

TITLE III

SECTION 500 - FACILITIES MANAGEMENT

A. Use of County Buildings and Facilities

1. County buildings and other facilities are maintained and operated for the purpose of conducting the various activities and functions of County government and those activities shall have first priority in the use of such facilities. As a secondary use, the buildings and facilities operated by the County shall be available for the limited term use of the community.
 - a. The sale or provision of water in single use plastic bottles less than one gallon is prohibited at any County facility effective January 1, 2020 except for emergency use.
2. Animals in County buildings and adjacent County owned property are prohibited with the following exceptions:
 - a. Guide dogs, Hearing dogs, and Service/Assistive animals as defined in state and federal law;
 - b. Animals that work for a governmental agency involved in law enforcement and/or security
 - c. The County Animal Shelter is exempt from this provision.
3. Animals in County buildings and adjacent County property which are exempted as provided for in 2 above are expected to be leashed, harnessed or tethered and under the immediate control of the owner and not disrupt County facilities and/or operations, negatively impact County visitors or work force members, or compromise legitimate health and safety requirements for the safe operation of County facilities and adjacent property.
4. Complaints can be made to the General Services Department regarding noncompliance with these rules.

B. Space Allocation

1. Permanent//Long Term Allocation

The allocation of space in any County facility is the responsibility of the County Administrative Office. Any need for office and/or work space must be directed, in writing, to the CAO stating the amount of space needed, its intended use, planned date of first use, and the expected duration, if not on-going.

Any anticipated costs involved in the acquisition of space must be included in a budget format, which reflects your best estimate of costs involved in the project. All anticipated costs should be included in the project budget. Those costs would include, but not necessarily be limited to the following:

Construction/remodel, HVAC engineering and modification, telephone and data line installation, other utility service installations, furniture and equipment moving, and incidental costs including project management and required permits.

The County Administrative Officer shall notify the Board of Supervisors at least one week prior to the initiation of a change in space usage.

2. Short Term Allocation (more than one week)

Temporary space allocation is approved by the County Administrative officer under the same criteria as long term allocation; however, no modification of facilities will be considered to accommodate the need.

C. Meeting Facilities

Meeting facilities shall be defined as those areas within County buildings which have not been designated as an ongoing work station and have the capacity to handle the gathering of eight or more people for the conduct of group activities and which would not disrupt the normal and usual conduct of County business within the immediate area.

Meeting facilities fall within the following three distinct categories.

1. Those facilities managed by the department/agency or other group which conducts the normal and usual business activity within the facility or immediate area.
2. Those facilities managed by the Parks, Open Spaces and Cultural Services (POSCS) Department.
3. Those common area facilities managed by the General Services Department.

When reserving a meeting facility, County departments/agencies should utilize the Outlook Appointment function and select the appropriate location from the dropdown list. If the location is not listed in the dropdown, departments should contact the department responsible for the facility they are interested in using, and make direct arrangements. Outside agencies and the public should contact POSCS for park reservations and General Services for other County facilities.

No meeting will be allowed which advocates the overthrow of any government of the United States or is in violation of any law, ordinance or regulation.

D. Posting on County Real Property

No posting of any materials shall be allowed on any County real property or in any County buildings except at designated locations.

Designated locations shall include:

1. Any bulletin boards established by County departments or agencies for the benefit of their employees or the public.

2. Any bulletin boards established in common areas of any County building where approval for placement of the bulletin board has been received from the General Service Department.
3. Attorney General Opinion No. 87-301, concludes that while Penal Code Section 556 makes it a misdemeanor for any person to post an advertisement on state, city or county property without permission, the section is not applicable to campaign signs of candidates for public office. The Attorney General makes the distinction on the basis of the First Amendment protection of freedom of speech.

E. Displays, Booths, Handouts, Solicitations

1. Interiors

No one shall be allowed to set up displays, tables or booths, distribute handouts, brochures, advertisements wares, food or other non-County generated materials, without the approval of the General Services Department.

The General services Department will not approve any of the activities described above that are of a commercial or political nature which could be in conflict with the normal and usual activities of County Government.

2. Exteriors

No one shall be allowed to set up displays, tables or booths, or distribute wares, food or other similar materials without the approval of the General Services Department.

The General Services Department will not forbid the distribution of printed handouts, brochures or advertisements; but will also not encourage these activities through the granting of a permit to conduct such activities. Action to prevent such activity will be taken only if the activity interferes with or in any way disrupts normal County business activities.

F. Repair, Maintenance, Alteration and Custodial Services of County Facilities

The repair, maintenance, alteration, custodial services and general management of county owned and operated facilities shall be the responsibility of the General Services Department, except in facilities where other specific arrangements and/or contracts exist. Cleaning of detention facilities, shop and/or maintenance areas shall be the responsibility of the operating department. Management, repair and maintenance of park facilities and maintenance yards shall be the responsibility of the operating department.

