



**William E.
Powers Building
Operations Handbook**

DEPARTMENT OF ADMINISTRATION
Jonathan Womer, Director

DCAMM – Security/Facilities Management

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Table of Contents

Approval and Implementation	3
Introduction.....	4
1. Visitor, Vendor & Contractor Access Policy and Hours of Operation.....	5
2. Identification Cards.....	7
3. Facilities for Meetings, Conferences and Functions.....	8
4. After Hours Building Use	10
5. Parking	11
7. Loading Dock/Delivery Services.....	13
8. Work Stations.....	15
9. Energy Conservation.....	15
10. Appliances.....	15
11. Smoking Policy	15
12. Emergency Evacuation	16
13. Cafeteria.....	17
APPENDIX.....	19
Appendix A.....	20
Appendix B	21
Appendix C	23

Approval and Implementation

THE WILLIAM E. POWERS BUILDING OPERATIONS HANDBOOK


The WILLIAM E. POWERS BUILDING Operations Handbook and Annexes have been approved for implementation by:



Marco Schiappa
Director,
Division of Capitol Asset Management & Maintenance

Date

6-7-24



Edward Butler
Chief Property Manager
Division of Capitol Asset Management & Maintenance

Date

5/9/24

Introduction

This operations handbook is to provide a reference for Department of Administration employees and tenant agencies occupying space within the William E. Powers building. It outlines the policies and procedures for use of the building. Such policies are subject to revision and will be reviewed annually.

If you have any questions, recommendations, or concerns regarding this document, please discuss them with your supervisor, department head, or contact the Division of Capital Asset Management & Maintenance (DCAMM) Security or Facilities Management at 222-6200.

1. Visitor, Vendor & Contractor Access Policy, and Hours of Operation

All visitors entering the Powers Building are required to present an acceptable form of photo identification at the visitor information desk in the first-floor lobby. Whether a visitor enters the building through the first-floor Smith Street, first-floor courtyard, or ground floor garage entrances, they must immediately report to the visitor reception desk in the first-floor lobby of the Powers Building to be registered and screened prior to proceeding further into the building. Security/Capitol Police will enter all visitor information into the management system. If employees are hosting pre-scheduled meetings with multiple visitors (more than five (5) persons), they should provide security personnel with advance-notice of the number of visitors, their identities, date of visit, and purpose of the meeting.



Acceptable forms of Identification: Government-issued photo ID (driver's license, Real ID, passport, federal, state, city ID), school, college, or university photo ID.

1.1 Access for Visitors, Vendors & Contractors

A visitor is defined as any individual who does not possess a valid Rhode Island State photo access identification (ID) card. Visitors may include "staff" who have lost, misplaced, or damaged their issued ID cards, outside agencies, organizational personnel, contractors, commercial vendors, and service and repair company employees. State employees who have picture IDs will not be required to wear visitor badges. All employees located in the Powers Building must visibly display picture identification cards on their person.

1.2 Hours of Operation

The Powers Building is open to the public from 8:30 a.m. to 4:00 p.m. Monday - Friday excluding state holidays, unless special events or meetings have been scheduled beyond those times. Agencies holding special events or meetings outside of normal business hours must advise DCAMM Facilities at least one week in advance. Advance notice will allow DCAMM to coordinate staff and security support. Agencies within the Powers Building may have different hours of operation. Visitors should consult the agencies' websites for their hours of operation. To ensure the safety and security of the state employees and the public who visit this facility, only designated employees of the Department of Administration and tenant agencies, who are allocated space for daily operations within the Powers Building, are allowed in the building after hours unless otherwise specifically authorized. Agencies requesting visitor access outside of normal operating hours will require approval from DCAMM Facilities Management and may

incur additional costs for added security staffing. See (DOA Conference Room Request Form - Appendix A) to request after hours use. In case of an emergency there is Capitol Police coverage twenty-four (24) hours a day and they may be contacted at 222-1000.

Normal Staff Hours - The Powers Building is open to staff from: 7:00 a.m. – 5:00 p.m./Monday – Friday.

The primary entrances for public access to the building are the 1st floor East Plaza entrance and through the 1st floor Smith Street entrance. After 5:00 p.m. both the Smith Street and East Plaza entrances will be kept locked. Access can be gained by ringing the bell using the button mounted to the right plaza door entrance. Staff with an employee ID card will be able to enter through these entrances until 5:00 p.m. with 7:00 a.m. to 5:00 p.m. building access.

