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| CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE | ADMIN 5900-17-01 (Replaces ADMIN 0070-09-04) LGL 2017-0037 |
| TITLE: CITY HALL OPERATIONS, FURNITURE AND EQUIPMENT EFFECTIVE DATE: February 6, 1987 REVISION EFFECTIVE DATE: November 25, 2017 | |

1.0 GENERAL

1.1 The purpose of this policy is to outline the operational procedures applicable to divisions and departments located in City Hall.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the City divisions and departments located within City Hall.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

It is the policy of the City of Spokane that operational procedures applicable to divisions and departments in City Hall are consistent and known to the affected employees.

6.0 PROCEDURE

6.1 Address and Office Locations

6.1.1 The address of the City Hall of the City of Spokane is:

808 WEST SPOKANE FALLS BOULEVARD
SPOKANE WA 99201

6.1.2 The addresses of specific offices should be:
(Appropriate Department)
(Appropriate Floor) CITY HALL
808 W. SPOKANE FALLS BLVD
SPOKANE, WA 99201

6.1.3 Department locations are posted in all elevators, on information boards located on the first and third floors, as well as on each floor in the elevator lobbies.

6.1.4 Restrooms are located near the elevator on each floor in City Hall.

6.1.5 Vending machines are across from the elevators on the lower level, south of the elevator on the third floor, and in the employee lunchroom on the sixth floor.

6.2 City Hall Maintenance

6.2.1 Routine building maintenance, other than every-day custodial-type work and moving activities, will be initiated by the department in which the problem occurs by contacting the Asset Management Department.

6.2.2 Contacts for problems at City Hall are:

- a. SharePoint service request under "City Facility Request," City Hall Building Engineer (625-6380), or City Foreman (625-7788).
- b. Emergencies: call 911.

c. Non-emergencies: call 456-2233 (Crime Check).

6.3 Custodial Service

6.3.1 Custodial service is the responsibility of City Hall Maintenance. Refer all problems concerning custodial service to SharePoint "City Facility Request."

6.3.2 Disposal of boxes or large quantities of paper which will not fit into waste baskets should be clearly marked "FOR DISPOSAL" and placed in a pick-up area next to the department or the floor's waste containers which is out of public view - **NOT in hallways, reception areas, elevator lobbies, etc.**

6.4 Energy Usage

6.4.1 Energy Management System: City Hall is equipped with an Energy Management System which will control the heating and cooling system in the building. The system is computer controlled and will not be accessible to the employees in the building. If, for any reason, there is a problem with the system, please submit a service request to SharePoint "City Facility Request."

6.4.2 Heating System Rules: Thermostats will be set to be as energy efficient as possible.

6.4.3 Lighting Control: When leaving a room or unoccupied area, turn off all lights.

6.5 Furniture

6.5.1 The concept behind open plan modular furniture is to allow for changes of work unit locations and for changes of components within the work unit. This creates a work environment which can be responsive to the individual's tasks and to the needs of a department.

6.5.2 Moving and rearranging will be done only by the City Hall Maintenance staff in accordance with the following procedures:

a. Submit a service request in SharePoint "City Facility Request" showing approval of the department head and attaching proposed floor plan changes.

- b. The Asset Management Director will work with the department head to ensure that the move is compatible with the overall office design and that the visual impact is maintained and enhanced. Also, moving and rearranging furniture and office space will be coordinated with the Innovation and Technology Services Department and the City Hall Building Engineer and Asset Management Director.
- c. The Asset Management Director will return the requested changes approval to the requesting department with instructions on how to proceed with implementing floor plan changes.
- d. If a department is transferring equipment to another department, the transferring department is responsible for notifying the Accounting Department of the transfer of capital office equipment, such as office machines, audio-visual equipment, reprographics, etc., between departments.
- e. The requesting department is responsible for all moving expenses such as, but not limited to, telephone and data connections, electrical outlets, cabling, evening, weekend and other overtime labor costs.

6.6 New Office Furniture / Equipment: See ADMIN 5900-17-02 (new policy re purchasing furniture and office systems)

6.7 Plants

City-owned plants and trees will be furnished and maintained on a City contract. Do not attempt to water or care for them. If a problem exists with the plants, contact City Hall Maintenance Office. Employees may have personal plants within their cubicles as long as plants are cared for and remain healthy.

