

Government Services Building (RCGC) Facility Policy



RICHLAND COUNTY
181 W SEMINARY ST
RICHLAND CENTER WI 53581

Adopted:

Created by: Cheryl Dull
Richland County Assistant to the Administrator

| Policy Cover | |
|---------------------------------------|--|
| Title: RCGC Facility Policy | Effective Date: 22 June 2022 |
| | Adoption/Revision Date: 21 June 2022 |
| Custodian: Administrator | Approving Body: Richland County Board |
| | Sponsoring Committee, Board or Commission: Public Works Standing Committee |

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.18 and 59.51
- b. The Administrator and his/her designee 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 Richland County Board at the recommendation of Public Works Standing Committee.
- c. Employees will report violations of this policy to their immediate supervisor. Supervisors will report up through the chain of command as appropriate to address the problem. Administration will investigate allegations, collaborate with other divisions or departments as appropriate, take corrective actions as necessary, and propose policy amendments if needed.
- d. The Public Works Standing Committee has authority to amend this policy, but may defer to the Richland County Board on any issues it feels is appropriate to bring before the body.

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 22-70
- b. Richland County Structure Document
- c. Richland County Board Rules

3. Purpose

- a. 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.

4. Scope

- a. This policy applies to all employees and departments of the Richland County Government Center (RCGC), State employees who are employed in the RCGC, contracted employees, vendors, volunteers, community partners and the public patrons who use the RCGC.

5. Policy Overview

- a. This policy outlines expectations for staff and citizens to follow in the care and occupation of the Richland County Government Center. The policy covers the items found the table of content and includes a building overlay with assignment of areas to departments.

6. Policy Performance

- a. Performance indicator for this policy is one-hundred percent (100%) compliance for all persons covered in the scope of this policy. Acceptations to policy must be received in writing and frequent acceptations may warrant policy revision.

| Revision History | | |
|-------------------------------|--------------------------------------|------------------------------------|
| Adoption/Revision Date | Overview of Adoption/Revision | Adoption/Revision Reference |
| 21 June 2022 | Original | Resolution 22-70 |

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1. ACCESS AND SECURITY

a. PUBLIC HOURS AND ACCESS

- Outer doors will routinely be open for general public access: Monday – Friday; 7:30 a.m. – 5:00 p.m. with public notification given on exceptions due to special events, public meetings and closures.
- The RCGC 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.
- Issued Richland 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. Please see section on “KEY CONTROL.”

b. VISITOR AND CLIENT CONTROL

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

- 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.
- 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.
- 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, Maintenance Supervisor, Administrator and his/her designee or Sheriff is allowed in a restricted area.
- 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 RCGC except for “services animals” as defined by Wis. State Statute 106.52(3)(am)4 and animals serving the court system. 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 RCGC, 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

Richland 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 RCGC.