1.3 Visitor, Contractors, and Vendors

All visitors, contractors and vendors must check in with Security. Visitors, contractors, and vendors will report to the Security Visitor Management desk in the main lobby prior to gaining access to the building. Visitors and vendors entering through the garage will also report to the Security Visitor Management desk.

All Visitors, contractors and vendors will be required to present an acceptable photo ID and identify their destination in the building. The Security Officer/Capitol Police Officer will enter the information into the visitor log.

Visitors younger than 16 years of age must be accompanied by an adult and are not required to produce a photo ID. Unaccompanied visitors under the age of 16 will be denied access to the building.

Visitors who are unable or unwilling to produce an acceptable photo ID will be denied access to the building. Visitors denied access will be instructed to contact the agency they wished to visit by telephone, email, or U.S. Mail.

1.4 Prohibited Activities

The following activities are disruptive to normal business operations and have been prohibited:

- Commercialism shall not be permitted in the building.
- Persons who are political candidates or their representatives are not permitted to carry on any campaign activities on the premises. See the Federal Hatch Act and RI General Law 36-4-52 and 36-4-53 for further information on restrictions that apply while in State facilities.

2. Identification Cards

2.1 Identification Card/Access Badge Issuance

All employees located in the Powers Building must visibly display picture IDs on their person at all times while on the premises. New or replacement IDs can be obtained at lobby visitor desk Monday – Friday, except holidays, between 9:00 – 11:00 a.m. To obtain an ID outside of these hours, you must schedule an appointment through DCAMM by phoning 222-6200. Report lost or stolen IDs immediately to DCAMM 222-6200.

2.2 Identification Card Access Levels

When obtaining a new employee ID for access to the Powers Building, you will need to complete the Department of Administration's ID application form. See (ID Card Application - Appendix B). For general staff access during normal hours (7:00 a.m. – 5:00 p.m.) and access to the above ground parking lot areas adjacent to the building the application will need to be signed by either Human Resources or the employee's supervisor and the employee him/herself. Access beyond normal hours such as seven (7) days a week, 24/7, restricted locations, or specific hours outside of (7:00 a.m. – 5:00 p.m.) will require either division chief or department head signature specifically responsible for the area of restricted access (Taxation, Server Room, Director's Suite). Access to the parking garage will require verification of payment through Human Resources. The issuance of a state identification card requires the recipient to adhere to the following requirements:

- ID card/badge shall be returned upon request or upon termination or separation of service.
- The State of Rhode Island reserves the right to revoke the authorization for an ID card where such action is determined to be in the best interest of security and the immediate surrender of any ID card upon notification of such revocation is required.
- The use of an ID card by an individual other than the ID card holder is strictly prohibited.
- Any Employee using his or her ID card to allow entry to another individual is strictly prohibited and may result in having their access suspended.
- The card holder is not permitted to extend unsupervised access to individuals who do not have appropriate State identification (vendors, former employees, and visitors), including "tailgating" where an employee allows others to enter behind them once they've opened a door with their identification card.
- A replacement ID card may only be issued if the individual to whom the ID card was issued declares in writing that the ID card has been lost, stolen, damaged or destroyed and upon payment of any applicable fees. When a fee is applied for reissuing a lost or damaged ID card, a check or money order for \$15.00 should be made payable to the "General Treasurer" of the State of Rhode Island.

- Loss of an ID card should be reported to the Division of Capital Asset Management & Maintenance immediately at 222-6200 and/or the appropriate administrator.
- Photo ID cards must be worn when entering State facilities or when working on State Property at-all-times during working hours. NO EXCEPTIONS.
- If an employee forgets his/her ID card the employee must obtain a “temporary” which will be issued at the badging office in DCAMM. Contact DCAMM at 222-6200.
- All employees must sign in and out at the reception desk when entering and exiting the State facilities outside of normal business hours.

Employees who lose or negligently damage their identification card, shall be required to provide the issuing official a check in the amount of \$15.00 made out to the “General Treasurer” to have their identification card replaced or reissued.

2.3 Key Access

Most access throughout the Powers Building is facilitated through electronic access control systems that read proximity cards. During those events or emergencies where power is lost, these systems either fail safe (open) or secure (locked). In the event access control to a space fails secure you will be able to exit the space but may need key access for re-entry. Key override is available through the Facilities Management - Chief Property Manager or through the DCAMM Director of Security.

