

TITLE: Building Rules and Regulations	EFFECTIVE DATE:	08/14/2018
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<p>Building Rules and Regulations</p> <p>Approved by</p>
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Building Rules and Regulations

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PURPOSE

The purpose of Building Rules and Regulations is to provide a safe, secure, and healthy work environment that complies with Kaiser Permanente Policies, City of Walnut Creek and Federal Regulations.

- I. **BUSINESS OPERATION HOURS**
7 AM to 6 PM, Monday through Friday
Employees Badges allow for 24/7 access

Loading Dock (South side of building)

Use of loading dock is only by prior arrangement with Facilities Management Office, but typically from 10:00 AM to 2:00 PM, Monday through Friday

Parking Lot

Access Twenty-Four hours a day, seven days a week

- II. **REQUEST FOR APPROVAL OR EXEMPTION:**

All requests for special services or exemption from a specific item in the Building Rules and Regulations must be submitted in writing to the Facility Management. Special services may also be requested using the Regional Building Operations (RBO) Service Request System. Facility Management will respond to all requests in writing.

- III. **BUILDING ACCESS:**

- a. Sidewalks, doorways, vestibules, halls, stairways, and like, shall not be used for the disposal of trash, be obstructed, or be used for any purpose other than entrance to and exit from the premises, and/or traveling from one part of the building to another.
- b. At all times, employees must display their KP issued access badges. Anyone without proper identification or without authority to visit/work within the facility may be denied access or asked to leave.

- IV. **LOADING DOCK ACCESS:**

- a. Only vehicles authorized by Facility Management may park in the loading dock area. Double parking is prohibited. If the loading dock parking area is full, vehicles must return to parking lot area for parking until loading dock is available.
- b. All non-service and personal vehicle parking is prohibited without Facility Management and Security authorization. Loading and unloading personal items is also prohibited, unless authorized by Facility Management.

- c. All service technicians and outside vendors must contact Facility Management prior to using the loading dock.
- d. All incidents related to the loading dock must be reported to Facility Management.
- e. Delivery pallets, containers, storage boxes-bins-tubs, excess property, and trash shall not be left in the loading dock for more than 24 hours. If Facility Management is forced to remove the items, violators will be charged for the removal and disposal of the items.
- f. The use of pallet jacks and forklifts without Facility Management or Material Services permission is prohibited.
- g. It is the responsibility of each vendor to contact the person initiating service before entering the loading dock area if there are questions regarding items to be delivered or picked-up.
- k. Vendors must have an updated Certificate of Insurance on file or submit one prior to making deliveries and/or pick-ups. No exceptions will be considered.
- l. Service vehicles may park for a maximum period of 30 minutes unless otherwise permitted by Facility Management. Violators will be subject to ticketing and towing.

V. USE OF FACILITY:

- a. Employees/Occupants shall cooperate with Facility Management in keeping all areas neat and clean. Only janitorial services contracted by Facility Management may be used for normal or special facility cleaning.
- b. All elevator corridors are to be kept neat and clean. The storage of materials or disposal of trash in these areas is prohibited by City regulatory statutes.
- c. Employees/Occupants shall comply with all requirements necessary for the security of the premises, including ensuring that no unauthorized people piggy-back upon entry. Upon entry to the building, all visitors must be accompanied by an employee with badge access.
- d. Employees/Occupants are requested to turn off all computer equipment, lock office doors and turn out office lights at the close of their working day.

- e. Facility Management is not liable for lost or stolen personal property.
- f. Employee/Occupant trash/garbage shall be placed in the appropriate receptacles provided and shall not be discarded in public areas. No person shall place in any trash box or receptacle any material that cannot be disposed of in the ordinary and customary manner.
- g. All persons shall comply with all building safety guidelines including, ADA (Americans with Disabilities Act), fire protection and evacuation regulations.
- h. Stairways in the building are to be used in conformity with Fire and Safety Codes. STAIRWELL DOORS MUST NEVER BE BLOCKED OR PROPPED OPEN. STAIRWELLS ARE TO REMAIN FREE AND CLEAR OF ANY AND ALL ITEMS.
- i. Facility Management reserves the right to make changes and to add other reasonable rules and regulations needed for the safety, security, care and cleanliness of the building.
- j. Littering of any kind is prohibited.

