

SECTION: 4.0 ADMINISTRATIVE

SUBJECT: Room Use Policy

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**Background:** Lewis-Clark State College is committed to providing safe, secure and comfortable working environments for its staff and faculty. Office spaces are maintained by the Physical Plant Division and any modification to spaces or furnishings must be planned and approved to ensure optimal safety and serviceability.

**Point of Contact:** Physical Plant

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Information Technology and Security.

**Date of approval by LCSC authority:** 9/23/10

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** July 2014

**Summary of Major Changes incorporated in this revision to the policy:** None. Annual review, no significant changes.

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A. General Provisions

Office space and furnishings are assigned as available and with prior approval of department or College administration.

Physical plant has a limited amount of used furniture which will be available on a "first come first serve" basis. Purchase of furniture other than what is available is the responsibility of the department with coordination through the Purchasing Department.

Any modification to the College-provided space, such as, but not limited to, paint, electrical, data and carpet is at the discretion of Physical Plant.

1. Standard paint color in all campus offices is "Rainier White" or an approved alternate. Room occupants shall not paint any surfaces. Offices are painted on an as needed basis based on the age and condition of the walls. Damage will be repaired and paint touched up when required and will be done by Physical Plant as time allows.
2. Due to state law, electrical modification to any College space will be done by a licensed college electrician pursuant to current electrical code.
3. Any modification to data connections will be reviewed and approved by the Information Technology Department.

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4. The use and/or display of personal property in College provided work space is discouraged and any damage of personal property is at the owner's risk.
5. The burning of candles is not allowed in any College work space or common area.
6. The use of electric space heaters in College rooms is discouraged. If a space heater is used, it must be thermostatically controlled and have an automatic shut off device should the heater fall over. Electric space heaters draw high levels of electrical current and can overload electrical circuits. Electric space heaters should not be plugged into a circuit with other appliances or machines. Blown and overloaded circuits can cause equipment damage and even fires. Physical Plant should be consulted prior to heater use to verify safety devices and power requirements are met.
7. Prior to departmental purchase of machinery or equipment, Physical Plant should be consulted to verify power source and supply. If additional circuitry or modification of equipment is needed to fit a room's existing power supply, the requesting department will be responsible for cost incurred.
8. Upon approval, office furniture moves and room modifications can be requested by submitting an electronic work request located at the Physical Plant Website: <http://www.lcsc.edu/physical-plant/>.
9. Electronic Service Order Requests should be used to report items needing maintenance or repair and requests related to cleaning or custodial needs for your space. Work requests will be reviewed and the work will be scheduled as time permits. If off campus service providers or specialized equipment or tools are needed to make the modifications or moves, requesting departments will be responsible for the cost of labor and/or materials.
10. To request keys for any room or building, see LCSC Policy 3.312 Key Issuance
11. Fire Code requires hallway and stairwell doors to remain closed at all times unless designed with electronic door hold opens that are integrated with the building fire alarm system. Doors will not be blocked open at any time.
12. Electric breaker panels shall be left clear of storage items within three feet.
13. No storage is allowed in elevator mechanical rooms.
14. If you have questions or suggestions regarding Room Use Policies, please contact Physical Plant at ext. 2247.