



MADISON MUNICIPAL BUILDING USE POLICY

Introduction

Vision Statement

Our Madison: Inclusive, Innovative & Thriving

Mission Statement

Our mission is to provide the highest quality service for the common good of our residents and visitors.

Statement of Purpose

In 2018, the Madison Municipal Building opened after a major renovation and restoration. The Madison Municipal Building is a newly renovated and restored historic building that is a locally designated landmark and listed on the State and National Registers of Historic Places and as such it needs to be treated with the utmost respect so that future generations of city staff, the public, and elected officials may enjoy the building.

The renovated building is a transformation that links other civic buildings together along Martin Luther King Jr. Blvd. The MMB is built to last for decades to come, using flexible open floor spaces, state of the art technology, and sustainable features such as a green roof and solar panels which will achieve [LEED Certification](#). The MMB renovation was designed to create pleasing and productive work environments that share natural light, mitigate distracting noise, reduce visual clutter, and provide high quality meeting spaces with easy layout for wayfinding.

City staff, the public, and elected officials may use the building in productive and creative ways in order to inspire new ideas and collaboration. This building is for everyone – for all community members to gather – to collaborate and to propel the City of Madison into the future.

This Building Use Policy is provided in order to maintain the historic qualities and the new design in good order to benefit staff, the public, and elected officials.

General Information

Building Hours

Open: Monday – Friday 7:30 AM - 4:30 PM and into the evening when meetings/events are scheduled.

Closed: weekends and holidays unless building is scheduled for a special event.

Entrances and Building Access

Public Entrances – The public is able to enter through the front doors at Martin Luther King Jr Blvd and side doors at Doty and E Wilson Streets.

Staff Entrances – Staff is able to access the building at any public entrance by swiping their key card after building hours and during building hours at the Level 1 rear annex door. The Level 0 rear annex entrance can be accessed by Planning and Building Inspection staff only.



Bike Parking

Bike parking is provided outside of the building for the public and staff and inside the building annex for MMB staff only on a first come first served basis. Bikes are only allowed in the annex bike parking room and access to that room should be from the exterior (accessible from the Doty Street side of the annex). Bikes are not allowed inside any other part of the building. Any bikes left in the annex bike parking area for over a week will be removed by City Facilities. To retrieve your bike if it has been removed, please contact City Facilities via the FAMIS system. Offending parties may be asked to reimburse City Facilities for costs to move and store.

Lockers

Personal day use lockers are provided in the Level 1 restrooms for staff on a first come first served basis. Staff should provide a personal lock. These lockers are intended to be used for day use only. Items should not be left in lockers overnight. Locks that remain after hours will be removed by City Facilities. To retrieve your belongings, please contact City Facilities via the FAMIS system. Offending parties may be asked to reimburse City Facilities for costs to move and store.

Lockers are provided at workstations for most staff as part of their work space furniture. Please refer to the Furniture section of this document for information.

Comfort Rooms

According to [Administrative Procedure Memorandum 2-50](#), the City will provide employees and visitors with accessible, adequate, and private facilities other than a restroom for breast milk expression at every new or remodeled City facility where office space is included.

The Comfort Room is intended solely for expressing breast milk or breastfeeding. The Comfort Room is not intended to serve as a changing room or private conversation room.

Smoking

Smoking is prohibited in all City buildings and within 25 feet of all building doors, windows, and/or air intakes.

Animals

Only service animals are allowed in the building.

Weapons

Weapons are prohibited in all City buildings.

Surveillance

Surveillance cameras are being utilized in the building to maintain the safety of the building users.



Building Environment

A Building Treatment Team has been established to maintain pleasing and productive work environments within the MMB. The team is made up of the Preservation Planner, the Arts Administrator, a staff member from Facilities Management, and a staff member from Facilities Operations. Requests made to City Facilities related to altering the building environment will be reviewed by the Team.

Art

Building Art is the property of the loaning artists and the City of Madison and is provided for the enjoyment and benefit of the building users. An MMB Art Plan manages the building art collection.

Personal Art is the property of the staff person who brings it to the office for their enjoyment. These pieces should be displayed in the staff person's immediate workspace, at or below the level of the work station walls/glass, without the use of fasteners or adhesive products on any walls, ceilings or building elements. Staff with private offices (rooms with doors) can request to have up to 5 pieces of art installed by City Facilities in their office.