6.8 Lunchroom

6.8.1 The lunchroom is furnished for the convenience and pleasure of the employees. The employees' cooperation in keeping this area clean will be appreciated. The lunchroom may be reserved for large gatherings. Further information may be obtained from the Asset Management Department.

6.8.2 Employees may use the lunchroom during their breaks or lunch hours for the occasional private sale of goods, such as quilts, Avon products, etc.

6.9 Walls

Artwork Approval: All art items placed on common walls in the building must have the advance approval of the Asset Management Department, who will be working in conjunction with the Spokane Arts Council.

6.10 Bulletin Boards:

6.10.1 Information of interest to employees *should not* be placed in general public areas such as the main floor lobbies or elevators. These areas are reserved for public notices only. Information placed on these boards needs to be removed by the employee who displayed the information.

6.10.2 Information of interest to the public should be monitored and removed when it becomes outdated.

6.10.3 Employee bulletin boards for employee and general interest information are located at:

- a. employee entry hall on the west side of the first floor,
- b. east hall on the sixth floor,
- c. north stair on the first floor, and
- d. east wall of the sixth floor employee lunchroom.

It is the employees' responsibility to check these bulletin boards periodically for current information. The department may have an employee bulletin board placed in the department's approved lunchroom after review and approval of the department head.

6.10.4 General notice bulletin boards are located at:

- a. employee entry hall on west side of the first floor; and
- b. fourth floor Civil Service reception area.

The Civil Service Department will be the primary controller of these two (2) boards.

6.10.5 Safety bulletin boards are located at:

- a. hallway leading to the loading dock on the first floor; and

- b. hallway between the employee entrance on Post Street and the east stairwell.

No other information should be placed on these bulletin boards. Safety bulletin boards shall be maintained by Risk Management Safety personnel.

6.10.6 Walls in departmental areas will be controlled by the individual departments.

6.11 Personal Cubicles:

6.11.1 The "outside" of all cubicles shall NOT have anything affixed to them in any manner unless necessary to the functioning of the department.

6.11.2 The "insides" of cubicles may have personal items carefully affixed to them. These items should not be visible to the casual passerby.

6.12 Coffee Rooms and Coffee Machines

- a. Several areas in the building are provided for employee break-time convenience and relaxation. These areas will be maintained by the users with the exception of routine custodial service. All coffee machines and other equipment will be cleaned up by the users.
- b. Any department preparing refreshments for a meeting or conference shall clean the area used for preparation of the refreshments as well as the meeting room itself.

6.13 Terrace Deck

The City provides tables and chairs on the second floor terrace deck for City employee use during the summer

6.14 Vending Areas

6.14.1 The City via contract will provide vending machines on the following floors:

- a. sixth floor lunchroom,
- b. second floor,
- c. lower level, and

d. third floor.

6.14.2 No other vending machines or food/beverage sales are allowed without written approval of the Asset Management Department.

6.15 Exercise Room

6.15.1 The exercise room is located in the lower level. It is for the use and enjoyment of all City employees.

6.15.2 Furnishing and maintenance of this area is a large expense; therefore, lockers, which are available, will be rented to City employees for a fee via payroll deduction. Changes to the fee will be proposed by the committee and approved by City administration. Advance notice of the fee change will be posted in the exercise room. The fees collected shall be used to maintain the area and purchase equipment for all employees' use.

6.15.3 A six (6)-member committee, each member representing a different floor at City Hall shall make operating procurement recommendations.

6.16 Building Tours

6.16.1 Tours of City Hall for outside groups and organizations are encouraged and arrangements can be made through the City Council Office (625-6255) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

6.16.2 It is requested that one (1) week prior notification for any proposed tour and a minimum of two (2) weeks notification for groups of over twenty five (25) individuals. Special arrangements can be made for persons with disabilities, young children and senior citizens. The tour of City Hall is approximately one (1) hour in duration and features historical information, sister city activities and the roles and duties of the City Council and the Mayor.

6.16.3 Cameras and recording equipment are allowed and encouraged. It is recommended that a flash unit for cameras be taken along for existing light conditions. Pictures of employees can only be taken if the employee gives permission.

6.16.4 Building tours may also be arranged by individual departments.

6.16.5 Further information and scheduling arrangements can be made by calling (509) 625-6255.

6.17 Work Stations

6.17.1 Private Work Stations. Private work stations are to be considered the same as private offices, and, within reason, should be treated as such. Decorations and personal belongings should be of the occupant's choosing. Window ledges should be kept neatly organized, as they are visible from outside as well as from within. The tops of cubicles should not be used for extra storage or placement of books, papers, etc., as they can be seen from the entire floor. Plants are permissible. Because work stations are not enclosed, conversations and music can travel across the entire floor, interrupting other workers. Employees should modulate their voices when talking on the phone and having prolonged conversations. Radio volume should be kept at low levels.