3. Facilities for Meetings, Conferences and Functions

See Sections 3 and 4 for rules and procedures pertaining to parking and after-hours use of the building. Agencies scheduling after hours meetings, conferences or functions need to advise those attending to enter the facility (One Capitol Hill) via the doors on the plaza side or Smith Street 1st floor entrance of the building, sign into the building security logbook located in the plaza entrance lobby. The doors facing the Smith Street (plaza side) side of the building are secured at 5:00 p.m. Agencies holding these meetings must schedule events at least **seven working days** prior and submit a list of expected attendees **two working days** in advance of the event. The list must include name, business address, title, and phone number. The list must be submitted to DCAMM Facility Management and DCAMM Security to coordinate access and space availability. These procedures are essential for maintaining security in the building. All visitors must present an acceptable photo ID to enter the building.

3.1 Conference Room Capacity:

Conference room A has a capacity of 93 people sitting at tables or 201 standing. Conference room B has a capacity of 33 people sitting at tables or 88 standing, conference room C has a capacity of 47 people sitting at tables or 101 standing, depending on how the room is setup. It is the responsibility of the requesting agency

hosting the meeting or event to ensure posted room capacity is not exceeded. Any change to the set-up must be done by the requesting agency and returned to the original layout by the requesting agency at the completion of its meeting.

All requests for the use of the conference rooms on the second floor are to be made to DCAMM Facilities Management, at 222-6200. Building occupants must make their requests at least two working days prior to the event. Outside agencies must make their request in writing at least **seven working** days prior to the event.

3.2 Conference Room Rules

DCAMM Facilities Management will notify the Capitol Police and have the HVAC controlled for all events. All conference rooms have a screen and a whiteboard. Conference room A has a podium. Whiteboard markers must be provided by the user agency if whiteboard is to be utilized. Audio-visual equipment may be available through the Division of Information Technology (DoIT) Help Desk by contacting them in advance of your scheduled meeting at 462- 4357, otherwise agencies must provide their own equipment.

Also, a set-up for hearing impaired devices is available through the Commission on the Deaf and Hard of Hearing Office at 222-2105. Chairs and tables are not to be moved from one conference room to another.

Food is allowed in the conference rooms. All arrangements for food and beverages are the responsibility of those entities reserving the room. Food and beverages are available for purchase in the cafeteria on the ground floor of the building until 3:00 p.m. All arrangements for food or beverages are the responsibility of those entities reserving it. The requesting agency must ensure that noise levels are maintained at an appropriate level so as not to negatively affect adjacent conference rooms. The room is to be left in the condition it was provided with white board cleaned, tables and chairs reset to their original configuration,

3.3 Atrium

The lobby Atrium space is available for a limited number and type of displays, activities, or functions. Noise levels and crowd sizes would be of primary concern in determining whether an activity or function is appropriate. DCAMM will set up chairs and tables, which can be provided. With advance notice, a sound system can be provided.

All requests for the use of the Atrium are to be made through DCAMM Facilities Management. Written requests must be received at least seven days prior to the event.



3.4 Training Rooms

Training Room B is located on the ground floor. For additional information on the availability of these spaces contact the Division of Information Technology Help Desk at 462-4357. After hours use of the training rooms is subject to the same rules and procedures as described in Section 4. As in the case of meetings and conferences, a list of attendees must be provided to DCAMM and the Capitol Police, in advance of the training session.

3.5 Break Rooms

There is a break room located on each floor. Each break room is equipped with tables, chairs, two refrigerators, a sink cabinet space, and a microwave oven. A bulletin board mounted in each break room is available for use by employees to post notices. All employees are to clean up after themselves.



4. After Hours Building Use

The normal building use hours are 7:00 a.m. to 5:00 p.m. and use beyond these hours will be considered after-hours building use. For after-hours building use the following will apply:

4.1 After Hours Use – Temperature Control:

The building is conditioned during normal business hours. Modifications need to be made to ensure it is heated or cooled for meetings and conferences scheduled for after hours. Exceptions will be made to this policy for use of the building for agencies working after hours by submitting a request to the DCAMM Facilities Management at 222-6200 at least 48 hours in advance so that the building operations computer can be reprogrammed.

4.2 After Hours Use for Meetings:

After hours use of the building for meetings, conferences, and Seminars, etc. must be pre-approved and scheduled by calling DCAMM Facilities Management 222-6200. A Capitol Police presence is required for after hour public or open forum meetings and should be coordinated directly with Capitol Police 222-1000. Requests must be made at least five working days in advance by building occupants. Other public agencies and community organizations must make their request in writing at least seven working days prior to the event. See Section 3 for additional information for scheduling meetings, conferences, and functions.

