

SECTION: REGIONAL BUILDING OPERATIONS, NCAL		
TITLE: Building Rules and Regulations		
FACILITY: 1950 Franklin		
1800 Harrison	EFFECTIVE DATE:	05/03/04
2000 Broadway	REVISION DATE:	04/03/23
1438 Webster		

<h2 style="margin: 0;">Building Rules and Regulations</h2>
<div style="text-align: center;">  <p style="margin-top: 10px;"> Benjamin J. Gover April 11, 2023 Executive Director, Regional Support Services </p> </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Federal D. Glover</p> <p>Federal D. Glover Director, Regional Building Operations</p> </div> <div style="width: 35%; font-size: 0.8em;"> <p><small>Digitally signed by: Federal D. Glover</small></p> <p><small>DN: CN = Federal D. Glover</small></p> <p><small>Date: 2023.04.10 08:58:26 -07'00'</small></p> </div> </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Louisa G. Juarez-Tang</p> <p>Louisa G. Juarez-Tang Facility Services Manager, Regional Building Operations</p> </div> <div style="width: 35%; font-size: 0.8em;"> <p><small>Digitally signed by: Louisa G. Juarez-Tang</small></p> <p><small>DN: CN = Louisa G. Juarez-Tang</small></p> <p><small>Date: 2023.04.10 15:34:15 -07'00'</small></p> </div> </div>
<h2 style="margin: 0;">Downtown Oakland Regional Buildings</h2>

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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 both Kaiser policies and all government regulations.

I. BUSINESS OPERATION HOURS:

Facility Management

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

Building

6:00 AM to 6:00 PM, Monday through Friday

Buildings are accessible, via access card for authorized employees, 24 hours a day, seven days a week.

Parking Lot

7:00 AM to 7:00 PM, Monday through Friday (1800 Harrison)

7:00 AM to 6:00 PM, Monday through Friday (1950 Franklin)

Parking lots are closed Saturday and Sunday.

Monthly card access is provided 24 hours a day, seven days a week.

Loading Dock

6:00 AM to 6:00 PM, Monday through Friday.

Loading docks are closed Saturday and Sunday.

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II. REQUEST FOR APPROVAL OR EXEMPTION:

All requests for special services or exemption from a specific item within 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 Operation Service Request System (Service Now). Facility Management will respond to all requests in writing. Requests will be reviewed, and a decision given in 72 hours of request

III. BUILDING ACCESS:

- a. Sidewalks, doorways, vestibules, halls, stairways 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 for going from one part of the building to another.
- b. All routine deliveries between the hours of 6:00 AM and 6:00 PM weekdays shall be made via the freight elevator. Passenger elevators are to be used only for the movement of persons, unless approved by Facility Management. All items that require use of a flatbed cart or dolly must be delivered via the freight elevator. Individuals with tools and equipment are required to use freight elevators. Pallet jacks are prohibited on occupied floors.
- c. On Saturdays, Sundays, legal holidays, or after hours between the hours of 6:00 PM and 6:00 AM (Monday – Friday), the Security staff is responsible for screening employees or visitors entering the lobby. Anyone without proper identification or without authority to visit/work within the facility may be denied access.

IV. LOADING DOCK ACCESS:

- a. Only vehicles authorized by Facility Management and/or Parking Operations may park in reserved parking stalls in the loading dock area. Double parking is prohibited. If the loading dock parking area is full, vehicles must return to the street for parking and delivery of items.

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- b.** All non-service vehicle parking is prohibited unless authorized by Facility Management and/or Parking Operations and Security.
- c.** Loading and unloading personal items is also prohibited, unless authorized by Facility Management.
- d.** All technicians and vendors must report to the security console on the 1st floor of 1950 Franklin Street, or 1st floor at 1800 Harrison Street, prior to using the loading dock and freight elevator.
- e.** All incidents related to the loading dock and freight elevator must be reported to Security at:
 - 1950 Franklin (510-987-3000)
 - 1800 Harrison (510-625-3203 or 510-625-3999)
- f.** 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 such items.
- g.** The use of pallet jacks and forklifts is prohibited unless authorized by Facility Management.
- h.** 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.
- i.** Vendors must submit an updated Certificate of Insurance prior to making deliveries and/or pick-ups. No exceptions will be considered.
- j.** Service vehicles may park in the loading dock for a maximum period of 30 minutes unless permitted by Facility Management and/or Parking Operations. Violators will be subject to ticketing.

V. USE OF FACILITY:

- a.** Employees/Occupants shall cooperate with Facility Management in keeping all areas neat and clean. Only janitorial services contracted by

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Facility Management may be used for normal or special facility cleaning. Only Janitorial services are permitted to use cleaning equipment/materials in the building.

