

Title:	ESD Facilities Standards	
Number:	2017	
Responsible Division:	FAS	
Applies To:	All Employment Security Department buildings and grounds	
Supersedes:	Policy # 2017 – Use of Facilities, dated 04/12/12	
Authorizing Source:	<a href="#">RCW 43.82 – State Agency Housing</a>	
Procedures:	<a href="#">Facilities Standards Handbook</a>	
Bargained Date:	1/20/2016	
Effective Date:	3/10/2016	Review Due: 3/10/2019

## Policy

- A. All Employment Security Department (ESD) employees and partner tenants will adhere to the [Facilities Standards Handbook](#).
- B. All ESD buildings will comply with the [Americans with Disabilities Act](#).
- C. ESD employees and partner tenants will not make alterations to the buildings or furniture to include workstation modifications. For safety reasons, only Office Services staff are authorized to make these modifications.
- D. Office Services is the Department’s liaison to Correctional Industries. All furniture inquiries and orders must be made through [Office Services](#). See [ESD Policy #2003-1 – Purchasing Rules](#).
- E. This policy will be incorporated as a reference in Resource Sharing Agreements that provide compensation for space.
- F. Any exception to this policy must comply with state law, regulations and policies, and must be approved in advance by the Commissioner or Deputy Commissioner (see [Procedure 2017-A, Requesting an Exception to Facilities Standards](#)).

## Definitions

ESD facilities – all buildings and adjacent parking lots, lawns, landscaping, walkways, etc., owned or leased by ESD.

## Related Policies

[ESD Policy #0013-1 - Reasonable Accommodation](#)  
[ESD Policy #0020 – Workplace Security](#)  
[ESD Policy #0026 – Access to ESD Facilities](#)  
[ESD Policy #1013 – Health and Wellness Program](#)  
[ESD Policy #2006-1 – ESD Safety Program](#)