

CAYUGA COUNTY POLICY MANUAL
Section 9

Subject: Building Policies

Effective Date: 5/25/10; Res. 255-10

Supersedes Policy of: 10/27/09; Resolution 572-09

1.1 Policy Title: Building Temperature

Objective: To be cost conservative as well as recognizing the human element, when setting and controlling building temperatures.

Policy:

- A. Each building will be set to maintain 68°F in the heating season and 76°F in the cooling season.
1. Some buildings have multiple heating/cooling zones, which for their inherent mechanical differences may make some areas warmer or cooler than others, but all attempts will be made to be consistent.
 2. When a majority of a building or zone runs at the set temperature any area that is in that building or zone with a + or - of 2° of the set temperature will be deemed to be an acceptable temperature.
- B. No electric space heaters are allowed, except when the following criteria have been met:
1. When a written complaint is filed about an area of a building being too cold or too hot, the Cayuga County Building Maintenance Supervisor will monitor the area for one week to track the temperatures. If the parameters set in the above section “A” cannot be met by further adjustment to the heating/ cooling system, the Building Maintenance Supervisor will provide an alternate heating.
 2. When an electric heater is allowed, it is not allowed to be under a desk or any other confined area. The electric heater must be kept in a position so as to not create a tripping hazard or where papers or other combustibles may fall on it.
 3. The Building Maintenance Supervisor will remove any unauthorized electric heater and upon request of the owner, will be returned and taken home.
- C. Windows will not be allowed opened when the building has a fully automated heating/cooling system. Opened windows can cause an imbalance of the system causing it to over heat or over cool the zone.
1. If a window is observed or reported open, the Building Maintenance Supervisor will notify in writing the occupant of the room to keep the window closed.
 2. If an occupant continues to open the window after notification the Building Maintenance Supervisor may turn that particular zone off to conserve energy and tax dollars.

1.2 Policy Title: County Furniture

Objective: The rearrangement of furniture must be reviewed to make sure it meets occupational safety and health standards. Buildings and Grounds staff have the equipment to move heavy furniture without damaging walls, floors or the furniture.

Policy: All furniture moves such as desks, file cabinets, etc., are to be approved by the Building Maintenance Supervisor or the Deputy Building Maintenance Supervisor, and will be moved by the Buildings and Grounds Department personnel. A few days notice prior to the move is requested for scheduling. However, if there is an immediate need to have furniture moved, Buildings and Grounds will try to accommodate.

1.3 Policy Title: Appliances

Objective: To decrease the chance of a fire occurring.

Policy: Appliances such as coffee pots, toasters and microwaves that are left plugged in when not in use are a fire hazard. Therefore, when these appliances are not being used, they must be unplugged.

1.4 Policy Title: Building Security

Objective: To protect the security of County property, employees and the public through the establishment of necessary controls and procedures.

Policy:

- All visitors to the premises must enter through the main entrance of the County Office Building.
- All employees are expected to use designated entrances and exits.
- All County employees are required to conspicuously display their employment Photo ID Card provided to them at all times during their respective working hours. This rule applies to all employees regardless of position or length of service. Photo ID Cards must not, under any circumstances, be loaned to others, altered, or mutilated.
- In the event of theft, suspicious activity, or dangerous incident, employees should contact security immediately by dialing 294-8007 or 651-2388 (cell phone).

1.5 Policy Title: Parking Lot Regulations

Objective: To Inform County Employees of Regulations That Will be Enforced in the County Parking Lots.

Policy:

- Parking permits will identify authorized vehicles.
- Reserved parking spaces are numbered for reserved use.
- Cars are to be parked so that they take up ONE space only. Anyone taking up two parking spaces will be in violation of the parking regulation.
- No parking on the grass, or in the aisles.
- No personal vehicles are to be left in the parking lot overnight. If there is an emergency, let the Building Superintendent know.
- When you leave employment with the County, surrender your parking permit to your Department Head.
- Violation of parking regulations will result in vehicle being banned from the County parking lots or towed at owner's expense.

1.5 Policy Title: Personal Property

Objective:

Policy: Cayuga County assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

(Note: Policy shall be reviewed periodically by the Superintendent of Buildings and Grounds or his/her designee. Any revisions adopted by the Legislature shall be distributed to departments.)