



RIVERSIDE COUNTY
WORKFORCE INVESTMENT BOARD

**Workforce Division Building
*POLICY***

Number: 21-03

PURPOSE: The following building guidelines and restrictions are provided to ensure facilities and related physical assets meet their intended functions and are maintained in a high quality, cost-effective, and timely manner.

EFFECTIVE DATE: January 11, 2010

REFERENCES: N/A

LOCALLY IMPOSED REQUIREMENTS: N/A

BACKGROUND: This policy is intended for all Workforce Division (WD) facilities, initially to be piloted at the 1325 Spruce Street site.

POLICY:

I. BUILDING SECURITY & EMERGENCIES

To report emergencies or to request assistance, staff may contact their Manager.

With the first phase of Riverside WD moving into 1325 Spruce and staff coming and going from 1325 Spruce Street and 1151 Spruce Street, we would like to emphasize the policy that all staff (including visitors) sign in and out on the 4th floor of 1325 Spruce for safety purposes.

Additionally, for those not familiar with the 1325 Spruce Street building, please pay particular attention to the location of the stairwells noted on the evacuation plan maps on the walls by the elevators for your nearest evacuation route in the event of an emergency. For your safety, note the location of the stairwell exits and assembly area where staff and visitors are required to meet should there be an emergency evacuation.

Automated External Defibrillator (AED) Early Defibrillation Program

The County of Riverside has recently implemented an Automated External Defibrillator (AED) Early Defibrillation Program. The Goal of this program is to make early defibrillation immediately available in cardiac emergencies. Statistics show that more than 200,000 Americans die of sudden cardiac arrest every year. Up to 50,000 of these deaths could have been prevented if someone had initiated the Cardiac Chain of Survival, and an AED had been available for immediate use at the time of the emergency. Because every minute counts when sudden cardiac arrest strikes, The County of Riverside is placing an AED in various County owned and leased buildings.

The AED's at **1325 Spruce Street, Riverside, CA** are located below:

**First Floor (In hallway behind reception area)
Second Floor (Next to Supply Room) and
Fourth Floor (Across from main reception)**

II. BUILDING ACCESS

The main building lobby will open at 6:00 AM Monday-Thursday. WD offices will open at 7:00 AM Monday-Thursday. Do not enter before these times or you will trip the security system. WD facilities are closed to the public on Saturdays and Sundays and on all state Holidays.

1. Public Access

At least one door to each building is designated as a “public access entrance”.

2. Non-Public Access

All employees and contractors must wear and display a Riverside County-issued identification card. Agencies are responsible for verifying the identity of their employees and contractors doing business on WD property. Personal visitors to the work-site must be escorted by a staff member.

3. Suite Doors (1325 Spruce Street Site)

The two (2) wooden suite doors on each level open at 6:30 am and close at 6:30 pm. Once closed, an individual is able to exit but unable to reenter.

4. Elevators (1325 Spruce Street Site)

Elevators on all suites are deactivated after 7:00 pm. Please do not stay beyond closing hours. It is important to note that staff may be trapped in the space between the two (2) wooden suite doors that close at 6:30 pm and the non-functioning elevators after 7:00 pm. Early or after hours entry will need to be coordinated through your Manager.

III. HOUSEKEEPING

Routine custodial services are performed on a scheduled basis and require no special request or planning. These services include vacuuming and cleaning carpets for office spaces, garbage and recycling collection, restroom cleaning and pest control services.

1. Emergency Cleaning Requests

Requests for custodial services for spills, paper towels, bathroom tissue, etc. can be made through [EDA-Ops-Support](#).

2. Housekeeping Guidelines

The following housekeeping guidelines for staff will assist WD in maintaining clean facilities:

A. Office Space

Keep clear all areas to be cleaned - the janitorial staff is instructed not to touch any computers, papers, files, or records that are lying on desks, file cabinets, or bookcases. Please do not store items on the floor as this makes it difficult for the housekeeping staff to clean your floor area.

