



Revision Date: 5 / 15 / 2020

Effective Date: / /

**Scope:**

Tier	Affected Divisions / Departments
Tier I	<input checked="" type="checkbox"/> All (EWEB)
Tier II	<input type="checkbox"/> Multiple Divisions and/or Departments, or within a Division or Department

All operational policies are organizationally supported, governed, and enforced; see the Operational Policy for additional details.

**Revision History**

Revision	Author / Editor	Date	Description
00	Lisa Krentz	5/15/2020	Policy Origination

**Description** *(Roles & Responsibilities, Requirements or Standards, References, Process Descriptions, Impacts)*

As a publicly owned utility, Eugene Water & Electric Board (EWEB) is committed to ensuring the continued delivery of safe and reliable power and water to our community. This policy is intended to meet, or exceed, required statutes/laws/codes, applicable safety requirements, and industry standards to create a safe, healthy, productive, and comfortable work environment. The utility holds employees accountable to enterprise-wide policies and procedures that impact all employees, contractors, visitors, and guests.

These rules were adopted to establish guidelines for all applicable persons accessing or using EWEB facilities at the Roosevelt Operations Center (ROC) and the Headquarters (HQ) building, including offices, common areas, outbuildings, storage yards, and other workspaces. All EWEB employees, contractors, vendors, and visitors will acknowledge their understanding and commitment to uphold this policy prior to working in or around EWEB facilities.

**Roles and Responsibilities:**

- A. The Executive Team (ET) shall establish strategic goals for operational policies, advise Managers/Supervisors on developing/implementing procedures, and set enforcement guidelines. The ET shall provide final approval for all Operational Policies prior to them taking effect and shall approve any changes.
- B. Managers shall have the responsibility for ensuring continuity of this policy between all divisions and for providing guidance to their personnel regarding exceptions due to

documented emergent needs or circumstances, and for enforcement action for policy violations.

- C. Supervisors shall have the responsibility of communicating and enforcing the policy provisions within their departments, including addressing witnessed or reported policy violations.
- D. All employees shall be required to strictly adhere to this policy and to promote the positive attributes of a safe and secure working environment. Employees may choose to assist others by respectfully pointing out actions or conditions violating the principles or spirit and intent of this policy, or they should use their chain of command to report egregious or repetitive violations.
- E. Contractors and visitors must abide by all applicable EWEB policies and procedures when working at or visiting EWEB facilities. Contract administrators, site contacts, and EWEB employees hosting visitors are responsible for ensuring the understanding of and compliance with EWEB policies. Concerns or questions should be routed through their Contract Administrator or site contact.
- F. Facilities Maintenance (FM) department personnel shall have the responsibility of immediate enforcement of this policy and for reporting violations of the policy to appropriate supervisors and managers. FM will remain a resource for questions or concerns regarding facility use requirements and will deliver appropriate messaging when substantive modifications to the policy are made.

### **Facility Modifications, Alterations and Additions**

All requests to modify, alter or add on to EWEB HQ and ROC facilities must be routed through a supervisor or manager to ensure business need, equity, and budgeting allow for the modification. The request should be sent to Facility Maintenance (FM) via the MPulse application to be scheduled and coordinated with the appropriate resources and stakeholders.

- Temporary notices or displays posted on building surfaces, including windows, doors and furniture, shall use “blue painters tape” and should be posted for no more than two-weeks.
- Signage – Tack panels are installed throughout the facilities to post notices at centralized locations. Upon request, FM can also provide portable easels for posting notices or displays. Several electronic displays are available throughout the facility. Use of these electronic displays should be coordinated with the designated administrative assistant. Approved methods for affixing items to the facility surfaces are also available through FM. Upon request, FM can provide/install additional permanent white boards and tack panels within any work group’s assigned workspace. All signage and posting content must comport with HR Policy 200.35, Communications and Postings.
- Windows – Blinds are provided at select locations to aid with the designed use of space and maintain Oregon Energy Code requirements. Use of dry erase markers on windows is permitted and considered temporary signage. Do not place items on the wood window sills, as it can cause damage, staining, or ghosting of the patina.
- Walls, ceilings, and other building surfaces – Approved methods for affixing items to the facility surfaces are available through FM.
- Magnetic strips should be used for labeling metal storage or shelving.
- For labeling non-metallic storage and shelving, please contact FM for assistance. Tacks, nails, screws or similar items that place holes into surfaces shall not be used.

