeting, *click* on the **Send** button. This will send a meeting notification to your attendees including the Conference Room. You will receive an email notification that your conference room reservation has been accepted or declined. This email is your only confirmation that the room has been booked.



## Modifying Room Reservation

If you need to change your reservation time, do the following in Outlook:

1. From *your own calendar*, *double-click* on the **meeting** you would like to change
2. *Adjust* the **Date/Time** of your own meeting (Be sure to check the calendar's availability for the new date/time).
3. *Click* on the **Send** button to update the meeting with your attendees. This will send the update to the conference room calendar and your attendees. You will receive an email notification that your change has been accepted or declined.



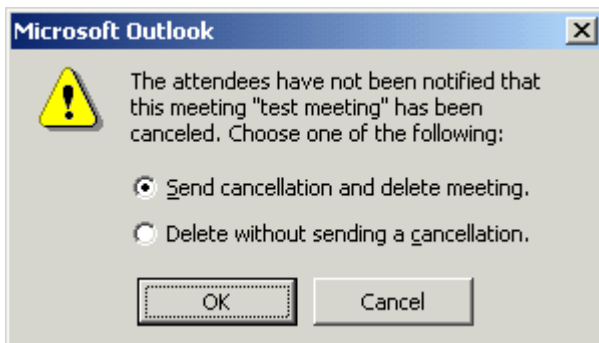
## Canceling Room Reservation

If your meeting has been canceled, please cancel your conference room reservation as well! Others would love to have your reservation time. If you need to cancel your room reservation, do the following in Outlook:

1. From *your own calendar*, double-click on the **meeting** you would like to cancel
2. Click on the **Delete** button on the toolbar



3. Select **"Send cancellation and delete meeting"** and click on **OK**



4. Click on the **Send** button. This will send the cancellation request to the conference room and free up the time for someone else to use.



If you have any questions about reserving this conference room, please contact Jenessa Hemphill at 296-0644.

## NCOB Conference Center Guidelines

In an effort to maintain the NCOB conference center rooms, we ask all users to abide by the following guidelines:

- FMD does not supply dry erase markers, erasers, tacks, etc. Please bring your own (markers need to be unscented).
- If AV equipment usage is required, a "kit" must be checked out from FMD (currently Admin 201 will house them), which will include necessary components to operate the equipment and user information.
- When making a reservation in one of the rooms with amenities, specify whether you will be using projector, screen, sound, etc. Please add this information to the reservation instruction/comments.
- Please do not move the furniture around or from room to room. If you desire a different room configuration, you must contact the work order desk at 296-0641.
- Turn off all screens and projectors before leaving the room.
- Projection screens must be raised once meeting/training is over.

- Please leave the room in the same condition it was upon entry. If trash needs to be emptied or if there is a spill, please contact the work order desk at 296-0641.

**General User Information:**

- Remotes for the projectors are universal
- Remotes for the plasmas are universal
- Plasma screens are compatible with VCR and DVD, and audio is available through speakers on the screen
- All rooms have a network connection and speaker phones
- Volume control knob on the wall in the 121/123 room controls all audio (microphone, presentation, etc.) for that room.
- The kitchen located on the first floor is for tenant use only.
- Conference/speaker phones can accommodate a three-way conference call. They can also be used with the Executive Conference Bridges.

**Conference Center Phone Numbers**

Number	Room #
(206) 296-7607	126
(206) 296-1712	124
(206) 296-1714	123
(206) 296-1745	121
(206) 296-1795	118
(206) 296-1862	116
(206) 296-3768	120
(206) 296-3776	119
(206) 296-3777	117
(206) 296-3778	115

## **King County Activity Center**

In order to encourage employees to incorporate physical activity into their regular schedules, an Activity Center has been created. This self-managed facility **is not** a full service gym. Employees use the Center on their own time, at their own risk.

All King County employees have keycard access to the Activity Center through the bicycle storage room on Level A. Hours of access are Monday through Friday, 5:30 am – 8:00 pm. The Activity Center will be closed Saturdays, Sundays and all King County observed holidays.

The King County Activity Center is a non-staffed facility. There is no fee for use. It is to be used by employees only. Non-employees are not permitted, including immediate family and personal trainers. Exercise leaders funded through the Healthy Workplace Funding Initiative will be allowed access.

