

## **Kansas Department of Agriculture – Headquarters/ Lab Building Policy**

### **I. Beverages**

- a. Filtered water is available from the drinking fountains, one of which on each floor includes a bottle filler.
- b. Filtered ice is available in break rooms icemakers.
- c. There are coffeemakers and coffee in the HQ break rooms on each floor.
- d. Coffee Club
  - i. Facilities manager administers the Agency wide coffee club. The current contribution is \$12 per month and will be adjusted based on consumption. Please contact Facilities Manager to participate.
  - ii. Administration is covering 25% of the coffee costs. The purpose is to accommodate offering coffee to guests. Please do not hesitate to do so!
  - iii. If you are not joining the coffee club but would occasionally like to drink coffee, please plan to contribute \$1 per day.
  - iv. The coffee club works on the honor system – thanks for participating.
- e. Tea Club
  - i. Facilities manager administers the Agency wide tea club. The current contribution is \$5 per month and will be adjusted based on consumption. Please contact Jennifer to participate.
  - ii. If you are not joining the tea club but would occasionally like to drink tea, please plan to contribute \$1 per day.

### **II. Vending**

- a. The HQ 1<sup>st</sup> floor breakroom offers a wide variety of both food and beverage vending items
- b. The vending station is set-up with a self-checkout system and monitored by security camera.
- c. Employees and guests can pay with cash, credit/debit card or set up an account that money is loaded into and deducted from by the employee.
  - i. If cash is used to make a purchase, no change will be received.
  - ii. Instructions on how to set up an account can be obtained from facilities manager.

### **III. Break rooms**

- a. Refrigerators and microwaves are located in each break room. **There should be no need to have microwaves or refrigerators in cubicles.**
- b. Not all employees are required to take breaks/lunch at the same time. Program managers can work out a lunch rotation schedule to better maximize the use of the space if needed.
- c. Employees are expected to keep the break/lunch areas clean. Refrigerators will be cleaned out at the end of each month.

### **IV. Copying, printing, scanning, faxing, printing services**

- a. All printing should be done to a networked copy machine, all faxing on the networked machine, etc. (no other fax machines will be in the building).
- b. Using a copier is less expensive than using a printer. Printers should only be used for specialized printing tasks that cannot be done on a copier.
- c. Employees are expected to print only what is needed, and only print in color when necessary.
- d. Large print jobs can be completed by KSU Printing Services or the State Printer upon ascertaining price comparisons.  
The faxes will go to email (as stated in the phone policy).

### **V. Office supplies - not program-specific**

- a. Employees should store only what is actually needed in personal workspace.
- b. Office supplies are managed by Office of the Secretary.
- c. For special orders that differ from the general office supplies, employees notify facilities manager who will place the order on Mondays on a full week. The individual requesting the special order is notified when the order arrives. If extra is ordered, it will be stored in room 139 for others to use.
- d. Any necessary supplies that employees request will be stocked.
- e. Standard #10, 9 ½ x 12 ½, 6 x 9 and standard window #10 envelopes will be ordered for the agency.
- f. All storage rooms should be kept neat and organized at all times and shared effectively between programs.

## VI. Receiving guests

- a. The majority of guest meetings occur on the first floor.
- b. All guest will sign in on a daily guest book at the front desk.
- c. Guests will be held at the front door by reception for a KDA employee to meet and take to a specific meeting location in the building.

