

Jefferson County Government Center – 393 North Lawrence Street, Charles Town
Building User Expectations and Standards Policy

1. Purpose

The Jefferson County Government Center is designed to support efficient operations, professional service delivery, and a respectful workplace environment. As a shared open-floor-plan building, it requires consistent standards to ensure safety, cleanliness, operational efficiency, and a professional appearance.

This policy establishes clear expectations for all building users regarding workspace conduct, shared resource use, facility systems, and preservation of county property. Adherence to these expectations ensures the building remains functional, safe, and welcoming for employees, elected officials, partner agencies, and members of the public.

All departments and employees assigned to the facility are expected to comply with these standards and to model responsible stewardship of county resources.

2. Furniture and Shared Spaces

- Furniture in open areas, cubicles, conference rooms, breakrooms, and other shared spaces must not be moved, rearranged, removed, or repurposed.
- Furniture placement is intentional and based on operational needs, safety requirements, accessibility, and space planning.
- Items that appear unused or temporarily unoccupied are not available for personal use.

3. Office Supplies and Equipment

- Employees may not help themselves to furniture, office supplies, or equipment simply because items are visible or accessible.
- Shared supplies are designated for specific purposes and departments.
- Requests for supplies or equipment must follow established ordering and approval processes.

4. Personal Items and Workspace Decoration

- Personal items may be used or displayed at individual workstations, provided they remain professional and do not encroach into shared spaces.
- Personal items brought into the workplace are done so at the employee's own risk.
- The county is not responsible for loss, damage, or theft of personal items in open or shared spaces.

5. Noise, Sound, and Music

- Employees must maintain reasonable noise levels in open work areas.
- Music, videos, podcasts, and other audio must be listened to using earbuds or headphones.
- Speakerphones should be avoided in open areas and limited to conference rooms or private spaces.
- Employees should be mindful that conversations and phone calls travel farther in open environments.

6. Food, Odors, and Cleanliness

- Strong-smelling foods should not be consumed in open work areas.
- Meals with noticeable odors should be eaten in designated breakrooms or eating areas.
- Employees who choose to eat at their desks must dispose of or refrigerate leftovers immediately after eating. Open or uncovered food left at desks may create odors and increase the risk of pest issues.
- Food waste must be disposed of promptly.
- Employees are responsible for cleaning up after themselves in shared spaces.
- Strainers are installed in the sinks to prevent items like jewelry from falling into the garbage disposal. After washing dishes, please be sure to empty the strainer of all food debris.

- Microwave, countertop, and table surfaces must be wiped clean after each use. Food splatters or spills must be cleaned immediately to prevent odors, staining, and pest issues.
- Employees are expected to be mindful of food stored in shared refrigerators.
 - Clearly label personal food items.
 - Dispose of or take home unused lunches and leftovers before they spoil.
 - Food should not be left in refrigerators long enough to create odors or sanitation concerns.
- Shared refrigerators will be cleaned out on a periodic basis. Items that are unlabeled, expired, or appear abandoned may be discarded during scheduled cleanouts without notice.

Maintaining shared eating areas and workspaces requires individual responsibility. Custodial staff are responsible for maintaining the overall facility, not cleaning up personal food messes, spills, or abandoned items left by individual employees. Shared spaces remain clean, sanitary, and professional when everyone does their part.

7. Privacy and Professional Boundaries

- Confidential or sensitive conversations must be conducted in private rooms or designated spaces.
- Employees should avoid viewing coworkers' screens, paperwork, or materials.
- Professional boundaries apply even without physical walls.

8. HVAC, Temperature, and Personal Comfort

- Building temperature set points will be established to maintain a generally comfortable temperature for most occupants.
- Individual comfort preferences will vary, and temperatures cannot be adjusted on a per-person or per-workspace basis.
- Employees are encouraged to dress in layers and may bring items such as sweaters, light jackets, or lap blankets to support their individual comfort needs.

- Personal space heaters are not permitted. This includes all offices, cubicles, or shared workspaces.
 - Space heaters interfere with HVAC performance, reduce efficiency, and create fire and electrical hazards.
 - Any space heaters found will be confiscated.
- Small, desk-size fans are permitted, provided they:
 - Blow only on the immediate user
 - Do not impact nearby coworkers
 - Do not create electrical or tripping hazards
- Refrigerators, ice makers, coffee machines, and similar appliances are not permitted in cubicle or open workstation areas.
- Private offices may use compact refrigerators and single-serve, pod-type coffee machines.
- Coffee makers with warming plates or exposed heating elements are not permitted outside of designated breakrooms. These appliances are only allowed in break areas that are properly equipped to safely support them.