## **Furniture and workspace Accessories**

Furniture and workspace accessories – FM provides all workplace furniture, with the exception of personal chairs. (Please see Ergonomic Team and department budgets for personal chair requests). This includes furniture for offices, cubicles, meeting rooms, break areas, and shop spaces. Requests for furniture additions, removal, or alterations should be sent to Supervisors for approval, and then submitted to FM for scheduling via MPulse. Prior to all individual or department purchases of items to be permanently (> 2 weeks) placed at, or within FM managed facilities, please contact FM to discuss any standards or requirements needing specific attention.

### List of furniture or workplace accessories that FM provides:

- File cabinets, laterals, storage cabinets, shelving, lockers, etc.
- Task lighting
- Personal heaters
- Monitor arms
- Keyboard trays (where required)
- Guest chairs/seating
- Whiteboards, tack panels, In/Out boards, etc.
- Cubicle shields (cubicle leaf)
- Hangers for surface mounted file folders, In/Out box, posters/drawings, etc.,
- Name plate holders (cubical and office)
- TV's and large format, wall mounted monitors (management approval required to review business need and budgeting)
- Individual garbage, recycling, and shred containers
- Wire management (TV, Computer, power, HVAC etc.)
- Power strips and surge arrestors
- Personal Space Heaters – FM authorizes and provides personal space heaters per request. (FM verifies/tests the provided space heaters for the appropriate safety devices and energy usage.)

### Examples of items not supplied by FM:

- Equipment issued and maintained by Information Services (IS), (computers, monitors, and phones, etc.) is supplied by IS with some installation coordinated with FM.
- Personal Space Fans – FM does not provide personal space fans. Employees may supply their own in their workspace, provided that it is a fan only unit and not a combination device that includes a heating/warming element.

## **Appliances**

Facilities Maintenance provides all appliances at the designated break areas including microwaves, toaster ovens, large volume coffee-makers, single serve K-Cup machines, refrigerators, ice-makers, and chilled/heated water dispensers. No personal use appliances are permitted in the workplace without first receiving approval from FM.

## **Auxiliary/Supplemental HVAC Equipment**

Facilities Maintenance will work with individuals or groups needing Auxiliary or Supplemental HVAC Equipment, such as temporary cooling units, swamp coolers, dehumidifiers, air cleaners, etc. Auxiliary/Supplemental HVAC Equipment is not permitted in the workplace without first receiving approval from FM.

## **Common Area Protocols**

Common areas include: lunchrooms, kitchenettes, copy rooms, office supply rooms, mailrooms, restrooms, locker rooms, and break areas near stairwells or outside division spaces. Keep surfaces clean, wipe up spills, and eliminate clutter to allow janitorial services access to sanitize common areas.

Locker rooms shall be maintained in a clean and orderly fashion. To deter pests, no open food items or waste should be stored in the locker room overnight. Work clothing shall be stored only in lockers and not under benches or on top of lockers. Clothing in drying areas must be removed or secured inside lockers once the items are dried. Do not touch or discard other's clothing or gear – each individual is responsible for their own property. See EWEB Purchasing Policy 108, Transfer or Disposal of EWEB Surplus and Excess Personal Property, for disposal guidelines.

Common break or lunchroom areas shall not be used for discarding unwanted items or any use other than breaks or small gatherings. Be respectful of others and clean up the area when done. Kitchenettes, refrigerators, and sinks shall be maintained in a clean and courteous manner. When cooking any items in microwaves or toaster ovens, the user must remain in the area to observe for fire or other accidents. Be respectful of others and minimize strong food odors when using kitchenettes. Food or other items placed in refrigerators must be marked with the owner's name and date of placement. Any unmarked food or other containers will be discarded periodically to maintain safety and cleanliness.