2. USE OF THE RCGC MEETING ROOMS & RESERVATION AND BREAK ROOM USE

- a. Only governmental units, county departments, Richland County non-profit groups and community partners will be allowed to use the conference rooms 1, 2 or 4 (reference floor plan, pages 18-20) and break room of the RCGC.
 - **County Board Room:** Can be reserved by adding countyboardroom@co.richland.wi.us as a meeting recipient. If the organizer of a meeting is bumping another meeting, it is the organizers responsibility to contact the person bumped to advise them another location must be found or that they will need to reschedule.
 - **County Board Room nonaffiliated booking, cancellation or reschedule:** Can also be reserved by phone (608) 647-2197 or e-mail cheryl.dull@co.richland.wi.us or derek.kalish@co.richland.wi.us during office hours, Monday through Friday 7:30 a.m. – 4:30 p.m. Nonaffiliated group bookings requests must include contact person and daytime phone number. A meeting cancellation or reschedule can be done by phone (608) 647-2197 or e-mail cheryl.dull@co.richland.wi.us or derek.kalish@co.richland.wi.us.
 - **Conference Room 2:** Can be reserved by phone (608) 647-2447 or e-mail mike.bindl@co.richland.wi.us.
 - **Conference Room 4:** Can be reserved by phone (608) 647-8906 or e-mail amber.muckler@co.richland.wi.us.
- b. All non-profit organizations and groups that are not affiliated with governmental units may be bumped from their reserved room date at any time up to three working days prior to the date they have the room reserved for.
- c. All county departments located in the Richland County Government Center are allowed to reserve rooms and dates for multiple meeting dates for the entire year at the beginning of each calendar year. If two entities want a room on the same date, Standing Committees will be given priority and an alternate room will be offered on a first come first serve basis.
- d. Non-profit groups that are not affiliated with Richland County or local governmental units that meet on a regular schedule may reserve for the entire year at the beginning of each calendar year. All others will only be allowed to schedule a maximum of one meeting per month in the RCGC. All non-profit groups will also be limited to scheduling no more than one meeting in advance of their last meeting date.
- e. Only Richland County governmental units, building occupants or related agencies will be able to use the meeting rooms after 5 p.m. on Friday and all day Saturday or Sundays. Any exceptions to this must be approved by the Administrators office.
- f. Private functions (receptions, reunions, graduations, etc.) will not be allowed in the RCGC, except for weddings scheduled with the Judge.
- g. Drug, alcohol, smoking, including the use of electronic smoking, vapor devices, and tobacco products, are not permitted in the RCGC.
- h. Tables and chairs are not to be removed from the RCGC without the permission of the Administrator, or his/her designee.
- i. All groups using the meeting rooms will be responsible for set-up and take down of the tables and chairs used for their meetings. Rooms must be left as they were prior to use unless approved by Administrator, or his/her designee.

- j. The RCGC break room is intended for routine use as an employee break area, washroom, or storage of employees' personal food items.

3. PERMISSION TO USE PROPERTY

Use of the RCGC grounds/lawn is permitted with advanced approval from the Public Works Standing Committee.

- RCGC will be offered to all persons of race, color, national origin, sex, or disability on a first come first serve bases.
- Requests should be in writing and a minimum of thirty (30) days and a maximum of one (1) year in advance to the Administrator or his/her designee.
- Requests must include name of group requesting use, contact person, date, time and duration of use.
- Grounds must be left in the same or better condition as it was prior to use.
- The Public Works Standing Committee may do an annual reoccurring approval if the event occurs at the same time weekly/monthly/annually, does not conflict with other reservation and is not offensive/controversial in nature. (Ex. of reoccurring: Farmers market, EMS week banners, etc.)
- Rules may not infringe on the right of people peaceably to assemble.

4. KEY CONTROL

The purpose of this key control section is to protect property and promote security of the RCGC and all its occupants. This section shall serve as the framework by which all keys and access will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for. This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever control has been threatened or compromised. Keys as defined by this section include physical and electronic card devices as issued by the county.

a. KEY CONTROL MANAGER

The Administrator, or his/her designee is assigned as the RCGC key control manager. The key control manager shall be responsible for issuing keys, key control record keeping and lock change authorizations. Keys and key blanks shall be stored in a locked "key control" secure area. Access to the key control inventory will be limited to the key control manager and the Administrative or designee.

b. CARE, CUSTODY AND MAINTENANCE OF KEYS

- All keys shall remain the property of Richland County and shall be accounted for and returned upon management request.
- All keys will be issued to the employee in person by the key control manager or department head following the receipt of a CARD/KEY REQUEST/RETURN FORM (Appendix B) submitted by the department head. Forms may be submitted to the Administrators office.
- Employees accepting custody of any key(s) will sign a CARD/KEY REQUEST/RETURN FORM, accepting and acknowledging their responsibility for the care as defined in this policy, use and return (in person) upon termination, retirement, change of position, resignation, or upon management request. Department heads are responsible for ensuring the return of all county keys from separating or transferring employees.