- b.** All freight elevator corridors are to be kept neat and clean. The storage of materials or disposal of trash in these areas is prohibited.
- c.** Employees/Occupants shall comply with all requirements necessary for the security of the premises. Upon entry into the building, all visitors must show identification and register at the security console located in the lobby.
- d.** Employees/Occupants are requested to lock office doors and turn off 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 will remove any unauthorized signs and recharge the departments for the cost of the any repairs.
- g.** Employee/Occupant garbage must be placed in the appropriate receptacles and shall not be discarded in public areas. No person shall place in any trash or receptacle any material that cannot be disposed of in the ordinary and customary manner.
- h.** Trash resulting from construction projects must not be placed in the building's dumpster and must be removed from the premises within 48 hours, unless otherwise permitted by Facility Management.
- i.** All persons shall comply with all building safety, ADA (Americans with Disabilities Act), fire protection and evacuation regulations established by Facility Management and/or any governmental agency.
- j.** Stairways in the building are to be used in conformity with high rise Fire and Safety Codes. STAIRWELL DOORS MUST NEVER BE BLOCKED.

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- k.** Facility Management reserves the right to make changes and to add other reasonable rules and regulations deemed necessary for the safety, security, care, and cleanliness of the building.

VI. REQUIRES FACILITY MANAGEMENT PRIOR APPROVAL:

- a.** Signs, advertisements, graphics, or notices visible in or from common or public corridors or from outside the building require Facility Management's 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 Facility Management Office.
- d.** Movement in or out of the building concerning furniture, office equipment, or any other bulky 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 or Break rooms without prior written consent of Facility Management.

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- g. All requests for the provision of overtime air conditioning or heating after business hours and over the weekend must be submitted to the Facility Management Office 48 hours prior to. The cost of such service will be charged to the requesting department at a standard and predetermined rate. In order to process this charge, the requesting department must provide the appropriate cost center/account code information to Facility Management.
- h. All workplace modifications resulting from remodeling in or to the premises must have Facility Management's prior approval and comply with the City of Oakland Building and Fire Codes. Departments shall obtain written prior approval from the Facility Management Office and shall deliver "as built" plans to the Facility Management Office upon completion.
- 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. Nails, screws, and other attachments to the building require Facility Management's prior written consent, including hanging of pictures, diplomas, or certificates.
- k. 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 authorization from Facility Management.
- l. The blinds presently installed in exterior windows are an integral part of the building's 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 heat 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-IT servicemembers 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, electrical devices,

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as well as installations affecting floors, walls, woodwork, windows, ceilings, or any other physical portion of the building.

- n. 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

VII. PROHIBITED 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, construction zones or go up to the roof of the building without prior consent of Facility Management.
- b. Plumbing fixtures shall be used only for the purpose for which they are designed. Damage to any such fixture resulting from the misuse by the Employee/Occupant shall be the liability of that Employee/Occupant.
- 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 to maintain the building's 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 to conserve energy.
- e. Employee/Occupant shall not make or permit improper noises in the building or otherwise interfere in any way with other Employees/Occupants or their visitors.
- f. No person at any time shall purchase, obtain, bring, or keep in the premises any flammable, combustible, explosive fluid, or hazardous

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substances. 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.

- ☐ Non-commercial microwave ovens
- ☐ Free standing halogen floor lamps
- ☐ Space heaters
- ☐ Toasters/toaster ovens
- ☐ Sternos
- ☐ Helium tanks

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

- g.** Eating in the first floor lobby and the second floor lobby at 1950 Franklin is prohibited. Eating in the first floor lobby at 1800 Harrison is prohibited.
- h.** Cooking shall not be allowed on the premises outside Facility Management designated cafeteria/kitchen areas. Kitchenette environments are to contain one microwave, one refrigerator, one coffee machine, Items must be warmed in a manner that does not produce fumes or odors.

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.

- i.** 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.
- j.** The premises shall not be used for manufacturing or storing of merchandise unless approved by Facility Management.

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- k.** Bicycles, scooters, skateboards, hover boards and segways are prohibited inside the building.

- l.** 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 ceilings, under carpets or by any other means to cause an obscuration 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.

Two prong, non-grounding, extension cords are prohibited.

- m.** Surge protector type power strips shall only be used to provide power to Data Sensitive Devices (DSD) which includes:
- ☐ Computer Processing Unit (to include laptop computers)
 - ☐ Monitors
 - ☐ Computer Docking Stations
 - ☐ Items connected to a computer by means of a cord or other interface device, but provided operating power by other means
(speakers, peripherals, external drives, imaging devices, etc.)
 - ☐ Accountant's Calculator
 - ☐ Facsimile Machines
 - ☐ Copiers
 - ☐ Printers
 - ☐ Other items identified as a DSD and approved by the Safety/Facility Manager
- n.** The use of open flames (candles, burners/sternos, warmers, incense, lighters) in Business/Office/Building occupancies is not permitted.

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- o. Smoking is prohibited in the building. Smoking outside of any enclosed place shall occur at a minimum distance of twenty-five (25) feet from any building entrance, exit window and air intake vent of the building. (City of Oakland Ordinance 12837).

VIII. CONFERENCE SERVICE POLICIES AND PROCEDURES:

See Website: <https://ncalrbo.kaiserpermanente.org/conference-services/>