

## 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, candle warmers and candles are expressly prohibited in State Office space.** Candle warmers and candles will be removed by Capitol Protective Services or custodians or at the direction of the Bureau of Administration. The use of portable electric heaters is discouraged but may be used on a limited and temporary basis, such as where the central building heat system is unable to maintain a target work temperature, for specific health needs, or for other extenuating circumstances. Under limited use situations, the selection and use of the space heater should follow the criteria listed below.

- Before operating the space heater, the user should check that the need cannot be met by an adjustment of the building HVAC system;
- Space heater has a thermostat to automatically shut down the unit when the desired temperature is achieved;
- Space heater is placed on the floor and kept away from combustible material, e.g., file cabinets, desks, trash cans, and paper boxes;
- Space heater is turned off when the area being heated is not occupied;
- Nothing is placed on top of or touching the space heater;
- Space heater is in plain sight; and
- Space heater is plugged directly into a wall outlet.

Electric heaters not meeting these requirements may be removed at the direction of the Bureau of Administration.

- 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 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.

Color selections on systems furniture work surfaces, base panels, trim, peds, overheads, and base feeds must conform to existing inventory standards.

- 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**

**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.

<b><u>Job Description</u></b>	<b><u>Maximum Space Allowed</u></b>	<b><u>Office Type</u></b>
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

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

- M. **Office Space Key Request.** State agencies occupying State-owned office space in Pierre, SD, may request necessary keys for personnel employed by such agency to gain access to their office space. Each request should be sent via email to Buildings and Grounds and contain the reason for needing the key, e.g., new employee, lost key, additional key for current employee. Requests must be approved by the director of Buildings and Grounds.

All key requests must come from the department secretary/bureau commissioner or an individual who has been authorized by the department secretary/bureau commissioner to request keys. Keys will not be issued unless the request comes from either of these sources. The number of authorized individuals should not exceed two, and each agency will be responsible for authorizing the individual(s) and updating Buildings and Grounds of any changes to the individual(s) authorized for these duties.

It is recommended that each agency keep a key log with the following information: Employee name, employee number, key number(s), date issued and date returned. Upon personnel leaving employment from the agency or the State of South Dakota, the authorized individual of the agency shall ensure the key(s) issued to the departing employee are collected and returned to Buildings and Grounds.

Upon the loss of a state-issued key, the employee must report the loss immediately to their supervisor, who in turn must timely report the loss to an authorized individual within their agency. The authorized individual must contact Buildings and Grounds and report the lost key. This reporting process collectively should take no longer than 48 hours. Buildings and Grounds will evaluate the loss and recommend corrective action as necessary. If the lost key is later found, it must be returned to Buildings and Grounds.

<i>Scott W. Bollinger (original signature on file)</i>	5/16/18
_____ Scott W. Bollinger, Commissioner	_____ Date

## **POLICY INDEX**

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**Replaces Policy:** ES-97-2  
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## **REVISION LOG**

August 2017 Updated space heater use and paint standards, editorial changes  
May 2018 Added Office Space Key Request section