- No person or department shall knowingly receive, borrow, loan, exchange or possess any key they have not been authorized to possess by the department head. The unauthorized possession, use or reproduction of a key may constitute theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action. No person shall knowingly alter, duplicate, or copy any key. Employees shall not use their key(s) to grant access to non-authorized individuals
- Employees shall directly report any lost, missing, stolen or damaged key(s) to their department head and complete the CARD/KEY REQUEST/RETURN FORM to file with the Key Control Manager, which shall be reported immediately with a description of the circumstances surrounding the loss or theft. In the event that a key(s) is lost or stolen, it shall be the discretion of the Administrator, or his/her designee to determine the need to replace lock cores and/or electronically deny access to compromised doors that may be accessible by the lost or stolen keys. The individual responsible for the lost or stolen key(s) may be assessed a charge of \$100.00 or the cost of replacement (whichever is less). Continued episodes may warrant corrective action.
- Contractors working at the RCGC may request a key from the Key Control Manager if they are working outside of the regular office hours, Monday through Friday 7:30 a.m. – 4:30 p.m. They must sign a CARD/KEY REQUEST/RETURN FORM prior to being issued a key. The contractor is responsible for any lost or stolen key(s) will be assessed a charge of \$100.00 if a key is lost or stolen. No employee of the county, elected or hired, other than the Key Control Manager may issue keys to a contractor.
- Departments having night/evening meetings should submit a request by email to the Maintenance Supervisor requesting doors stay unlocked after normal business hours to accommodate attendees. Email should also be cc'd to Dispatch at dispatch@co.richland.wi.us and the Administrator or his/her designee.

c. LOCK AND HARDWARE REPAIR AND CHANGES

No outside locksmith may perform work on RCGC locks without approval of the Administrator, or his/her designee. Department heads or the Administrator, or his/her designee shall be the only personnel authorized to request key(s) or lock changes from the Courthouse Maintenance Supervisor within their respective department.

d. INVENTORY AUDITS OF KEYS

An annual inventory of active keys will be conducted no later than April 15th beginning in 2023. Each Department Head will be provided a list of individuals and their assigned keys. Each Department Head will be required to certify the accuracy of the report. Any discrepancy shall be explained for inventory adjustment. Reports shall be filed with the Administrator, or his/her designee.

5. BUILDING HOUSEKEEPING AND PERSONNAL OFFICE AREAS

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 Administrator and his/her designee. 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. 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 RCGC will be performed through the Courthouse Maintenance Department. Work orders must be submitted by the department head to the Courthouse Maintenance Department for such services as painting, patching, replacing or altering walls, doors, ceilings, floors, windows, furniture, etc. The Administrator, or his/her designee 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.

- Any display may be placed on office walls as approved by the building maintenance staff as requested through a work order.
- Bulletin boards shall be allowed as approved by the department head and hung by building maintenance staff through a work order.
- Employees will not use tape, tack, wire or putty that will cause damages to the doors, walls or ceilings.
- 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 without prior approval by the Administrator. 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
- Space heaters (prohibited in the building)
- Electric air fresheners (prohibited in the building)

Reasonable accommodation or adjustment to a job or work environment will be made to permit a qualified applicant or employee with a disability to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Appliances requested for an accommodation must be made through the department head with approval from the Administrators or his/her designee.

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/division may have one coffee maker and one small refrigerator at the discretion of the department head. Employees are responsible for preventing any damages to electronics, furniture, file cabinets, floors, carpets, etc. resulting from use of any appliance.

h. POWER STRIP

Only surge protectors provided by the County shall be permitted. Under no circumstances shall one power strip or cord be plugged into another as this creates a fire hazard.

An uninterruptible power supply or a UPS system should be sized at 20% over required VA capacity for a minimum 5-minute shutdown. Contact MIS if assistance is needed for sizing.

i. HOLIDAY DECORATION

Holiday decorations without religious themes are allowed at the discretion of the department head. Compliance with Section 6., paragraph e. "DISPLAY AND HANGING ITEMS" and Section 6., paragraph k. "WORKSTATION CLEANLINESS" is required.

j. ENERGY CONSERVATION

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

k. WORK AREA CLEANLINESS

- 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 rugs, carpets, or personal items that may interfere with floor cleaning effort.
- 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.
- 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.

I. 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 Courthouse Maintenance Department.

m. WIFI INTERNET ACCESS

Free wireless networks are intended for use by patrons of the courthouse. Department assigned Wi-Fi network is for professional and employees use only. Employees will not supply passwords to the department Wi-Fi internet to the general public.

