

GRANT COUNTY COMMUNITY SERVICES BUILDING

8820 Hwy 35/61/81
Lancaster, WI 53813



FACILITIES POLICY

*Aging and Disability Resource Center
Emergency Management
Law Enforcement Center
Department of Social Services*

2019 (revised 10/05/2021)

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I. SCOPE OF PLAN

This policy applies to all employees and departments of the Grant County Community Services Building, State employees who are employed in the Community Services Building, contracted employees, vendors, volunteers, community partners and the public patrons who use the Community Services Building.

II. POLICY STATEMENT

The purpose of this policy is to establish a set of rules and procedures to safely maintain and protect a valued county facility that provides a safe and secure environment for public engagement and the delivery of public services.

III. AUTHORITY

The Maintenance Supervisor of the Maintenance Department is the authority on interpretation of this policy and may exercise discretion within the scope of this policy. This policy has been adopted by the Grant County Administrative Committee, and may be amended at any time by the Administrative Committee.

IV. ACCESS AND SECURITY

A. PUBLIC HOURS AND ACCESS

1. Lobby doors will routinely be open for general public access: Monday – Friday; 7:30a.m. – 4:30p.m. with public notification given on exceptions due to special events, public meetings and closures.
2. The Community Services Building will have functional locks on doors intended to control access. All controlled doors will be appropriately locked and secured during and after hours of operation. Controlled doors will not be left ajar or propped open. Employees will secure and lock assigned offices, work areas and cabinetry when not present. Employees will help monitor, report, and remedy unsecured areas and controlled doors.
3. Entry into the Community Services Building is electronically monitored. Issued Grant County keys, key FOBs, or ID badges are prohibited from being used by anyone other than the employee to whom it is issued. Employees are responsible for the safeguarding of their issued keys and immediate notification of a lost key, FOB or badge. Please see section on “KEY CONTROL.”

B. VISITOR AND CLIENT CONTROL

While many areas of the Community Services Building are open to the general public, care must be taken to safeguard those areas that are not.

1. Entryway, lobby and lavatory areas that are accessible to the general public are considered “public areas.” These areas must be monitored by adjacent departments for safety. Loitering, leaving minor children unattended, and disruptive or destructive behaviors are prohibited.
2. Areas that require escort of the general public through a controlled door will be considered secured areas. Employees escorting or granting access to visitors and clientele will maintain surveillance and accountability of such visitors and clients throughout the duration of their business.
3. Areas that are completely reserved for authorized staff access only will be considered restricted areas. No one other than individuals authorized by the department head or Maintenance staff is allowed in a restricted area.
4. Employees will engage and assist (or report as appropriate) all unidentified, unescorted persons in secured or restricted areas.

C. ANIMALS

No animals, reptiles, birds or pets are permitted in the Community Services Building except for “services animals” as defined by Wis. State Statute 106.52(a)(fm), and law enforcement K-9’s. Emotional support animals and comfort animals that are not trained to work or perform a task in support of a disability are prohibited. Access for service animals may be denied if the animal is not properly controlled or restrained, the animal’s presence or behavior jeopardizes the safety of others and/or jeopardizes sanitation of the Community Services Building, or the animal is not properly licensed and vaccinated under the laws of Wisconsin with indication of license and vaccination attached to the collar of the animal.

D. PRIVACY

Grant County retains all rights to search desks, drawers, closets, shelves, lockers, cabinets, credenzas, and other work spaces. There should be no expectation of privacy in the storage of items in the Community Services Building.

E. USE OF THE COMMUNITY SERVICES BUILDING LOBBY CONFERENCE ROOM

1. The IT Department shall maintain an online calendar for reservation of the lobby conference room.
2. All county departments located in the Community Services Building are allowed to reserve the room and dates up to one year in advance using the online system. If two departments want a room on the same date, the department that reserved the room first will be given priority.
3. Only Grant County governmental units, building occupants or related agencies will be able to use the lobby conference room after 5p.m. on Friday and all day Saturday or Sundays. Any exceptions to this must be approved by the Maintenance Supervisor.

