

# **COUNTY OF PLUMAS**

# **FACILITY POLICIES**

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**DEPARTMENT OF FACILITY SERVICES**  
**FACILITY POLICIES**

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## **DEPARTMENT OF FACILITY SERVICES OFFICE REMODEL POLICY**

### **Policy Statement:**

All remodels and/or modifications to county owned facilities shall be approved in writing by the County Board of Supervisors and the Director of Facility Services or his/her designee prior to any work being started.

### **Background:**

Review of plans for remodel of office space, including both moving of "hard walls" and modular: furniture is required prior to the beginning of any work. This policy is intended to ensure that all work performed in or on County-owned facilities complies with all applicable health and safety codes. The policy applies to work involving relocation of walls, doors, windows, openings, finishes, colors, insulation, electrical and mechanical systems, communication devices/equipment, ceilings, floor coverings, hardware, fire sprinklers, alarm systems, roofing, handrails, guardrails, workstations/systems furniture, shelving, etc. Any and all changes in County-owned facilities must meet applicable requirements of the Uniform Building Code (UBC), National Electrical Code (NEC), Uniform Fire Code (UFC), Americans with Disabilities ~~Act~~ (ADA), California Building Standards Code and Plumas County Code. Additionally, minimum requirements for work station size, minimum lighting requirements (50 foot-candles), minimum air flow (20 cubic feet per minute per space occupant) shall be observed.

At no time shall utility rooms, electrical closets, mechanical rooms, restrooms, janitor closets or corridors/hallways be used for storage.

### **Procedure**

All requests for work described above shall be submitted as a Service Request or Capital Improvement Request to the Director of Facility Services or his/her designee. All work approved will then be performed by Facility Services staff or an approved and appropriately licensed contractor. The requesting department shall identify funding for this work if not a part of the Facility Services budget.

# **DEPARTMENT OF FACILITY SERVICES**

## **NEW EQUIPMENT INSTALLATIONS**

### **Policy Statement:**

New equipment installations shall be considered only with prior written approval from the Director of Facility Services or his/her designee.

### **Background:**

As the County facilities continue to age, the demands placed on the building infrastructure increase. The core of the County buildings was constructed prior to the advent of the computer, FAX machines, printers and other energy intensive equipment. As such, the power capacity in the form of electrical circuits is stretched to its limits. Therefore, the importance of coordinating any and all equipment purchases with Facility Services becomes critical. Our maintenance crews are already taxed responding to "tripped" breakers thus taking away from other duties. Failure to provide adequate and appropriate power supply could lead to power overloads, system and equipment failure. Additionally, as the breakers continue to be tripped, they continue to heat up and deteriorate thus causing a potential failure of the circuit, which could include fire. In some cases, since new equipment generates heat, added cooling may be required to offset that heat.

This policy applies to all equipment requiring power from the facility infrastructure including but not limited to heating and cooling equipment, kitchen equipment, computers, copy machines, FAX and other communication equipment. The policy also applies to equipment to be included on emergency power circuits.

### **Implementation:**

At any time, the purchase of new equipment is contemplated, Facility Services staff will be available to review equipment specifications to ensure there is adequate building infrastructure in place for the installation. Requests for specification review are to be made in writing to the Director of Facility Services or his/her designee.

In the event of inadequate infrastructure, costs for the labor and materials associated with the additional electrical work shall be borne by the requesting department. If this determination is made, Facility Services will administer a contract for the installation of needed infrastructure.

## **DEPARTMENT OF FACILITY SERVICES OFFICE PLANT POLICY**

### **Policy Statement:**

Potted Plants and cut flowers may be allowed in offices by observing the following criteria:

- 1) Plants shall be kept a minimum of 12" away from computers, office equipment or other electrical appliances.
- 2) Provide appropriate water containment for protection of building interiors including floor coverings and furnishings.
- 3) Plants and their containers shall not be kept resting directly on flooring. There shall be a minimum of  $\frac{1}{2}$ " air space between the container and floor covering to allow air circulation which will inhibit the growth of mold and mildew under the pots.
- 4) Plants and their surrounding soil can affect indoor air quality in terms of relative humidity, mold and mildew, allergic reactions and harboring of insect pests. Plants having detrimental effects or causing an allergic reaction to anyone in the immediate area must be removed from the facility.
- 5) Plants not maintained in good condition shall be immediately removed from the premises if it is found to be diseased, dying or developing mold or other nuisance.

