

## MEMORANDUM

DATE: March 26, 1997  
*Updated September 7, 2001*

TO: Alabama Department of Public Health Employees  
The RSA Tower

FROM: Donald E. Williamson, M.D.  
State Health Officer

SUBJECT: **Information and Rules at The RSA Tower**  
*Including Additional Information*

Welcome to our new facilities at The RSA Tower. I hope you are as pleased as I am to finally be here. I want to remind everyone that we are tenants in this building and that we have an obligation to take good care of our space and respect the rights of other tenants. Following are several points of information and rules that I can share with you to help us meet the expectations of the building owners and the Agency.

1. ACCESS TO BUILDING: Normal building access hours are *Monday, 6:00 a.m. until 6:00 p.m., and Tuesday through Friday, 6:00 a.m. until 10:00 p.m.* Weekend access should be limited and only as authorized by bureau and office directors. **Please do not congregate in front of the main exterior building doors or elevators in a manner that will block access to these facilities.**
2. KEYS: Do not attempt to have The RSA Tower door or work station keys duplicated. Replacement or additional keys are to be requested from Facilities Management in writing by the bureau and office directors **only**.
3. PARKING: Park only in the assigned parking decks. Replacement or additional entry cards are to be requested from Facilities Management. *During the warm season, the air conditioning is turned on in the Tower Deck elevator lobby. Please help keep these doors closed so that we can enjoy the cool air.*

~~Guest parking is available. Contact Facilities Management for important details.~~

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4. FIRE SAFETY: When the building fire alarm is activated, an audible alarm will sound on that floor, the two floors above and the two floors below (total of five floors). This alarm is a horn blast, strobe light and a voice message giving instructions to proceed to the fire exits and leave the building. All other areas of the building will receive only a strobe light alarm. There is no need to evacuate a floor which has only the strobe light, unless you receive the voice alarm instructing you to leave.

Each floor is served by two fire-protected exit stairways, which will take you to the sidewalk at street level. **Never ride the elevators during a fire alarm situation, even the silent strobe alarm.** Employees requiring assistance to exit down the stairways, who are on the Assistance List furnished by Facilities Management to the fire department, should go to the stair landing on their floor and wait for assistance from the fire department. The Assistance List will have the name and work location in the building of each employee requiring assistance at the stairs. It is imperative that bureau and office directors inform Facilities Management of changes in employment, building location or disability status of employees so the fire department's list can be kept current.

5. SEVERE WEATHER: In the event of a severe weather warning, seek shelter **on your floor** in the interior rooms or corridors without windows. Rest rooms, elevator lobbies (with fire doors closed) and lunch rooms are examples of areas that will offer the greatest protection during severe weather. The ground floor lobby is to be avoided during severe weather due to the glass. **Do not ride the elevators during a storm warning.**
6. MEDICAL EMERGENCIES: When a medical emergency arises requiring a call for emergency medical personnel, give instructions regarding the actual location of the individual in the building. Ambulances should be directed to come to the loading dock at McDonough Street. Due to the size of stretchers, they must be transported on the freight elevator. Send an employee to notify the building manager (office at the loading area) and then hold the freight elevator at the first floor while waiting for the ambulance. Have a second employee wait at the elevator on the floor where the emergency has occurred, ready to lead emergency personnel to the proper location.
7. ELEVATORS: Only items that can be hand-carried may be taken onto the public elevators. *Hand trucks and four-wheeled dollies must be taken on the freight elevator.*

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8. CORRIDORS: Banners, decorations or any items should not be placed in the public areas of the building. A bulletin board will be located outside the Training Room on the ninth floor for use by Personnel and Wellness Committee.