VI. ITEMS REQUIRING FACILITY MANAGEMENT PRIOR APPROVAL:

- a. Signs, advertisements, graphics or notices visible in or from public corridors or from outside the building require Facility Management prior written authorization before posting.
- b. Alterations or physical additions to the premises are prohibited without the prior written consent of Facility Management. Such alterations include, but are not limited to, any communication equipment, electrical devices or installations affecting floors, walls, woodwork, ceilings, etc.
- c. Building door locks shall be standard, except as otherwise permitted by Facility Management. No Employee/Occupant shall place additional locks on any door without Facility Management's prior written consent. All requests for duplicate keys shall be made through the RBO Service Request System.
- d. Movement in or out of the building or between assigned workspaces concerning furniture, office equipment, or any other bulky or heavy materials is prohibited without prior approval from space planning through the RBO System.
- e. Facility Management shall have the authority to prescribe the weight and manner of any above standard floor loading.

- f.** No vending machine of any type shall be allowed in Employee/ Occupant space.
- g.** All requests for the provision of outside of normal operating hours (6AM to 6PM) air conditioning or heating over the weekend must be submitted via RBO Service Request system by 3:00 PM the previous Friday. The cost of such requests is recharged to the requesting department at the prevailing PG&E rate. In order to process this recharge, the requesting department must include the appropriate GL string (cost center/account code) information to Facility Management.
- h.** All workplace modifications resulting from remodeling in or to the premises must have Facility Management prior approval and comply with the City of Walnut Creek Building and Fire Codes. Departments shall obtain written prior approval from the Facility Management Office.
- i.** No machinery of any kind, other than normal office equipment such as personal computers, printers, fax machines and copy machines, shall be operated by any Employee/Occupant without prior written consent of Facility Management.
- j.** No whiteboards, corkboards, pictures or other attachments that nails, screws or adheres to the building require prior written consent from Facility Management.
- k.** No other curtains, draperies, blinds, or other window coverings, hangings or decorations shall be attached to or hung in any window of the building without prior written permission from Facility Management.
- l.** The blinds presently installed on facility windows are an integral part of the heating, ventilating and air conditioning system as it relates to solar load. We recommend blinds be closed when the effect of sunlight would impose a load on the building's air conditioning system. If outdoor temperatures are low, we recommend the blinds be closed to reduce heat loss.
- m.** All contractors, technicians, and KP servicemen rendering any installation service to the Employees/Occupants of the building shall be subject to Facility Management's approval and supervision prior to performing services. This applies to all work performed in the building, including, but not limited to, installation of telephones, telegraph equipment, electrical devices, as well as installations affecting floors, walls, woodwork, windows, ceilings, or any other physical portion of the building.

- n. Reconfigurations and Modifications to office and workstations are prohibited. Adjustments can be requested from Facilities Management and are performed by a Facilities Management vendor.
- o. All natural trees and wreaths used for holiday building decoration must be treated with a fire retardant. Each tree must have a tag that reflects the retardant for the duration of the tree's display. Occupant will be responsible for proper disposal at department's expense. Nothing shall be allowed to hang from the ceiling T-bar or fire sprinklers. All decorative lights must be U.L. listed and low temperature meaning you can hold a lamp in your fingers without getting burned. Any cut plant decorations have to be fire treated and have a tag from the Fire Marshal indicating it is treated. Fake decorations must also be U.L. Rated for low flammability. Egress paths and aisle ways shall not be blocked Use safety minded commonsense.

