

GUIDELINES FOR THE STATE OFFICE ENVIRONMENT

Policy ES-09

PURPOSE

The Bureau of Administration has adopted a number of recommended operational procedures and standards for the promotion of a safe, efficient, professional, and clean office environment operated by the Executive Branch. This policy applies to State-owned facilities. Department Secretaries and agency leaders are encouraged to adopt these policies in their State-owned and leased facilities in order to maintain uniformity in the workplace.

GUIDELINE RECOMMENDATIONS

- A. **Display/Hanging Items**. Papers, post-it notes, maps, jokes, pictures, or any other item which are posted, taped, pinned, or hung on the outside of cubicle wall panels or in any systems furniture corridor or in any major hallway are discouraged. Agency posters should be framed and may be hung in the office areas if approved by the respective Department Secretary. Agencies may issue additional rules regulating what items may be displayed or hung inside cubicles. For safety reasons, **holiday decorations using electricity or live Christmas trees are not allowed**. Holiday decorations may not block hallways, impede walkways, or restrict access to fire escapes. The State is not responsible for personal items or decorations brought into the office.
- B. **Plants and Above-Panel Storage**. No office items should appear above the general eye level of the office panel tops. Houseplants and storage or display of items on top of file cabinets, binder or storage bins, or panels are strongly discouraged. Plants which are over-watered can cause electrical or fire hazards as well as damage to equipment. Plants are allowed but may not be hung from the ceiling or be placed near electrical equipment or on top of systems furniture file cabinets or binder bins.
- C. **Signs**. The Bureau of Administration is responsible for all interior and exterior signs (on the Pierre campus) and will furnish standard cubicle nameplate signs for each employee, if requested.
- D. **Permanent and Exterior Walls/Office Walls**. Only framed and matted photos, certificates or artwork may be hung on permanent walls, exterior walls and office walls as approved by the Department Secretary. In order to avoid coming in contact with plumbing or electrical wiring, agencies should consult with Buildings and Grounds (773-3344) **BEFORE** mounting anything on the walls. Agencies may request that the items be hung by Buildings and Grounds staff as time permits.
- E. **Coffeepots/Electrical Appliances/Candles**. Because of electrical limitations in office environments, individual microwave ovens, toasters, and other appliances are not permitted in an individual's cubicle space. The use of small appliances such as

"office" coffeepots, microwaves, small refrigerators, and toasters is allowed provided electrical circuits are available, but they must be located in common areas. Contact Buildings and Grounds (773-3344) for information prior to use of electrical appliances. **For safety reasons, portable electric heaters, candle warmers, and candles are expressly prohibited in State Office space.** Portable electric heaters, candle warmers, and candles will be removed by Capitol Protective Services or custodians.

- F. **Hallways.** For safety reasons, no furniture, file cabinets, chairs, bookcases, or other items may be stored or used in any corridor or hallway, and under no circumstances may fire exits be blocked.
- G. **Records Management.** In order to keep the number of file cabinets to a minimum and also to keep office files current, employees are asked to periodically review files in accordance with their established records retention schedule. Records Management (773-3589) will assist agencies with all records management needs.
- H. **Facilities Planning Team (FPT).** Agency remodeling or office staff move requests must be planned and organized through the Facilities Planning Team. The Team meets every Wednesday morning and consists of representatives from every agency who will be involved with the moving of phone lines, computers, systems furniture, construction and remodeling needs. All agencies are required to appoint an "agency contact" who coordinates with the Facilities Planning Team for move or remodel projects. Phone: 773-3688.
- I. **Office Carpet Standards.** When remodeling state office space, the Bureau of Administration currently utilizes a standard carpet weight, fabric, weave, and color combination. The use of standardized carpeting has been carefully evaluated in terms of pattern wear, durability, ease of maintenance, quality, and appropriateness to the work area. Limited carpet selections are on contract and available to agencies. Buildings and Grounds (773-3344) will provide available contract carpet samples as requested. All agency personnel who work at a desk must have a chair mat.
- J. **Office Paint Standards.** Agencies who request periodic repainting of office areas are restricted to a selection of Glidden paints which are currently on contract through the Office of Procurement Management and periodically applied by Buildings and Grounds staff. Those wall color selections are: 2011 Soft Off White 44YY75/094; 560 Russian White 20YY68/102, 1169 Star Cluster 30GG72/016, and the Standard off-white office color known as C2. Paint standards may be waived for conference room areas.

Paint selections on systems furniture trim, peds, overheads, and base feeds must conform to existing inventory standards in general office areas.

- K. **Technical Conference Facilities.** Conference rooms which include DDN, plasma screens, projectors, internet conferencing, video equipment and other technical gear must be designed and installed by BIT at agency expense. Contact BIT for further information.
- L. **Recommended Space Allocations.** Based on research provided by the Federal General Services Administration (GSA), several office furniture space consultants, and data within the Bureau of Administration, the following space guidelines are recommended for State agencies in State-owned and leased spaces:

**Bureau of Administration
WORKPLACE STANDARDS**

| <u>Job Description</u> | <u>Maximum Space Allowed</u> | <u>Office Type</u> |
|-------------------------------|-------------------------------------|---------------------------|
| Constitutional Officer | 200 sq. ft. | Private |
| Elected Official | 200 sq. ft. | Private |
| Cabinet Secretary | 200 sq. ft. | Private |
| Deputy Secretary | 125 sq. ft. | Private |
| Division Director | 125 sq. ft. | Private |
| Executive Director | 125 sq. ft. | Private |
| Program Director | 80-100 sq. ft. | Private*/ EWS |
| Program Administrator | 80-100 sq. ft. | Private*/ EWS |
| Legal Professional | 80-100 sq. ft. | Private*/ EWS |
| Professional | 64-80 sq. ft. | WS/EWS* Private* |
| Administrative/Clerical | 56-64 sq. ft. | WS |
| Intern/Frequent Traveler | 36-56 sq. ft. | WS |
| Word Processing Pool | 36-48 sq. ft. | WS |

Private* - Private Office allowed **IF** building design and layout permits
EWS – **Executive Work Station** **IF** building design and layout permits
WS – Standard **Work Station**

Note: Space size may vary somewhat, depending on building construction, layout, and design. Agencies may request 8% additional space (based on number of approved FTE's) when remodeling or moving.

POLICY INDEX

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REVISION LOG