

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 1 of 10

# **Building Rules and Regulations**

Federal D. Glover, Director of Facilities,  
Regional Building Operations

Ann Varanai, Facility Services Manager,  
Livermore Regional Distribution Center

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 2 of 10

**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 Livermore, and all State and Federal Regulations.

**I. BUSINESS OPERATION HOURS**

Facility Management

8:00 AM to 5:00 PM, Monday through Friday.

**Building**

Building areas are accessible via access card only or by appointment.

**Parking Lot**

Access 24 hours a day, seven days a week.

**Loading Docks**

6:00AM to 2:00PM, Monday through Friday or by appointment with individual departments. Loading docks are by appointment only on Saturday and Sunday.

**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 Office. Special services may also be requested using the Regional Building Operations (RBO) Service Request System. Facility Management will respond to all requests.

**III. BUILDING ACCESS:**

- a. Sidewalks, doorways, vestibules, halls, stairways, and such, 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 Facility, and/or for going from one part of the building to another.
- b. Anyone without proper identification or without authority to visit/work within the facility may be denied access. All visitors must be approved and accompanied by individual managers or their designees.
- c. Passenger elevators are to be used only for the movement of persons, unless approved by Facility Management. Any other use authorized will require the elevator walls and floors to be properly protected to prevent damage. Pallet jacks are prohibited on occupied floors.

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 3 of 10

#### **IV. LOADING DOCK ACCESS:**

- a. Only vehicles authorized by Facility Management may park in the loading dock area.
- b. All non-service 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 technicians and vendors must report to the security gate.
- d. All incidents related to the loading dock must be reported to Security at X7200 and to Facility Management at X7045 or X7331.
- e. Delivery of 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 and Warehouse Management 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.
- h. Vendors must submit an updated Certificate of Insurance prior to making deliveries and/or pick-ups. No exceptions will be considered.
- i. 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 to keep 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 regulatory

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 4 of 10

statutes.

- c. Employees/Occupants shall comply with all requirements necessary for the security of the Facility, including the signing of the register posted in the building lobbies. Upon entry to the buildings, all visitors must show identification.
- d. Employees/Occupants are requested to 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 such as money, jewelry, etc.
- f. All signs must be approved by Facility Management. Facility Management reserves the right to remove any unauthorized signs without notice and charge the department for cost of any repairs deemed necessary.
- g. Facility Management shall provide interior and exterior signage for the display of department directories. Facility Management reserves the right to remove said signage when it is deemed necessary and to recharge requesting departments for the cost of the signage.
- h. Employee/Occupant trash must be placed in the appropriate receptacles 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 manner.
- i. Trash resulting from construction projects shall not be placed in the building's dumpster or compactor and must be removed from the Facility within 48 hours, unless otherwise permitted by Facility Management.
- j. All persons shall comply with all safety, building, ADA (Americans with Disabilities Act), fire protection, and evacuation regulations established by Facility Management and/or any governmental agency.
- k. Stairways in the building are to be used in conformity with Fire and Safety Codes. **PROPPING OF DOORS IS PROHIBITED AND STAIRWELL DOORS MUST NEVER BE BLOCKED.**
- l. Facility Management reserves the right to make changes to and add other reasonable rules and regulations needed for the safety, security, care, and cleanliness of the building.

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 5 of 10

## VI. ITEMS REQUIRING FACILITY MANAGEMENT PRIOR APPROVAL:

- a. Signs, advertisements, graphics and notices visible in or from public corridors or from the outside of the building require Facility Management written authorization **prior to posting.**
- b. Alterations or physical additions to the Facility 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 key shall be made through the RBO Service Request System.
- d. Movement in or out of the building concerning furniture, office equipment, or any oversized or heavy material shall be restricted to such hours as Facility Management reasonably designates. Facility Management will determine the method and routing of said items to ensure the safety of all concerned. Employee/Occupant will assume all risks of damage or injury to the building, equipment or people. Advance written notice of intent to move such items must be submitted to the Facility Management Office at least forty-eight (48) hours before each scheduled move.
- e. Facility Management shall have the authority to prescribe the weight and manner that safes and other heavy equipment are positioned.
- f. No vending machine of any type shall be allowed in Employee/Occupant space without prior written consent of Facility Management.
- g. All workplace modifications resulting from remodeling in or to the Facility must have Facility Management prior approval and comply with the City of Livermore Building and Fire Code Departments. Departments shall obtain prior approval from Facility Management and deliver as-built drawings to the Facility Manager at completion of any project.
- h. No machinery of any kind, other than typical office equipment such as: personal computers, printers, fax machines, and copy machines shall be operated by any Employee/Occupant without prior written consent

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 6 of 10

of Facility Management.

- i. Nails, screws and other attachments to the building require prior written consent from Facility Management.
- j. No other curtains, draperies, blinds, or other window coverings, hangings, or decorations shall be attached to or hung in any window or area of the building without prior written permission from Facility Management.
- k. 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 to 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.
- l. All contractors, technicians, and KP-IT servicemen rendering any installations 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.
- m. 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 Departments expense.

## **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 only be used 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

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 7 of 10

proven to result from misuse by an Employee/Occupant shall be the liability of that Department.