### **Background:**

Almost everyone enjoys bringing some of the outdoors inside to their individual office space. However, we have a responsibility to maintain the air quality of our office buildings as this can affect the health of County employees as well as the public. Additionally, over watering or inadequate containers can allow water to stain or damage flooring or surfaces beneath them. Standing water or soaked flooring materials can produce mold and mildew that can have detrimental health effects in some individuals and can require costly and disruptive cleanup. This policy applies to all County office space and is intended to prevent water damage and unnecessary exposure to mold, mildew or insect pests.

### **Procedure:**

Potted plants and cut flowers are considered personal items and are the responsibility of the individual bringing them into the facility. Proper maintenance and containment, including cleanup of leaf debris, is the responsibility of the plant owner. The determination of a 'nuisance plant' shall be at the discretion of the Department H and/or the Director of Facility Services. Any plant determined to be a 'nuisance plant' must be removed from the facility.

## **DEPARTMENT OF FACILITY SERVICES OFFICE PAINTING**

### **Policy Statement:**

All offices within County facilities shall be painted only with prior written approval of the Director of Facility Services or his/her designee.

### **Background:**

This policy is intended to ensure that all painting materials are used in accordance with the appropriate Materials Safety Data Sheet (MSDS) to address all health and safety issues as they affect staff and the public.

It is also intended to ensure consistency of color and finish with County standards and to ensure that the application and surface preparation is appropriate. It applies only to individual office painting requests. Requests for entire office space painting shall be made in accordance with the annual budgetary process for improvements.

### **Procedure:**

All requests for painting shall be submitted to the Director of Facility Services or his/her designee through a Work Request Work Request forms are available through the Facility Services Department. All work approved will then be performed by Facility Services staff or approved contractor. All requests must be approved using County standard color schemes and acceptable compatible finishes. This procedure will insure proper adhesion, preparation, and quality of applied finish as well as proper health and safety of county employees. This procedure applies to all finishes such as paint, wall coverings and wallpaper on all County facilities.

## **DEPARTMENT OF FACILITY SERVICES FLOORING POLICY**

### **Policy Statement:**

All flooring replacement, modifications, and/or repair shall be submitted in writing to the Director of Facility Services or his/her designee for assessment, review and approval prior to consideration of such modifications. Execution of all such changes in flooring shall be through coordination with Facility Services and with appropriately licensed contractors or in-house maintenance personnel authorized for such work.

### **Background:**

This policy is intended to ensure all flooring materials, including adhesives, are installed in accordance with the applicable Material Safety Data Sheets (MSDS) to address all health and safety issues as they affect staff and the public. It is also intended to ensure consistency with county standards relative to color, preparation and quality of product and our ability to clean and keep clean the floor coverings. It applies only to requests

J for floor coverings for individual offices or single spaces. For entire offices, all requests shall be made in accordance with the annual budgetary process for improvements.

### **Procedure:**

All flooring replacement, modifications and/or repair requests shall be made in writing to the Director of Facility Services or his/her designee. County Standards shall apply to selection of materials, color, and pattern of all flooring and base materials in order to maintain consistency of quality, maintenance, durability, and health and safety requirements.

Scheduling of modifications will occur with considerations for budget, continuity of department operations during such modifications, and consideration of other modifications pending within the facility space. Consideration of any flooring modifications must include costs associated with moving of furniture and equipment

## **DEPARTMENT OF FACILITY SERVICES**

### **ROOF-MOUNT EQUIPMENT INSTALLATION POLICY**

#### **Policy Statement:**

All work and/or equipment requiring mounting on rooftops shall require approval by the Director of Facility Services or his/her designee.

#### **Background:**

Roofing systems are an integral part of any building. Typically, they have a useful life of only twenty (20) years. Any time there is work to be done on a roof, the potential exists whereby the integrity of the roof is compromised and the useful life is shortened. Therefore, it is imperative that any work to be done is to be coordinated with Facility Service's staff. This policy applies to all County-owned facilities. The Director of Facility Services or his/her designee, prior to any work being started, shall approve all work on roofs. The type of work includes but is not limited to the installation of communication conduits and/or cabling, antenna penetrations and/or holes, placement of any equipment, guy wires, decorations, roofing materials, flashings, etc.

