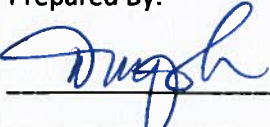

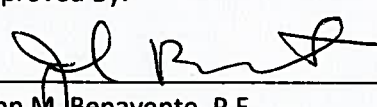
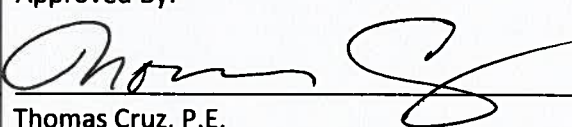


<p align="center"><b>GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE</b></p>	<p>Prepared By:   / Candice B. Ananich  Management Analyst</p>
<p><b>TITLE:</b></p> <p align="center"><b>Gloria B. Nelson Public Service Building Facility Use Protocol</b></p>	<p>Concurred By:    Melinda R. Camacho, P.E. Asst. GM, Operations</p> <p>Approved By:    John M. Benavente, P.E.  GPA General Manager (Interim)</p>
<p>NO: <u>SOP-158</u>      Effective Date: 2/05/15  2/5/15</p>	<p>Approved By:    Thomas Cruz, P.E.  GWA General Manager (Interim)</p>
<p>Page 1 of 6</p>	

**1.0 PURPOSE:**

This standard operating procedure (SOP) establishes the protocol for employee use and upkeep responsibilities at the Gloria B. Nelson Public Service Building. This SOP provides guidance for Guam Power Authority (GPA) and Guam Waterworks Authority (GWA) employees working and visiting the facility. This facility houses both GPA and GWA headquarters. Employees must proudly take good stewardship over this facility as it befits the pride we take in our work, our community and in honor of the memory of Gloria B. Nelson.

**2.0 RESPONSIBILITIES:**

All GPA and GWA employees must become familiar with these guidelines and adhere to this policy.

**3.0 SECURITY:**

3.1 The GPA Safety Division shall be responsible for opening main entrances and securing them in the evening.

- a. Normal facility operating hours fall between 6:00am and 6:00pm on workdays from Monday through Friday.

Employee Access: Until the Access Control Systems (ACS) is operable, the GPA Safety Division will open the second floor employee entrance

at the rear of the building at 6:00am. Contracted security guards, monitored by the GPA Safety Division, will secure this door at 6:00pm. Employees may exit the building thereafter through the secured door's push-bar.

Customer Access: The GPA Safety Division will open the first floor main front doors at 7:00am. Contracted security guards, monitored by the GPA Safety Division, will secure this door at 5:00pm. The Customer Service Division will determine operations and access to waiting areas for customers prior to official operating hours. At closing time, security guards will ensure no new customers enter the building.

- 3.2 The security guard will be stationed at the front building entrance and will make periodic checks around the facility.
- 3.3 Outside normal operating hours, employees and visitors must check-in with the security guard on duty prior to entering the grounds.
- 3.4 The GPA Safety Division holds the responsibility for master keys and accountability over other building keys. Please submit requests for duplicate keys to the GPA Safety Administrator. All duplication requests must include written justification and the respective Division Manager's concurrence. Only the GPA Safety Administrator is authorized to duplicate keys.

#### 4.0 **PARKING:**

Please reference Exhibit A for the parking layout.

- 4.1 100 parking spaces at the front of the building have been reserved for customers and visitors.
- 4.2 Parking at the rear of the building is reserved for GPA and GWA employees.
- 4.3 Accessibility parking spaces for employees and customers are marked according to the Americans with Disabilities Act (ADA) standards. The GPA Safety Division will enforce parking regulations. Eight (8) additional parking spaces are specifically reserved for employees requiring close proximity parking and are designated with the "RESERVED" sign. Four are located by the Procurement area and four are located right across the employee main entrance. These "RESERVED" parking spaces allow close access to the building.
- 4.4 Employees shall park GPA and GWA official vehicles in spaces nearest the

pavilions at the rear of the compound or at the overflow parking areas. Violation of this rule will result in the GPA Safety Division reporting the license plate number to respective division managers, who will take appropriate administrative action.