## VII. Building access – cards and keys

### Headquarters

- a. The HQ front door is open to the public from 8:00 a.m. to 5:00 p.m. Monday through Friday
- b. The east and west entrances may be accessed 24 hours per day with a building access card.
- c. Building access cards— please reference the KDA ID Card Policy.
- d. The alarm system, with motion alarms, will be active from 12:10 a.m. until first entry Monday through Friday. The system will be armed 24 hrs. per day on Saturday & Sunday.
- e. When entering the building after hours when the alarm is set employees should only use the front (west) entrance and follow these steps:
  - i. Use access card to unlock the exterior door.
  - ii. Move quickly through the vestibule and just inside the interior door on the wall to the right is the security alarm panel. You have 60 seconds to disarm the alarm system.
  - iii. Take note of whether the system is "Armed" or "Disarmed" by noting what reads on the screen. The screen will read "Armed" or "Disarmed."
  - iv. If the system is "Armed" swipe the access card on the reader near the security alarm panel. This should cause the panel display to change to say "Disarmed."
  - v. Employees should write their name showing that they are in the building on the whiteboard sign near the entrance.
  - vi. Employees can then proceed to their work area.
  - vii. If the system is found to be "Disarmed" upon entry to the building, then no action with the system is necessary. The employee's name should be added to the sign showing they are in the building. Take note of the time. If it is outside the automatic arming timeframe of the security system, then the employee may need to disarm the system if the employee will be present once the system automatically arms.
- f. When leaving the building after hours:
  - i. When employees working after hours leave the building they should remove their name from the sign.
  - ii. If other employees are still in the building, then do not arm the system and exit the building.
  - iii. If no other employees are still in the building, then swipe the access card at the reader near the security alarm panel. This should cause the panel display to change to say "Armed." There is a 30 second period to exit the building before the alarm activates.
  - iv. If you set the alarm off by mistake:
    1. Open the plastic cover on the alarm panel just under the digital display. On the bottom of the opened cover is the phone number for Jennifer, Brittney, & Jen to help you.
    2. Call this number and let them know what is going on.
    3. Wait by the main phone at the reception desk in case the police arrive or call.

## Lab

- a. The front door is open to the public from 8:00 a.m. to 4:30 p.m. Monday through Friday.
- b. The receptionist door may be accessed 24 hours a day with a building access card.
- c. Building access cards — please reference the KDA ID Card Policy.
- d. The alarm system, with motion alarms, will be active from 11:00 p.m. to 6:30 a.m. Monday through Sunday.
- e. When entering the building after hours when the alarm is set employees should only use the front (south) entrance and follow these steps:
  - i. Use access card to unlock the exterior door.
  - ii. Move quickly through the vestibule and just inside the interior door on the wall to the right is the security alarm panel. You have 60 seconds to disarm the alarm system.
  - iii. Take note of whether the system is "Armed" or "Disarmed" by what it reads on the screen. The screen should read "Armed" or "Disarmed."
  - iv. If the system is "Armed" swipe the access card on the reader on the security alarm panel. It will ask to disarm "Part or All," select the appropriate one. This should cause the panel display to change to say "Disarmed."
  - v. Employees can then proceed to their work area.
  - vi. If the system is found to be "Disarmed" upon entry into the building, then no action with the system is necessary.
- f. When leaving the building after hours:
  - i. If other employees are still in the building, then do not arm the system and exit the building.
  - ii. If no other employees are still in the building, swipe the access card at the reader near the security alarm panel. This should cause the panel display to change to say "Armed." There is a 30 second period to exit the building before the alarm activates.
  - iii. The alarm will arm itself in an hour if not armed. If you are still in the building after hour is to be up, you will have to go and swipe your card again.
  - iv. If the alarm goes off, Jennifer Brunkow will receive a call from the security company.
- g. Lab Garage
  - i. Door is always locked; only designated programs have access to the door.
  - ii. Alarm comes on at 11:30 p.m. and stays on until 6:30 a.m.
  - iii. To disarm there is a scanner at the north plant protection door, just scan your badge when you enter.
  - iv. To arm just scan badge over the scanner and leave out the west door.

## Office/conference room keys:

- a. All HQ offices and conference rooms on the same floor can be opened using the same key.
- b. Office keys for any second or third floor offices will open storage rooms on their respective floor.
- c. First floor office keys can open storage room 122.
- d. Storage room 140 can be opened with a building access card.
- e. Storage rooms 109 and 141 each have separate keys that will be designated to the programs using each storage room.
- f. It is the intent to leave all storage rooms except rooms 109, and 141 unlocked during the workday.
- g. The Office of the Secretary unlocks first floor storage room 139 at the beginning of the workday and locks it at the end of the workday.
- h. Programs should designate who will have keys to the storage rooms they are using.

## Landon Office Access

- a. Separate Capitol Complex cards will be issued to those who need them.
- b. The Capitol Complex cards will access the Landon office only both the exterior door and the interior doors on the 4th floor. They do not work at the Manhattan office.
- c. Secretary of Agriculture will have a key to the office. Access for other KDA employees will be granted by the Water Office employee.