VII. PROHIBITED EMPLOYEE/OCCUPANT BEHAVIOR:

- a. Facility Management shall in all cases retain the right to control or prevent access to persons whose presence in the judgment of Facility Management may be harmful to Employees/Occupants. No person shall enter the mechanical rooms, air handler rooms, electrical or janitorial closets or go up to the roof of the building without prior consent of Facility Management.
- b. Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweeping, rubbish, rags, or other unsuitable materials shall be disposed of in them. Damage to any such fixtures proven to result from misuse by an Employee/Occupant shall be the liability of that Employee/Occupant.
- c. No birds or animals shall be brought into or kept in, or about the building with the exception of registered service dogs or unless permitted by Facility Management.
- d. Employee/Occupant shall not tamper with or attempt to adjust temperature control thermostats. Facility Management shall adjust thermostats as required to maintain the building standard temperature. We recommend all window blinds remain down and tilted at a 45-degree angle toward the street to help maintain comfortable room temperatures and conserve energy.
- e. Employee/Occupant shall not make or permit improper noises in the building or otherwise interfere in any way with other Employee/Occupants or their visitors.
- f. No person shall at any time bring or keep in the premises any

flammable, combustible, explosive fluid, hazardous, or odor inducing substances. No one shall do or permit anything to be done or kept which shall in any way increase the rate of fire insurance on the building or on the property. No one shall be allowed to obstruct or interfere with the rights of others, or in any way injure or annoy them. No one shall be allowed to do anything that conflicts with the regulations of the Fire Department, the fire laws, any insurance policy upon the building, or any ordinances established by health and governmental authorities.

- g.** Canvassing, peddling, soliciting, advertising, bootblackening, and distributing of handbills in the building are strictly prohibited. Each Employee/Occupant should notify Facility Management and Security if such activities occur.
- h.** The following items prohibited from usage in any location at the campus:
- Decorations containing water / water fountains
 - Space heaters and personal fans
 - Toasters / toaster ovens / espresso or coffee machines
 - Free standing floor or table lamps with halogen or incandescent bulbs
 - Personal plants
 - Personal refrigerators
 - Aquariums
 - Hot plates
 - Holiday lights or trees in, on and around cubicles and offices.

NOTE: In the event that the above regulation is not observed, Facility Management will require that the offending item be removed immediately.

- i.** SMOKING OR USE OF TABACCO IS PROHIBITED at 501 Lennon Lane.
- j.** Eating is prohibited in lobbies and other common areas outside of café or kitchen areas.
- k.** Cooking shall not be allowed on the premises or outside in the parking area. Kitchenette environments are to contain two microwaves, one refrigerator, and one coffee machine only, and one water cooler. Items must be cooked in a manner that does not produce excessive fumes, odors or smoke. Appliances located outside Facility Management designated areas will be disconnected and removed. A letter to the owner will provide instructions to claim the appliance. Two weeks will be allowed to retrieve each item.
- l.** Facility Management reserves the right to exclude or expel from the building any person, who is under the influence of alcohol or drugs, or who is in violation of any of the rules and regulations of the building.
- m.** Carrying or transporting beverages or food containers into any public area or onto any elevator shall be covered.
- n.** No person shall purchase, or obtain for use, in or about the premises, water, ice, towels, vending machines, barbering, janitorial, maintenance or other like services, unless authorized by Facility Management.

- o.** The premises shall not be used for personal (non KP) manufacturing or storing of merchandise unless approved by Facility Management.
- p.** Bicycling, roller blading / skating, and skateboarding are prohibited inside the building.
- q.** Conference rooms are to be used for KP sanctioned activities only.
- r.** The usage of company facilities and equipment for personal activities (other than Kaiser related activities) is prohibited.
- s.** WEAPONS OF ANY KIND ARE PROHIBITED. "Weapon" means any firearm, explosive, or any weapon of the kind usually known as slung shot, sand club, or metal knuckles, or any knife, dagger, dirk, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury.
- t.** Sleeping in lobbies, break rooms, or common areas is not allowed.
- u.** Security personnel shall have the right to enforce buildings rules.