Due to security concerns, weekend, and holiday use of the building for meetings, conferences and seminars will not be permitted without the written permission of the Director of DCAMM. The host agency will be responsible for any cost incurred for janitorial or staff coverage.

5. Parking

5.1 Parking Garage Hours of Operation

Garage Hours: 6:00 a.m. – 10:00 p.m./Monday-Friday

- The North Gate will open at 6:00 a.m. and close at 10:00 p.m. to allow after hours employees to depart the garage.
- The South Gate will open at 6:00 a.m. and close at 5:00 p.m.

After 10:00 p.m., call the Capitol Police at extension 222-1000 for access out of the garage.

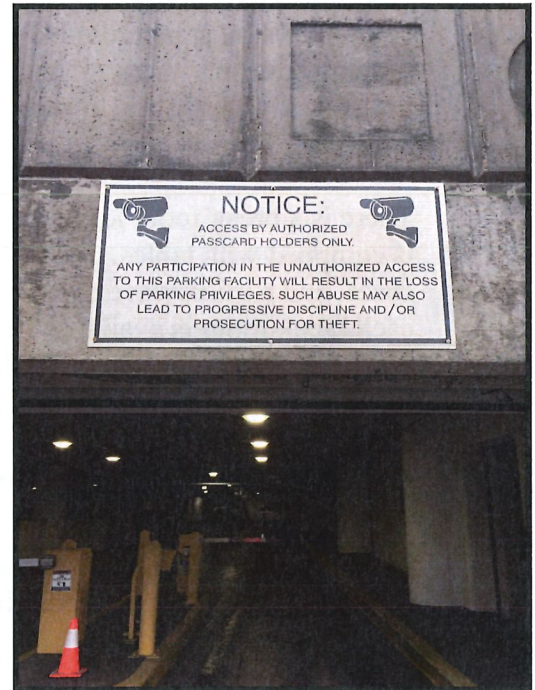
5.2 Acquiring Parking Garage Access & Fees

A fee of \$20.00 per pay period is charged as a payroll deduction for any employee who parks regularly in the garage. Only individuals with garage access ID cards are able to enter the garage. All others must park on the surface except for handicapped individuals visiting the facility.

5.3 Parking Garage Protocol

Rules for garage usage:

- Speed Limit – 5 MPH always.
- Headlights – must be on while driving in the garage.
- Handicapped Parking – Spaces for such are clearly marked on each level and are to be used only by those with an official handicap placard.
- Electric Vehicle Charging Stations – Space for such is clearly marked on level A of the parking garage. See the RI Office of Energy Resources website for more information at http://www.energy.ri.gov/transportation/workplace_charging.
- Trash and littering – Receptacles are readily available, and littering will not be condoned.
- Smoking is not permitted in the garage.
- Please note that there are height restrictions when parking in the garage as follows:



- Vehicles over 7'4" should not attempt to enter the garage.
- Vehicles over 6'7" should not attempt to park on "B" level.
- Vehicles over 6'4" should not attempt to park on "C" level.

Failure to comply with parking garage protocol can result in the termination of parking garage access privileges.

For additional garage/surface parking information contact DCAMM Facilities Management at 222-6200.

In case of fire, alarm pull stations are installed throughout the garage.

5.4 Outside/Surface Parking

Surface parking is available at no cost in the immediate area located within the Capitol Hill Complex. The surface lot parking gates are opened for visitors at 2:30 p.m.

Handicapped and visitor spaces are also made available at selected surface locations and on garage level, A, B and C.

Access cards or privileges for ID cards for both the garage and surface lots can be obtained by calling the Division of Capital Asset Management & Maintenance at 222-6200.

Any damage caused to the facility or to a vehicle from failing to follow these directions will be the responsibility of the vehicle driver.

5.5 Courtesy Parking Access

Courtesy parking is based on space availability and is provided on a case-by-case basis for State Committee Members, Directors from state agencies not located within the Powers Building, and for state employees and visitors with specific business in the Powers Building who are attending meetings with the Department of Administration. For single day access to the garage, a PIN number can be obtained for the north garage entrance keypad by contacting DCAMM at (401) 222-6200. Requests for long-term courtesy parking privileges should be forwarded to the Division of Capital Asset Management & Maintenance for review and approval. Approved requests will be granted parking permission for a limited timeframe, based on specific need, and only approved for up to one year. Renewal of courtesy parking requests must be applied for annually. In the absence of a renewal request, courtesy parking privileges will be automatically suspended. See (Courtesy Garage Parking Form - Appendix C).