## VIII. Cleaning

- a. All employees are expected to maintain a workplace that is professional, clean and organized. It should be conducive to working effectively and providing a consistent tour-ready environment.
- b. Custodial staff will dust desktops, overheads, etc., if it is cleared off. Employees should keep what they want dusted cleared off.
- c. Break room refrigerators are cleaned once per month by KDA employees. Anything left unmarked will be disposed of at that time.
- d. Employees are expected to wash and dry their own dishes after use.
- e. Employees are expected to leave all common areas cleaner than they found them.
- f. Custodial staff will be in the HQ building from 3:00 p.m. until 12:00 a.m. Monday through Friday. Lab custodial staff will be working Tuesday and Friday from 3:00 p.m.–5:00 p.m.
- g. Major spills should be cleaned up as much as possible and reported to front desk, so they can address the spill. Front desk has access to the custodial closets on each floor.

## IX. Climate Control

- a. Shades should be up to allow light into the building. If you have temperature issues in the short term, see facilities manager.
- b. In cold months the thermostat range will be 70–73
- c. In warm months the thermostat range will be 70–73

## X. Conference room reservations

- a. No conference rooms are designated to a specific program. They should be kept clean and professional at all times. Those with bookshelves should be used for professional appearing books and manuals – not miscellaneous binders etc.
- b. Office of the Secretary will do quarterly walkthroughs to ensure proper use of the conference rooms.
- c. To submit a room request:
  - i. While viewing your calendar in Outlook, click "New Meeting." (Keyboard shortcut, **CTRL+SHIFT+Q**)
  - ii. In the Subject box, type a description of the meeting or event.
  - iii. To open the Address Book to see room availability, click "Rooms" next to the location drop down box.
    - 1. If you do not see the "Rooms" button, you might have opened an appointment instead of a meeting request.
  - iv. Complete the meeting request.
    - 1. In the "Start time" and "End time" lists, click the start time and end time for the meeting. Type any information you want to share with the recipients or attach any files.
    - 2. On the "Meeting" tab, in the "Show" group, click "Scheduling Assistant."
    - 3. Click "Add Attendees."
    - 4. In the "Select Attendees and Resources" dialog box, in the "Search" box, type the name of a person or resource that you want to invite to the meeting, and then click "Go".
    - 5. Select the name from the results list. Click **Required**, **Optional**, or **Resources**; and then click **OK**. Required and Optional attendees appear in the To box on the Meeting tab, and Resources appear in the Location box. The Scheduling Assistant displays a free/busy grid that shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting. The Suggested Times pane locates the best time for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any one of the suggested times, click the time suggestion in the Suggested Times pane. You can also manually select a time on the free/busy grid.

6. If you want to make the meeting recur, on the Meeting tab, in the Options group, click Recurrence, select the recurrence pattern, and then click OK. When you add a recurrence pattern to a meeting request, the Meeting tab changes to Recurring Meeting.
  7. On the Meeting tab, in the Show group, click Appointment.
  8. Click **Send**.
- d. Meetings for internal staff should be prioritized to the specific program's floor when rooms on that floor are available.
  - e. **No tape may be placed on walls or windows.**
  - f. **No decorations or tape may be placed on sidelights other than those issued by the agency.**
  - g. Sticky flipcharts are acceptable to use on walls for meetings.
  - h. Follow the technology guidelines provided for each conference room.
  - i. Turn off all conference room equipment when finished with the room.

#### **XI. Furniture layout**

- a. Desks should not be moved, but any office accessories (e.g. guest tables, chairs and storage pieces) may be rearranged.
- b. Sidelights should not be blocked. It is preferred that windows not be blocked.
- c. Work surfaces in the cubicles may be adjusted to any height. But if a taller chair or standing pad is desired that shall be purchased by employees.
- d. In the cubicles, whiteboards can be moved again at any point. In hard offices, whiteboards must remain in the place they are installed.

#### **XII. Cubicle Layout**

- a. The standard cubicle desktop is set at a normal seated height. Desktops can be raised or lowered for an employee's comfort by submitting a request to the Building Manager. Admin will pay for a one-time cubicle desktop adjustment.
- b. If an employee desires a sit-stand desk variable-height work station converter (Vari-Desk or similar), they should make the request to the program manager. The program manager should check their program budget for adequate funding and if approved will submit the purchase request to the facilities manager, who will then order the converter from Kansas Correctional Industries. The program is responsible to create the purchase requisition in SMART. After the fiscal approval process is completed, the facilities manager will submit the order to Kansas Correctional Industries.
- c. Employees wanting an anti-fatigue mats and/or a tall chair or stool at their workstation will be required to purchase those items for their own use.
- d. Glass extender panels are installed on each cubicle. There shall not be anything affixed to the surface or hung from the top rail of the panels. Plants and their vines are not allowed to sit on top of the panels either. KDA-issued coat hooks are allowed as installed by the cubicle installation company.