### **Equipment:**

The Activity Center includes a group exercise area, an equipment area and a stretching area. All equipment is the property of King County. The Activity Center includes bulletin boards for bike commute info, walking routes and community health activities.

### **Training:**

If an employee would like basic instruction on proper use of the equipment in the Activity Center, training will be provided. These orientations are free of charge and provide basic instruction on proper use of cardio and circuit training equipment. Call Health Reform Initiative staff at 206-263-6085 or email [activity.center@metrokc.gov](mailto:activity.center@metrokc.gov) to request instruction.

### **Group Exercise Room:**

The group exercise room may be reserved for work groups conducting group classes funded by the Healthy Workplace Funding Initiative. Priority will be given to groups of 10 or more. The room can be reserved up to three months in advance. If a group is not regularly using the room for the time for which they are scheduled, they may be asked to forfeit their reservation. Room reservation procedures may be found online at [www.metrokc.gov/employees](http://www.metrokc.gov/employees) or by calling 206-263-6085.

The reserved room schedule will be posted outside the group exercise room. When the room is not reserved, it is available for use on a first come, first served basis. Please share the room with others.

### **Lost and Found:**

Items are not to be left unattended in the Activity Center. Any items found abandoned will be taken to Lost and Found by King County Security. They will be tagged and kept for 30 days, then donated or discarded. Any unsanitary or unclean items will be immediately discarded. Contact 206-296-0104 for Lost and Found.

### **User Responsibility:**

1. Consult your doctor or health care provider before using equipment in this facility
2. Adhere to the following Code of Conduct
3. Remember that this facility is a privilege and should be used with a clear understanding of your abilities and limitations

### **Code of Conduct:**

- Read and comply with this Code of Conduct
- Report safety concerns immediately to Facilities Management Division at 206-296-0648 (Monday-Friday, 8:30 a.m. – 4:30 p.m.) or Security at 206-296-5000
- Seek assistance from Health Reform Initiative staff when unsure of proper use of equipment (206-263-6085)
- Don't use this facility alone
- Check bulletin boards for information and updates
- Respect facility equipment and hours of operation
- Dress appropriately for a workplace fitness center. Shoes are required.
- Wipe equipment after use with disinfectant wipes provided
- Conduct yourself in a responsible, respectful and safe manner. The following will not be tolerated:
  - Creating a hostile or intimidating environment
  - Offensive behavior
  - Harassment of any kind
  - Alcohol or drug use

**Comments:**

Please send comments or concerns to [activity.center@metrokc.gov](mailto:activity.center@metrokc.gov)

**Level A Shower Rooms**

Men's and Women's shower rooms are on Level A adjacent to the bike storage area. Access is by King County keycard through the bike storage room. These rooms are for King County employee use only. It is recommended that users wear shower shoes or flip flops while using the shower areas. Personal items should not be left in the shower areas and will be discarded.

Lockers in the shower rooms are short-term use only – these are intended for users of the Activity Center while using the group exercise room or equipment or while walking or running during breaks. Items should not be left longer than three hours. Any abandoned items will be taken to Lost and Found by King County Security. They will be tagged and kept for 30 days, then donated or discarded. Any unsanitary or unclean items will be immediately discarded. Contact 206-296-0104 for Lost and Found.

**MAIL SERVICE**

The NCOB Mail Center offers access to official mailings for the NCOB tenants. Located on the lower level near the loading dock, the center hours are 8:00 am to 4:00 pm daily. The Mail Center provides sorting bins for incoming interoffice and USPS mail, and a high speed mailing machine for posting outgoing mail. Tenants will find three mail boxes located just outside the mail center for customer use. Please use these boxes to drop off interoffice mail, official metered mail, and mail to be metered. Personal mail can be posted into the USPS mailbox located to the south of the NCOB on Yesler Street.

Mail Services will sort incoming USPS and interoffice mail each morning and prepare for delivery to mail center locations on each floor throughout the building. Daily mail delivery and pickup times are approximately between 10:00 a.m. and 12:00 noon. Mail picked up at that time will be sorted and metered through the afternoon. Mail Services will use pre-sorted first class on most of the outgoing letter mail to save on postage



costs. In addition, Mail Services will process accountable mail such as certified and United Parcel Service mail. Mail Services goal is to move each piece of mail to the correct party as quickly as possible. New mail-stops for the NCOB will be created as the information becomes available. This will also help moving mail as quickly as possible.