B. Storage Areas

Do not store materials within 24 inches of the ceiling in storage or closet areas. This is to ensure fire safety clearance for the sprinkler heads.

C. Restrooms

Do not remove paper towels, toilet tissue, and other janitorial supplies from restrooms or supply closets. Do not dispose of any paper towels, handiwipes, or sanitary napkins into the plumbing system.

D. Trash Collection

All boxes or items too large for the "Trash Only" containers that are to be disposed of must be labeled as "TRASH".

E. Waste Disposal

Do not dispose of unwanted food into kitchenette or restroom sinks, drinking fountains, toilets, urinals, or in recycle containers. Please properly dispose unwanted food in trash cans.

F. Recycle Bins

Do not use recycle bins for anything other than recyclable materials. Individuals are responsible for emptying small desk recycle bins into the large recycle bins located in common supply room.

G. Food & Drink

The WD Food and Drink Policy is designed to maintain a clean and orderly study space for all users. In order to preserve a clean and pleasant environment, we request that staff be reasonable and responsible when bringing food and drink into the building.

- Food is permissible at workstations, so long as it is properly contained when not in use and disposed of in a timely manner. Drinks are permitted so long as they are housed in covered containers.
- Please dispose of any food wrappers or drink containers in the appropriate trash/recycling bins located throughout the building; alert assigned staff to any spills. Perishable food (i.e. fruit, vegetables) storage for extended periods of time is not permitted at desks or workstations. Supplies for coffee, tea and other foods must be stored in sealed plastic or metal containers.

H. Kitchens

Agency employees are responsible for their own cleanup of kitchenettes and other established food preparation areas at the end of each day. Refrigerators must be cleaned at least weekly of any items that may spoil.

- Do not store more than one week's worth of food in the refrigerator.
- On the last Thursday of each month at 5:00 pm, all items will be removed.
 - All items which are not marked with the date of the last Thursday of the month will be thrown away. Condiments and unopened items will be salvaged.
 - Three e-mail reminders will be sent out prior to the monthly clean up:
 1. Seven business days prior the announcement will go out
 2. Three business days prior a reminder will be sent

3. A final alert will be sent out the morning of the cleaning.

I. Cooking

No cooking, with exception of microwave ovens, shall be performed on the premises without written approval of WD.

IV. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Heating, Ventilation, and Air Conditioning services are provided during the building hours of operation. Every effort is made to provide an even temperature and acceptable working environment throughout the building. Staff is not authorized to adjust thermostats - please contact [EDA-Ops-Support](#) when temperature adjustments are required.

1. Portable Space Heaters

Due to potential fire hazards, portable space heaters are not permitted.

2. Energy Management

For effective Energy Management, please turn off all office lights, personal computers, copiers, and printers at the end of each day, unless essential to the operation of the agency's mission.

V. GENERAL BUILDING RULES

1. Use of County Property

Staff may not use WD owned facilities for any purpose other than their intended use without the consent of the WD.

2. Smoking Policy

Smoking is strictly prohibited in WD owned or leased buildings, including offices, hallways, waiting rooms, restrooms, break rooms, and meeting rooms, among other areas such as enclosed underground parking decks/garages. Smoking is only allowed in designated areas of WD premises, which include the rear and/or employee entrances of WD premises. Smoking is permitted outside on the ground floor, 20 feet beyond the entrances of the building. In designated areas, smokers are prohibited from blocking doorways and entrances, including delivery entrances, to the building. Employees are expected to keep the premises free of litter and dispose of ashes and cigarette butts in the designated receptacles.

3. Drug Free Workplace

It is the policy of WD to provide a drug free work environment. Illegal drug use significantly impacts the work place and is a serious threat to public health, safety, and welfare. Employees are PROHIBITED from engaging in the UNLAWFUL/ILLEGAL manufacture, distribution, dispensation, possession or use of controlled substances.

4. Patio/Balcony (1325 Spruce Street)

Patios/balconies located on the fifth (5th) floor are not permitted for use during lunch and breaks. Smoking is not permitted on the patios/balconies.