## **Use of Conference Rooms and Reservations**

Conference rooms are to be used for meetings only and not for breaks, lunches, 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 interaction interactive forum, conference rooms are appropriate. Conference rooms must be scheduled using the Outlook Reservation platform.

Meeting room setup requests, if required, should be included in the body of a meeting room reservation. Requests must be entered no later than 2PM the day before the meeting is to take place and should include a minimum of 15 minutes to complete. If there is a scheduled meeting that did not include a specific setup request, or use of a meeting room for an unscheduled period, ensure the meeting room is setup as it was found. Please be courteous and clean up after the meeting. Each meeting room is provided with a variety of Audio Visual (A/V) technology. All A/V equipment assistance and maintenance is provided by FM. Do not adjust any A/V equipment or the equipment settings without contacting FM. Meeting room supplies are also available upon request including, A/V cart, PA and speaker(s), handheld and lapel microphones, easels, paper easel pads, etc.

When requesting use of conference rooms or training rooms after regular business hours, refer to Security Access Policy for guidance on access requirements.

## **Personal Office Spaces and Cubicles**

Certain job functions, security requirements, and privacy sensitive positions require isolated or personally assigned office spaces and cubicles. It is the individual occupant's responsibility to keep their workspace clean and orderly. Sanitizing supplies for individual use are available through the Warehouse. Sanitizing wipes or cleaners must be approved by FM to ensure safety and compatibility with overall facility cleaning products used by our janitorial service. Workers shall wipe down their own keyboards and work surfaces as needed; the facility cleaning contractors will only sanitize common contact points and commonly used areas. No personal

appliances are permitted in individual workspaces unless specified by FM. Common kitchenettes and refrigerators are available at the end of each stairwell, outside large workgroup areas, and in lunchrooms.

**Facility Sanitation/Personal Hygiene Practices**

EWEB strives to provide a safe, clean, and functional workspace for all occupants and users of the facilities. A third-party contractor provides Day Porters at ROC and HQ to keep up on daily cleaning functions and to ensure adequate supplies in restroom, kitchenette, and common areas. The janitorial service is provided as a compliment to routine personal hygiene and workspace cleanliness practiced by employees.

Commonly contacted surfaces are sanitized daily to include: elevator buttons, door handles, break rooms/kitchenettes, restrooms, other common gathering areas with shared work surfaces, and conference rooms if not in use.

After normal business hours, workspace cleaning is scheduled on specific days and arranged by zones to ensure complete and efficient service. Trash cans will be emptied during regularly scheduled cleaning times; any special requirements should be communicated in advance to the Facilities Team for accommodation.

Workstation and cubicle cleaning is the responsibility of the occupant. Keep workstations clean and clear of clutter to minimize the potential for transmitting diseases and to deter pests. Periodic workstation and cubicle cleaning may be scheduled (ex. cold/flu season) by FM and/or a 3<sup>rd</sup> party contractor. A clean and orderly workspace will improve the efficiency of this process.

**Policy Revisions/Adherence**

The aforementioned procedures are subject to modification as required for operational needs. In most cases, employees will follow the policies and self-correct any time they fall out of these policies. On occasion, employees may be approached by other employees or Supervisors to remind them to follow the Facility Use Policy. Failure to comply with this plan will be treated as a policy violation, in accordance with EWEB’s Standards of Conduct (200.40) and Discipline and Discharge policies (200.05).

**Approval**

I agree to support and enforce the policy, procedure, standard, and/or method described herein.

DocuSigned by:  
Frank Lawson  
Frank Lawson – General Manager

DocuSigned by:  
Susan Ackerman  
Susan Ackerman – Chief Energy Officer

DocuSigned by:  
Deborah Hart  
Deborah Hart – Chief Financial Officer

DocuSigned by:  
Lena Kostopoulos  
Lena Kostopoulos – Chief HR Officer

DocuSigned by:  
Julie McGaughey  
Julie McGaughey – Chief Customer Officer

DocuSigned by:  
Rod Price  
Rod Price – Chief Engineering & Operations Officer

**Special Instructions** *(Communications, implantation, notes)*