

**CITY OF HALLANDALE BEACH
ADMINISTRATIVE POLICY**

DATE OF ISSUE: December 13, 1996

NO.: 2015.009/R1

EFFECTIVE DATE: January 13, 1997

SUBJECT: Office
Cleanliness and
Building
Standards
Procedures

REVISION DATE: March 11, 2002

APPROVED: _____

R. J. Intindola, City Manager

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CROSS REFERENCE: 2015.010 EMPLOYEE LOUNGE, MUNICIPAL COMPLEX

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I. PURPOSE/INTENT

The purpose of this Administrative Policy is to ensure offices, halls, lobbies, conference rooms, and overall building facilities will be maintained and kept clean by those using City facilities. Although this policy is specifically written for the Municipal Complex, it is intended all City staffed facilities shall follow suit.

II. DEFINITIONS

Building Committee - five member Committee representing Municipal Complex departments, responsible for establishing and implementing procedures to ensure issues identified in this policy and policy 2015.010 are maintained.

Facility(ies) - For the purpose of this policy, facility shall include, but limited to, all City offices, halls, lobbies, conference and training rooms, physical agility room and lounges.

Hanging(s) - Shall be, but are not limited to, all pictures, photographs, posters, paintings, maps, plaques, awards, certificates, shelves and designs, which can be hung on a wall or ceiling.

Work Stations - Departmental work areas which have been assigned to a specific employee, or shared as a common work

station among department staff. Work stations are departmental work areas excluding private offices, conference and training rooms, and Employee Lounge.

III. POLICY/PROCEDURES

A. Building Committee

1. The Building Committee shall consist of five departmental staff members from the following respective departments: Central Services, Police, City Manager's Office and two members at large from Municipal Complex departments. Initial representatives shall be appointed. However, changes in Committee membership must be approved by the City Manager or designee. Recommendations for appointment to the Committee must first be approved by the employee's immediate supervisor prior to submitting the recommendation to the City Manager's Office for approval.

The Committee shall notify departments as to who serves on the Committee and changes in representation.

2. The Building Committee is to establish and implement procedures to ensure, enforce and report on issues identified this policy and policy 2015.010.
3. The Building Committee shall be responsible to review, recommend and report to the City Manager or Manager's designee on the following issues.
 - a. Examine general building cleanliness of common areas and multi-user rooms, such as but not limited to, halls, lobby areas, and conference rooms, to determine if routine cleaning are satisfactory.
 - b. Review departmental work station areas for tidiness and cleanliness. Untidy and/or unclean work stations will be recorded and reported to the staff working in those areas.
 - c. Review aesthetic building renovations to ensure consistency with the Municipal Complex Interior Building Standards Manual and to advise department directors of same.

- d. Review building decor to ensure consistency with Municipal Complex Interior Building Standards Manual and this policy.

B. Building Maintenance

1. Accidental, non-emergency spills stains and/or damages to work surfaces and interior finishes shall be reported to the Department Director. In turn, the Director shall report the damages to the Central Services or Department of Public Works for repair and/or cleaning.

The individual Departments will be responsible for notifying DPW (through a work order) when an office is vacated due to an employee leaving. The work order will request that the office be repainted and patched as necessary prior to a new employee moving into the office.

Responsible Departments shall maintain a record log of all damages and repairs. The log should include date reported, date of damage, type and seriousness of damage, and location of damage.

2. The Central Services Department shall be responsible for overall facility maintenance through the coordination of issuance and execution of outside maintenance services agreement.
3. The Department shall also be responsible for coordinating annual or routine building maintenance, such as floor buffing, through the issuance of a Building Maintenance Manual.
4. Daily maintenance such as cleaning of common areas as well as private offices, shall be performed by Department of Public Works custodial staff or outside contractor as may be approved by the City.
5. The Building Committee shall oversee work stations and common areas for cleanliness and consistency with the Building Standards Manual, see the Building Committee Section of this policy.

C. Work Stations and Private Offices

1. Desk top players such as radios, cassettes or CD players are permitted, one per work room at the

discretion of the Department Director. Players will be prohibited if they are considered to be disruptive to the public or surrounding office members. Radio, cassette, and CD head set players, such as Walkman radios, are prohibited at work stations, except for radio head sets which may be used for dispatching and communication purposes.

2. Work stations and offices are to be kept neat and professional in appearance by the employees using the area.
3. Files, documents, reports, and papers in general, will be kept neat and organized by the responsible staff to maintain a professional appearance.
4. Historical documents shall be archived in designated areas. Documents or furnishings no longer in use by a department shall be disposed of
in accordance with the appropriate administrative policies.
5. Waste papers shall be recycled in accordance with Administrative Policy 2020.005/R2.

D. Smoking

Smoking is strictly prohibited within the Municipal Complex and within 100 feet of the building by City employees.

E. Eating, Drinking and Cooking in Offices

1. Cooking of any nature other than the boiling of water for coffee or other warm refreshments, is strictly prohibited within office areas. Microwaves, toaster and conventional ovens, full or apartment size refrigerators, and other like appliances are prohibited in office areas.
 - a. Miniature refrigerators, 3.6 cubic feet or smaller, are allowed, one per department. Refrigerators shall not be positioned in areas visible to the public.
 - b. The Building Committee may recommend more than one miniature refrigerator in a department, based upon written justification from the department director, and the size and location of divisions

in the department.

2. Food and drinks are allowed in private offices and individual work stations. Crumbs and spills must be immediately cleaned by the person eating or drinking. Food products must be disposed of in department's central waste container, rather than private office or work station waste containers.
3. Transporting food and drinks must be in an enclosed container.
4. Employee office parties, pot-luck lunches and other organized events involving food should be scheduled in the Employee Lounge according to administrative policy 2016.006.

F. Wall Hangings

1. Wall hangings and desk top personal items must be professional and suitable for an office environment. Sexual, discriminatory, religious, derogatory or offensive hangings are prohibited.
2. Permanent wall hangings serving as technical instructions or references, such as announcements, instructions, and maps, must be laminated, framed, or posted in a display case.
3. Taping, stapling, tacking, or gluing wall hangings directly to walls is prohibited.
4. Short term announcements, notices and other postings, such as "Closed for the Holidays", may be taped to glass, plastic, or formica surfaces, or posted in a display case.
5. Holiday displays and questionable hangings must be reviewed for recommendation by the Building Committee.
6. Wall hangers must be of a design approved by the Building Committee and/or hung by the Department of Public Works staff.

G. Office Decor and Furnishings

1. Televisions are prohibited in all office and common areas, except areas designated by the City Manager.

2. Furnishings and office decor shall be suitable for an office environment and consistent in appearance with the design, color and style of the building interior. Anticipated purchases must be reviewed by the Building Committee prior to processing the purchase requisition, and be consistent with the Municipal Complex Interior Building Standards Manual.

3. Wall units, bookcases and wall attached shelves must be preapproved by the Building Committee.

Wall units and wall attached shelves shall coordinate with the overall office appearance and color scheme to provide a finished and professional appearance.

4. Central locations shall be provided for posting of public notices, announcements, calendars and related materials. Initial postings must be reviewed by the Building Committee.
5. Healthy plants are allowed and encouraged.
6. Office decorations must be professional in nature. Sexual, discriminatory, religious, sarcastic, derogatory or offensive decorations are prohibited.

IV. ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES

The Building Committee shall recommend and coordinate revisions to this policy, and updates shall be submitted by the Central Services Department.