

# Board of County Commissioners Leon County, Florida

## Policy No. 94-2

Title: Work Areas in County Buildings

Date Adopted: March 15, 1994

Effective Date: March 15, 1994

Reference: N/A

Policy Superseded: Policy No. 93-9, "Work Areas in the County Courthouse" adopted 1/12/93

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 93-9, entitled "Work Areas in the County Courthouse" adopted by the Board of County Commissioners on January 12, 1993, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

While County buildings are public property, they require care to ensure that no deliberate damage is done to them. Offices and work areas within County buildings may be decorated to individual tastes; however, the Division of Facilities Management must be contacted for assistance and the proper hardware before hanging any item on a wall or from the ceiling. Stick-on objects or hardware which might be unsightly or cause damage may not be used.

Plants may be kept within offices and work areas, but must at all times be placed in water-retaining receptacles to avoid water stains on carpets, desk tops and filing cabinets. Cans or bottles containing liquids should be emptied prior to disposal in wastebaskets.

Uncomfortably warm or cool office temperatures shall be reported to the Division of Facilities Management. The use of portable appliances, such as heaters or fans, shall not be allowed since these appliances may create a personal safety hazard, and their use violates the Fire Safety Code. Such appliances, if found, shall be removed by the Division of Facilities Management, but may be returned to their owners upon request with the provision that they not be used in County buildings.

Managers and supervisors of all agencies occupying County buildings should assist in the responsibility of maintaining their assigned areas.