

ORC:
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Board:
Other: _____

Next Review Date: 1/2024

Last Reviewed: 1/2021

Review Responsibility: Building Directors/Board of Administrative Policies Committee

FCCS PROCEDURE

NO.: 3T

SUBJECT: HOUSEKEEPING STANDARDS

Approved by: Executive Council

Effective Date: September 16, 2013

Date(s) of Revision: Mar 14, 2017; Jan 26, 2021

Responsible for Implementation: Building Directors

Procedures:

1) Artwork, Posters, Signage

- a) The agency expects work areas to present a professional, uncluttered environment.
- b) The Department Directors determine what may be hung in their department.
 - i) All artwork must be framed and hung by the agency maintenance staff, or a department representative who is trained in Maintenance.
 - ii) Thumbtacks and push pins may not be used on any walls, doors, or elevators.
- c) Corkboard strips and corkboards are available throughout the building and are the preferred method for hanging temporary fliers and notices in common areas. Blue painter's tape is to be used for affixing papers to walls, doors, or other painted surfaces.
- d) Bulletin Boards/White Boards
 - i) Bulletin boards and white boards may be hung in offices. They may also be hung in other areas of the building with approval of the Department Directors.

2) Water Coolers

- a) Personal water coolers are not permitted in agency buildings.

3) Clutter

- a) Employees are expected to maintain their workspace in an orderly manner that presents a professional and organized appearance.**
- b) Employees must keep their work materials confined to their workstation or office.**
- c) Client records may not be stored in plain view in the workstation or office. Employees will ensure client records are locked either in their cubicle area or returned to Data Management, as appropriate. Employees should place personal items such as headphones, phone chargers, other electronic items, purses, etc., in locked cabinets when not in their offices.**

4) Personal Decorations inside Workstations and Offices

- a) Employees are permitted to have a reasonable number of personal decorations and photographs in their workstation or office provided work performance is not impeded and the work area is professional in appearance and does not appear to be cluttered.**
- b) Employees' work areas must be kept organized so that information can easily be found in their absence.**
- c) Items may be hung on the cloth walls of workstations using tacks, pins, or clips made for this purpose.**
- d) Stacking of items on overheads or wardrobes is prohibited.**
- e) Employees' work area must be kept in accordance with Board Policy and Employee Handbook Policies, maintaining a work environment that is free of material that is discriminatory, harassing or sexually suggestive. (See Board Policy V.B and Employee Handbook 5A Discrimination and Harassment and Employee Handbook 5C Cultural Competency.**

5) Decorations inside the Department

- a) Decorations inside the department must convey a neat and professional appearance and cannot impede the workflow.**
- b) Seasonal decorations are allowed as long as the guidelines for hanging items are met and the decorations are approved by the Department Administrators. The area must be returned to its original condition once the holiday or season is over.**

- i. All personal appliances (i.e. coffee pots, crock pots, warmers, etc.) must be used in the kitchens only and never plugged into a workstation
- ii. Blue Painter's tape is the only tape that can be used to put decorations on the walls and doors.
- iii. No tacks or push pins are to be used on walls
- iv. No extension cords (Fused power strips may be used.)
- v. No live Christmas trees or other live vegetation (pine boughs, corn shocks, etc.) can be used
- vi. Lights should all be LED and all lights must be turned off nightly
- vii. Nothing can be hung from the ceiling
- viii. Decorations or serving tables cannot block walk areas (there must be a large egress path from all directions) including the lobby
- ix. Absolutely no open flames, candles or Sterno
- x. Space heaters are not permitted in Agency buildings by fire code
- xi. NO decorations may be placed on exit doors (including stairwell doors and hallway doors), elevators, etc. or any door that is needed to exit the building in the event of a fire

6) Plants

- a) The Agency will permit employees to have a reasonable number of plants in their workspace provided egress or ingress to work areas or offices is not impeded and the professional appearance of the work area is maintained.
- b) All plants in the building must be maintained by the owner of the plant, including proper watering/feeding, picking up dead leaves and promptly removing diseased/infested plants.
- c) Hanging baskets from the ceiling is not permitted.

7) Radios or other Electronic Devices

- a) No personal televisions are permitted in any office locations.

- b) Employees may listen to electronic devices in their workspace; however, the volume must be kept at a level that does not interfere with the work of others.
- c) If the electronic device is audible to co-workers and they find it distracting, the employee must turn the volume down or use headphones.

