

7.11 Administrative Building Utilization

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Administration buildings be used for agency operations.

Procedure:

Administrative facilities shall not be used for any other purpose(s) without prior approval of the CEO/President. Entry to the premises at non-scheduled times is not allowed.

All equipment in the Administration buildings is inventoried by location. If any equipment, large or small, is moved from one location to another for more than a few hours of temporary usage, prior approval must be obtained from the appropriate department director.

At the end of the work day, all office lights and electrical appliances must be turned off, window blinds closed and office doors locked. Exit lights should remain on at all times. Employees should ensure that all doors close behind them and are locked when leaving the building after normal hours.