

TITLE: <b>Building Rules and Regulations</b>	EFFECTIVE DATE:	09/2023
FACILITY: <b>San Jose Genetics Lab</b>	REVISION DATE:	09-2023
<b>5901 Optical Court, San Jose, CA</b>	PAGE NUMBER:	Page 1 of 10

Building Rules and Regulations  
Approved by



9/22/23

Brian Sweet, Facility Services Manager,  
San Jose Genetics Lab

Federal D. Glover  
Digitally signed by: Federal D. Glover  
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Federal D. Glover, Director of Facilities,  
Regional Building Operations

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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 San Jose, State and Federal Regulations.

**I. BUSINESS OPERATION HOURS**

Facility Management

8:00am to 5:00pm, Monday through Friday during equipment validation  
(estimated through March 2024)

6:00AM to 8:30PM, Sunday through Saturday (post validation).

**Building**

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

**Parking Lot**

Parking is open access and for the use of Employees, visitors and or clients of Kaiser Permanente only. No other parking in the parking lot is permitted.

**Loading Docks**

8:00AM to 5:00PM, Monday through Friday or by appointment with individual departments.

**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 premises, 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.

**IV. LOADING DOCK ACCESS:**

- a. Only vehicles authorized by Facility Management may park in the loading dock area.

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- 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 directly to the department they are working with.
- d. All incidents related to the loading dock must be reported to Security at (510)987-3000 and to Facility Management at (408) 972-7000.
- 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 for by Facility Management may be used for normal or special facility cleaning.
- b. All corridors are to be kept neat and clean. The storage of materials or disposal of trash in these areas is prohibited by regulatory statutes.
- c. Employees/Occupants shall comply with all requirements necessary for the security of the premises, 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

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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.
- 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/garbage/recycling shall 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 premises within 48 hours, unless otherwise permitted by Facility Management.
- k. 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.
- l. If Applicable, stairways in the building are to be used in conformity with Fire and Safety Codes. **STAIRWELL DOORS MUST NEVER BE BLOCKED.**
- m. 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.

**VI. ITEMS REQUIRING FACILITY MANAGEMENT PRIOR APPROVAL:**

- a. Signs, advertisements, graphics and notices visible in or from public corridor or from outside the building require Facility Management 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.

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All requests for duplicate key shall be made through ServiceNow.

- d. 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, equipment/appliances for personal use of any type shall be allowed in Employee/Occupant space without prior written consent of Facility Management.
- g. All workplace modifications or additions resulting from remodeling in or to the premises must have Facility Management prior approval and comply with the City of San Jose Building and Fire Code Departments.
- h. Nails, screws and other attachments to the building require prior written consent from Facility Management.
- i. 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.
- j. 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.
- k. 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.
- l. 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. Please obtain approval from Facility Management prior to any holiday décor placement.

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## **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 Department.
- c. No birds or animals shall be brought into, kept in, or fed in or around the building with the exception of seeing-eye 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, 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. 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, 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 premises are prohibited. Each Employee/Occupant should notify Facility Management and Security if such activities occur.

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h. The following items require approval from Facility Management prior to usage or placing in any location:

- Personal Fans/Equipment
- Personal Plants
- Work Out Equipment

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

j. The following items are prohibited by Facility Management:

- Space Heaters
- Aquariums
- Hot plates
- Toasters and toaster ovens
- Non-commercial microwave ovens
- Pets (other than seeing eye dogs)
- Free standing halogen floor lamps

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

k. 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.



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- 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.

**i. 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 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.

**m. Open Flames:**

- 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.

**n. Cooking shall not be allowed on the premises. The kitchenette/break room environment is to contain two microwaves, one refrigerator, one coffee machine, and one water cooler. Items must be warmed in a manner that does not produce excess fumes or odors.**

- The refrigerator will be cleaned every Friday. Any leftover food will be disposed.

**o. Appliances located outside Facility Management designated areas will be disconnected and removed. A letter to the owner will provide**

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instructions to claim the appliance. Two weeks will be allowed to retrieve each item.

- p. 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.
- q. No person shall be allowed to transport or carry open beverages or food containers into any public area or onto any elevator.
- r. No person shall purchase, or obtain for use, in or about the premises, water, ice, towels, vending machines, barbering, bootlegging, janitorial, maintenance or other like services, unless authorized by Facility Management.
- s. The premises shall not be used for personal manufacturing or storing of merchandise unless approved by Facility Management.
- t. Bicycles and skateboards are prohibited inside the building. Bicycles are to be parked at the bicycle rack by Building B.
- u. Kaiser Permanente has a strict no firearms policy on any property.

#### **VIII. Conference Room Policy and Procedures**

- a. Conference rooms shall be kept clean before and after use. Any food or drink must be disposed upon leaving the room.
- b. Do not take any furniture outside the conference rooms. If any furniture is moved, it will need to be placed in the original setup upon leaving.