

**AMADOR COUNTY GENERAL SERVICES ADMINISTRATION**  
**12200-B Airport Rd., Jackson, CA 95642 GSA**

**Building Usage Rules – Revised May 21, 2019**

Conference rooms in County buildings are intended primarily for use by County departments, commissions and committees during normal working hours. In order to minimize the maintenance, security, operating problems and costs related to county conference rooms, the following policies have been established for the General Services Building and property.

**Conference Room Usage Schedule**

To schedule a conference room, contact the GSA Department at 223-6375 or the Agriculture Department at 223-6487 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Conference rooms can be reserved for a period of one calendar year (January – December). New requests for bookings need to be submitted annually.

It is preferred when scheduling your own reservations that the GSA Conference Room Calendar is used so that it can be modified/deleted by another user if necessary as opposed to using solely your personal calendar.

**Use during regular Business hours**

If the conference rooms are used during regular business hours any activity inside or outside the conference room that disrupts County business is prohibited. All users of the conference rooms must stay within common areas and not meander throughout the building. Access the conference rooms through vestibules not main lobby/entrance.

**After Hour Building Use**

For after hours building use, contact the GSA Department at 223-6375 or the Agriculture Department at 223-6487 with the name of the person responsible for use of the building between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Preemptive Use**

Prospective conference room occupants need to be aware that GSA conference rooms are intended for County business only and all other scheduled uses are subject to cancellation should the County require the space for its purposes. If the need to exercise this right arises, the County will make efforts to notify, when possible, 24-hours in advance allowing time for Non-County users to reschedule. The County reserves the right to utilize its facilities at any time and may bump previously scheduled events in any conference room for the purpose to serve the County's needs.

**Fees**

The use of County conference rooms by outside agencies is subject to fees, if permitted. A Use Permit is required for outside agencies to use any County property and may be requested by contacting the GSA Department at 223-6375.

**Food in Conference Rooms**

The serving of food, except for beverages, in County conference rooms is discouraged. However, food items shall be confined to the employee break room and conference rooms. If exceptions are allowed, occupants of the facilities are responsible for cleaning and disposing of all garbage and food. Food and garbage exceeding existing trash receptacle capacities must be removed from the

premises by the user. Please *do not* leave any food or drinks in the lunchroom, conference rooms or refrigerator. Sanitize and wipe off all tables until clean.

### **Employee Break Room**

This area is meant for employees and shall remain free from any disturbance. Employee's use is from 11:00 am to 3:30 pm Monday through Friday.

### **Cleaning**

If a spill occurs, please clean the area immediately. If the spill requires additional deep cleaning, please leave a note on the conference room door and at the GSA main counter indicating what the spill contained. Users are responsible for thoroughly cleaning the conference room tables after use and depositing all trash in the appropriate containers.

All Write-On Wipe-Off Boards are required to be cleaned after use.

### **Bulletin Boards & Wall Hangings**

The Department of General Services is responsible for bulletin boards located in public areas with the exception of bulletin boards maintained by the Clerk of the Board of Supervisors and those buildings delegated to other Departments. Only announcements of County or County-sponsored activities are permitted. Advertisements for goods or services, political announcements and announcements for activities and programs not associated with County services or County-sponsored services are prohibited. All wall or ceiling hangings or other items attached to the facility's physical structure, either by permanent or temporary means, should be installed by Facilities Management.

### **Prohibited Items in Counties Facilities**

The carrying, transportation, use or possession of dangerous weapons or dangerous articles is prohibited in or upon any County building or grounds. The only exceptions are firearms under the control of a peace officer or other authorized personnel.

Hazardous materials including, but not limited to, explosives or other toxic materials are not permitted in a County facility without a valid permit.

The possession and use of alcohol and controlled substances is prohibited on County premises.

**Only animals that are essential for required duties will be allowed in County facilities.**

Guide, signal or service dogs for the disabled are permitted.

Generally, solicitation is not permitted on County facilities or grounds. This prohibition also applies to County employees. However, under some circumstances, parties are permitted to sell products or solicit funds in County facilities or grounds. These parties must have specific written permission from the Director.

Any questions or problems related to vendors and solicitors should be directed to the Director.

