

Article 5 – Business Services

5.5.1 Access to Leased Space

(a) Policy

California Correctional Health Care Services (CCHCS) shall authorize CCHCS Business Operations Section staff access to all areas of CCHCS leased space.

(b) Applicability

This policy applies to all CCHCS Business Operations Section staff requiring access to all areas of CCHCS leased space.

(c) Procedure

CCHCS, Business Operations Section, Space Management Unit, is responsible for the management of all CCHCS leased space, including space planning, safety and security issues, and building maintenance. Reasons for access include, but are not limited to:

- (1) **Workplace Safety:** Monitor building suites, office spaces, storage rooms, and file rooms with regular spot checks to ensure all areas are safe and in compliance with the State Fire Marshal and California Occupational Safety and Health Administration standards and regulations.
- (2) **Repair/Maintenance:** Coordinate building maintenance and repairs including escorting contractors and/or vendors in areas that require attention. Monitor office space temperature for heating and cooling changes.
- (3) **Moves/Reconfigurations:** Coordinate staff moves, repair, modify, and add or remove conventional and modular furniture.
- (4) **Paper Delivery/Shred and Recycle Pickup:** Delivery of paper to copy and print stations. Coordinate monthly pickup and emptying of shred and recycle bins located in all CCHCS leased space.
- (5) **Mail Delivery/Pickup:** Delivery and pick-up of mail twice daily to designated locations.
- (6) **Secured Areas:** In order to gain access to secured areas (e.g., Central Fill, Human Resources) the Business Operations Section must notify Program Management and provide the purpose for the visit. Some areas may require staff/guests to sign-in before entering.
 - (A) For maintenance issues within secured areas, contractors or vendors shall be escorted by the Business Operations Section staff.
 - (B) In the event of an emergency or urgent matter, the Business Operations Section may enter secured areas without prior notice.

References

- Health Care Department Operations Manual, Chapter 5, Article 5, Section 5.5.3, Staff Setup and Office Move Requests

Revision History

Effective: 09/2017