*The Department is allowed to place meeting, special event, and directional signage in the public corridors on the floors that we occupy. We cannot place anything in the main lobby on the first floor. The signage must be on sign stands. Do not tape or place any signs on corridor walls, glass, or elevator areas.*

9. NINTH FLOOR AND ~~TENTH FLOOR~~ TRAINING ROOMS: The ninth floor meeting room has video and sound capabilities, and an attached refreshment room. ~~The tenth floor meeting room has only video capability. Coffee or drinks in the foyer is permissible, but food is not allowed. Due to fire code, the maximum occupancy of the tenth floor meeting room is 49 people. The space to the left of the foyer is rented for storage only.~~ Contact Health Promotion and Information for scheduling.

10. CONFERENCE ROOMS: The conference tables and chairs furnished by the Department should be used only in the conference rooms.

11. LUNCH ROOMS: Each lunch room is equipped with a microwave, refrigerator and a full line vending machine. The Landlord's housekeeping crew will clean each refrigerator every Friday evening and will discard all food and containers left in the refrigerator. **Do not leave anything in the refrigerator/freezer over the weekend. Do not place drinks of any kind in the freezer compartment.**

12. FOOD: Food eaten at your workplace should be limited to dry non-staining items which do not produce potentially offensive odors, such as sandwiches, chips, etc. Foods which are likely to stain or spill, such as chili, soup, etc., must be eaten in the lunch rooms. I strongly urge employees to use the lunch rooms for all meals. Beverages may also be consumed at your workplace. Report spills immediately to Facilities Management so that cleaning staff can be notified.

We will allow a limited number of coffee makers to be used on each floor. Each bureau and office director is responsible for coordinating the placement and size of coffee makers with Facilities Management due to electrical issues.

13. DRINKING WATER: Bottled water dispensers should be located in the work/office areas, not in the lunch rooms.

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14. **BUILDING PROBLEMS:** Any problems with the building, including spills or other damage caused by any means, should be reported to Facilities Management. Spills or damages requiring cleaning or replacement should be reported immediately.
15. **MODULAR WORK STATIONS:** Additions or modifications to work stations must be approved in advance by Facilities Management. This is to avoid problems with system warranty, building codes, wiring and purchasing arrangements.
16. **BUILDING HOUSEKEEPING:** The Landlord furnishes housekeeping to all areas of each floor daily. A cleaning crew comes into your space each evening, Monday through Friday, to dust, vacuum and empty trash cans of ordinary office trash. They will not remove piles of boxes, other trash, etc. Each unit is responsible for breaking all boxes down flat and taking these items down on the freight elevator and putting them into the *appropriate* dumpster *outside the loading dock*.  
  
*There is no housekeeping for the basement space. Therefore, each bureau is responsible for removing empty boxes and trash generated in their area.*
17. **WALL DECORATIONS:** Standard picture hanging devices may be used inside offices. Screws and anchor devices are not allowed. Pins and thumbtacks may be used inside work stations. Do not place anything above or attach anything outside work station panels.
18. **LIVE PLANTS:** The concern regarding live plants is water damage to carpets and furniture due to leakage or over watering. Proper water retention is required for plant containers. It is the employee's responsibility to assure that damage does not occur. However, if this does happen, the employee must immediately report any spillage to Facilities Management so that proper cleaning or replacement procedures can be implemented. Extra care should be taken by employees in work stations to protect panel fabric and wiring from water and staining.
19. **WINDOWS:** Objects, including plants, are not to be placed on window sills. Do not place banners, signs or pictures on exterior windows or interior glass.
20. **RECYCLING:** Recycle problems or questions should be directed to the Bureau of Environmental Services.

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21. **SMOKING:** The RSA Tower has been designated as a smoke-free facility. Smoking is permissible on the outdoor concourse on the East side of the building away from entrances (South McDonough Street), at the back concourse (Madison Street), and in the park across Monroe Street. Seating is provided in these areas. Due to the increased restrictions on smoking at our new facility, I strongly encourage employees who smoke to take advantage of our smoking cessation program.

Again, I am pleased that these facilities are available for us to perform our duties for the people of Alabama. I will do all I can to continue to provide you with the resources you need to do your jobs. I ask your support and help in caring for this facility in a manner that reflects our professionalism.