4. Private functions (receptions, reunions, graduations, etc.) will not be allowed in the Community Services Building.
5. Drugs, alcohol, smoking, including the use of electronic smoking, vapor devices, and tobacco products, are not permitted in the community services building as described in the Smoking Ordinance the Grant County Employee Handbook.
6. Tables and chairs are not to be removed from the Community Services Building.
7. All groups using the lobby conference room will be responsible for set-up and take down of the tables and chairs used for their meetings and cleaning up.

F. USE OF THE EMERGENCY OPERATIONS CENTER (EOC)/TRAINING ROOM

1. The use of the EOC/Training room must be scheduled by the Sheriff Office, through the use of a shared calendar. The room can be reserved for up to one year in advance through the system. Any department wanting to utilize the room should check the calendar, select the date and time (if it's open), and fill out the request to include all information (i.e. Department holding the training, approximate number of people attending, type of training, other needs for the event, etc.). The requester will get notification once the event is placed on the calendar. If it is rejected, a reason will be given.
2. Anyone scheduled to use the room does so with the understanding that should the Sheriff's Office or Emergency Management deem there is emergent need for use of the room for an emergency situation, the other department will be asked to find another space.
3. Anyone scheduled to use the room must be instructed by staff from the Sheriff's Office or IT Department on the use of the technology within the room.
4. All groups using the EOC/Training room will be responsible for set-up and take down of the tables and chairs used for their meetings and cleaning up.

V. KEY CONTROL

A. PURPOSE

The purpose of the Key Control Policy is to protect the property and security of the Grant County Community Services Building, and of individuals assigned to use the facility, by limiting access to such facilities to assigned employees and to their Supervisors. Recognition has been given to the fact that the Sheriff's Office has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. The Sheriff's Office also has the responsibility to effectively manage and control distribution of keys through the Key Security Officer.

B. SCOPE

This policy applies to all full, part-time and LTE employees, visiting staff and contractors working for Grant County. It only applies to the Grant County Community Services Building occupied by the Grant County Sheriff's Office, Social Services, Aging and Disability Resource Center and Emergency Government.

C. ISSUING KEYS

Keys to the Community Services Building; e.g. offices, EOC, meeting rooms, dispatch, storage spaces, mechanical spaces, high voltage spaces, etc., will be issued to County employees with the approval of the appropriate Department Head. Each key issued to Grant County employees, contractors, or visitors shall be documented by the Key Security Officer. No key shall be transferred from one person to another without being returned to Key Security for appropriate re-issue. Each key will be stamped with a unique number and issued by number to a specific individual.

D. DUPLICATION

All keys referred to in this policy are the property of Grant County and are not to be duplicated by anyone other than the Key Security Officer. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

E. KEY RETRIEVAL

Upon termination of employment, all keys must be immediately returned to the Key Security Officer. Failure to return keys upon termination/separation may result in holding the employee responsible for the cost to re-key a room, office or building if they do not return their key prior to leaving employment. Failure to return issued key(s) will result in a minimum of a \$100 fee per key.

F. ENFORCEMENT

The policy and its enforcement are the responsibility of Department Heads and are implemented through the Key Security Officer. All Grant County Staff and Administrators shall ensure that keys are not issued to individuals, which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. The Key Security Officer shall have the responsibility to ensure that key requests and all appropriate authorizations have been obtained prior to issuing keys. The Key Security Officer shall implement and maintain appropriate procedures to ensure that all keys issued are accounted for, and securely deposited in a lock box when not in use.

G. KEY ISSUANCE

1. The Department Head must make all key requests on the proper form.
2. Keys will be issued for the lowest level of access only, typically one key fob or badge for the exterior door, one office door key, and related workspace keys. Multiple keys for the same door will not be issued to one individual.

3. Department Master Keys will normally only be issued to the Department Heads and maintenance personnel. The Grand Master key must be secured at the end of each workday in a lock box and may not leave the CSB.
4. Keys may be picked up or returned at Key Security from 8:00 a.m. to 4:30 p.m.