6. Elevators

There are three separate elevator systems in the building.



The garage elevators (two units) service all levels of the garage and let passengers off at the ground floor where the cafeteria is located or on the first floor (lobby). The passenger elevators for the building (three units) are located on the Smith Street side of the building to the left of the main entrance.

The freight elevator runs between the ground floor and the mechanical room/penthouse and **“IS NOT”** for routine passenger use. Use of this elevator will require specific ID card authorization. The freight elevator is to be utilized for moving freight, deliveries, and service personnel only.



7. Loading Dock/Delivery Services

7.1 Delivery/Shipping Procedures

All deliveries must be scheduled in advance. Parking is prohibited in the loading dock area unless making a delivery or picking up an outbound shipment, and for no longer than 45 minutes. The loading dock will not be used as a public entry point or for drop-off or pick-up of employees or visitors. The loading dock doors will always remain closed unless a delivery or outbound shipment is in progress. Deliveries and outbound shipments should be scheduled in advance with DCAMM Facilities, and the receiving or shipping department will have a representative present to sign and acknowledge receipt or transfer of materials being delivered or shipped. This is especially important for high valued or controlled items.

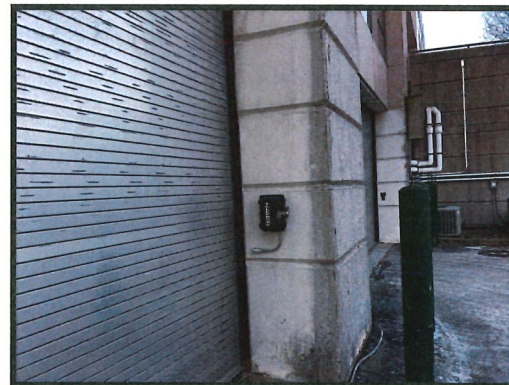
- Normal business hours of operation for deliveries or outbound shipments are Monday – Friday 7:00 a.m. – 4:00 p.m. All deliveries should be scheduled in advance.
- Agencies, departments, or divisions receiving deliveries should ensure that these procedures are provided in requisitions along with point of contact information (name/phone number) for the receiving entity. Deliveries should be met and received by the receiving agency.
- All mail related deliveries or pickups (U.S. Postal Service, United Parcel Service, FedEx, etc.) will go through the mail room loading dock entrance for screening prior to delivery. No mail or parcels will be delivered directly to the recipient without being screened. This process is to ensure that all mail and parcels are appropriately screened to identify the presence of metals, liquids and/or organic contents, which may be determined to be suspicious in nature. When mail and parcels clear the screening process without identifying any suspicious contents, they will enter the mail room for delivery and distribution.



- If screened mail or parcels are identified as suspicious, Capitol Police will be immediately notified.

7.2 Actions for Handling Suspicious Mail or Parcels

- Leave the piece of mail or substance where it was found. Do not disturb. Do not try to clean up the substance.
- Clear the immediate area of all persons and keep others away.
- Phone Capitol Police 222-1000 and apprise them that you have an incident with a piece of mail (suspicious or actual incident and detail of circumstances).
- Instruct people in the immediate area to wash hands and other exposed skin with soap and water.
- Direct these persons to a designated area away from the substance to wait for further instructions. It is important that any exposed or potentially exposed personnel stay in the area until cleared by responding emergency personnel. We don't want them to potential contaminate others.
- List the name(s) of each person in the immediate area of the piece of mail or substance.
- Cordon off the immediate area.
- Shut down all equipment in the immediate area.
- Shut down all heating, ventilation, and air conditioning (HVAC) systems.
- If possible, without disturbing the piece of mail or substance, document:
 - Location of the piece of mail or substance:
 - Description of the substance:
 - Description of the piece of mail: (markings, labels, declarations, postage)
 - Name and address of the addressee on the piece of mail:
- If there is evidence of an emergency, such as smoke, fumes, vapors, or employees exhibiting medical systems, immediately:
 - Activate your emergency action plan.
 - Evacuate the area.
 - Call 911 for emergency response.



7.3 Unscheduled Deliveries

If an unscheduled delivery arrives outside of normal business hours of operation or when the loading dock doors are closed, a phone is located to the right of the mailroom loading dock door for use by delivery personnel.

8. Workstations

Workstation furniture has been sized and designed for specific functions. The furniture has been designed to provide years of service. To help prolong its life, please do not stick tacks, nails, or other objects into anything but the tack board above the work surface (available in some workstations). Files in workstations have locks, please check your division's policy regarding keys.

