

To All Ostlund Building County Employees

As we prepare to move into the newly remodeled Ostlund Building, the Board would like to provide a few guidelines to help ensure a smooth transition and to maintain the professional environment our community expects.

All construction, renovation, improvements as well as preventive maintenance in the Ostlund Building will be handled exclusively by the Facilities Department. In the event offices or common areas require attention, rather than attempting repairs or changes on your own, please let your department head, or Elected Official know, they will coordinate with Facilities to address any issues.

Designated storage areas will be assigned to each department and any storage outside those areas, particularly in offices, must be approved in advance by department heads and Facilities.

For safety reasons, personal space heaters are not allowed; Facilities will provide approved units if needed. Additionally, to keep our new workspace clean and professional department heads are responsible for ensuring employees maintain orderly offices. Couches, throw rugs, excessive décor, excessive amount of plants and other non-standard furnishings are not allowed.

Please note that smoking is not permitted anywhere inside the building, nor will there be any designated employee smoking areas near entryways or exits to the Ostlund Building. To maintain clear hallways, bicycles may not be brought inside the building. A secure bike rack will be provided outdoors for your use.

We appreciate everyone's cooperation in caring for this newly renovated building and helping us keep it a safe, functional, and professional space for both staff and the public.