STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. #: DGS 013-08	PAGE 1 of 4
SUBJECT: **Office Space Operational Procedures**	EFFECTIVE DATE: 2/1/13	
WRITTEN BY: TANCI MINTZ, State Leasing & Facilities Manager APPROVED BY: TOM MAYER, Director	SUPERSEDES S.O.P. #	DATED REVISED: **6/12/13**

Revised 6/12/13 – Section #1, Clean Desk Policy

PURPOSE: This policy provides standards for the promotion of safe, efficient, professional and clean office environments in leased and State owned facilities.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of space used by the Executive Branch.

POLICY: Provides written instruction on the required use of State office space under the authority of the Executive Branch to all leased or State owned offices. Each occupying Agency shall be responsible for observance of this policy. Night audits may be conducted by building management to determine compliance.

PROCEDURE:

1. CLEAN DESK POLICY:

   Protection of sensitive, personal, confidential and privileged documents in electronic and paper form is mandatory.

a. Computer workstations must be locked when workspace is unoccupied.

b. Confidential or sensitive information must be removed from the desk and locked away when the desk is unoccupied and at the end of the work day.

c. File cabinets containing confidential or sensitive information must be kept closed and locked when not attended. Keys used for access to information must not be left at an unattended desk. Individual employees are responsible for securing keys.

d. Portable computing devices must be either locked with a locking cable or locked away.

e. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left in an accessible location.

f. Printouts containing confidential or sensitive information should be immediately removed from the printer.

g. When confidential or sensitive documents are no longer needed, they should be shredded immediately.

h. Personal printers for employees are prohibited, unless specific approval is provided by the Agency's Commissioner or designee.

i. Use of electronic versus paper documents is encouraged. This produces less paper, less clutter and reduces costs.

j. Consider scanning paper items and filing electronically.

k. Discard, recycle or shred unneeded documents regularly.

2. LIVE PLANTS & CUT FLOWERS:

a. Live plants are a pleasing addition to the workplace; however, unhealthy plants can cause problems with insect infestation or mold. Chemical treatments and plant grow lights are prohibited.

b. Employees are responsible for taking proper care of their personal plants and flowers. Care should be taken so as not to cause damage to furniture or equipment. Water and moisture associated with live plants and cut flowers can cause damage to furnishings and equipment. Overwatered plants can also cause electrical or fire hazards. Live plants which are in bloom can trigger allergies, so please be considerate of your co-workers who may be affected.

3. PERISHABLE FOOD:

a. Perishable food items must not be left in workstations, drawers or common areas other than the designated break room. Leaving perishable items in workstations leads to pest infestations which in turn can create health hazards.

4. OPEN FLAMES & ODORS:

a. Items with open flames such as candles, deep fryers or items that emit smoke, fumes or odors are not allowed. Occupants should be aware not to cause unpleasant odors when warming food.

5. DISPLAY & HANGING ITEMS:

a. Papers, post-it notes, jokes, pictures, draped cloth or any other items which are posted, taped, pinned or hung from the ceiling or the outside of cubicles, wall panels or offices is discouraged. Building Management and/or the Agency Director can help in determining what is appropriate in this regard.

6. PERSONAL APPLIANCES:

a. Appliances are controlled in State buildings to maximize building electrical capacity, conserve energy and comply with State Universal Space Standards.

b. The use of kitchen appliances is restricted to designated Break Rooms and Cafés.

c. Small coffee pot / makers and cup warmers are permitted in individual workstations or offices.

d. The following items are prohibited in individual workstations, offices or other areas outside break rooms and cafés. The list is not all inclusive and is provided as a guideline:

- microwave ovens
- ice tea makers
- personal refrigerators
- toasters and toaster ovens
- crock pots
- hot plates
- electric grills

7. SPACE HEATERS:

a. Space heaters are permitted, but only as issued by building management or approved by the Lessor.

b. Employee owned heating devices are prohibited. Heaters which draw a higher wattage of electricity cause nuisance trips of electrical circuits and are potential fire hazards.

8. OTHER APPLIANCES:

a. Personal fans of up to 15 watts and air purifiers may be used. All appliances shall be turned off after working hours.

9. POWER STRIPS / EXTENSION CORDS:

a. Cords and surge protectors are permitted, but under no circumstances, shall one power strip or cord be plugged into another as this creates a fire hazard.

10. BUILDING ALTERATIONS:

a. All alterations or proposed modifications to the building must be reviewed and approved by the State Facility Manager or the Leasing Contracting Officer (for leased buildings). This includes systems furniture. Alterations must comply with the Universal Space Standards Policy.

11. ANIMALS & AQUARIUMS:

a. Fish aquariums are prohibited. Animals are not permitted in State offices, unless their use is specifically permitted or unless the animals are trained to assist with ADA special needs and they are there to perform such services.

b. Employees who keep animals in their vehicles during work hours are responsible for cleaning up animal waste on State property.

12. HOLIDAY DECORATIONS:

a. Live Christmas trees and wreaths are not permitted, as they present a potential fire hazard.

13. CONSERVATION EFFORTS:

a. Turn off all lights, including task and personal lights, at the end of day to conserve energy and reduce power consumption.

b. Avoid using incandescent lights when possible. Modern energy saving lamps use less energy and last several times longer.

c. Heat registers in most buildings are located on exterior walls. If systems furniture is located adjacent to the exterior wall, heat can be trapped and not circulate properly throughout the room. Workstations should be located 10" from walls to allow sufficient room for air movement and maintenance access.

d. Close blinds when ambient temperatures drop to minimize heat loss and when temperatures are warmer on sunny days, to aid in cooling and the elimination of solar heat gain.

14. STORAGE ROOMS:

a. Do not stack items within 18" of the ceiling. Buildings with automatic sprinkler systems require clearance to operate correctly.

b. Ensure heavily stacked shelving is properly anchored to avoid injury to persons during earthquakes or building shifting.

c. Keep aisles and doorways clear in case of fire or other emergencies.

15. HALLWAYS:

a. For safety reasons, no furniture, file cabinets, chairs, bookcases or other items may be stored or used in any corridor or hallway and under no circumstances may fire exits be blocked.