Tenant agencies are encouraged to stop by and visit the mailroom and staff as they move into the NCOB. Mail Services staff will be available to answer questions and serve mailing needs.

### **Telephone and Voice Mail**

The telephone and related voice/data services is owned and operated by the County. For information on use, replacement, or additional services, inquiries should be directed to Gretchen Prindle with the Office of Information Resources Management (OIRM) at 206-296-0677.

## **GENERAL MISCELLANEOUS INFORMATION**

### **Public Telephones**

Two ADA compliant telephones are available near the first floor lobby to contact information or County agencies.

### **Lobby Directory and Tenant Signage**

The building directory in the NCOB lobby includes a complete listing of the departments and divisions located both in the NCOB and surrounding County buildings. If your department needs to add or remove information or change information in the directory, please notify the Security office in writing. Deletions, additions, and modifications are easily entered and changes will be completed as soon as possible. Initial directory listings for tenants are provided without charge. There is a service charge for revisions, sub-tenants and additions for tenant entry door informational directories.

Internal informational or directional signage located in tenant areas is done through the County Building Services group. Please contact the building superintendent, Jon Staab at 206-205-0922 for information regarding this matter.

### **Lost and Found**

Lost and Found for the building is located in the Administration Building 2<sup>nd</sup> floor (room 206). Please call 206-296-0104 for information about lost items. Please check for misplaced items or to turn in items that have been found along with pertinent information about when and where they were found. Items not claimed after 30 days are donated to charity or otherwise disposed of.

### **Locks, Keys and Cardkeys**

Building Services provides locks and cardkey devices for all doors throughout the building. Keys were provided to all tenant areas at initial occupancy. Additional locks and keys may be purchased at any time through the Building Services. Please do not duplicate keys. Damaged or non functioning access card issues should be called into the Building Services ID and Access Control Office 206-296-0104.

### **Lighting Sensor Adjustments**

Lighting sensors have been installed in suites as an energy conservation measure. Light sensors turn lights off when a space is not occupied or on in open areas when someone enters. Sensors are adjustable. If lights are shutting off prematurely or staying on too long after an area is vacated, please call Building Services for assistance.

Offices are typically provided with occupancy light sensors. Override switches for after hours use of the open office area lighting is provided in groups on the walls adjacent to the central corridor on each office floor 2 through 13.

## **BUILDING POLICIES**

### **No Smoking in the Building**

Smoking is prohibited in all portions of the building, all areas where employees must pass through during the course of their employment, and within 25 feet of windows, entrances, and air intakes of a protected space. The building does not provide for any approved smoking areas. To ensure full compliance with Washington State law and to protect the employees

and guests from secondhand smoke, smoking is prohibited in all indoor and outdoor areas of the NCOB, the Goat Hill parking garage, Garage Concourse, and the outdoor surface lobby on 5th and Jefferson.

### **Workspace Etiquette and Noise**

The NCOB is primarily an open space work environment designed to allow a maximum amount of natural lighting into the work areas. Accordingly, the heights of partitions are compliant with the Leadership in Energy and Environmental Design (LEED) Green Building Rating System requirements and careful attention has been paid to the height of file cabinets and other office features.

Employees assigned to modular work stations will have close neighbors with privacy and noise being an issue. The NCOB developer has installed a “white noise” system as partial mitigation for workplace noise. Each tenant agency will be responsible for deciding the “white noise” settings for each work area.

Workplace etiquette can also help mitigate both noise and lack of privacy. Following are some suggested ground rules for improving the modular system environment and being a good neighbor.

#### ***Privacy***

- Never enter someone’s work area without permission. Behave as though the work areas actually have doors. Do not enter before you have eye contact “permission” from the occupant.
- Try not to sneak up behind someone in their work area. Announce yourself at their doorway or lightly knock on the wall.
- Post a sign or flag at your work area entrance to signal when you can be interrupted. Avoid making eye contact with people if you don’t want to be interrupted.
- Don’t “prairie-dog” over the tops of work areas or peek in as you walk past each one.
- Don’t loiter outside someone’s work area while you wait for him or her to finish a phone call. Come back another time.