1. Custodial Services

The General Services Custodial Section performs the following duties:

- a. Clean and sanitize all restrooms
- b. Clean and resurface all hard surface floors
- c. Vacuum all carpeted areas

- d. Clean all doors, windows and painted walls
- e. Vacuum upholstered furniture
- f. Dust exposed clear surfaces
- g. Replace light bulbs and fluorescent lamps
- h. Clean up spills
- i. Move office furniture, supplies and equipment of limited quantity

The custodial staff's primary objective is to keep restrooms and common areas of all buildings in a clean and sanitary condition. Other duties are of secondary importance and are accomplished as time permits.

When in need of special non-emergency custodial services, submit a request to General Services in the OneSolution Work Order Management System. This request should be submitted several work days in advance of your specific need.

Emergency custodial services during normal working hours can be obtained by contacting the custodian who works in your area, or if unable to locate that person, by calling the General Services Administrative office. After hours custodial needs must be met by the staff of the operating department.

2. Maintenance and Repair

The Maintenance Section of General Services is comprised of two work units whose responsibilities are as follows:

a. Building Equipment

- 1) Scheduled and non-scheduled repair of major building equipment.
- 2) Preventive maintenance of major building equipment.

b. General Maintenance

- 1) Scheduled and non-scheduled repair of plumbing, electrical and structural areas of county facilities, including parking lots and walkways.
- 2) Minor alterations and/or modification of County building equipment and facilities.

By definition, building equipment refers to that equipment which is part of County real property and does not include laboratory, Kitchen or other specialized equipment.

Maintenance and repair of specialized equipment shall be the responsibility of the operating department. Repair and maintenance of such equipment should be requested through the Purchasing Division of General Services.

Response criteria for all maintenance and repair services required of General Services are classified at three levels:

Immediate Response: Paging is required if the problem affects the health or safety of County employees or the public. A request should be submitted through the OneSolution Work Order Management System, followed by a phone call. Call the General Services main number ext. 2210 if the problem occurs during normal business hours. If the problem occurs after hours, call Netcom Dispatch at 471-1190.

Response required within the same working day: The problem is one that must be addressed during the current workday, but does not affect the health and safety of County staff or the public. A request should be submitted through the OneSolution Work Order Management System, followed by a phone call to the General Services main number ext. 2210.

Response not required within the same working day: A request should be submitted through the OneSolution Work Order Management System. Work will be completed in the order it is received by General Services.

3. Alterations

Any proposed alterations to County Facilities must be submitted to General Services on a Request for a Building/Office Alteration and/or Remodel form (GSD-35) available through the County Intranet General Services website.

Funds for the alteration of County facilities are not available in the General Services budget; therefore, any proposed alterations must include funds for implementation.

Following review of the proposed alteration by General Services, the request will be forwarded to the County Administrative Office for review and approval. If funds for alterations are needed to complete a project, then the necessary correspondence and transfer of funds request should be prepared by the department for action by the Board of Supervisors after receiving approval from General Services and the County Administrative Office. Approval is required in writing before any work can be begun from either GSD-Purchasing or the Board of Supervisors depending on the project cost. Refer to GSD-35 for approval limits.

Alterations should be handled when at all possible through the normal budget process for approval during budget hearings.

4. Planted Areas

The planted areas within, surrounding and adjacent to County buildings are the responsibility of the Parks, Open Spaces and Cultural Services (POSCS) Department. Any repair or alteration to planted areas should be referred to POSCS.

G. Commemorative Plaques

If a plaque is placed on a building or other facility to commemorate new construction, the names of Board members and significant public officials important to the project shall be listed, along with the general date of completion. The name of the building and significant contributors to the project may also be listed. Smaller plaques may be placed on building that do not meet the definition of a commemorative plaque.

1. Names of Board members

- a. Where names of Board members appear, the members shall be listed by order of their district. If the list is vertical, the First District shall be listed first and so forth. If the names appear from left to right, the First District shall appear on the leftmost side, with the names proceeding from there. If the names appear in an array, the names shall appear sequentially by district beginning at the left of the first row, following the pattern for each row thereafter.
- b. The titles of the Board members are not used.
- c. Board members shall be the first contributing individuals or entities listed on any commemorative plaque.

2. Name of the County Administrative Officer

- a. The County Administrative Office shall be listed, along with their title, immediately following Board members.
- b. The County Administrative Officer's name shall be listed in a manner preferred by the County Administrative Officer

3. Name of the County

- a. Style for the standalone use of the County name shall be "County of Santa Cruz."
- b. "Santa Cruz County" may be used in conjunction with the name of a building or facility. (i.e., "Santa Cruz County Health Services Agency")

4. Names of Individuals

- a. The names of County employee individuals appearing on plaques who contributed to project completion shall be listed in the manner preferred by each individual.
- b. The number of County employee individuals appearing on plaques shall be no more than five.
- c. The County employee individuals listed on a County building or facility shall be nominated by the Department head(s) responsible for overseeing the project, and be confirmed by the head of the General Services Department.
- d. Names of employee individuals may be accompanied by their Department or role in the project. These descriptors are not necessarily the same as job titles, and should be restricted to as few words as possible.

5. Contributors

- a. The names of significant financial or in-kind contributors to County projects may be listed in a manner which honors their role in the project.
- b. The names of individuals or entities shall be listed in the manner preferred by each individual or entity.
- c. Language thanking individuals or entities for their role shall be brief and not supersede in scope or length the role of Board members or contributing County employee individuals.