#### 5.0 **WORK AREAS:**

- 5.1 Employees must neatly and orderly maintain their work space.
- 5.2 Employees shall eat their meals in the break rooms.
- 5.3 Employees shall properly dispose of trash using trash receptacles and recycling bins.
- 5.4 Managers must ensure their staff complies with this SOP.
- 5.5 Mounting on walls:
  - a. Do not hammer, screw, or puncture the walls.
  - b. Use non-penetrating, non-permanent or non-damaging wall mounts such as 3M Command hooks and adhesive products.
  - c. For heavier items requiring professional mounting, consult with the Engineering Manager for installation.
- 5.6 Employees must turn off lights prior to leaving work. Please note the light control position as follows:
  - "OFF" Position: Light automatically turns OFF after 5 minutes of no motion detected by the sensor.
  - "ON" Position: Light will stay ON.
- 5.7 Employees must clean break rooms after using them, including properly storing food in sealed containers.
- 5.8 Rooftop access is limited and must be authorized through the GPA Safety Division and approved by the General Manager.

#### 6.0 **CHILDREN IN THE WORKPLACE:**

- 6.1 Supporting work-life balance concerns, department managers may allow employees to occasionally bring their children to work for a brief period because of an emergency or unforeseeable circumstance. Visitation for other special reasons would have to be authorized by the General Manager.

- 6.2 Employees will be held financially responsible for any damages to person or property caused by their children. Neither GPA nor GWA will be held liable should an accident occur.

7.0 **JANITORIAL SERVICES:**

- 7.1 Janitorial services include trash disposal, vacuuming, mopping, and bathroom cleaning. Scheduled janitorial services include:

- a. **Daily:** Monday thru Friday.  
Empty all trash receptacles, disinfect or replace liners as needed.  
Sweep floors; wipe walls around common areas and elevator.  
Sweep/mop bathroom floors and disinfect toilets and urinals.  
Wipe bathroom walls and partitions.  
Clean and scrub bathroom sinks, urinals and commodes.  
Replenish toilet tissue, hand towels and hand soap as needed.
- b. **Weekly:**  
Spot clean and vacuum all carpeted areas.  
Wipe stains on walls and wipe ledges.  
Clean both sides of glass windows/partitions and frames.  
Wipe down all glass areas.  
Wipe down all interior glass windows and panes.
- c. **Monthly:**  
Clean all exterior glass areas.  
Deep clean carpet inside cashier's area.
- d. **Semi-annual:**  
Deep clean carpeted areas.

- 7.2 Employees are responsible for other cleaning as required to maintain a clean space.

8.0 **FOOD VENDOR:**

- 8.1 Authorized lease vendors (in the room next to the second floor rear entrance) will sell food during designated hours.
- 8.2 GPA's Procurement Division will ensure food lease vendors are registered for selling within the building.
- 8.3 Common areas on the first and second floors will have vending machines.
- 8.4 Random food sellers are prohibited from patrolling the building to solicit sales and will only be able to sell readily consumable food items and vegetables in a location designated by the Supply Management

Administrator.

- 8.5 All sellers are required to obtain authorization from the Procurement Manager.

9.0 **DESIGNATED SMOKING AREAS:**

- 9.1 This is a Leadership in Energy & Environment Design (LEED) certified building. Smoking, including electronic cigarettes is only permitted in designated areas that must be at least 25 feet away from the main entrances to the building. These main entrances are identified as the front customer entrance and rear employee entrance.
- 9.2 There are four designated smoking areas. Three are for employees and one is for customers only. The customer smoking area is located on the front, customer service side of the building and the three employee smoking areas are located on the first and second floors. Please refer to Exhibit A.

# EXHIBIT A

## GLORIA B. NELSON PUBLIC SERVICE BUILDING PARKING LOT LAYOUT

### SYMBOLS

- EMPLOYEE SMOKING AREA
- ▲ CUSTOMER SMOKING AREA
- FIRE LANE
- R RESERVED PARKING
- A ACCESSIBLE PARKING

