



SCAL REGIONAL BUILDING OPERATIONS

Building Rules & Regulations

The purpose of Building Rules and Regulations is to provide a safe, secure, and healthy work environment.

All requests for services or exemption from a specific item within the Building Rules and Regulations must be submitted to Facility Management via the Easy Net Request System.

1. Sidewalks, doorways, vestibules, halls, and stairways shall not be obstructed nor used for the disposal of trash. All freight elevators, when present, and loading areas are to be kept neat and clean. The storage of materials or disposal of trash in these areas is prohibited.
2. Passenger elevators are to be used for the transportation of personnel. Unless approved by Facility Management, all items that require use of a flatbed cart or dolly must be delivered via the freight elevator, when present.
3. The Security staff is responsible for checking employee badges and for screening visitors entering the facility. Anyone without proper identification or without authority to visit and/or work within the facility may be denied access.
4. Employees/Occupants shall assume responsibility in keeping their work areas neat and clean.
5. Facility Management shall provide and maintain department directories, interior and exterior-way finding signage.
6. Signs, advertisements, graphics or notices visible in common, public corridors or from outside the building require Facility Management's authorization before posting.
7. Alterations or physical additions to the premises are prohibited unless approved by Facility Management. Such alterations include, but are not limited to, any communication equipment, electrical devices or installations affecting floors, walls, woodwork, ceilings, etc.
8. No Employee/Occupant shall place additional locks on any door or cabinets except when otherwise permitted by Facility Management.
9. Vacant cubicles and/or offices are managed by Facility Management per the directives of the Regional Space Management Committee. Employee(s) and/or occupant(s) are not authorized to remove any

equipment and/or furniture (including chairs) from said space(s) unless approved by Facility Management and as instructed by section 9a below.

Relocating furniture, office equipment, or any other bulky or heavy material shall be restricted to a schedule as Facility Management designates and will provide resources for the re-location of said equipment, furniture /materials. Employee/Occupant is not authorized to contract or otherwise provide resources for the movement of said items and/or equipment / furniture.

10. All workplace modifications must have Facility Management's prior approval in order to comply with the appropriate fire codes and regulations.

11. Nails, screws and other attachments including routine hanging of pictures, diplomas or certificates to the building and walls require Facility Management's approval.

12. Curtains, draperies, blinds, or other window coverings, hangings or decorations shall not be attached to or hung from any ceiling, window or wall of the building without authorization from Facility Management.

13. All contractors, technicians, and KP-IT service personnel 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, telegraphic equipment, electrical devices, as well as installations affecting floors, walls, woodwork, windows, ceilings, or any other physical portion of the building.

14. All artificial trees, wreaths, and lights used for holiday decoration must be made and so labeled as to meet fire retardant and electrical UL standards. Each decoration must have a tag that reflects these safety ratings for the duration of the display. No combustible materials (such as paper, plastic, wood, clothing /cloth etc.) shall be hanged on walls and doors.

15. In keeping with workplace safety regulations and best practices that promote a safe, secure, and healthy work environment all equipment listed below shall not be allowed in any work space.

- Space heaters
- Free standing halogen floor lamps
- Aquariums
- Free standing floor fans
- Cooking appliances (crock pots/grills)
- Coffee makers
- Plants
- Blankets / bulky items from home
- Hot plates
- Microwave ovens
- Toasters
- Refrigerators
- Coolers – large capacity holding water /ice
- Air fresheners cans in restrooms

16. Cooking shall not be allowed on the premises outside Facility Management designated cafeteria/kitchen areas. Items must be warmed in a manner that does not produce fumes or odors. Kitchenette environments "ONLY" are authorized to contain a microwave, coffee machine, refrigerator and water coolers.

17. No Employees/Occupants shall enter mechanical rooms, electrical rooms, janitorial closets or access to the roof of a building without prior consent of Facility Management.

18. Only service animals are allowed. No others shall be brought into or kept in the facility unless approved by Facility Management.

19. Due to thermostat controlling temperature over multiple work areas and/or offices, employee/occupant shall not tamper with or attempt to adjust temperature control thermostats.

20. Employee/Occupant shall not at any time bring or keep in the premises any flammable, combustible, Chemicals, explosive, or hazardous substances that conflicts with the regulations of the Fire Department or any ordinances established by health and government authorities.

21. Canvassing, peddling, soliciting and distributing of handbills in the building is prohibited unless otherwise approved by Kaiser Permanente

22. In order to control housekeeping, maintenance, and pest control measures, personal indoor plants are not allowed. Upon request which include approved department funding, indoor plants and maintenance of same shall be provided by a certified vendor approved by Facility Management.

23. Bicycles, skateboards or other such transportation equipment are prohibited inside the building.

24. Storage above 18" from fire sprinkle is prohibited and no wooden Pallets inside the building.

25. Key Control:

- All keys to be checked out through key control policy
- All keys must be returned upon transfer, termination, relocation, etc. Department will be charge for re-key cost for missing keys and rekey the department or building

26. Work request

- All request must be submitted via Easynet or online minor work order system.
- Emergency request can be made to Property Management Service desk at 626-405-6140.
 - Emergency request must be followed by an Easynet or MWO request as it applies.

27. Departments are responsible for cost to repair damages caused by the department /staff they cause. This included, but is not limited to wall damage, dock damage, furniture damage, excessive cleaning cost and operational shutdown.

28. All equipment, computers etc., must have cabled electrical connections, water lines, drain lines, pneumatic lines, data lines, etc. kept off the floor through appropriate / acceptable methods.

29. No computer equipment shall be on the floor. It must be on a raised surface.

30. Electrical extension and must be UL approved type and approved by Facility Management. Any unapproved electrical cord, extension cord, will be remove from premise by Facility Management. Daisy Chain of electrical plugs /outlets is prohibited.

31. Use of conference rooms and additional request for conference room set ups, reference Conference Room Policy.

32. Additional information is available by accessing Policy 14B, Use of Kaiser Facilities & Assets.