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1500 JEFFERSON WELCOMES THE DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES



On July 1, 2018, the Department of Early Learning and Children's Administration at the Department of Social and Health Services merged to create the new *Department of Children, Youth and Families*. The new cabinet-level agency was created to achieve better child outcomes through a commitment to collaboration, transparency and data-driven reform. On Monday, July 2, Governor Jay Inslee and DCYF Secretary Ross Hunter officially launched the new agency at the 1500 Jefferson Building which will house the agency's headquarters.

Nearly 150 employees of DCYF will be moving into 1500 Jefferson over the next few weeks as the agency gears up its operation.

To view the DCYF Launch Event: <https://www.tvw.org/watch/?eventID=2018071002>

For more information on DCYF: www.dcyf.wa.org

INTERIOR WINDOW/GLASS CLEANING / JULY 18 – 20

Cleaning of all interior glazing (perimeter windows, office and conference room relites, etc.) will begin at 6:00 pm each evening following the schedule below from July 18 – 20, 2018.

Please prepare your area for the interior window and glass cleaning. To avoid any potential damage all items on, or near, any glass should be removed BEFORE the cleaning. Any items are left on any glass will be removed and left on the occupants desk. ***There should be NO items of any kind between the perimeter windows and the workstations.***

Your assistance and cooperation is appreciated...thank you!

Location	Date of cleaning
<i>TOWER</i>	
6 Floor	Wednesday, July 18th
5 Floor	Wednesday, July 18th
4 Floor	Wednesday, July 18th
3 Floor	Thursday, July 19th
2 Floor	Thursday, July 19th
1 Floor	Thursday, July 19th
<i>SOUTH LINK</i>	
3 Floor	Friday, July 20th
2 Floor	Friday, July 20th
1 Floor	Friday, July 20th
<i>STATE DATA CENTER</i>	
2 Floor	Friday, July 20th
1 Floor	Friday, July 20th

SECURITY REMINDER

All employees and visitors in tenant space at the 1500 Jefferson Building should have a badge visible at all times. Please do not hesitate to approach anyone without a badge or someone unknown to you and ask to see their badge.

Always remember...if you see something, say something.

SECURITY: 360.359-4775
PROPERTY MANAGEMENT OFFICE: 360.359.4790

WORKSTATION TRASH & RECYCLING

The small black waste container found at each workstation is to be used for garbage/landfill. The night cleaning crew will empty this container nightly. The liner is replaced only if needed.

The blue deskside recycle bin is for all recyclable items (ie: paper, cardboard, plastic bottles, tin cans, aluminum cans, etc.). When your deskside recycle bin is full it is the responsibility of each employee to empty their bin into the large green/tan recycle bin located in each copy/print room. The large green/tan recycle bins are for recycle items ONLY – no other materials should be placed in these bins. The locked grey shred or ‘hot’ bins located next to the recycle bins are for confidential PAPER materials only.

Compost items (ONLY food and napkins) should be placed only in the compost bins in the kitchen and break rooms.

The small black waste receptacle should be hung on the side of the blue recycle bin or placed on the desk top where it is clearly visible to ensure nightly trash removal. Janitors have trouble finding waste cans that have been stashed in other various locations and may be overlooked

HVAC OVERRIDE FOR NON-BUSINESS HOURS

The 1500 Jefferson Building HVAC system is equipped with override capabilities that provide extended hours of operation for those working in the building during non-business hours. Using this option is preferred as it operates the HVAC system on a floor-by-floor basis only during the time needed.

Although programming the system to operate over the weekend would seem like the easiest solution, there are large unbudgeted costs associated with operating the entire building. Furthermore, our LEED requirement cannot be achieved by operating the entire building.

To activate the override you press an override button that will turn on the HVAC system in that area for 2 hours. The override buttons are located in the following areas:

Tower Floors 1 – 6

On the wall between the kitchen and breakroom. Identified as “East” or “West”.

South LINK

In tenant space on Floors 1 & 2.

Training Center

Next to the elevator.

Property Management is always happy to assist anyone with locating the buttons or answering any questions you may have.



BLOOD DRIVE

NEXT BLOOD DRIVE: WEDNESDAY, AUG 8

Please take this opportunity to donate blood on Wednesday, August 8 from 9:00 am to 3:00 pm in the Presentation Room. As a reminder, photo ID or a PSBC wallet card is required to donate.

You may sign up for a donation time online by following the link:

www.bloodworksnw.org/drives (Sponsor Code 1145)

BUILDING HAPPENINGS

• **WOOD MAINTENANCE - 1ST & 2ND FLOOR LOBBIES / PUBLIC SPACES**

Sat, July 21 – Sun, July 22

If you plan to be in the building on Saturday, July 21, or Sunday, July 22, please be aware that wood maintenance will be occurring in the 1st & 2nd floor lobbies and public spaces. Please use caution as you enter and exit the building. This maintenance work may create an odor in areas where the work is occurring.

• **Coffee Machine Maintenance**

Friday, July 27

Please remember not to attempt to fix the coffee machines yourself...contact property management and we will address the issue as quickly as possible.

• **Carpet Cleaning – 4th Monday of Each Month**

Monday, July 23

Property management contracts a vendor to perform monthly carpet cleaning for those more stubborn and larger areas that cannot be cleaned by our janitorial night crew. This service is scheduled to occur on the 4th Monday of each month. Please contact the Property Management office if you notice a carpet spill or stain and we will schedule the appropriate serve to address it.



JULY

AT 1500 JEFFERSON

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 FLOOR 4 Low Traffic Carpet Cleaning	4 BUILDING & WR&C CLOSED 	5	6	7
8	9	10 BLOOD DRIVE Presentation Room 9:00 am – 3:00	11 	12 	13 	14 
15 	16	17	18 Interior Window & Glass Cleaning Floors 4, 5, 6	19 Interior Window & Glass Cleaning Floors 1, 2, 3	20 Interior Window & Glass Cleaning Floors S. Link	21 Wood Cleaning Floors 1 & 2
22 Wood Cleaning Floors 1 & 2	23 MONTHLY CARPET CLEANING <i>Please report spots to property management</i>	24	25	26	27 Monthly Coffee Machine Maintenance	28
29	30	31				