

John D. Price

Building Guidelines

1. General rules:
 - a. Offices may be private, shared, open, or in cubicles as appropriate and available.
 - b. Offices will be assigned based on need, availability, and suitability for the intended use.
 - c. All work requests must be submitted at <http://webapps.fcps.net/workrequest/>
 - d. All meeting room requests must be submitted at www.facilitron.com
 - e. All employees will have a Sonitrol badge to the building and a key to their office and will be expected to use them. If you need either, please see building manager. You are responsible for locking and unlocking your door every day.
 - f. On last day of your employment, please return key and Sonitrol badge to building manager.
 - g. If you have weekend access, please call law enforcement at 859-381-4200 when you enter the building.

2. Painting
 - a. Offices will only be painted the color they are currently.

3. Furniture
 - a. The building manager must approve all office furniture purchases. This does not include desk chairs.
 - b. When purchasing desk chairs, we recommend you use KPC Architectural Products. You can reach Angie Smith at a.smith@kpcarch.com
 - c. All furniture requests must come to the building manager. Please keep in mind we have a limited supply of furniture. If new furniture is needed, that department will be responsible for payment. Please email heidi.reihing@fayette.kyschools.us

4. Moving
 - a. Please communicate with the building manager at least two weeks before any move or furniture arrives.
 - b. No office furniture will be moved into a different office unless approved by the building manager.
 - c. Label every item and box to be moved; items without labels will not be moved. Please label your chair, garbage can, foot rest, etc.
 - d. Empty and pack all bookcases, overheads, desk drawers, pedestals, and file cabinets. Please clean out drawers if you are not reusing the desk.
 - e. It is not acceptable to take any furniture, chairs, or office equipment out of other offices.
 - f. When packing for moving offices or sending materials to schools, please do not pack the boxes too heavy.

5. Walls

- a. Anything on the walls that is property of Fayette County Public Schools will be removed by Maintenance, the building manager, or one of the custodial staff.
- b. Our maintenance department has a second shift that may perform some of these work requests. The item to be hung must be in your office before you send in the request. The location that you want the item hung must be marked on the wall with a Post-It note.
- c. 3M strips should be used to hang most things. If 3M strips will not work, Maintenance will be called to hang the item.
- d. Do not drill holes in any office doors.
- e. Writing or drawing on walls is prohibited.

6. Hallways

- a. The main hallways in each building are considered exit corridors. The **fire code** requires that these corridors remain free of obstructions that can hinder personnel from exiting the building during an emergency.
- b. The building manager must approve any items placed in the hallway. Please email heidi.reihing@fayette.kyschools.us to gain approval.
- c. The building staff needs at least 12 hours' notice to move boxes to mail, courier, or cars.

7. Construction

- a. The building manager must approve all construction projects first. This includes new offices spaces and walls. Please email heidi.reihing@fayette.kyschools.us to gain approval.

8. Other

- a. Please keep in mind when several people are gathered at the front desk, it is hard for the switchboard operator to hear callers.
- b. Please keep confidential conversations clear of the switchboard area.

9. New Employees

- a. Please give the building manager at least two weeks' notice of new employees.
- b. The building manager is responsible for the following
 - i. Badge activation – **please don't contact Electronics**
 - ii. Assigning office keys
 - iii. Ordering office name plate
 - iv. Ordering magnetic name badge
 - v. Building distribution email additions
 - vi. Communicating with webmaster for staff directory updates
 - vii. Emergency management
 - viii. Facilitron accounts
 - ix. Welcome letter and gift
 - x. Furniture needs
 - xi. Updating the building map

xii. Updating switchboard phone list

10. Building Meetings

- a. The building is open 8 a.m. to 5 p.m. during the school year and 8 a.m. to 4:30 p.m. during the summer. If you hold meetings before or after these times, you will be responsible for letting attendees in the building.
- b. The front doors may not be propped open for meetings, trainings, weekend events, etc.
- c. The building manger will decide is a custodian is needed for weekend events. If one is needed, the department holding the meeting will be responsible for paying the overtime.

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