

Building Operations

As follows are regulations regarding the general operations and safety of The Catholic Center? Specific questions should be directed to the Building Operations Manager. Questions regarding Inclement Weather Pay should be directed to the Human Resources Manager.

- Central Services' employee identification badges are issued by the Division of **Building Operations**. Badges must be **presented at the front door card reader to enter the building. We request the badge be worn at all times while in the building.**
- For security reasons, only the lobby entrance should be used by personnel when entering or leaving the building. The basement exit doors at the rear of the building facing the alley are not to be used by personnel when leaving the building.
- **All building exits may be used in an emergency or when a building evacuation is declared. Leave by the nearest exit and assemble at St. Alphonsus or The Basilica for further instructions. See the Catholic Center Emergency Plan for more details.**
- **Standard building access is Monday thru Friday, 6 AM to 6 PM. NO Holidays or Weekends. Standard access with allow you to enter the building and access common areas of the building.**
 - **Employees who routinely need to work on weekends should have their Director email to Building Operations to request weekend access. The request should include the days (Saturday, or Sunday, or both) and access hours requested.**
 - Employees with an occasional need to work on holidays or weekends should contact the Building Operations Manager at 410-547-5312 or by email, in advance, indicating date, time of arrival and expected departure, so that arrangements can be made to provide building access.
 - **Building services, lighting, heating, air conditioning, etc. are reduced on weekends and holidays to conserve resources. Employees planning to enter the building on weekends or holidays dress accordingly.**
- Building Operations is responsible for all maintenance and housekeeping requests for the Catholic Center. For maintenance requests, email [*maintenance@archbalt.org](mailto:maintenance@archbalt.org) so that a job ticket can be prepared. All work by the maintenance staff is prioritized and done only on a job ticket basis.
- Information Technology handles all requests for service and maintenance of the phone and computer systems. All requests for assistance for IT issues should be sent to helpdesk@archbalt.org or by calling the Helpdesk at 410-547-5305.
- Conference rooms, Archbishop Borders Hall, or the hall foyer can be reserved by making a request in Outlook. All of the rooms are listed as "Conference Room..." and are scheduled as a resource for your meeting request. Indicate date needed, name of organization or office sponsoring the meeting, length of the meeting (from – to) and the number of persons expected to attend.
- To reduce our energy costs, lights in offices and meeting rooms should be turned off when the office is vacant.
- Do not hang any poster, display, or advertisement in the windows, or any common area of the building without permission. Requests should be sent to the Building Manager. No posters are allowed in the elevators.
- Do not put screws, nails or any type of hanger into the doors or walls of the Catholic Center. If you have a picture or painting to hang, notify the Building Manager. The material must be acceptable and the location suitable for hanging.

- Consumption or use of illegal substances is forbidden in the Catholic Center.
- To comply with building and safety codes, the following items are not allowed in the Catholic Center
 - a. Pressurized gas cylinders (except First Aid oxygen bottles)
 - b. Any open flame items- candles incense, etc. (except as part of scheduled services or events)
 - c. Any electric space heater, cup warmer, etc.

Emergency Closing Due to Inclement Weather

In the event of severe weather conditions, or other building emergencies, the Department of Management Services will determine the Catholic Center's operating hours.

A message will be placed on the Catholic Center Information Line informing callers of any change in normal operating hours for the building. Every effort will be made to record the message well in advance of normal operating hours. **Employees can access the Catholic Center Information Line by dialing 410.547.5588 or (internally) ext. 5588.**

Supervisors should maintain a current telephone tree phone listing in the event of technical difficulties with the Information Line.

Once the day begins, a decision to close the building will be made on the basis of reports from the Department of Transit and Transportation. This decision will also be communicated via the Information Line.

Pay Procedures for Emergency Closings

- If the building is closed for the entire day, employees scheduled to work will be paid their regularly scheduled hours. These hours will not be charged to accrued leave.
- If the building is open, but an employee chooses not to report to work, the employee may charge the day to annual or personal leave.
- If the building is closed part of the day, employees will be expected to work only during the hours the building is open.
- Employees who work the adjusted schedule will be paid their regularly scheduled hours. Employees who choose not to report to work may charge the hours the building is open to accrued unused annual or personal leave.
- Leave will not be charged for employees who report late or leave early, up to one hour, due to weather conditions. Additional time may be granted at the discretion of the Division Director when warranted by special circumstances.
- Non-exempt employees who are required to work when the building is closed will be paid for the hours worked at their regular hourly rate.
- Weather related absences may not be charged to sick leave.