

# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 502.04
SUBJECT: FACILITIES MANAGEMENT	INITIAL EFFECTIVE DATE: 06/27/94
TITLE: OPERATIONAL DIRECTIVE FOR CITY OF DENTON FACILITIES	LAST REVISION DATE:

### ADMINISTRATIVE DIRECTIVE:

#### I. INTERIOR WALLS, DOORS, AND WINDOWS

- A. The Facilities Manager will be responsible for artwork in all corridors, lobbies, public access areas, and shared conference rooms.
- B. All artwork/pictures to be hung in departmental corridors and conference rooms must be approved by the department director.
- C. Walls in corridors, lobbies/reception areas, and public access areas will be clear of all items other than approved artwork or glassed-in bulletin boards (i.e., calendars, clocks, posters, or flyers).
- D. To maintain the professional appearance of the building, do not tape or staple anything to walls, doors, windows, or cabinets. Do not hang unprofessional posters, signs, or comics which are vulgar, sexist, racist, or would be considered offensive to others.
- E. Bulletin boards may be mounted in break areas for flyers approved by the department directors. No signs or flyers will be attached to the refrigerator, cabinets, walls, etc.
- F. All mini-blinds, draperies, and hanging blinds must be pre-approved by the Facilities Manager in order to ensure consistency throughout the building.

#### II. STORAGE/STACKING OF BOXES, FILE CABINETS, AND FURNITURE

- A. Store boxes in file rooms or storage areas. Do not stack boxes in offices, hallways, on desks, or on top of file cabinets.
- B. Where partition walls are used, nothing shall be stacked above or taller than the partition wall.
- C. Equipment rooms and janitorial closets are not to be used as departmental storage areas.
- D. All fire entrances and exits must remain clear of boxes, file cabinets, and furniture.

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## III. ELECTRICAL GUIDELINES

- A. The new HVAC system should preclude the need for space heaters and ceiling fans.
- B. Five to seven feet of clear area must be maintained in front of all electrical panels.
- C. All computer, telephone, and electrical cables coming out of ceiling must be enclosed in a power pole.
- D. Limit use of extension cords and extension cord vinyl floor tracks.

## IV. DEPARTMENTAL LIAISON TO FACILITIES MANAGEMENT

- A. Each department director shall appoint a facilities representative to handle the following items:
  - 1. Monitor custodial contractors — Hold weekly meetings with the custodial supervisor, inform them of complaints, and resolve any disputes; perform daily or weekly inspections; ensure building security is maintained by custodians. If the departmental representative cannot resolve a dispute, the problem can be turned over to the administrative assistant in Facilities Management for resolution. To do this, call extension 7201.
  - 2. Handle submittal of maintenance work orders to Facilities Management.
  - 3. Coordinate warranty issues (warranty period is one year) by reporting equipment failure or malfunction directly to the manufacturer or, if necessary, coordinating a facilities management technician.

## V. HOUSEKEEPING

- A. Each department director is responsible for enforcing the following housekeeping regulations:
  - 1. All food preparation and meal consumption must be done in the designated break areas only.
  - 2. Coffee makers may be located in the breakrooms or in areas with VCT or tile flooring. A trash receptacle must be located within 2 feet of the coffee maker.
  - 3. Each employee will be responsible for maintaining a neat, sanitary breakroom by

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cleaning up their personal meal trash and dishes.

4. Any dishes, food, etc., left in the breakroom by staff will be disposed of by your facilities management department representative.

## VI. BUILDING MODIFICATIONS

- A. No access to expansion areas will be allowed unless explicitly approved by the City Manager as part of an overall expansion plan.
- B. Only the break areas, restrooms, and janitors' closets designated in the architectural plans will be plumbed. The City Manager must approve any additional plumbing installed in the building, and all such work must be coordinated through the Facilities Manager.
- C. Absolutely no renovations, building modifications (i.e. structural, electrical, plumbing, or HVAC) or additions will be made without approval of the City Manager. All such projects must be coordinated through the Facilities Manager irrespective of funding sources.