6.17.2 Semi-Private Work Stations. These are areas that are not actually in public areas but are in public view by those passing through the area. A small number of personal items and decorations in good taste will be allowed in these areas.

6.17.3 Public Area Work Stations. Problems will be taken care of on a complaint basis. Complaints may be made to the Asset Management Department or to the appropriate department head.

6.18 Lighting

6.18.1 Adequate lighting is being provided by the low wattage overhead lights and/or the individual work station lights. If a work station needs additional lighting, the appropriate department head will contact the City Hall Maintenance Office. An analysis will be made to confirm the actual need. If additional lighting is found to be necessary, alternatives will be investigated as to how to meet the need. Under no circumstances will lights be hung from the ceiling or mounted above the level of the work station units. The only exception to this would be if additional lighting fixtures are installed over the work station that are recessed into the ceiling and are identical to those in current use.

6.18.2 Any personal light fixtures, such as desk lamps or high intensity lamps, are not to be set on top of the work station.

6.19 Signs

6.19.1 An attempt has been made to provide adequate signing of a uniform nature throughout City Hall. To maintain this continuity, Departments should not install their own signs. If additional permanent signs are needed within a department, a request shall be made to the Asset Management Department who will provide an appropriate sign that will continue the signing scheme within the building. Any unapproved signs installed since the building was first occupied are to be removed and an appropriate sign installed.

6.19.2 Employee meeting notices or posters for public events are not to be displayed on walls or work stations. Such postings are limited to appropriate bulletin boards in the west entry way or the sixth floor hallway or on one of the portable bulletin boards in the basement, first floor or third floor elevator lobbies.

6.20 Public Information Display Boards

6.20.1 Three (3) display boards for use in City Hall enable staff to provide visitors with the time and location of meetings and other activities taking place in City Hall.

6.20.2 Public Information display boards are located at:

- a. first floor - Spokane Falls Boulevard entrance,
- b. first floor - Council Chamber entrance on Post Street, and
- c. third floor - skywalk entrance

6.20.3 These boards will be updated daily by the Customer Service Center. Departments are to keep the Center informed of all regularly scheduled and special meetings and should route all meeting notices to the Customer Service Center at least three (3) days in advance of the meeting. It is the departments' responsibility to notify the Customer Service Center of any cancellations or changes in the meetings scheduled.

6.20.4 Information should be posted on all boards by 8:30 a.m. on the day of the scheduled activity. If at all possible, the information should be removed by that same evening, or, at the latest, by 8:30 the following morning.

6.21 Displays

6.21.1 Temporary Displays – Public Areas:

- a. In public lobby areas, all City-sponsored displays must be approved by the Asset Management Department.
- b. Temporary displays shall not remain longer than thirty (30) days and should be stamped with the expiration date.
- c. Displays should not detract from the appearance of the area or impede the flow of foot traffic.

6.21.2 Temporary Displays – Non Public Areas. Displays in a departmental area will be allowed at the discretion of the department head.

6.21.3 Permanent Displays - Permanent display areas or devices must be approved by the Asset Management Department. Requests for permanent displays should be submitted no less than sixty (60) days prior to proposed installation.

7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

8.0 APPENDICES

None

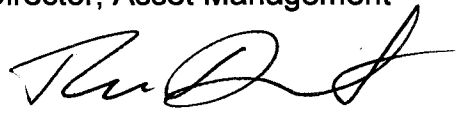
APPROVED BY:



 Director, Asset Management

11/6/17

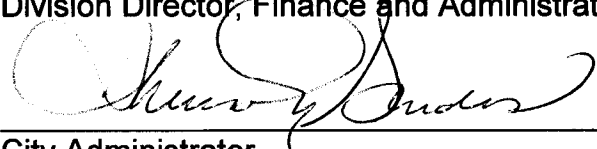
 Date



 Division Director, Finance and Administration

11/8/17

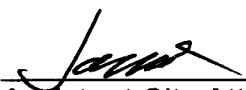
 Date



 City Administrator

11/10/17

 Date



 Assistant City Attorney

11/06/17

 Date