5. Noise Restrictions

Staff or guests shall not make or permit any loud noises in the building or do anything that shall annoy, disturb or interfere in any way with any other staff.

6. Prohibited Materials and Equipment

- The following are not allowed at workstations due to potential fire hazards: heat producing appliances, refrigerators, microwaves, water fountains, crock pots, hot plates, cup warmers, coffee makers, popcorn poppers, toasters, toaster ovens, burning candles or incense.

- Due to the health and safety of building occupants who may be chemical sensitive or suffer with allergy problems: heated potpourri pots, scented sprays, or other pungent odor items are not allowed.

7. Posters and Pictures

Staff may not mark, paint, hang, or affix anything to the walls, windows, doors or elevators. Affixed items that deface the surface of the building will be removed. Staff may contact [EDA-Ops-Support](#) to hang pictures, posters, etc., in the appropriate place and with appropriate hardware. Bulletin boards are located throughout the buildings for the posting of public notices.

8. Signs/Advertisements

No sign or advertisement should be attached to the building and no sign shall be put or painted upon the building, in the halls, elevators, staircases or entrances. Any deviation from building standards must be submitted in writing and approved by WD.

9. Door Locks

No additional mechanical/electrical lock, latch, or bolt of any kind shall be placed upon any door, nor shall any changes be made to existing locks without consent of WD.

10. Furniture

All articles of modular furniture (acoustical panels, work surfaces, and file cabinets, etc.) provided by WD are not to be moved or rearranged except by WD personnel.

11. Cables and Wires

All cables and wires should not be exposed or cause any obstruction or hazard to foot traffic.

12. Ingress/Egress

All fire access corridors, mechanical/electrical rooms including the elevator lobbies and stairwells, are to be kept free of storage and furniture. Fire Code Regulations require the stairwell doors to be closed at all times.

13. Mobility Devices

Bicycles, mopeds, scooters, skateboards, roller blades or skates, motorcycles or vehicles of any kind are prohibited inside of any building, unless specifically permitted for individuals with disabilities. Sidewalks, entrances, passages, corridors, halls, elevators and stairway in the building shall not be obstructed by any staff or used for any purpose other than for ingress and egress.

14. Animals

No animals may be brought into or kept in any building, unless the animal is specifically permitted for an authorized WD program, or is trained to assist a disabled or special needs person. Fish or other aquariums are not permitted.

15. Plants

Live plants are not allowed in WD buildings. Artificial plants are allowed. However, they shall not be set on windowsills, fan coil units, or any other building equipment.

16. Holiday Trees & Decorations

Artificial trees must be of a nonflammable, noncombustible material and should be held upright in sturdy stands having a base that is broad enough to effectively support the tree against the surrounding activities. Artificial holiday trees and decorations shall be located in such a manner that they do not interfere with fire safety precautions and the route of egress. Trees and decorations must be located a safe distance from ignition sources such as electrical appliances or equipment and all electrical components should be disconnected when the area is unattended or at the end of the day. All lights and extension cords must be UL approved.

Holiday decorations are to be removed promptly and no later than a week after the holiday has passed.

17. Solicitation

Soliciting is not permitted in any WD building.

VI. Parking (1325 Spruce Street Site)

As a courtesy to our clients and other occupants of WD buildings, staff is not permitted to park in spaces next to the sidewalk surrounding the building perimeter. All vehicles, including County vehicles, should utilize the two closest rows next to the wall (near UPS). Except for handicapped or designated parking locations, parking is on a first-come, first-serve basis.

Available spaces:

- 265 total
- 254 regular
- 9 car handicap accessible (Disabled Person Parking Placard required)
- 2 van handicap accessible (Disabled Person Parking Placard required)

PROCEDURES:

Refer to the EDA/WD Knowledge Management intranet site for procedures related to this policy, if applicable.

Please direct any questions or concerns regarding this policy to the Operations Unit of the Economic Development Agency, Workforce Division at 951.955.3100.



Loren Sims, Operations Manager

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