- c. No birds, fish or animals shall be brought into or kept in, or about the building except for service animals 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, maintaining 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. At no time shall any decorations, posters or items be hung from or attached to the walls, ceiling, ceiling tiles and/or T-bar of any building on the Facility. **NO EXCEPTIONS.**
- 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 at any time shall purchase, obtain, bring or keep on the Facility any flammable, combustible, explosive fluid, or hazardous 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 government authorities.
- g. Canvassing, peddling, soliciting and distributing handbills on the Facility are prohibited. Each Employee/Occupant should notify Facility Management and Security if such activities occur.
- h. The following items require approval from Facility Management prior to usage in any location:
  - Personal Fans
  - Personal Plants

**NOTE: Personal fans are acceptable provided their amperage level**

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 8 of 10

**does not exceed that of the workstation or office outlet's capacity.  
(Please contact Facility Management for further details).**

- i. Kaiser Permanente has a NO SMOKING POLICY and smoking is prohibited on the Facility.
- j. The following items are prohibited by Facility Management:
  - Space Heaters
  - Aquariums
  - Hot plates
  - Toasters and toaster ovens
  - Non-commercial microwave ovens
  - Free standing halogen floor lamps
  - Helium tanks
  - Sternos

**NOTE: Kitchen appliances are prohibited outside of designated break room. If the above regulation is not observed, Facility Management will require that the offending item be removed immediately.**

- k. Dining shall take place in designated areas and not in Lobbies or Corridors.
- l. The use of open flames (candles, burners/Sternos, warmers, incense, lighters, etc.) in business/office buildings is prohibited except where a permit has been issued by the fire agency having regulatory jurisdiction over the building.
- m. Cooking shall not be allowed on the Facility. Kitchenette environments are to contain one microwave, one refrigerator, one coffee machine, and one water cooler. Items must be warmed in a manner that does not produce excess fumes or odors.
- n. 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.
- o. Facility Management reserves the right to exclude or expel from the building any person, (in the judgment of Facility Management) who is under the influence of alcohol or drugs, or who is in violation of any of the rules and regulations of the building.



TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 9 of 10

- p. The Facility shall not be used for personal manufacturing or storing of merchandise.
- q. Bicycles, scooters, skates, hover boards, Segway's, and skateboards are prohibited inside the building and shall not be ridden on the Facility. Bicycles are to be parked at the bicycle rack by Building B.
- r. Extension Cords:
- Employees shall not use extension cords as a substitute for permanent wiring
  - Where extension cords are used on a limited basis (not more than 30 days); they shall not be attached to anchor points by any means (staple, tack zip tie), run through partitions, door openings, over walls, above drop ceiling, under carpets or by any other means to cause an obstruction along the entire length of the cord.
  - Additionally, extension cords shall be serviceable along their entire length without cuts or defects, shall not be repaired by means of wrapping tape, shall be provided with appropriate strain relief and shall have serviceable three-prong grounding supply and feed ends.
  - Extension cords cannot be used to connect appliances such as microwaves and coffee makers, or large copiers/printers to electrical outlets. This equipment must be plugged directly into the electrical outlets. Do not connect multiple extension cords and do not run extension cords across pathways.
  - Extension cords and power strips must have a UL rating with 15-amp current capacity. Power strips must have internal circuit breaker protections. Two prong, non-grounding, extension cords are prohibited.
- s. Surge Protectors:
- Surge protector type power strips should be used to provide power to Data Sensitive Devices (DSD) which include: Computer Processing Unit (including laptop computers), monitors, computer docking stations, small printers, calculators, fax machines, and other items identified as a DSD and approved by the Safety/Facility Manager.
  - Surge Protectors should also be used for items connected to a

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	1/2018
FACILITY: <b>Livermore Distribution Center</b>	REVISION DATE:	1/2018
<b>300 Pullman Street, Livermore, CA 94551</b>	PAGE NUMBER:	Page 10 of 10

computer by means of a cord or other interface device, but provided operating power by other means such as speakers, peripherals, external drives, imaging devices, etc.

#### **VIII. CONFERENCE SERVICES POLICIES AND PROCEDURES:**

- a. Contact Facility Services at X7331 or X7045 to reserve Conference Rooms A, B, C, or D. Room Capacities:
  - Conference Room A = 25
  - Conference Room B = 22
  - Conference Room C = 20
  - Conference Room D = 22
- b. All conference room attendees are responsible for monitoring activity related to their respective event. Liability for damaged conference equipment or damages to the Facility will be assigned to the violating department and privileges may be revoked. Conference rooms are to be used for Kaiser Permanente sanctioned activities only. The use of company facilities for personal reasons are prohibited.
- c. Conference room furniture and equipment are the property of Facility Management. Please ask for assistance regarding furniture and equipment removal.
- d. Please be mindful to not disturb other floor occupants or department operations when using the conference room.
- e. Sign or other items should not be taped or pinned on painted walls, doors, ceilings, and furniture. Please use the flip chart and easels provided in each room. Signs posted outside of conference rooms will be discarded.
- f. Conference service does provide fax or copy services.
- g. Power off all equipment used before you leave the room. Please leave equipment as installed (Polycom, LCD projector, etc.).
- h. Due to fire code requirements, additional tables and chairs cannot be added to the conference rooms beyond their maximum seating capacity.