

JULY 2019

IN THIS ISSUE:

- **DCYF CELEBRATES 1ST ANNIVERSARY**
- **HVAC AFTER HOURS OVERRIDE**
- **BLOOD DRIVE – JULY 30**
- **SECURITY REMINDER**
- **DESKSIDE RECYCLE & TRASH**
- **BUILDING HAPPENINGS**

DCYF CELEBRATES 1ST ANNIVERSARY



Washington State Department of
CHILDREN, YOUTH & FAMILIES



On July 1, 2019, the Department of Children, Youth & Families celebrated its 1st anniversary with an all-staff gathering and reception in the 1500 Jefferson Building lobby. The agency was created to achieve better child outcomes through a commitment to collaboration, transparency and data-driven reform. DCYF also unveiled its new logo and the event. The celebration marks a major milestone in the life of this new state agency and recognizes the hard work and accomplishments achieved over the last year.

CONGRATULATIONS TO DCYF AND ALL OF ITS EMPLOYEES!



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 turns on the HVAC system in that area for 2 hours. 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

Download the App!

Tuesday, July 30
9:00 am to 3:00 pm (closed 11:00 am to 12:00 pm)
1500 JEFFERSON
Presentation Room

Sign up online at: www.bloodworksnw.org/drives
or call 1-800-398-7888
Reference Sponsor Code: 1145



 **Bloodworks**
Northwest

800-398-7888
BloodworksNW.org

SECURITY REMINDER

ALL employees and **ALL** visitors/guests, *including family members and children*, going into secured tenant space at the 1500 Jefferson Building must have a badge visible at all times. Visitors/guests should sign-in at the security desk and will be issued a yellow Visitor badge. Please do not hesitate to approach anyone without a badge or someone unknown to you and ask to see their badge.

And always remember...if you see something, say something!

SECURITY: 360.359-4775

PROPERTY MANAGEMENT OFFICE: 360.359.4790



DESKSIDE 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 as needed.

The **BLUE** desktide recycle bin is for all recyclable items (ie: paper, cardboard, plastic bottles, tin cans, aluminum cans, etc.). When your desktide 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

BUILDING HAPPENINGS

- **Coffee Machine Maintenance
Friday, July 26**

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 22**

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	4 	5	6
7	8	9	10	11	12	13
14	15	16	17 CAPITAL LAKEFAIR	18 CAPITAL LAKEFAIR	19 CAPITAL LAKEFAIR	20 CAPITAL LAKEFAIR
21 1500 Jefferson Garage Sweep	22 MONTHLY CARPET CLEANING <i>Please report spots to property management</i>	23	24	25	26 Monthly Coffee Machine Maintenance	27
28	29	30 BLOOD DRIVE Presentation Room 9:00 to 3:00	31			