- Never read someone's computer screen or comment on conversations you have overheard. Resist answering a question you overheard asked in the workspace next to you.
- Keep your hands off other employees' desks and supplies.

### ***Phones***

- Try to pick up your phone after one or two rings. Set the ringer volume at a low level.
- Limit the use of speakerphones to conference rooms.
- Watch your volume when talking on the phone. A headset can help you keep your voice low.
- When you leave your work area, turn your phone ringer off and let it go to voicemail or forward your phone number to your new location.
- Never leave your cell phone behind in your work area without first turning it off or to vibrate.
- With personal or sensitive calls, be aware that your neighbors can hear your end of the conversation.

### ***Talking***

- Use your "library voice".
- Don't talk through cube walls or congregate outside someone's cube. For impromptu meetings, go to a conference room or break room.
- Limit bringing clients to your work area to meet with them. Go to an office or conference room.
- Don't yell across partitions. Get up and move to the other person's location.

### ***General Noise***

- Use email to communicate silently with your coworkers if possible.
- Play radios through a headset.
- Set your PC volume to a low level and turn off screensaver sound effects.
- Set pagers to vibrate.
- Use common sense.

### **Temperature Control**

Office space temperature in the NCOB is controlled by a computer. The "temperature sensors" located on the walls are **NOT** adjustable, and should **NOT** be tampered with. The Building Services office is glad to assist should you find the temperature in your premises requires adjustment. Any damage occurring as a result of tampering will be repaired at the tenant's expense.

### **Use of Hand Trucks and Carts**

Hand trucks, delivery carts, and large hand carried parcels of any kind, **are not permitted on the passenger elevators**. Tenants, employees and delivery personnel are to use the freight elevator for transporting large parcels. Tenants are to inform delivery personnel of this policy. All delivery attempts through the main entry will be directed to the parking garage or loading dock.

### **Attachments to Building Walls**

In order to avoid accidents, damage or disruption of building utility services, nails, screws or other attachments to the walls and doors must be installed by the Building Services staff. Only bulletin boards will be used for posting of notices and only notices certified by the Building Services are to be posted.

### **ATTACHMENTS TO DOORS ARE NOT PERMITTED**

#### **Office Signs**

All signs, advertisements, graphics or notices visible in or from public corridors, lobby areas, or the buildings exterior are subject to prior written approval from Building Services. If you have any questions about this, please contact Building Services at 206-296-0641.

#### **Energy Conservation**

Please lock all doors leading to corridors and turn out private office lights at the close of the work day. Whenever operational needs permit, please turn equipment such as printers, monitors, computers, fax machines, and task lighting off at the end of each work day.

If you see situations where you think energy can be saved, we encourage you to bring it to our attention and we will evaluate the possibility for implementation.

### **Animals**

No pets or animals of any kind, except certified service animals accompanied by their owner, are permitted on or in the premises. This includes fish tanks and other container pets.

### **Noise and Odors**

Excessive noise, odors or other activities that interfere with tenants and persons conducting business within the building are not permitted. Tenant agencies will decide if their floors are to be considered a scent-free zone. Specific instructions will be issued to employees if such a decision is made. Some common sense actions to reduce odors:

- Never eat hot food at your desk.
- Perfume and cologne and other products with fragrances (e.g., hand lotions) should be avoided. Your neighbors may have allergies.
- Have your facility coordinator call Building Services if odors seem to be lingering and there is a potential HVAC problem.

### **Canvassing**

Canvassing, peddling, soliciting, or distributing handbills of any kind in the building, is not permitted. Please report solicitors to Building Services.

### **Vending Machines and Water Service**

Installation of additional food, soft drink or other vending machines within a suite is not allowed. The approved food and beverage vending machines are located in the lunch rooms on each floor. The vending machines are contracted through FMD's Real Estate Services Section.

The building provides the following water on all floors:

- Chilled water coolers outside the restrooms (Not Filtered).
- Non chilled water spout at the break room sinks (Faucet Temperature and Filtered).
- Hot water spout from coffee maker at the break rooms (Boiling

Temperature and Not Filtered).

Tenant agencies can elect to order special water services at their cost.

### **Heavy Equipment Placement**

The Building Services office reserves the right to prescribe the weight and position of safes and other heavy equipment. The installation of any heavy equipment must be approved by Building Services prior to installation.