#### **Implementation:**

If it is anticipated that any work is necessary on roofs, the requesting department shall submit such requests to the Director of Facility Services or his/her designee. Upon review by staff, written approval will be provided together with any special conditions that may be necessary to protect the integrity of the roof. In the event approval is not given, options for the work will be discussed and a mutually agreeable alternative will be approved. Qualified employees or licensed contractor shall do all work in coordination with Facility Service's staff.

# **DEPARTMENT OF FACILITY SERVICES**

## **KEY AND LOCK POLICY**

### **Policy Statement:**

All access to all facilities and interior areas shall be managed and controlled by the Department of Facility Services. This includes keys and locks, card access or any other type of access control used in County owned facilities. No department shall change, re-key or otherwise alter access into any area of any county building without the written consent of the Director of Facility Services or his/her designee.

### **Background:**

Due to the age and overcrowding of the County owned facilities, it is imperative that the Department of Facility Services maintain access to all areas of all buildings at any hour of any day (security areas of the Correctional Facility, evidence rooms/ lockers or any areas secured by specific mandate excepted). The time it takes to access an area in an emergency (fire or flood) can make the difference from a small amount of damage to major damage or even total loss of a facility. Security of offices must be a balance of protection from individuals who would want to gain access to materials and protection from damage or loss of those materials through a catastrophic event. . .

### **Implementation:**

1. Facility Services shall survey each County owned facility to ensure access to all areas.
2. Facility Services shall maintain a data base and identification system that can identify what lock a key can open and identify who the key is assigned to.
3. All master and backup keys held by Facility Services will be maintained in a locked key cabinet within an area protected by an electronic security system.
4. Departments shall obtain written authorization from Facility Services for all lock changes and re-keying.
5. Keys may only be reproduced and issued by the Department of Facility Services.
6. Keys are not to be traded, loaned or handed down to new employees without notification of Facility Services.
7. Key ID numbers will be assigned to a particular individual or as a "department issue".
8. The issuance of master keys will be on an extremely limited basis determined by the 'need' of an individual to have access to all areas of a facility. The determination of 'need' shall be made by the Director of Facility Services and/or the County Administrative Officer.
9. Lost keys, stolen keys, or keys retained by an outgoing employee shall be reported immediately to Facility Services. Should it be determined that the missing keys pose a security risk, the responsible department may be charged for all costs relating to the re-keying of an area or building.
10. Department Heads shall be responsible for adherence to the above policy and assure that Facility Services is promptly notified of any change in status of any keys issued to their employees or department.

## **DEPARTMENT OF FACILITY SERVICES PORTABLE EQUIPMENT USE**

### **Policy Statement:**

All portable equipment shall only be allowed in those buildings and facilities with adequate power supplies that meet the needs of the respective department missions. Any new portable equipment will be allowed only with the written consent of the Director of Facility Services or his/her designee. This Policy applies to but is not limited to personal heaters, fans, microwave ovens, toaster ovens, CD players, televisions, etc. All food related devices shall be located in "break rooms" or "break areas". No such equipment shall be connected to an emergency power circuit. This policy also applies to equipment currently in use only if it is determined that the personal equipment is currently creating an overload hazard.

### **Background:**

As the County buildings age, coupled with the proliferation of office equipment, the demands on the building infrastructure also grows. Much of the County infrastructure currently operates at capacity. By way of comparison, industry standard is to operate electrical circuits at 800/c, of rated capacity. Many of these types of equipment are additionally not very energy efficient. The utility costs of these devices are borne by the County and ultimately the taxpayers. Personal heaters are notorious energy consumers and the use of food related equipment in areas outside "break rooms" adds significant custodial labor and thus costs. Spilled food adds to the ant and rodent infestation problem encountered in some buildings.

### **Implementation:**

All requests for new portable/personal electrical/electronic equipment shall be made in writing to the Director of Facility Services or his/her designee. Facility Services staff will then analyze the building or facility to determine whether there is adequate power available for said equipment. No new equipment shall be connected without written approval of the Director of Facility Services or his/her designee. It is the intent of these policies to be as flexible as possible when allowing such devices. In the event of inadequate power supply, there are two options:

1. Disallow the request.
2. The department shall submit an improvement request as a part of the annual budget to compete for funding of expansion of the electrical system.

For those devices currently in use, owners/users of the equipment may continue to utilize their equipment unless it is demonstrated that the equipment is producing an electrical overload hazard. If the equipment is found to be generating an overload hazard there will be two options:

1. Disconnect the equipment.
2. The department will submit an improvement request as part of the annual budget to compete for funding of expansion of the electrical system.