

COUNTYWIDE FACILITIES MANAGEMENT POLICY

Purpose

To insure the County's building infrastructure is maintained and protected in a manner that increases longevity, stabilizes maintenance costs, and allows a safe working environment for employees and the public.

Use Policy

The County, through the Director of Facilities and Solid Waste, may from time to time, with the approval of the County Administrator, issue specific usage restrictions applicable to a particular facility(ies) or to the entire County facilities, which are deemed necessary to improve the efficiency, safety, usefulness or useful life of County Facilities.

The Elected Official or Department Head is authorized to place additional requirements or restrictions for the specific department, provided that it does not conflict with County or Facility policy. Exceptions to this policy may be made to accommodate unique circumstances, but any exceptions must be submitted, reviewed, and approved by Facilities.

A. OFFICE SPACE

Each Elected Official or Department Head is charged by the Board of Supervisors with the responsibility to insure the following protocol is followed in order that the department working and common areas are maintained in a professional and safe manner for County employees, subject to the following requirements:

1. Use of office spaces for coffee pots, liquid warming devices, small refrigerators, and space heaters shall be prohibited unless an exception is granted. Department Heads and Elected Officials may designate certain areas of the office for coffee pots or liquid warming devices. Small electric fans are permitted and must be UL listed.
2. County offices shall be maintained with a professional appearance that reflects positively on the County. Display of any sexually oriented or offensive material that may offend other employees or the general public is strictly prohibited.
3. Office walls can be decorated and/or furnished with the following:
 - professional licenses, certificates, and/or educational degrees
 - clocks
 - plaques
 - paintings
 - wall hangings and other similar items.

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All hangings/furnishings will be hung utilizing wall hangers provided by Facilities. Adhesive hangers, glue, contact cement, and personal wall hanging devices will not be used due to the damaging effects on textured and painted surfaces unless approved by Facilities.

Most new construction utilizes metal wall studs. In these new facilities, these metal studs must be located prior to placement of hangers. Facilities will notify employees and make an initial visit to each new office to hang items. After initial visit, please use standard Facilities work order request process to have Facilities install appropriate hangers.

4. Plants are welcome. However, no pots (including clay), planters or other plant holding vessels shall be placed directly on carpet or other flooring. It is recommended that plants be elevated to protect all flooring by preventing moisture build-up, discoloration of the floor and possible mold. This includes all offices and common areas.
5. Recessed ceiling tiles, such as those in the new buildings, are not built to accommodate hanging items. There will be no hanging items of any kind in offices and common areas with these ceilings.
6. Office doors and windows. For the safety and protection of employees, it is recommended that office doors not be locked when in use by County personnel. Windows built in or adjacent to office doors must be free from obstruction 30 inches above floor level to the top of the window. This includes: shades, curtains/drapes, wall hangings of any material and furniture.

B. COMMON AREAS

These areas designated for use by ALL employees and are defined as restrooms, break/lunch rooms, patios and lobbies. No specific area will be assigned to any individual department. The break/lunch and patio areas are designed and designated as areas for food and beverage consumption. Employees may also consume food or beverages at their work stations.

Conference rooms are not to be used as lunch rooms, alternate break areas or coffee stations. Consumption of food or beverages served as refreshments during official meetings is allowed.

C. ALTERATIONS TO FACILITIES

No alterations of any Facility that structurally changes that facility (adding walls, doors, electrical wiring, security devices, keying of facilities) shall be done unless approved by the Facilities and Solid Waste Director. If such change adds a substantial cost, it will require to be approved through applicable budget processes. *In general, such changes shall be pursued through the County budget process.*

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D. SAFETY & SECURITY

Safety is everyone's responsibility. If an unsafe condition exists or is thought to exist, please notify Facilities as quickly as possible. If a determination that an immediate risk is present, call Facilities as soon as possible.

Hallways and common areas shall remain free and open for passage by County employees. It is appropriate to segregate employee work areas from access by the public and to secure files and other sensitive material from unfettered access. Departments shall not place any signs on doors and windows without Facilities approval.

Building security is a departmental responsibility. Please insure all exterior doors are secured and locked at the end of the day. It is suggested that each department implement an internal policy to accomplish this task.

If keys are lost or misplaced, call Facilities immediately. Replacement keys will be issued. However, if a master key has been lost and results in re-keying the cost will be charged to the department. Departments shall not re-key buildings or offices or provide other restrictions to access without Facilities' approval.

E. ANIMALS

Animals, other than guide dogs, are not allowed in County buildings. The only exception is small aquariums or fish bowls if allowed by the Elected Official or Department Head.

F. SMOKING

The Cochise County Smoking Policy shall apply. Designated smoking areas are:

1. Patio areas off the common break/lunch rooms
2. Outside rear or side exits of all buildings

The County will place appropriate disposal receptacles in each of these areas. Employees are requested to smoke an appropriate distance from the exits to prevent smoke from entering the building. Employees are also requested to refrain from disposing of cigarette butts and other waste in the landscaped area.

G. Resource Conservation

Resource conservation is in everyone's best interest. Therefore, it is strongly recommended the following guidelines become a routine in our workday.

1. Insure that all lights, fans and any other authorized electrical devices are turned off before leaving at the end of the workday. Hallways, conference rooms and common areas should also be checked.

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If you are planning to be out of your office for an extended period of time during the work day, it is requested that you turn off your office lights.

2. Report any observed landscape irrigation issues or problems immediately to Facilities.

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ADDENDUM A
SPECIAL PARKING REQUIREMENTS – MELODY LANE COMPLEX

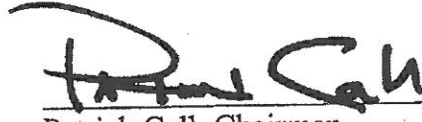
Employee parking on the Melody Lane Campus is designated as follows:

1. Building A – shared public and employee parking lot east and north.
2. Building B through G – the area directly adjacent to the rear of each of these buildings. These are secured parking areas and can be accessed only by keypad. The only exception will be the parking area immediately adjacent to the east side of Building B which will be designated for the vehicles assigned to the Assessor's Office.
3. County vehicles, except for those in designated spaces, shall not be parked in the rows immediately adjacent to Buildings E, F and G.
4. The use of more than one space per vehicle is prohibited.
5. The County will provide a limited number of oversized spaces in Buildings A, E, F, and G parking lots for oversized and regular vehicles whose owners wish to protect them from dings, nicks and scratches. They will be utilized on a first come, first served basis.


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The adoption of this Policy shall repeal or amend any other existing ordinances or regulations of Cochise County.

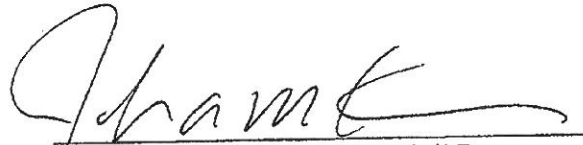
PASSED, APPROVED AND ADOPTED by the Cochise County Board of Supervisors, this 21 day of May, 2004.


Patrick Call, Chairman
Cochise County Board of Supervisors

ATTEST:


Nadine Parkhurst, Clerk

APPROVED AS TO FORM:


John A. MacKinnon, Chief Civil Deputy
County Attorney



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OFFICIAL RECORDS
COCHISE COUNTY
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REQUEST OF
COCHISE COUNTY BOARD OF SUPV
CHRISTINE RHODES-RECORDER
FEE : PAGES : 6

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