8) Perfumes, Potpourri, Air Fresheners

- a) The agency is concerned about maintaining a healthy work environment for all employees, including those who suffer from allergies and other medical conditions that make them susceptible to air quality.
- b) Employees may wear perfumes and colognes in moderation, keeping in mind any co-worker's sensitivity to them.
- c) No air fresheners, oil diffusers or potpourris are allowed in a work area unless all employees in that area agree.
- d) Insect sprays may only be applied by professional exterminators.

9) Eating and Drinking in the Office

- a) Employees are permitted to eat and drink at their desks or in conference rooms, provided no meetings are scheduled in conference room.
- b) After eating in a conference room, employees must place any garbage/recyclables in the appropriate receptacles in the lunch room and clean the table of debris/liquids.

10) Coffee Pots, Microwaves and Refrigerators

- a) Coffee pots, microwaves, refrigerators and other cooking appliances are not permitted outside of the kitchen areas.
- b) There are agency provided carafes available so staff can pour their brewed pot of coffee in a carafe and free up the coffee maker for others to brew coffee.
- c) Anyone using the carafes or coffee pots should ensure they are properly cleaned on a daily basis and coffee machines turned off at the end of the shift.

11) Kitchens

- a) Employees are expected to clean up after themselves, including cleaning up spills on the counter and in the microwaves, wiping out food debris from the sink and disposing of garbage or recyclable items in the appropriate containers.
- b) The refrigerators and microwaves will be cleaned by employees on that floor once every two weeks on a rotating basis. On the scheduled cleaning day, everything in the refrigerator that is not labeled and recently dated will be thrown out. A cleaning schedule will be posted in each lunchroom.
- c) Employees are responsible for washing any dishes they use and putting them away promptly. Any dirty dishes left in the kitchen will be thrown away.
- d) Employees may store dishes and kitchen supplies in the cupboards and drawers in the kitchen.
- e) Given the large volume of staff in agency buildings, staff is asked to be conservative and considerate regarding the quantity of food they store in the agency refrigerators/freezers.

12) Prohibited Items or Activities

- a) The following items or activities are prohibited:
 - i) Space heaters
 - ii) Open flame such as candles
 - iii) Wax burners/warmers
 - iv) Extension cords
 - v) Smoking in buildings, entryways or any location except the outside designated smoking area
 - vi) Non-agency issued window coverings or treatments
 - vii) Pets

- 1. Pets are not permitted in Agency Facilities except as outlined below:

Service animals are permitted in public buildings. OAC 4112-5-02 defines *Animal assistant* as: **any animal which aids the disabled**. The Americans with Disabilities Act (ADA) 28 CFR 35.104 defines a *service animal*

as: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.

13) Bicycles

- a) Bicycle racks will be provided for all major office locations.
- b) Employees are responsible for their own bicycle security.
- c) No special building or indoor storage will be available for bicycles, motorcycles or cars.

14) Quiet Room/Shower Room/Lactation Room

- a) Quiet rooms and shower rooms have signs outside the doors indicating if the room is in use or vacant.
- b) Employees who use these rooms are expected to change the sign to indicate 'in use' when entering the rooms, and to 'vacant' upon leaving the rooms.
- c) Employees are expected to clean up after themselves. Cleaning supplies for the shower will be provided.
- d) Each agency office location will have space designated for lactation in accordance with the Fair Labor Standards Act.

15) Personal Furniture

- a) Employees are permitted to have personal furniture in their office or workstation, provided it is in good condition, does not interfere with egress and does not interfere with the work function.

16) Key Cards

- a) Employees who routinely visit multiple agency locations may secure key card access between Monday-Friday 8-5, with approval from their supervisor. Following supervisor approval, employees are to contact the Facilities secretary for key card access.
- b) Employees from other FCCS locations who do not have key card access will be issued a visitor key card at the front reception desk. These key cards must be returned to the front reception desk when employees leave the building.

- c) Visitor key cards are not intended to be used to replace lost or damaged key cards. Staff must immediately report a lost key card to the Facilities Department and complete an Employee Incident Report regarding the loss. A key card will not be replaced until an EIR is completed.

17) Security

- a) Employees entering any agency buildings outside of their regular work hours, must sign in and out at the front reception desk.
- b) Employees must wear Agency ID in a visible location while on agency property. Employees without agency ID will not be permitted access through employee entrances.

18) Client Belongings

- a) Any client belonging, including car seats that are brought into Agency facilities should immediately be placed in a sealed bed bug container.
- b) Client belongings should not be stored in an employee workstation or office for longer than 48 hours.
- c) Long term storage of client belongings, no longer than 90 days, is to occur in the areas provided at each location.

19) Enforcement of Standards

- a) Supervisors will address violations of the Housekeeping Standards with the employee.