

Building Rules are established to keep our work place efficient, professional looking and to provide a safer work environment.

- All visitors, including relatives of staff, must sign in at the IDOH reception desk and wear the "Visitors Badge" clearly visible while in the building. At the departure from IDOH space, visitors must sign out at the reception desk and return the visitor badge. See IDOH Policy ISDH-OSC-001-04.
- Fans may be not used without approval from Administrative Services.
- Electric heaters are not permitted. However, electric blankets can be provided by Administrative Services upon approval from Human Resources.
- No furniture or obstruction may extend beyond the entrance of an individual's workstation.
- Obstructions of sidewalks, entrances, entrance doors, entry vestibules, passages, courts, corridors, halls, elevators and stairways is not allowed.
- No items may be place on or near any heat source including, but not limited to, baseboard heaters, ceiling heat panels, unit heaters and radiators.
- Extension cords may not be used. Surge protectors must be used for all computer equipment.
- No small appliances for cooking or other uses, including, but not limited to, keurigs, toasters, toaster ovens, crock pots, blenders, personal hot water heaters, are allowed in the Combined Buildings, other than those supplied by Tenant in the designated break areas (typically a refrigerator, microwave and a coffee maker).
- No items may be taped to the walls or wooden ledges.
- No items [including plants] may be hung from the ceiling nor placed on the ledges of workstations.
- First aid kits should be out where they can be seen and are readily accessible. Locations of the First Aid kits are identified on the emergency evacuation maps.
- Walkways shall remain clear of obstructions; no storage in aisles.
- No storage may be placed within 24 inches of ceilings.
- Combustibles [paper, boxes, empty containers, etc.] shall be removed daily.
- Do not leave unattended packages, purses or other items in public areas.
- Smoking and the use of smokeless tobacco must comply with the current IDOH Policy ISDH-OSC-00-13.
- Cooking, other than in microwaves located in break areas and in established vending/food service areas, requires the approval of the respective landlord. Approval is requested by the program area or individual through Administrative Services.
- Any bake sale or other sale of food of any type other than in established vending/food service areas, requires the approval of the respective landlord. Approval is requested by the program area or individual through Administrative Services.
- No cooking equipment that produces any amount of grease, including, but not limited to, any type of griddle, grille or cook top for cooking, for example, sausage, bacon, eggs or hamburgers, is allowed only in established food service areas. This does not include break areas.
- Popcorn carried outside of the Food Services Area in the Lower Level or from microwave ovens in the designated break areas of the Leased Premises shall be in closed, fastened containers only and not in any open containers.
- No live plants or plant parts (including, but not limited to, trees, fresh-cut greens, wreaths, garlands, seasonal plants, seeds, roots, leaves or starts) not rooted in dirt are allowed in the Combined Buildings. No live plants or plant parts placed in standing water are allowed in the Combined Buildings.