MMB staff is prohibited from installing, mounting, hanging, or affixing art, shelves, devices or objects on the walls, ceilings, or other building elements. All requests for any kind of art to be put anywhere in the building should be directed to City Facilities via the FAMIS system. The Building Treatment Team will review the request and if approved, City Facilities will coordinate the installation.

The proposed art pieces for private offices will be reviewed by the Building Treatment Team to determine if the art contributes to visual clutter in the work environment, is potentially inappropriate/offensive, is too heavy for standard installation, or covers more of the wall area than allowed by Fire Code requirements. To be considered for installation, the pieces shall already be framed/finished for hanging and have mounting hardware for standard installation. Pieces that require special mounting hardware are prohibited.

All personal art that employees bring into the building must be removed on the last day of employment or those personal effects will be disposed of immediately upon that employee's departure. Donations of employee's personal art will not be accepted without going through a formal process that includes review by the Building Treatment Team, Madison Arts Commission, acceptance by the Common Council, and a monetary contribution for the perpetual care of the item. The City of Madison is not responsible for loss, damage, or theft of personal art.

Plants

In cubicles, potted plants of a height no taller than the cubicle walls may be located on top of the locker or desk surface in a clear plastic liner with no holes so the furniture is not water damaged. Potted plants may also be located in private offices in clear plastic liners may be located in private offices on furniture. Plants may not be located on window sills or in circulation spaces.

Misting of plants is not permitted because the hard water residue on the surfaces cannot be removed.

Dead or diseased plants should be removed immediately.



Placards, Signage, Flyers, Etc.

Nothing may be hung from the ceiling, ducts, piping, and fixtures or on the walls, doors, or glass partitions without permission from City Facilities. (Also see Art above) Staff may request an exception by contacting City Facilities via FAMIS.

Do not write on glass walls.

All placards, signs, flyers or any objects/devices shall not be placed or affixed on walls, doors, or floors.

All placards, signs, flyers or any objects/devices must be placed in designated display cases only.

Each MMB department has a key to access the cases and should be welcome to display placards, signs, and flyers as appropriate. Please exercise caution and respect by asking another department before removing or obscuring their displayed pieces. Please contact Facilities with any question.

Staff breakrooms are equipped with bulletin boards and staff is allowed to put placards, signs, flyers, etc. on these boards. Staff may request an additional bulletin board and/or white board by contacting City Facilities via the FAMIS system.

Building signage (i.e. wayfinding, room numbers, and department signs) will be coordinated through City Facilities. Staff may request signage by contacting City Facilities via the FAMIS system.

Furniture and Work Stations

All furnishings and fixtures are the property of the City of Madison. Remodeling or altering the layout of furniture, partitions, and workstations is the function of City Facilities. Reconfiguring workstations and partitions is prohibited. The City holds warranties on all products that would be voided by any alteration or damage. All requests of any sort of modification to furniture and workstations should be directed to City Facilities via the FAMIS system.

In order to reduce visual clutter in the open work environments, please keep all personal workspace items below the bottom of the workstation glass. Do not obscure the partition glass with paper or install coat hooks, holiday lights, etc. Do not write on workstation glass with dry erase markers.

No stickers shall be placed on any building wall, ceiling or surface or any piece of furniture.

If your workstation requires repair, please make a request to City Facilities via the FAMIS system.

Food preparation appliances (i.e. coffee makers, personal fridges, toasters) shall not be located at workstations. Heat, spills, and malfunctions may damage furniture and workstation surfaces; as well as surrounding building systems and finishes.

Lockers are provided at workstations for most staff as part of their workspace furniture. Staff is encouraged to lock desk drawers and lockers for personal security. The key to these locks is the responsibility of the desk user and should be returned to the agency when the staff person no longer uses the workstation. If the staff key has been lost, please contact City Facilities via the FAMIS system.



Nameplates should be located on lockers or on panels close to the workstation entrance for ease of viewing. The nameplates will be printed on paper inserts using a word template that specifies font and spacing, so all are the same throughout the building.

Additional furniture including coat racks, chairs, bookcases, and large artificial plants should not be introduced to the office environment or individual workspaces. Additional furniture requests should be made to City Facilities via the FAMIS system.

Windows sills should remain clear of all items including plants, files or papers, and decorative objects.