VI. OFFICE HOUSEKEEPING

A. LIVE PLANTS AND CUT FLOWERS

Live plants are a pleasing addition to an office; however, plants should be size appropriate and neatly maintained, as determined by the Department Head. Employees are responsible for taking proper care of their personal plants and flowers. Employees are responsible for preventing any damages to electronics, furniture, file cabinets, floors, carpets, window sills etc. when watering plants. Every plant will have a saucer under the pot to catch excess water.

B. PERISHABLE FOOD

Perishable food items should not be left at workstations, drawers or common areas for extended periods of time unless in sealed containers. Leaving perishable items in workstations or community areas may lead to pest infestations which, in turn, can create health hazards. All perishable food, beverage, condiment, and container items must be removed from community refrigerators by close of business on Friday of each week.

C. OPEN FLAMES

Items with open flames, such as candles or items that emit smoke are strictly prohibited.

D. ALTERATIONS

Cosmetic and structural alterations to the Community Services Building will be performed through the Maintenance Department. Work orders must be submitted by the department head to the Maintenance Department for such services as painting and patching. Significant changes, such as replacing or altering walls, doors, ceilings, floors, windows, furniture, etc., must be approved by the Administration Committee. The direct supervisor of the Maintenance Department, in consultation with the Department Head requesting the change, will have discretion in granting requests according to available funding and service priorities. The principles of uniformity and professional appearance must be considered in conducting alterations.

E. DISPLAY AND HANGING ITEMS

A few pieces of wall art, as well as family pictures, are encouraged but should be displayed as space allows on file cabinets, book cases or desk tops.

1. One display may be placed on each office wall by building maintenance staff as requested through a work order.
2. Bulletin boards shall be allowed as approved by the department head and hung by building maintenance staff through a work order.
3. Employees will not tape, tack, wire or putty anything to the doors, walls or ceilings.
4. Taxidermy items, political affiliation items, religious themed items, sexually explicit items, and/or any other item that may reasonably offend clientele or fellow staff are prohibited.

F. PERSONAL APPLIANCES

The use of personal appliances is restricted to designated employee break rooms. The following items are prohibited in individual workstations, offices or other areas outside designated break rooms. This list is not all inclusive and is provided as a guideline:

- Microwave ovens
- Ice tea makers
- Personal refrigerators (reference section "Other Appliances")
- Toasters and toaster ovens
- Crockpots
- Hot plates
- Electric grills
- Cup warmers
- Personal coffee or tea makers (reference section "Other Appliances")
- Humidifiers/Dehumidifiers
- Popcorn poppers
- Televisions
- Electric air fresheners (prohibited in the building)

G. OTHER APPLIANCES

Personal fans, lamps, white noise machines and radios may be used at the discretion of the department head, and shall be turned off by the employee when leaving the building. Each department may have one coffee maker and one small refrigerator. Employees are responsible for preventing any damages to electronics, furniture, file cabinets, floors, carpets, etc. resulting from use of coffee makers. Appliances requested for an accommodation must be made through the department head with approval from the Maintenance Supervisor.

H. POWER STRIP

Only surge protectors provided by the IT department shall be permitted, however, under no circumstances shall one power strip or cord be plugged into another as this creates a fire hazard.

I. ENERGY CONSERVATION

Employees will turn off all lights when not in use to conserve energy and reduce power consumption.

J. TEMPERATURE CONTROL

Many rooms have the ability to control heating / cooling temperatures to a certain extent.

- The normal heating temperature will be 72 degrees Fahrenheit. The manual setting in the rooms can be adjusted to 74 as the highest and 70 as the lowest.
- The normal cooling temperature will be 76 degrees Fahrenheit. The manual setting in the rooms can be adjusted to 78 degrees as the highest and 74 degrees as the lowest.

Any exception to this rule has to be approved by the department head and the Facilities and Maintenance Manager.

