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| TITLE | POLICY NUMBER | |
| Housekeeping and Decorations Policy | DCS 02-37 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| Business Support Services, Office of Real Estate | 10/14/16 | 4 |

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to providing a safe and sanitary work environment for staff, clients, and visitors to DCS offices. Lack of housekeeping is a major contributor to occupational injuries and illnesses. Neat and uncluttered offices reflect the Department's dedication to safety and professionalism. This policy establishes housekeeping/office decoration policies designed to maximize cleanliness and well-being.

II. APPLICABILITY

This policy applies to all DCS personnel and facilities.

III. AUTHORITY

[A.R.S. § 8-453](#) Powers and duties

[29 CFR 1910.22\(a\)](#) Occupational Safety and Health Standards

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Office of Real Estate or ORE: The DCS Office responsible for facilities management, building security, and physical space acquisition, allocation, and utilization.

V. POLICY

- A. This policy applies to each employee's individual work space, whether cubicle or office, as well as all common areas such as break rooms.
- B. Aisles, walking spaces, exits, and communal areas must be free of clutter, passable, and unobstructed at all times.
- C. All areas are to be kept neat, clean, and professional in appearance. Work surface areas and panels should be neat, dusted, and devoid of excess clutter. Personal items are acceptable in the work space/cubicle/office as long as the items do not interfere with the organization and flow of the employee's work.
- D. Electrical appliances, such as, but not limited to, small personal refrigerators, personal electric fans, toasters, toaster ovens, hot plates, grills, sandwich presses, space heaters, and high-heat producing lights are forbidden. Refrigerators and microwave ovens are provided in break rooms/kitchens for employee use (see section VI.H).
- E. Automatic drip coffee pots, pod single-serve coffee brewing machines, space heaters, candles, oil lamps, scent diffusers, incense, electric blankets, or any other heat producing apparatus are considered safety hazards and are prohibited in work spaces, cubicles, or offices. Automatic drip coffee pots, pod single-serve coffee brewing machines with automatic shut-off capability, hot water tea pot/kettles with automatic shut-off capability, electric and non-electric water dispensers, and crock pots may only be used in appropriate break rooms equipped with hard surfaced flooring.

Should temperature problems arise, contact the Office of Real Estate (ORE) at (602) 542-2236 or email ORE@azdcs.gov.
- F. All extension cords must be grounded. Lightweight extension cords or multiple adapters are NOT allowed. Electric light cords shall not be hidden under combustible materials such as rugs.
- G. No objects may be hung from ceilings, the ceiling grid, or ceiling lights as they may interfere with fire sprinklers, fire alarm devices, fire extinguishers, and/or fire hose cabinets. Ceiling light fixtures cannot be covered by fabric, paper or any other material that could create a fire hazard.

H. Office Furniture

1. Only furniture authorized and approved by the Business Support Services Administrator is allowed in work spaces, offices, or cubicles. Any changes or adjustments to work space configurations must be requested and approved through the Office of Real Estate (602) 542-2236, or ORE@azdcs.gov. Only the agency-contracted vendor or their authorized representative may make the changes.
2. DCS Office of Real Estate maintains a set of standard office furniture options to facilitate the efficient, cost-effective, and timely acquisition and installation of office furniture used by DCS employees. DCS ORE purchased furniture from state contracted vendors meets furniture fire code and safety standards.
3. Furniture cannot be brought in from home nor purchased personally (e.g., desks, tables, chairs, lamps) due to flame retardant material requirements for state purchased items and moving considerations.
4. Office furniture covered by this policy includes the following items: work surfaces or desks in offices and cubicles, panels, seating, storage, paper management, book shelving, small conference tables and chairs, and accessories such as whiteboards, tack boards, floor lighting, and task lighting.

I. All employees of DCS shall follow the guidelines set forth in this policy regarding break room, cubicle, office, and work space. Program Administrators, Program Managers, and supervisors are responsible for ensuring that employees adhere to this housekeeping policy. Employees who fail to comply with the policy may be subject to disciplinary action.

J. Only window coverings authorized and approved by the Business Support Administrator are allowed in work spaces, offices, or cubicles.

K. Altering wall finish by applying paint or other wallcovering material in private offices, conference rooms, or visitation areas must be approved by Business Support Services Administrator.

VI. PROCEDURES

- A. Only name plates, official posters, and policies provided by the Department may be displayed on the outside or on top of workstation panels. An employee directory list may be displayed at the end of each row of cubicles.
- B. Only one plant per cubicle is permitted and must be placed on Formica-topped furniture/nonmetallic work surfaces. To prevent scratches and water/rust damage to the surfaces, plants shall not be placed on file cabinets, metal bins or window ledges. A plant may not extend above or outside cubicle walls. No plant shall be hung from the ceilings or walls. If safety, pest and or health concerns arise, ORE reserves the right to have plants removed from the work place.
- C. No fish or any live animals, with the exception of approved service animals, are permitted in work spaces, offices, or cubicles.
- D. Lightweight items may be hung using push-pins or T-pins. No adhesives are to be used on the fabric or metal portions of panels. Magnets may be used on the metal portions. All decorations must be entirely contained within the work space.
- E. Special care should be taken to maintain the appearance and life of carpets. If a spill occurs, the individual responsible should immediately clean up as much as possible and report the spill to the Building Liaison so that the janitorial services vendor can be notified.
- F. Aisle Safety

No personal items are to be placed in the aisles or upon file cabinets or bookcases outside of the cubicle. Keep work areas clear of equipment, furniture, storage containers, and other objects that could interfere with orderly evacuation. The following procedures apply:

1. Do not use aisles for open storage at any time.
2. Keep aisles unobstructed at all times.
3. New file cabinets in aisles must conform to all the following specifications and be:
 - a. installed along one side of the aisle only;

- b. situated at least six (6) feet away from aisle exit door;
- c. metal;
- d. kept locked, with an extra key maintained by a designated individual; and
- e. labeled with their contents and the name and phone extension of the person or group using them.

4. New file cabinets must not:

- a. interfere with the minimum width requirement for exit paths;
- b. be more than 20 inches deep, 37 inches wide, and 78 inches high; or
- c. be used to store flammable or combustible liquids or gases.

G. Decorative materials

- 1. All decorative materials, including synthetic trees, must comply with the flame-retardant requirements of the National Fire Protection Association and that of the State Fire Marshal's Office.
- 2. Decorative materials must NOT be tied to the grid of a "drop ceiling", obstruct the exits, or impair the operation of any fire sprinkler, fire alarm device, fire extinguisher, or fire hose cabinet.
- 3. Electric lights may NOT be used to decorate metal trees. Small LED twinkle lights that have an Underwriters Laboratory© label are acceptable.

H. Break Rooms

Microwave ovens and refrigerators are provided in each office for employee use. The following guidelines apply:

- 1. All food items stored in the refrigerator must be marked with employee name and the date placed in the refrigerator.

2. Individuals are responsible for removing their food from the refrigerator at the end of each week.
3. Individuals must remain at the microwave while food is heating or cooking.
4. Individuals are responsible for cleaning up their own spills and cleaning up after themselves.
5. As the appliances are not always in confined spaces, strong food aromas may be offensive to employees in nearby work areas, therefore food/products that generate strong aromas should be avoided.
6. Soft drinks and snack machines are available in some breakrooms. Although beverages are acceptable in the work spaces, cubicles, and offices, open containers are not acceptable. All beverages, with the exception of water and drinks in cans and bottles, must have a lid on the container.