

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
**MAINTENANCE AND USAGE OF TOWN
HALL**

Regulation No:
1.10

Effective Date:
June 1, 2012

Supersedes: November 24, 2008

I. PURPOSE

These regulations have been developed to provide guidance to users of the Town Hall in the upkeep and maintenance of the facility.

II. BUILDING STANDARDS

A. INTERIOR DESIGN

1. All interior walls shall be painted according to the following standards:
 - a. Lobbies, entrances and hallways (walls and all trim): Benjamin Moore ManchesterTan (Color No. HC-81) or the equivalent.
 - b. Shared office/work spaces (walls and trim) shall select from the following: Benjamin Moore Manchester Tan HC-81; Big Bend Beige AC-37; Touch of Gray 2116-60; Porcelain 2113-60; Gentle Cream OC-96; Hepplewhite Ivory HC-36; Greenmount Silk HC-3; Ashbury Sand 2156-50; August Morning 2156-40; