

## Use of Conference Rooms

During Phase I of the reintegration, only certain conference rooms will be available. As additional needs arise, Safety and Facilities Maintenance will partner to determine when additional conference rooms will be opened for use. Conference rooms are to be used only for meetings, and not breaks or private workspaces. Whenever possible, use online collaboration tools, conference calls, or other alternative networking or messaging platforms. For presentations or other circumstances requiring a person-to-person interactive forum, conference rooms are appropriate. Occupancy must be limited to allow for social distancing. Facilities Maintenance will post the safe occupancy load for each room. Users are required to not exceed the posted occupancy.

Please visit the Pandemic Response SharePoint page to see which rooms have been released for use. Do not use any conference or meeting rooms that have not been released for use by Facilities Maintenance. Please reserve the room for an additional 30-minutes before and after a scheduled meeting to allow for users to sanitize the space, and for any setup requirements. Conference rooms must be scheduled using the Outlook Reservation platform. Disinfectant wipes and hand sanitizer are available in conference rooms and users shall sanitize any contact areas such as tables, chair armrests, door handles, whiteboard markers, remote controls, etc., before and after room use to ensure safety for all participants.

## HQ Meeting Rooms – as of 05/18/2020

Room Name	Loc	Amenities	Extension
<b>Community Room</b>	North Building	<ul style="list-style-type: none"> <li>• <b>Occupancy - 20</b></li> <li>• White board</li> <li>• Screen</li> <li>• Installed projector</li> <li>• Need to bring own PC</li> <li>• Speaker phone</li> <li>• Spider phone can be checked out from IS in Outlook</li> <li>• Sink</li> </ul>	3161
<b>HQ Training Center</b>	North Building	<ul style="list-style-type: none"> <li>• <b>Occupancy - 20</b></li> <li>• White board</li> <li>• Screen</li> <li>• Installed projector</li> <li>• Need to bring own PC</li> <li>• Speaker phone</li> <li>• Spider phone can be checked out from IS in Outlook</li> <li>• Sink</li> </ul>	3160
<b>HQ General Managers Conference Room</b>	3 <sup>rd</sup> Floor - East	<ul style="list-style-type: none"> <li>• <b>Occupancy - 10</b></li> <li>• Tables/Chairs</li> <li>• Spider phone</li> <li>• Screen</li> <li>• Whiteboard</li> </ul>	7507
<b>IS Conference Room</b> <b>Currently Closed</b>	3 <sup>rd</sup> Floor – Inside IS dept. South	<ul style="list-style-type: none"> <li>• <b>Occupancy - 6</b></li> <li>• Tables/Chairs</li> <li>• Speaker phone</li> <li>• Screen</li> <li>• Box light</li> </ul>	7682
<b>Power Resources Division Conference Room</b>	3 <sup>rd</sup> Floor - North	<ul style="list-style-type: none"> <li>• <b>Occupancy - 8</b></li> <li>• Tables/Chairs</li> <li>• Spider phone</li> <li>• Screen</li> <li>• Box light</li> </ul>	7308

<b>IS Training Room</b>  <b>Currently Closed</b>	3 <sup>rd</sup> Floor – Inside IS dept. South	<ul style="list-style-type: none"><li>• <b>Occupancy - 12</b></li><li>• Tables/Chairs</li><li>• Computers/monitors</li><li>• Speaker phone</li><li>• Regular desktop phones at each station</li><li>• White Boards</li></ul>	3371
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## ROC Meeting Rooms – as of 05/18/2020

Room Number	Room Name	Location	Amenities	Extension
102	ROC Training Room	1 <sup>st</sup> floor, center of the building, left of entry door	<ul style="list-style-type: none"> <li>• <b>Occupancy - 20</b></li> <li>• Tables and chairs stored in storage room off to side of this conference room</li> <li>• White boards</li> <li>• Screen</li> <li>• Mirror Op enabled</li> <li>• Installed projector</li> <li>• Need to bring own PC</li> <li>• Spider phone</li> </ul>	7640
112	McKenzie River Conference Room <b>Currently Closed</b>	1 <sup>st</sup> floor, next to east stairwell	<ul style="list-style-type: none"> <li>• <b>Occupancy - 5</b></li> <li>• Tables/Chairs</li> <li>• Projector</li> <li>• Mirror Op enabled</li> <li>• Screen</li> <li>• Spider phone</li> <li>• White boards</li> </ul>	7642
117	Blue River Conference Room <b>Currently Closed</b>	1 <sup>st</sup> floor, east end of the building	<ul style="list-style-type: none"> <li>• <b>Occupancy - 5</b></li> <li>• Tables/Chairs</li> <li>• No projector</li> <li>• 2 55 inch Monitors</li> <li>• Mirror Op enabled</li> <li>• Spider phone</li> <li>• White board</li> </ul>	7683
124	ROC Water EOC	1 <sup>st</sup> floor, east end of the building across from the east stairwell	<ul style="list-style-type: none"> <li>• <b>Occupancy - 7</b></li> <li>• Tables/Chairs</li> <li>• 4 Monitors</li> <li>• 8 Workstations</li> <li>• Spider Phone</li> <li>• 2 Projectors</li> <li>• Mirror Op enabled</li> <li>• 2 screens</li> <li>• White board</li> <li>• Reserveable but will be bumped in the event of an ICS event</li> </ul>	7632
192	ROC Electric EOC	1 <sup>st</sup> floor, center of the building	<ul style="list-style-type: none"> <li>• <b>Occupancy - 7</b></li> <li>• Tables/Chairs</li> <li>• 2 Projectors</li> <li>• 2 Screens</li> <li>• 65 inch monitor</li> <li>• Mirror Op enabled</li> <li>• Spider Phone</li> <li>• White board</li> <li>• Reserveable but will be bumped in the event of a ICS event</li> </ul>	7657

<p><b>208</b></p>	<p>Water Division Conference Room</p> <p><b>Currently Closed</b></p>	<p>2<sup>nd</sup> floor, east of center of the stairwell</p>	<ul style="list-style-type: none"> <li>• <b>Occupancy - 5</b></li> <li>• Tables/Chairs</li> <li>• Projector</li> <li>• Mirror Op enabled</li> <li>• Spider phone</li> <li>• White Boards</li> <li>• Screen</li> </ul>	<p>7645</p>
<p><b>211</b></p>	<p>Three Sisters Conference Room</p> <p><b>Currently Closed</b></p>	<p>2<sup>nd</sup> floor, next to east stairwell</p>	<ul style="list-style-type: none"> <li>• <b>Occupancy - 3</b></li> <li>• Tables/Chairs</li> <li>• No Projector</li> <li>• 55 inch monitor</li> <li>• Mirror Op enabled</li> <li>• Regular desktop phone</li> <li>• White Boards</li> </ul>	<p>7646</p>
<p><b>214</b></p>	<p>Mt. Hood Conference Room</p> <p><b>Currently Closed</b></p>	<p>2<sup>nd</sup> floor, next to east stairwell</p>	<ul style="list-style-type: none"> <li>• <b>Occupancy - 3</b></li> <li>• Tables/Chairs</li> <li>• No Projector</li> <li>• 55 inch monitor</li> <li>• Mirror Op enabled</li> <li>• Regular desktop phone</li> </ul>	<p>7647</p>

			<ul style="list-style-type: none"> <li>• White Boards</li> </ul>	
<b>276</b>	Broken Top Conference Room  <b>Currently Closed</b>	2 <sup>nd</sup> floor, next to west stairwell	<ul style="list-style-type: none"> <li>• <b>Occupancy - 3</b></li> <li>• Tables/Chairs</li> <li>• No Projector</li> <li>• 55 inch monitor</li> <li>• Mirror Op enabled</li> <li>• Regular desktop phone</li> <li>• White Boards</li> </ul>	7651
<b>279</b>	Cascade Conference Room  <b>Currently Closed</b>	2 <sup>nd</sup> floor, next to west stairwell	<ul style="list-style-type: none"> <li>• <b>Occupancy - 3</b></li> <li>• Tables/Chairs</li> <li>• No Projector</li> <li>• 55 inch monitor</li> <li>• Mirror Op enabled</li> <li>• Regular desktop phone</li> <li>• White Boards</li> </ul>	7652
<b>286</b>	Electric Division Conference Room  <b>Currently Closed</b>	2 <sup>nd</sup> floor, next to center stairwell	<ul style="list-style-type: none"> <li>• <b>Occupancy - 5</b></li> <li>• Tables/Chairs</li> <li>• Projector</li> <li>• Mirror Op enabled</li> <li>• Regular desktop phone</li> <li>• White Boards</li> <li>• Screen</li> </ul>	7653