

5.5.6 Conference and Quiet Rooms

(a) Policy

California Correctional Health Care Services (CCHCS) shall ensure that staff have access to conference and quiet rooms, as well as ensure that all conference and quiet rooms are well maintained.

(b) Applicability

CCHCS employees who require the use of conference rooms or quiet rooms.

(c) Procedure

(1) General Guidelines

- (A) Conference rooms of various sizes shall be made available to CCHCS staff through the automated reservation system in the Microsoft Outlook Calendar.
- (B) Quiet rooms may be reserved using the STD 101, State Appointment Calendar posted outside of each quiet room.
- (C) Conference rooms and quiet rooms are available to all CCHCS staff for use during normal operating business hours on a “First-Come First-Served” basis.
 1. If there are no suitable conference rooms available for use, the Real Estate Services Division and Building and Property Management Branch has provided the following directory of conference rooms available in Department of General Services-owned buildings for use by State agencies:
[https://www.dgs.ca.gov/FMD/Services/Page-Content/Facilities-Management-Division-Service-List-Folder/Reserve-a-Conference-Room-for-State-Business?search=reserve a conference room](https://www.dgs.ca.gov/FMD/Services/Page-Content/Facilities-Management-Division-Service-List-Folder/Reserve-a-Conference-Room-for-State-Business?search=reserve+a+conference+room).

(2) Conference Room Guidelines

- (A) Conference room reservations shall be made through the automated reservation system in the Microsoft Outlook Calendar for conference rooms located in common, accessible areas. For step by step instructions on reserving a conference room, see the following instruction guide:
<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/Space%20Management/Reserving%20a%20Conference%20Room.pptx>.
 1. Staff shall follow the general guidelines below when reserving a conference room through the automated reservation system:
 - a. Do not reserve a date/time that is already reserved. Should a date/time that has already been reserved be unavailable, it is up to the two individual parties making the reservation to discuss alternative scheduling.
 - b. If a room has a “tentative” reservation, contact the requestor of that reservation before reserving that room.
 - c. Do not mark the conference room reservation as “PRIVATE.”
 - d. Cancel the reservation as soon as it becomes apparent that the room is no longer needed.
 - e. Do not contact Business Operations Services (BOS) or the Information Technology Services Division (ITSD) to reserve a conference room on your behalf. Assistance with conference room reservations are available if necessary by submitting a request through the CCHCS Service Portal.
 - f. On the reservation, describe the purpose of the reservation and list a contact person/meeting organizer who can be contacted for any questions.
 2. Certain locations do not offer automated reservations of conference rooms. Refer to the following conference room directory for a list of available conference rooms, seating capacity, available equipment, and the method used to make a reservation:
<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/Space%20Management/Conference-Rooms-Directory.pdf>.

(3) Conference/Quiet Room Usage

- (A) Use of conference and quiet rooms shall comply with all applicable state and local building/fire codes and health and safety laws.
- (B) Conferences and events must not exceed the maximum room occupancy set forth by the State Fire Marshal.
- (C) No extraordinary electrical or mechanical equipment, such as crock pots, shall be used without prior arrangements and approval from the Business Operations Space Management Unit. To request the use of such electrical or mechanical equipment, submit a request through the CCHCS Service Portal in the Solution Center:
<https://cchcsprod.servicenowservices.com/sp>.

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- (D) Tape, nails, staples, thumb-tacks, etc. may not be used on facility walls, ceilings, or windows and candles or other open flames are not permitted.
 - (E) The meeting organizer is responsible for making necessary arrangements to prepare the room for their event, including set-up and take down. Tables, chairs and other furniture shall be arranged carefully so as not to damage any wall or equipment.
 - (F) Furniture may be moved within the meeting room in order to accommodate special events, but must be returned to the original arrangement at the conclusion of the event. If furniture is to be temporarily removed from any room, the meeting organizer must submit a request through the CCHCS Service Portal at least five business days in advance so BOS may coordinate these efforts.
 - (G) The meeting organizer is responsible for cleaning up after each event, including a wipe-down of the tables, chairs, and floors as needed. If any food waste was placed in the trash cans, the meeting organizer must submit a request through the CCHCS Service Portal to ensure janitorial staff removes all trash.
 - (H) All food and beverages must be consumed within the conference room and/or adjacent break room areas, if applicable. If food and/or beverages were dropped or spilled, it is the meeting organizer's responsibility to submit a request through the CCHCS Service Portal to ensure janitorial staff cleans the affected area.
 - (I) Break rooms, hallways, and restrooms that are adjacent to conference rooms shall remain available to all CCHCS staff as they are considered common areas. Audio transmissions and attendee voices must be kept at a reasonable volume to avoid disruption to neighboring rooms and office areas.
 - (J) The meeting organizer is responsible for notifying attendees of the meeting location and ensuring all attendees have appropriate access to buildings, meeting areas, and common areas such as restrooms. For inquiries regarding building and meeting room access, submit a request through the CCHCS Service Portal.
 - (K) Some conference rooms provide access to audio/video technologies, such as teleconferencing and videoconferencing equipment. If assistance with equipment is required, the meeting organizer shall submit a request through the Solution Center for ITSD staff to assist during the event at least five business days in advance of the event.
- (4) Violations**
- (A) Use of conference and quiet rooms shall comply with all applicable state and local building/fire codes and health and safety laws.
 - (B) Conferences and events must not exceed the maximum room occupancy set forth by the State Fire Marshal.

References

- California Code of Regulations, Title 19, Division 1, State Fire Marshal
- California Code of Regulations, Title 24, Part 9, California Fire Code
- California Building Standards Law, Health and Safety Code, Division 13, Part 2.5, Sections 18901-18949.31

Revision History

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