

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.49	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS	
CHAPTER: 8 ADMINISTRATION	SUBJECT: CENTRAL ADMINISTRATION BUILDING GUIDELINES	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:	 9/22/15	
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517; 29 *Del. C.* §8903

II. PURPOSE: To establish control and provide general guidance regarding pictures, wall hangings, bulletin boards, and use of the employee kitchen/lounge area.

III. APPLICABILITY: All Department of Correction employees maintaining offices in the DOC Administration Building, visitors, and persons conducting business within the facility.

IV. DEFINITIONS: NONE

V. POLICY: It is the policy of the Department of Correction to establish guidelines for the maintenance and housekeeping of the Central Administration Building. Supervisors are responsible for informing employees of the following guidelines:

A. Pictures and Wall Hangings

No pictures or wall hangings will be placed in the hallways, common areas; or conference rooms without the approval of the Bureau Chief of Administrative Services. Based on the fire code for this building, nothing will be hung from the ceiling under any circumstances. Within the individual work areas, employees are to use the bulletin boards provided for posting of memos, notices, phone lists, etc.

B. Office Painting

Individual offices will be painted on an as-needed basis only. Employees desiring to have an office painted shall submit a request through their Section Administrator or Bureau Chief to the Bureau Chief of Administrative Services. If the request is approved, the Bureau Chief of Administrative Services will forward the request to the Capital Programs Administrator for scheduling with a Level IV offender work crew.

C. Bulletin Boards

All requests for Bargaining Unit bulletin boards must be reviewed by the Human Resources Director.

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D. Building Temperature

If office temperature conditions are uncomfortably hot or cold, employees should notify the Capital Program Administrator. Individual staff members will not attempt to make any thermostat adjustments.

E. Employee Kitchen/Lounge Area

The kitchen/lounge area, microwaves and refrigerators are amenities provided for all building employees. Staff members should be considerate of co-workers and immediately clean spills or messes created during storage or cooking. Daily cleanliness of the areas and amenities is everyone's responsibility. Employees should remove food items from the refrigerator each day, if possible, and by the end of each week at the latest. Items left for an extended period are subject to disposal.

F. Maintenance

Maintenance issues are to be reported immediately to the Capital Program Administrator.