

BUILDING ACCESS AND HOURS

Policy Number: HR-412

Effective Date: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on March 4, 2020

Application: Applies to all employees, volunteers, and contractors of the **Eastern Washington State Historical Society (EWSHS)**

History: Originally enacted in October of 2013. Modified due to the change in building hours, April of 2016. Reissued November 4, 2016 and updated January 2017 with a procedure and renumbered due to board action. Replaces BP # 137

Purpose – Instructions to EWSHS employees, volunteers and contractors concerning standard hours for access to EWSHS premises.

Employees, volunteers and contractors must vacate EWSHS facilities at least **15 minutes prior** to the scheduled close time (see Table 1 below). If violating these rules results in alarm charges to the museum, the employee may be held responsible for those charges.

If an employee has a requirement to access EWSHS premises outside the standard hours as detailed in Table 1, the employee must obtain the approval of the employee's supervisor and pre-arrange with a member of the Facilities staff. As much advance notice as possible is appreciated to aid in scheduling support staff and saving overtime costs. In case of an evening event, employees may work late but need to be out the building at the conclusion of the event.

No staff member should be in the building without another staff member present to ensure mutual employee safety (two-person integrity). The only exception to this alarm calls outside the Standard Hours as detailed in Table 1.

An EWSHS employee who is to be absent from the EWSHS premises may park a registered motor vehicle on the premises out of standard hours provided that: (1) the employee has notified the Facilities staff in writing of the make and registration number of the vehicle; (2) the expected duration that the vehicle will remain on the premises; and (3) their emergency contact details.

Table 1: Standard Hours of Access to EWSHS Premises.

	OPEN	CLOSE	LEAVE BY
Sunday	10 am	5:30 pm	5:15 pm
Monday – Saturday	7:30 am	5:30 pm	5:15 pm

Third Thursday of the month	7:30 am	8 pm	7:45 pm
-----------------------------	---------	------	---------

References that apply to this policy

--	--

BUILDING ACCESS STANDARDS / PROCEDURE

Policy Number: BP # 137 Procedure
Effective Date: January 2017
Application: Applies to all employees of the **Eastern Washington State Historical Society (EWSHS)**
History: This is a new procedure for the Building Access Standards Policy #201. Originally implemented in November 2016 and updated in January 2017.

Holidays

The Cheney Cowles Center, the Exhibit Building and the Campbell House are closed to the public on Mondays, Thanksgiving and Christmas unless by special event rental where an exception is granted by the Executive Director.

Opening and Closing Procedure

Employees must exercise two-person integrity during opening procedures and all work hours. Two-person integrity is defined for the purposes of this procedure as at least two individuals are present within any one of the Cheney Cowles Center, Exhibit Building, or the Campbell House and that each of them are aware of the other's presence and approximate location.

No persons may operate a lift or machinery of any kind without a second EWSHS employee present and in visual contact with the operator. Failure to follow this procedure may result in suspension without pay or ultimately, termination.

Events

Events may be scheduled no earlier than 7:30 am and must terminate by 11 pm unless there is an exception approved by the Executive Director. No events are to be scheduled on the holidays noted above unless there is an exception approved by the Executive Director.

Cheney Cowles Center

Public	Open hours are 10 am to 5 pm Tuesday to Sunday inclusive; 10 am to 8 pm on the third Thursday of the month.
Library	Open hours are 10 am to 5 pm Tuesday to Saturday inclusive.
Staff	Open hours are 7:30 am – 5:15 pm Monday to Sunday inclusive. Open 7:30 am to 8:15 pm on the third Thursday of the month.
Opening Procedure	Accessible by staff from 7:30 to 5:15 pm. Facilities to open building to public by 10 am, Tuesday to Saturday inclusive.
Closing Procedure	All employees must vacate by 5:15 pm and by 8:15 on the third Thursday of the month. On-duty Facilities staff member locks and alarms building.

Exhibit Center

Public	Public open hours are 10 am to 5 pm Tuesday to Sunday inclusive. Opens at 9:30 am Tuesday to Friday inclusive for school groups. Closes at 8 pm on the third Thursday of the month.
Staff	Open hours from 7:30 am to 5:15 pm Monday to Sunday inclusive and 7:30 am to 8:15 pm on the third Thursday of the month. Staff may not use

	exhibition galleries as a thoroughfare when not open to the public or event rental.
Staff	<p>Employees may access exhibit galleries from 10 am to 5 pm Tuesday to Sunday inclusive.</p> <p>When Custodial and Exhibit or Curatorial work is required, those employees may access exhibit galleries during building open hours 7:30 am to 5 pm Monday through Sunday.</p>
Opening Procedure	Facilities unit employee opens galleries by 9:30 am Tuesday to Friday inclusive and by 9:45 am on Saturday and Sunday. A security officer is to be present at all times when galleries are open.
Closing Procedure	All employees vacate by 5:15 pm or by 8:15 pm on the third Thursday of the month. The on-duty Facilities unit employee locks and alarms the building.

Campbell House

Public	Closed on Mondays. Public access by scheduled tour, guided program, or open house.
Staff	Authorized employees may access between 9:30 am and 4 pm or as required for scheduled special events, event rentals or guided programs.
Opening Procedure	Facilities unit employee unlocks house and disarms alarm by 9:30 am as assigned in the Facility schedule. Campbell House employee-in-charge does a walk-through inspection and opens blinds.
Closing Procedure	Facilities unit employee does a walk-through inspection and closes blinds before locking and setting the alarm as assigned in the Facility schedule.