#### **XIII. Letterhead, business cards, E-mail contact information**

- a. All programs will use agency letterhead.
- b. Business cards are requested through Human Resources as approved by program managers/supervisors.
- c. Employees should create E-mail contact business cards that appear at the bottom of e-mails.

#### **XIV. Lighting**

- a. Please turn off all lights when leaving rooms and floors with light switches.

#### **XV. Office supplies — not program-specific**

- a. Employees should store only what is actually needed in personal workspace.
- b. Office supplies are managed by Office of the Secretary.
- c. For special orders that differ from the general office supplies, employees notify Jennifer who will place the order. The individual requesting the special order is notified when the order arrives. If extra is ordered, it will be stored in room 139 for others to use.
- d. Any necessary supplies that employees request will be stocked.
- e. Standard #10, 9 ½ x 12 ½, 6 x 9 and standard window #10 envelopes will be ordered for the agency. All storage rooms should always be kept neat and organized and shared effectively between programs.

**XVI. Parking**

- a. KDA parking permits will be required for all employees.
- b. There are no designated parking spots for employees.
- c. There are handicap and visitor spots near the building.
- d. State vehicles are parked along the west fence.
- e. Passes for parking on campus as well as in the campus parking garage are available to check out as needed.

**XVII. Phones**

- a. Phone number assignments in Manhattan
  - i. Each office and cubicles assigned to headquarters employees has a phone
  - ii. Each intern workstation does not have phones unless requested by program managers.
  - iii. Field staff cubicles have phones.
  - iv. A pool of phones is available to check out from the receptionist and use in the small conference rooms.
  - v. The larger conference rooms: 143, 115, 211, 222, 311, and 322 have conference phones.
  - vi. Conference phones and Meeting Owls can be checked out from the front desk.
- b. Phone Policy for Manhattan Office
  - i. All faxes are received electronically and disseminated by a small group of employees. One fax line for each floor.
  - ii. Individual employee numbers may be included on business cards or in email signatures. These numbers can roll to the program number or they can go to voicemail.
  - iii. To dial in MHK building, dial 5 digits starting with 4. To dial any state office in Topeka (296 or 368), you should also use 5 digits to avoid long distance charges. A 1 is required for all other calls.

**XVIII. Pooled vehicle reservations**

- a. Office of the Secretary manages the vehicles located in Manhattan. A calendar is also available.
- b. Reservations are based on the event/activity, how many people will be riding in the vehicle, etc. Vehicles are assigned based on need.

**XIX. Receiving guests**

- a. Guests enter through the west (main) entrance and are greeted by the receptionist.
- b. Someone is at the receptionist desk from 8 a.m. to 5 p.m. If a receptionist briefly steps away from the desk, a student employee may fill in.
- c. Guests will sign the guest have a seat in the lobby to wait.
- d. The receptionist contacts whoever can help the guests, and then it is the contacted individual's responsibility to come get the guests or bring them what they need. Guests can be offered coffee or water.

**XX. Trash and recycling**

- a. Recycling practices are expected.
- b. All recyclable items except glass can be recycled.
- c. Food trash is encouraged to be placed in the break rooms, as the break room trash will be disposed of daily.
- d. If workstation trashcans or recycle bins become too full during the week, employees should empty their workstation cans and bins in larger trashcans or recycle bins located in common areas.

**XXI. Wall hangings and personal items**

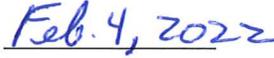
- a. Any workplace appropriate wall hangings and personal items are acceptable.
- b. No items may be hung on the walls by KDA employees. All items will be hung professionally handyman.
- c. **No tape may be placed on walls or windows.**
- d. **No decorations or tape may be placed on sidelights other than those issued by the agency.**
- e. Sticky flipcharts are acceptable to use on walls for meetings.

- XXII. Extra electrical equipment in office and cubicle areas.
- a. There will be no space heaters, heated blankets, televisions, or any other extra electrical pulling objects.
  - b. No appliances (microwave, refrigerators, coffee pots, Keurig).

Changes to building policies will be addressed as needed.



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Mike Beam, Secretary of Agriculture



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Date

Revised : 01/2022