Electrical power for workstations was designed for computers, calculators, and other office equipment. For the safety of all our staff the use of electric heaters and de-humidifiers are not permitted. Personal fans are permitted providing they do not disrupt fellow employees.

9. Energy Conservation

Due to recent LED lighting upgrades within the building, all lights are individually censored and no longer require manual operation. Employees are encouraged NOT to turn off light switches because this will interfere with the sensors. All employees are to turn off computers and any other equipment in their workstation at the end of the day. During warmer seasons when air conditioning is in use, closing the vertical blinds to block out direct sunlight helps reduce the air conditioning load and saves energy.

10. Appliances

Certain appliances are health, safety, or fire hazards. For this reason, their use requires prior approval, such as toasters and toaster ovens. Employees wishing to use any appliances must get prior approval from the Chief Property Manager.

11. Smoking Policy

Smoking is not allowed in the building or the garage and is only allowed beyond 50 feet of the exterior of the building on the East Plaza. A yellow line has been drawn on the grounds of the plaza designating the 50 feet limit. There is also a gazebo located beyond this area for the use by smokers or non-smokers.

Employees who smoke are asked to use the available ashtray receptacles to dispose of their cigarettes and not to litter the area. Department of Health rules and regulations pertaining to smoke-free public places and workplaces (R23-20.10-SMOKE) applies.



12. Emergency Evacuation

In case of a fire-alarm all elevators drop to the first floor, the doors open, and the elevators cease to operate. Upon such emergency, when the alarm sounds, everyone located above the first floor is instructed to proceed in an orderly fashion to the fire protected stairwells to exit the building. Upon exiting the building everyone must stay at least 75 feet away from entrances in order to allow emergency response personnel easy access to the building. Evacuation plans/diagrams are posted throughout the building. All special needs employees who registered under the building evacuation plan will follow the evacuation plan listed below:

- a. Special needs employees requiring assistance to exit the building, when elevators are not in operation, are to go to the (A) southwest stairwell exit on each floor level (2-4) for evacuation. To ensure the safety of all, special needs employees are requested to remain in the enclosed vestibule area outside of the stairwell. Special needs employees on the ground level are to go to the vestibule area outside of the cafeteria.
- b. The incident commander will be informed by the Rhode Island Capitol Police of employees/guests assigned to each stairwell/vestibule who require additional assistance.
- c. A buddy system will be initiated whereby a colleague of the special needs employee, will volunteer to remain at a designated area. (A southwest stairwell/vestibule area on each floor, until the evacuation process is completed.) The buddy system will be presented to all staff at a training session. The buddy system is entirely voluntary, and at any time co-workers may withdraw from the program. A volunteer registry will be maintained from which alternates might be selected.
- d. When a volunteer buddy decides to relinquish their assignment, the volunteer must immediately notify their supervisor. The supervisor will then secure another volunteer to assist a special needs employee during the evacuation process. Utilizing this method ensures that no one is left behind.
- e. The Providence Fire Department has assured the Department of Administration that all registered employees/visitors who require special assistance will be evacuated based upon their priority to the emergency from their designated locations.
- f. Special needs individuals visiting the William E. Powers Building can register with the Rhode Island Capitol Police upon entering the building. In the event of an evacuation, special need individuals on floors 2-4 will be brought to the southwest stairwell/vestibule area, or on the ground level to the vestibule area outside of the cafeteria.

12.1 Contingency Planning

The Department of Administration has an **Emergency Action Plan (EAP)** in conjunction with the Emergency Preparedness Committee consisting of the various tenants and divisions who reside and work within the Powers Building. The purpose of the EAP is to

provide an understandable and accessible reference for use in emergency situations with the goal of promoting the life-safety of State employees and visitors. The EAP is a guide that addresses both likely and unlikely emergencies both employees and visitors might face while in the Powers Building.

The EAP relies on employees using this information and their best judgment when responding to emergency situations in and around their office and the Powers Building. The EAP is provided to all new employees by the Division of Human Resources, and it is recommended that they become familiar with the responses prior to emergencies, to ensure a faster, more reliable response to these situations and increase the safety of the Powers Building community.

12.2 Call for Assistance Stations “Blue Phones”

The “Call for Assistance Station (AKA Blue Phones)” are currently online. The locations are as follows:

- a. Upper State House Parking Lot near the generator.
- b. Lower State House Parking Lot in the center aisle.
- c. Francis St. Lot near the Credit Union.
- d. Francis St. Lot near VMA.
- e. There are also call for assistance phones located in the southwest stairwell areas of refuge in the Powers Building on floors 2, 3, 4, and at the ground floor exit on the Smith Street side.