9. Smoking, Vaping, and Smokeless Tobacco

- Smoking and vaping are prohibited inside all county buildings.
- Smoking and vaping must not occur within 20 feet of the building.
- Smoking and vaping are only permitted in the designated smoking area, which is located adjacent to the solar parking lot.
- Smoking or vaping must never occur near building entrances, exits, walkways, or high-traffic areas.
- Cigarette butts, vaping cartridges, and related waste must be properly disposed of in designated receptacles.
- The use of smokeless tobacco products, including chewing tobacco, snuff, dip, nicotine pouches, and similar products, is prohibited inside all county buildings.
- Disposal of tobacco products or related waste in trash cans, sinks, toilets, or other indoor receptacles is strictly prohibited.

These restrictions are in place to maintain a professional environment, protect custodial staff from sanitation issues, prevent plumbing and maintenance problems, and ensure smoke or vapor does not enter the building through doors or air intake systems.

10. Alterations, Painting, and Modifications

- Employees and departments are not permitted to paint offices, cubicles, walls, doors, or other building surfaces.
- Paint requests must be submitted to Fleet & Facilities Management for review and approval.
- Any approved paint must be an authorized color consistent with county standards and facility design.
- Wallpaper, peel-and-stick coverings, wall decals, or similar decorative applications are not permitted unless reviewed and approved by Fleet & Facilities Management.
- Items may not be hung from ceilings, ceiling grids, light fixtures, sprinkler heads, vents, or fire protection systems.
- Employees may not make physical alterations to walls, fixtures, flooring, cabinetry, lighting, or other building components.

These restrictions are in place to maintain a professional and consistent appearance throughout the facility, protect building finishes, preserve warranties, prevent fire and life-safety hazards, and avoid unnecessary repair and maintenance costs.

11. Candles, Fragrance Devices, and Air Quality

- Candles, incense, and any items with an open flame are not permitted anywhere inside county facilities.
- Wax or candle warmers, plug-in air fresheners, and similar scent-dispersing devices are not permitted in cubicles or workspaces.
- Employees should avoid introducing fragrances into the air that may affect others in shared workspaces.

These restrictions are in place to prevent fire hazards, maintain consistent indoor air quality, and ensure a comfortable work environment for all employees. While fragrances may be pleasant to some individuals, others may have sensitivity or medical reactions to scented products.

12. Restroom Etiquette and Proper Disposal

- Toilets are designed to handle human waste and toilet paper only.
- “Flushable” wipes, personal wipes, paper towels, tissues, cleaning wipes, or any other non-toilet paper products must not be flushed.
- Flushing non-flushable items can cause plumbing clogs, sewer backups, and costly facility repairs.
- Feminine hygiene products, including tampons and similar items, must be disposed of in the receptacles provided in restroom stalls.
- Receptacles located within restroom stalls are designated only for feminine hygiene products and should not be used for other trash or waste.
- Personal wipes and similar products must be disposed of in the trash receptacles located outside of the restroom stalls.

Proper restroom use helps maintain sanitary conditions, prevents plumbing problems, and ensures the facilities remain clean and functional for all building occupants.

13. Parking and Building Access

- Employees assigned to the 393 facility are required to park in the solar lot adjacent to the building.
- County-owned vehicles assigned to departments located in the building should also be parked in the solar lot when not in use.
- Parking spaces closest to the building are intended for visitors, members of the public, and individuals conducting county business.
- Employees with valid handicap parking permits may use designated accessible parking spaces in accordance with applicable parking regulations.
- Employees requiring special parking accommodations due to medical needs or other approved circumstances should coordinate with their department leadership and Fleet & Facilities Management.

These parking expectations help ensure convenient access for visitors and members of the public while maintaining an organized and functional parking environment for the facility.

14. Compliance and Enforcement

- This policy applies to all employees and departments located in the Jefferson County Government Center at 393 North Lawrence Street facility.
- Unauthorized items may be removed, and repeated noncompliance may result in corrective action as appropriate.
- Questions or requests related to furniture, supplies, appliances, or workspace concerns should be directed to Fleet & Facilities Management.

I acknowledge that I have received, read, and understand the Building User Expectations and Standards Policy. I understand that these expectations apply to my conduct and use of shared spaces within the facility.

I agree to comply with the standards outlined in this policy and understand that failure to follow these expectations may result in the removal of unauthorized items and/or appropriate corrective action.

I understand that if I have questions regarding these expectations, I should seek clarification from my supervisor.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Department: _____

Elected Official/Director: _____