6. FURNITURE AND CABINETRY ACQUISITION AND DISPOSAL

- Richland County will provide all offices, workstations, work areas, common areas, break areas and storage areas with necessary work and storage furniture.
- Additional furniture acquisition purchases must be made by the department heads upon the approval of the Administrator, or his/her designee. Requests will be approved according to available funding and prioritization established by the Administrator, or his/her designee. Furniture acquisitions should strive to maintain a uniform and professional appearance throughout the building. Uniformity allows maintenance staff to interchange furniture throughout the building and promotes a cost savings for the county.
- Personal furniture is prohibited unless authorized by the department head.
- Richland County may acquire furniture provided for the comfort of clients. Such items must be approved by the department head and authorized by the Administrator, or his/her designee. Comfort furniture will comply with uniformity and professional appearance to the greatest extent possible.
- Furniture requested for an accommodation must be made through the department head with approval from the Administrator, or his/her designee.
- All furniture surplus shall be offered to other County departments in accordance with Board Rules. Furniture may not be placed in common areas for storage. If furniture must be stored, arrangements must be made with the Maintenance Supervisor for an appropriate location.

7. DISPOSAL AND RECYCLING

• SHREDDING

Sensitive and confidential documents requiring shred disposal shall be placed in the gray, locked paper containers offered by the County.

- A dumpster will be offered 1 time a year in April for items that cannot be used by other departments nor sold. Arrangements must be made with the Maintenance Supervisor for storage of items prior to disposal.

8. SOLICITATION

- Employees may not directly approach and solicit to other persons in the RCGC for funds or distribute literature or electronic materials on behalf of any organization, business, fund, activity or cause, except for purposes of regular county business.
- Non-employees may not enter the RCGC to directly approach and solicit to other persons in the RCGC for funds or distribute literature on behalf of any organization, business, fund, activity or cause, except for purposes of regular county business.

- A bulletin board will be provided in the employee break room to advertise non-county business and allow Richland County employees to passively participate without intimidation.

9. PARKING

The southeast parking lot and adjacent street parking are designated as parking for employees of the RCGC.

All vehicles traveling in the RCGC parking lots are expected to travel at a slow and cautious speed. Concerns of endangerment based on vehicle speed and control should be reported up through the chain of command immediately.

10. SMOKING, VAPING AND TOBACCO USE

Smoking, including the use of electronic smoking, vapor devices, and tobacco products, are not permitted in the RCGC. Smoking is permitted in the designated area of the parking lot where the cigarette disposal container is provided. Smoking in personal vehicles is also permitted.

11. FIREARMS

All firearms including concealed carried weapons are prohibited from the RCGC in accordance with Wisconsin State Statute 941.235.

12. EMERGENCIES AND CLOSURE – SEE COURTHOUSE EMERGENCY PLAN

a. UNFORESEEN CLOSURE

In the event the RCGC must be closed due to a building safety concern, or equipment or utilities failure, or other reason beyond the county's control, the following rules and procedures will apply:

- The Administrator or his/her designee, Sheriff or County Board Chairperson in absence of the Administrator, will have the authority to close the RCGC after a reasonable effort is made to consult with the Administrator.
- Notification of a closure will be given to department heads or his/her designees. Department heads are responsible for dissemination to employees. Departments will notify clients and citizens of the closure as the situation feasibly allows. Public Service Announcements will be given to WRCO radio of such closures.
- Public notification of the closure, and reopening, will be made by the Administrator. Notification will be made on the Richland County website. Notification will also be given to WRCO radio station.
- In the event of closure during hours of operation, the department head, or his/her designee, will ensure all persons are safely evacuated from their department work area and adjacent public areas without delay.
- In the event of a closure, all persons and employees will evacuate the building. Only employees authorized by the Sheriff or Administrator, or his/her designee will be permitted to remain in the building. Employees are allowed to use accumulated benefit time, sick leave, or an employee may take the time off without pay. Employees with the ability to work remotely may be allowed to do so at the discretion of the department head.
- The Sheriff or Administrator, or his/her designee, will have sole discretion in authorizing personnel to remain/enter the building during a closure.

13. MAIL

- After the postmaster has delivered mail to the mail box on the 2nd floor of the courthouse, the Deputy Register of Deeds will sort the mail to the appropriate slots.
- The department head or his/her designee shall check their mail daily.