When someone activates the panic button it initiates a call to the Capitol Police Command Center at 222-1000. The Command Center officer who receives the call will have to ask the person who activated it “Where are you located and what is the nature of the call?” and who they are. There should be labels attached to each device for the caller to answer this question. There will also be location information on the caller ID.



The officer will dispatch someone to respond to that area. If there is no one to respond to this call for assistance, the Command Center officer shall call the Providence Police/Fire or the State Police depending on the nature of the call. The blue phone equipment automatically resets when the call is terminated or “hung up”. So, a reset is not needed. All call activations will be logged into IMC.

13. Cafeteria

The cafeteria is located on the ground floor in the southwest corner of the building. It offers a wide variety of foods and services and is open to building staff and visitors, as well as those in the Capitol Hill Complex with access privileges to the Powers Building.

The hours of operation are:

Breakfast: 7 a.m. – 10:30 a.m.
Lunch: 11:30 a.m. – 2:00 p.m.
Closes: 3:00 p.m.

The seating capacity is more than 350 people and seating is available for “brown baggers” as well as those purchasing lunch on site.

A private room in the cafeteria is available for meetings, parties, celebrations, etc. and can be reserved-in-advance with DCAMM Facilities Management, at 222-6200. All individuals using the restaurant are asked to clean up after themselves.



APPENDIX

- A. After-Hours Use of the Building Request Form
- B. Identification Card Application
- C. Courtesy Garage Parking Request Form

Appendix A

DOA Conference Room Request Form

(After Hours Use)

Name:	<input type="text"/>
Department:	<input type="text"/>
Event Name:	<input type="text"/>
Number of Attendees	<input type="text"/>
Space Requested	<input type="text" value="Choose an item."/>
Start Time:	<input type="text"/>
End Time:	<input type="text"/>
Date:	<input type="text" value="Click or tap to enter a date."/>

- ☐ Podium
- ☐ Microphone/Sound System
- ☐ Tables
- ☐ Chairs

Additional information:

- Meetings can be scheduled via the Outlook calendars. Once you have scheduled your meeting, please submit this form to DOA.DCAMMInfo@doa.ri.gov for approval. Please note, your department will be charged any fees associated with staffing by DCAMM facilities and/or the Capitol Police.

Appendix B

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

Division of Capital Asset Management and Maintenance

D · C · A · M · M

IDENTIFICATION /ACCESS BADGE APPLICATION

<u>APPLICANT</u>		IDENTIFICATION /ACCESS BADGE APPLICATION Approved Access Level (Describe)
Circle One:	Employee Intern Contractor Vendor Student Board or Committee Member	
Name: _____		Handicapped Accessibility: Y N
(Last) (First) (Middle)		Garage Access: Y N
(Alias)		Taxation: Y N
Agency/Unit: _____ Title/Position: _____		Access Expires: State employee - 5 years
If not a State employee, nature of business: _____		All others – 1 year
Business Address: _____		If yes, expiration date: _____
Business Phone #: _____		Supervisor Authorization
Cell Phone & Email Address (Optional of no State issued cell phone)		Signature: _____
Emergency Contact/Relation/Phone #: _____		Print Name: _____
_____		Business Phone #: _____
Vehicle Reg. # _____		Date: _____
State: _____		Director's Signature Required for 24/7 Access
Reg. Type: _____ Year: _____		_____
Make: _____ Model: _____		FOR DCAMM Security USE ONLY
Color: _____		ID Badge Issued By:
Vehicle Reg. # _____		_____
State: _____		Date: _____
Reg Type: _____ Year: _____		
Make: _____ Model: _____		
Color: _____		
Employee Identification Badge Policy on Reverse		

Revised June 26, 2019

Rhode Island DOA Employee Identification Badge Policy

By my signature, I certify that the information submitted is true, complete and accurate and is provided in good faith and I agree to comply with the following:

VIOLATION MAY RESULT IN IMMEDIATE REVOCATION OF ACCESS PRIVILEGES

- ☐ ID Badge shall be returned upon request or upon termination or separation of service to the employees' supervisor.
- ☐ State of Rhode Island reserves the right to revoke the authorization for an ID Badge where such action is determined to be in the best interest of security and the immediate surrender of any ID Badge upon notification of such revocation is required.
- ☐ The use of an ID Badge by an individual other than the ID Badge holder is strictly prohibited and may result in access suspension and/or disciplinary action.
- ☐ Any Employee using his or her badge to allow entry to another individual is strictly prohibited and may result in having their access suspension and/or disciplinary action.
- ☐ A replacement ID Badge may only be issued if the individual to whom the ID Badge was issued declares in writing that the ID Badge has been lost, stolen, damaged or destroyed and upon payment of any applicable fees. When a fee is applied for reissuing a lost or damaged ID card, a check or money order for \$15.00 should be made payable to the General Treasurer of the State of Rhode Island.
- ☐ Loss of an ID badge should be reported to the Division of Capital Asset Management & Maintenance immediately at (401) 222-6200.
- ☐ Photo ID badges must be worn when entering the building during work hours and worn at-all-times during working hours. **NO EXCEPTIONS.**
- ☐ If an employee forgets his/her badge the employee must obtain a "temporary" which will be issued at the badging office of the respective facility.
- ☐ All employees must sign in and out at the Rhode Island Capitol Police reception desk when entering and exiting the building outside of normal business hours.
- ☐ Employee ID Badges may allow access to other state facilities. If this is the case, this application and associated policies will prevail at the point of issuance.
- ☐ Employees should report within 7 days any updates or changes in vehicle or contact information to DCAMM Security/Facilities Management personnel responsible for issuing ID badges.

Signature

Date

Custody of this document will remain with the Human Resources Department and kept in the employee's state personnel file.

To report a lost ID badge please call DCAMM 401-222-6200 - Notification must be made immediately as soon as the loss is discovered.

Revised June 26, 2019

Appendix C

William E. Powers Building

State of Rhode Island DEPARTMENT OF ADMINISTRATION

Division of Capital Asset Management and Maintenance

D · C · A · M · M

Courtesy Garage Parking

Courtesy parking is based on space availability and is provided on a case by case basis for State Committee Members, Directors from state agencies not located within the Powers Building, and for state employees and visitors with specific business in the Powers Building who are attending meetings with the Department of Administration. Requests for courtesy parking privileges should be forwarded to the Division of Capital Asset Management & Maintenance for review and approval. Approved requests will be granted parking permission for a limited timeframe, based on specific need and only granted for up to one year. After one year, requestors will need to resubmit an application for renewed approval. In the absence of a renewal request, courtesy parking privileges will be automatically suspended.

Parking Garage Hours of Operation

Garage Hours: 6:00 a.m. – 10:00 p.m./Monday-Friday

- The North Gate will open at 6:00 a.m. and close at 10:00 p.m. to allow after hours employees to depart the garage.
- The South Gate will open at 6:30 a.m. and close at 5:00 p.m.

Call the garage attendant at extension 6226 or the Capitol Police at extension 222-1000 for access out of the garage after 10:00 p.m.

Parking Garage Protocol

For those using the garage, we remind you that the following rules apply:

- Speed Limit – 5 MPH at-all-times.
- Headlights – must be on while driving in the garage.
- Handicapped Parking – Spaces for such are clearly marked on each level and are to be used only by those with an official handicap placard.
- Electric Vehicle Charging Stations – Space for such are clearly marked on level A of the parking garage. See the RI Office of Energy Resources website for more information at http://www.energy.ri.gov/transportation/workplace_charging.
- Trash and littering – Receptacles are readily available, and littering will not be condoned.
- Smoking is not permitted in the garage.
- Please note that there are height restrictions when parking in the garage as follows:
 - Vehicles over 7'4" should not attempt to enter the garage.
 - Vehicles over 6'7" should not attempt to park on "B" level.
 - Vehicles over 6'4" should not attempt to park on "C" level.

1 | Page

William E. Powers Building

Failure to comply with parking garage protocol can result in the termination of courtesy parking garage access privileges.

Courtesy Garage Parking Application Form

Requesting Agency (Please circle)

DOA	DLT	DOC	OHHS	DMV	DOR	RITT	CRMC
DHS	DCYF	BHDDH	DBR	OMB	DOA Dir's Office	PUC DPUC	RIAG
Legislature	Board Member	VFW	CRB	Fire Marshal	DPS	State Police	Other

Reason for request: _____

Duration of request: (1-year maximum): _____

Make of Vehicle: _____ Model: _____ Color: _____

Year: _____ Registration: _____

Name & Signature of Requester: _____ Date: _____

Signature of Agency Director: _____ Date: _____

DCAMM Approval Date: _____