Smoking is prohibited in any County facility.

No illegal activity of any kind shall be conducted in the building or on the grounds.

### **Equipment and Furnishings**

Any arrangements for use of microphones, audio-visual equipment and other equipment must be made with the appropriate department. All users are responsible for restoring all furniture to the original configuration.

Heaters are not authorized for use in work areas of County facilities. Fire codes prohibit the use of any portable device that produces heat in a public building. If a problem exists with temperature control, contact Facilities Management at 223-6370.

Electrical multi-plugs, excluding surge protectors and multiple outlet string with built-in circuit breakers, are not permitted in County facilities. Requests for increased electrical service should be submitted to Facilities Management.

All coffee pots must be turned off or unplugged after office hours. Electrical connections of coffee pots located outside of lunchrooms must meet minimum safety requirements.

Burning candles in the work place is prohibited. The open flame creates a potential fire hazard, especially where flammable liquids and/or combustible materials are present or stored.

### **Fire Safety**

Fire corridors and exits must be kept free of obstructions or impediments to allow instant use in case of fire or other emergency. Accumulation of equipment, furniture, combustible materials or debris in exit ways is not allowed.

Fire extinguishers are provided for all County-owned facilities. Each employee should know the location of the nearest fire extinguisher and how to operate it. If a fire extinguisher is discharged, immediately contact Facilities Management for replacement.

### **Lights**

The interior building lights are programmed to shut off automatically at night. A master double switch is located at the main entrance under the alarm keypad and must be switched on to operate lights after normal business hours. Please turn off room lights and master light switches when exiting the building.

### **Energy Conservation**

In order to conserve energy, please avoid opening or propping the doors/windows to avoid heat/air to escape from the conference room. If there is a need to open or prop open a door or window for ventilation, please close and secure them before exiting. Heating or air conditioning is not routinely provided in conference rooms before or after normal building operating hours because of staffing and energy use restrictions. Exceptions may be granted upon request to the Director.

### **Boot Cleaning**

Boot cleaning facilities and a water hose if needed are located at the left hand corner of the building.

### **Alarming the Building**

If you are going to be in the office past 5:00 PM, please write your name on the white board in the lobby. This will allow staff to know who is left in the building for security and safety reasons. When you exit the building, remove your name from the white board. The last person leaving the building must ensure the lights are off, building doors are locked and then arm the building. If you find a door that cannot be locked, please block it closed so the wind does not blow the door open and please contact Facilities Management the next day.

#### *To alarm the building:*

Press "Command" and follow the menu provided. When a "code" is requested, simply present your access card in front of the alarm control unit and respond to the prompts. Upon entering the building, you will be alerted that the system is activated by a chime. When disarming the system, you have 30 seconds before the alarm activates. When arming the system, you have 60 seconds to leave the building before the alarm activates. If the alarm is inadvertently set off, call the alarm company at 888-728-3883 and advise them of the false alarm.

### **Locking the Building**

If you turn your outside door key all the way to the left, this will unlock the door. To release the key, rotate the key back 90 degrees and remove. If you wish to keep the door unlocked, turn the key, all the way to the left and then rotate all the way to the right; you will hear a click. This indicates that the door lock has been released. This will allow the door to be closed and remain unlocked. To lock, rotate to the left and back 90 degrees, and remove the key.

### **Parking**

Adequate parking spaces are provided in the parking lot in front of the building and in the lot across the street in the gravel lot. There is no parking (with the exception of the County mail van) in the alley between the General Services Building and the storage building next door. In addition, there is **no parking on Airport Road** in front of this facility. Blocking off any portion of the parking area is prohibited, unless permitted by the Director. There is no overnight or extended parking in the GSA parking lot.

### **Reporting Damage/Building Emergencies**

Any damage or building emergency should be immediately report to: The GSA Department at 223-6375 or Jon Hopkins in the GSA Department at 223-6759. For an emergency after hours call 911.

### **Damages**

Users will be charged for any damages. Failure to pay such charges will result in loss of future use privileges.

Verifiable abuses of any of these rules may result in loss of use privileges.

**THANK YOU FOR YOUR COOPERATION!**