14. SIGNAGE

Richland County will provide and post the following signage:

- Department and Room Identification
- Building Evacuation and Shelter Routs
- Firearms Prohibited
- No Smoking
- Employment Law
- Restricted Areas

15. REVISION HISTORY

| Adoption/Revision Date | Overview of Adoption/Revision | Adoption/Revision Reference |
|-------------------------------|--------------------------------------|------------------------------------|
| | Adoption of Policy | Finance and Personnel Committee |

Prepared By
Cheryl Dull, Assistant to the Administrator
Dated:

APPENDIX A: WORK ORDER
RCGC MAINTENANCE
WORK ORDER REQUEST

All work order requests for maintenance will be submitted through the requester's department head or designee. Complete the form entirely and submit to Courthouse Maintenance Department.

Date of Request: _____

Department/Agency: _____

Contact Person: _____ Phone#: _____

Contact Person's Email: _____

If applicable, office # where repair is needed _____

It is important that the contact person be aware of the repairs needed.

Select Appropriate Box:

- ☐ **Emergency Maintenance (potential danger to employee, client or property)!**
- ☐ Non-Emergency Maintenance
- ☐ Preventive Maintenance
- ☐ Supplies / Moving Service
- ☐ Custodial Services
- ☐ Alteration
- ☐ Heating/Air Conditioning, Current Temperature _____
- ☐ Other _____

Description of Work Request:

Authorization for Work Order Request

_____ Department Head or Designee

If the request is an emergency, please also call (608)-475-1487. Otherwise, please email the request to randy.nelson@co.richland.wi.us.

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APPENDIX B: CARD/KEY REQUEST/ RETURN FORM

Richland County — Card/Key Request/Return Form

(Use one form for each employee or contractor visit)

REQUEST AND CONSENT BY DEPARTMENT:

Employee/Contractor Name (Print): _____

Department/Company: _____

Employee/Contractor Title _____ Employee ID #: _____

Key Issue Type:

☐ Standard

☐ Temporary

☐ Reissue

Beginning Date: _____ Ending Date (if Temp) _____

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 is lost, stolen, or not surrendered when requested, a charge of \$100.00 shall be assessed;

Signature _____ Date _____

(Employee/Contractor)

KEY CONTROL MANAGER USE:

ISSUED:

CARD# _____

Key#(s): _____, _____, _____, _____

DATE ISSUED _____

ISSUED BY _____

SIGNATURE _____

RETURNED:

RETURN DATE _____ BY _____

REASON RETURNED _____

KEY NOT RETURNED: LOST / STOLEN / BROKEN / OTHER

EXPLAIN CIRCUMSTANCE: _____

SIGNATURE OF RECEIPT _____

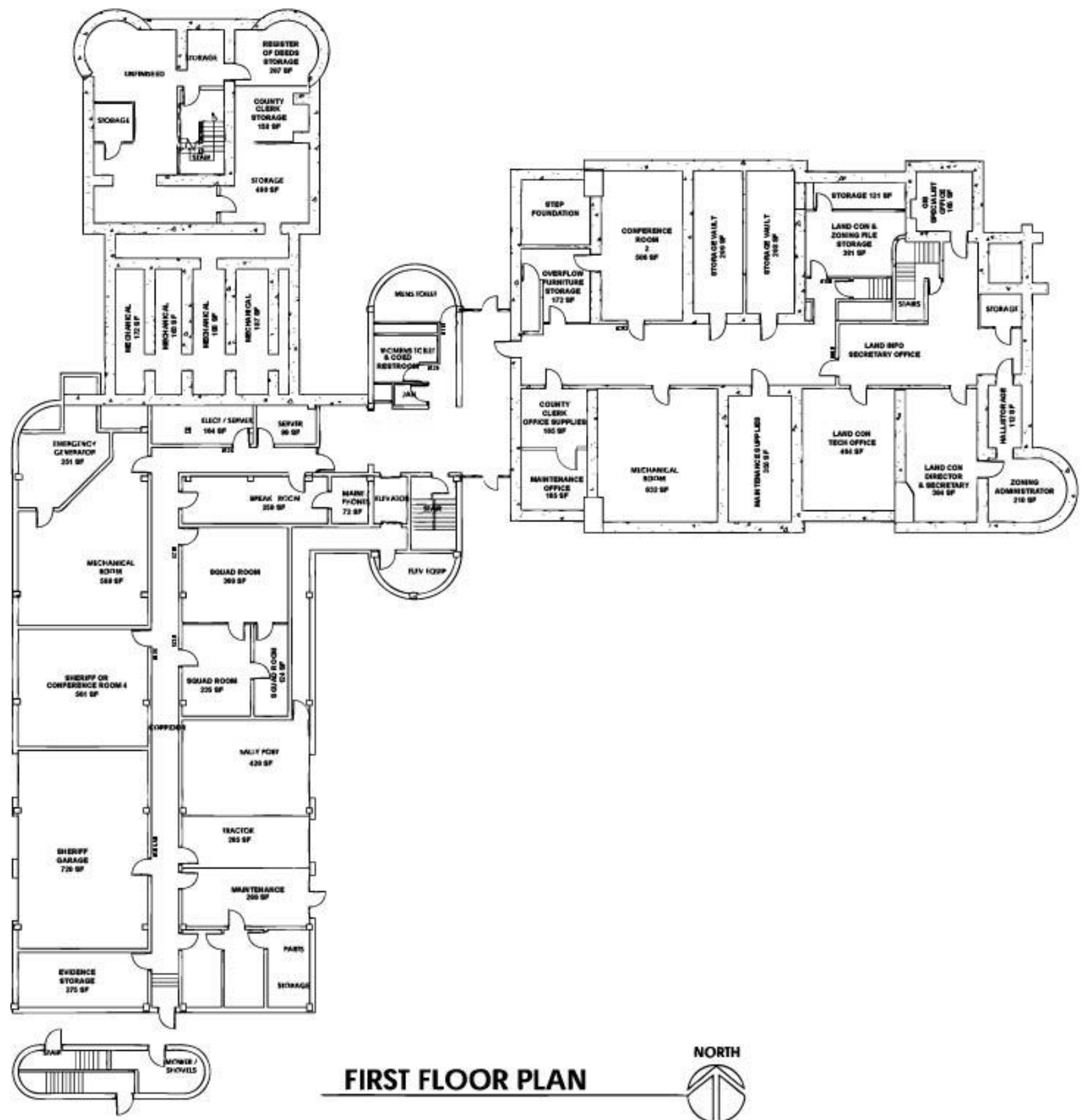
| KEY ACCESS REQUEST: | | | SWIPE ACCESS REQUEST: | | |
|-------------------------|-------|---|-----------------------|--------|---|
| RCGC ENTRANCE | | | COMMON ACCESS: | | |
| Master | M | | AREA | ROOM # | ✓ |
| ROOM | KEY # | ✓ | MAIN ENTRANCE | | |
| 100 | | | DEPUTY ENT | | |
| 108 | | | SQUAD ROOM | 123 | |
| MAINT OFF | | | | | |
| CR2 | CODE | | | | |
| KITCHEN | | | | | |
| 123 | | | | | |
| 124 | | | | | |
| 125 | | | | | |
| 138 | | | | | |
| SH GAR | | | | | |
| 1 st FL MAST | | | | | |
| 201 | | | | | |
| 202 | | | | | |
| 204 | | | | | |
| 211 | | | | | |
| CL of CTS | | | | | |
| 212 | | | | | |
| 213 | | | | | |
| 221 | | | | | |
| 221A | | | | | |
| 2 nd FL MAST | | | | | |
| 300 | | | | | |
| 301 | | | | | |
| 303 | | | | | |
| 305 | | | | | |
| 309 | | | | | |
| 310 | | | | | |
| 311 | | | | | |
| 312 | | | | | |
| 330 | | | | | |
| 334 | | | | | |
| 3 rd FL MAST | | | | | |

AUTHORIZATION ACCESS (COMPLETED BY DEPARTMENT HEAD):

Employee Name (Print): _____ Employee ID #: _____

Department Head Signature _____ Date _____

APPENDIX C: BUILDING LAYOUT AND ASSIGNMENT



- 100 Zoning & Land Conservation
- 108 Zoning & Land Conservation Files
- 118 Men's Bathroom
- 120 Women's/Co Ed Bathroom
- 123 Squad Room
- 124 Server Room
- 125 Squad Room
- 138 Sheriff's Training/Conference Room 4