K. WORK AREA CLEANLINESS

1. The custodial staff will make frequent efforts to keep office floors and common areas clean. When leaving the building for the day, employees will clear floors of personal items that may interfere with floor cleaning effort.
2. Each employee is responsible to keep his/her work area clear and uninhibited from protruding objects or object on the floor may result in fall hazards. Office areas shall be kept clean with electrical cords secured and out of the way and file drawers shall be closed after use. All papers, boxes, and other items will be kept out of the hallways. Do not store any loose items on the floor as it is a trip hazard. Discard, recycle or shred unneeded documents regularly.
3. Department heads will ensure their department work areas are clean and professional in appearance and free from hazards, obstacles or debris that jeopardize safety or sanitation.

L. BREAK AREAS AND COMMON AREAS

Employees utilizing break areas and common areas will clean up after themselves, return furniture to standard configuration, and report any needs for further maintenance or cleaning to the Maintenance Department.

VII. FURNITURE AND CABINETRY ACQUISITION

- A. Grant County will provide all offices, workstations, work areas, common areas, break areas and storage areas with necessary work and storage furniture.

- B. Furniture acquisition purchases must be made by the Department Head. Furniture acquisitions will maintain a uniform and professional appearance throughout the building. Uniformity allows maintenance staff to interchange furniture throughout the building and promotes cost savings for the county.
- C. Personal furniture is prohibited unless authorized by the department head.
- D. Furniture requested for an accommodation must be made through the department head with approval from the Personnel Director.

VIII. PARKING

Employees must use designated employee parking. Parking spaces near the Community Services Building entrances are reserved for clients/citizens.

IX. MOTHERS' ROOM

A private room is available for mothers to breastfeed or express milk. The room is equipped with a door lock, furniture and electrical outlet.

XX. MAINTENANCE WORK ORDER REQUESTS



All Grant County facilities work order requests will be submitted by using TheWorxhub. The Worxhub is a software program that allows you to enter your maintenance request and create a work order. Using this avenue helps to prioritize and manage maintenance requests.

Contact your department supervisor or delegate with your request so he / she can submit a work order request through the county's WorxHub software program.

APPENDIX A: CARD/KEY REQUEST/ RETURN FORM

Grant County — Card/Key Request / Return Form

(Use one form for each employee)

REQUEST AND CONSENT BY DEPARTMENT:

Employee Name (Print): _____

Department: _____

Employee Title _____ Employee ID #: _____

Key Issue Type:

☐ Standard Beginning Date: _____ Ending Date (if Temp) _____
☐ Temporary
☐ Reissue Access Needed: _____

Department Head Signature _____ Date _____

RECEIPT AND ACKNOWLEDGEMENT BY EMPLOYEE:

Card/Key Issue Agreement: In return for the loan of this card/key, I agree:

- 1) Not to give or loan the card and/or key to others;
- 2) Not to make any attempts to copy, alter, duplicate, or reproduce the card or key;
- 3) To use the card and/or key for authorized purposes only;
- 4) To safeguard and store the card and/or key securely;
- 5) To immediately report any lost or stolen cards and/or keys;
- 6) To produce or surrender the card and/or key upon official request;
- 7) That if the card and/or key are lost, stolen, or not surrendered when requested, a charge of \$100.00 (or the cost of replacement, whichever is less) shall be assessed;
- 8) I have received and read the Grant County Community Services Building Policy.

Signature _____ Date _____

(Employee)

KEY CONTROL MANAGER USE:

| ISSUED: | RETURNED: |
|-------------------------------------|--|
| CARD# _____ | RETURN DATE _____ BY _____ |
| Key#(s): _____, _____, _____, _____ | REASON RETURNED _____ |
| DATE ISSUED _____ | KEY NOT RETURNED: LOST / STOLEN / BROKEN / OTHER |
| ISSUED BY _____ | EXPLAIN CIRCUMSTANCE: _____ |
| SIGNATURE _____ | SIGNATURE OF RECEIPT _____ |