HVAC and Lighting

The ventilation systems are calibrated to meet typical levels of comfort. If the HVAC system does not appear to be functioning properly, please adjust thermostat in the room and allow a few minutes for the system to catch up with the requested temperature. The system treats occupied spaces differently than unoccupied spaces so allow some time for adjustment before contacting City Facilities via the FAMIS system.

See attached instruction sheets for thermostat controls and lighting controls.

Space heaters are prohibited.

Do not open windows for ventilation. The interior storm windows are sealed and provide a thermal barrier that maintains interior comfort. The historic windows that do not have interior storms are to remain closed and locked. Opening the historic windows may cause damage and will affect the performance of the HVAC equipment.

Do not prop open exterior doors for ventilation.

The HVAC system is equipped with an air purification function and filters are changed on a regular basis. Personal air quality appliances including air purifiers and box fans are prohibited. Desktop units or small units that fit within the work station and do not create nuisance noise may be acceptable.

Carpeting, Roller Shades, and Paint

Requests for carpet changes and cleaning, installation or replacement of roller shades, and painting must be directed to City Facilities via the FAMIS system.

Sound Mitigation

The sound masking system is provided for the comfort of all users. Other noise or music making devices are prohibited.

Break Rooms/Kitchenettes

Kitchenettes are equipped with proper materials for food and drink preparation and are cleaned by custodial staff daily. Custodial staff will only clean empty sinks.

Staff should coordinate a regular cleaning schedule for refrigerators and small appliances. Refrigerators, microwaves, and other small appliances are not cleaned by custodial staff.



Small kitchen appliances, coffee pots, toasters, microwaves shall be located in kitchenette areas only. Food preparation appliances shall not be located at work stations.

Meeting Rooms

Meeting room reservations are made through Outlook. The meeting organizer is welcome to post a meeting agenda flyer in the room placard at the entry door to notify attendees and building users of the use of the room.

Meeting rooms are set up in the most commonly used configurations. Furniture is moveable to accommodate the needs of the user and the meeting, but the furniture should be returned to the common configuration at the end of the meeting for the next user.

The large meeting rooms (153 and 215) are flexible and can be arranged in numerous configurations. In order to have the furniture in the large meeting rooms rearranged, reserve the meeting room in Outlook at least 24 hours in advance of the meeting for minor changes and 48 hours in advance for more substantial changes. Once reserved, contact Facilities staff to discuss furniture set up options in advance of the meeting.

Rental Events and Catering

There is not a plan in place at this time to rent spaces and furniture or provide catering services for events.

Housekeeping and Waste Management

Housekeeping

Custodial staff will be in the building from 3:30 PM - Midnight.

Custodial staff provide MMB staff with a healthy and clean environment by regularly vacuuming, dusting, wiping down and disinfecting floors and surfaces. These regular cleaning schedules are impacted by storing items on window sills and in main circulation paths. Remove all items from window sills and all unnecessary items from the floor to allow for proper cleaning and maintenance.

Custodial staff will empty centrally located trash cans and recycling bins daily.

Agency refrigerators, microwaves, and small appliances are not cleaned by custodial staff.

Waste Management

Trash cans at individual work stations will not be collected by custodial staff. Staff should empty their work station bin into the centrally located trash bins as necessary.

Each work station has a mixed paper recycling bin for convenience. This bin will not be collected by custodial staff. Staff should empty their work station recycling bin into the centrally located recycling bins as necessary.

Mixed recycling (aluminum, glass and plastic) shall be placed in the centrally located mixed-recycling container.



Links to what you can recycle –

<http://www.cityofmadison.com/streets/recycling/documents/Recyclopedia2017-web.pdf>

<http://www.cityofmadison.com/streets/refuse/documents/SupvFlyer-CurbsideCollection.pdf>

Building Damage

Regular wear and tear is common and Facilities would appreciate knowing about any items that are not functioning as designed or that are worn or damaged. Please submit requests via the FAMIS system.

The Department of a city staff person who disregards this building use policy and their resulting actions purposely damage the building environment, windows, art, HVAC or lighting systems, or furniture may be charged by Facilities to repair or replace the damaged item(s).

Contact City Facilities/ FAMIS

<https://cityofmadison.famis.com>

Stephen King, City Facilities 266 5927

Felix Eggl, City Facilities 266 4562

Emergency Information

For emergencies, call 911

The MMB is located at 215 Martin Luther King, Jr., Blvd