There are structural limitations through out the building. Building Services can determine whether or not such equipment can be placed in the desired locations (if at all). Any damage occurring as a result of the unauthorized installation of such items will be repaired at the tenant's expense.

### **Special Equipment**

Heavy machinery of any kind may not be operated within the building without prior written consent from Building Services. Gasoline, kerosene, alcohol and other flammable liquids may not be stored or used in the building. Solvents for printers and oil base paints must be stored in an approved fire rated cabinet and any required jurisdictional permits must be on file in the Building Services office. Noxious gas or other substances may not be used or kept on the premises. Laboratory testing and analysis and other non-office activities are not allowed in the building.

### **Personal Items**

The protection and safeguarding of personal items is the responsibility of the individual employee. Please report theft immediately to the Building Services Security Office at phone number 206-296-5000. The Building Services movers will not move personal items and accept no liability related to damage of personal items.

### **Improvements and Changes**

All contractors and technicians rendering installation or service work of any kind must be referred to the Building Services office prior to performing such services. We will review our building policies and standards for performing work at the NCOB. We require all service persons to check in and out with Building Services any time they are performing work in the building.

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from Building Services. All such office alterations must be coordinated through the Building Services office. This includes all installations affecting floors, walls, woodwork, windows and ceilings, data and electrical.

### **Fire and Life Safety**

The Building Services office will provide all building personnel with fire and life safety instructions relating to the NCOB. Office managers may obtain instruction material for new employees at any time.

Tenants are required by Seattle Fire code to participate in one emergency evacuation exercise per year, and to designate one or more persons as Floor Wardens. Floor Wardens will be expected to take part in one training session per year. Training classes will be offered quarterly by the Building Services office.

Do not obstruct sidewalks, doorways, corridors, elevators, lobbies or stairways with furniture, trash or deliveries of any type. These areas require a full, free traffic flow at all times.

Emergency exit doors are not to be held open under any circumstances.

### **Tenant Use of Small Appliances in Work Areas**

Use of personal portable heaters, coffee pots, hotplates, large or mid-size fans, motorized water features and other un-switched small appliances are prohibited for use in individual offices and cubicles. These present both a fire and a safety issue and are against building policy.

### **Tenant Participation in Transportation Management Programs**

Each tenant is expected to participate in annual employee transportation survey and appoint an Employee Transportation Coordinator.

Tenants are also encouraged to participate in the Transportation Management Program by allowing flex-time work scheduling and providing



a transportation information bulletin board within the office suite.

### **Future Policies**

The Building Services office reserves the right to rescind any of these policies and to make future policies, as required, for the safety, protection, maintenance of the building, the operation thereof and the protection and comfort of the tenants and their employees and visitors.

### **Tenant Conference Rooms**

If you send out announcements about meetings, hearings, or other events, always state the room number. These room numbers are the "permanent room designations" in compliance with state building code, and have signage in accessible formats (e.g., raised numbers and letters, Braille). Some NCOB rooms may also have names, but these names are not signed in accessible formats. Consistent use of room numbers will ensure accessibility and effective way finding for all who may use the building.

### **Tenant/Property Management Committee**

The Committee consists of:

Building Superintendent – represents

Maintenance/Custodial/Security/Contractor issues

Chief of Security – represents Security/Systems, Maintenance/Contractor issues, and cardkeys/ID badges

Retail Tenant Representative(s) as needed

Health Department Representative

Department of Community and Human Services Representative

OIRM/ITS Representative

Finance and Business Operations Division Representative

DES Administration Representative

Purpose: To respond to ongoing building and tenant needs in an organized forum, meeting monthly to identify problems and coordinate building-related activities. This group is coordinated by the Building Superintendent.

Responsibilities:

Create and maintain a master plan for the ongoing use of all space in the building, including garage.

Create and maintain an emergency operations and recovery plan for the building

Provide ongoing training to all building occupants regarding emergency and non-emergency use of the building

Provide input to the Building Superintendent regarding development and enforcement of building operational policies

Provide a forum for the identification of building or operations related problems

Respond to building or operations needs of new tenants as they move-in

Provide input on schedule for major building activities

Provide input of proposed construction alterations to office space, retail areas, storage areas, utility areas, loading dock area and public areas

Provide input to Property Manager regarding level of service being received by tenants in the building for all services under contract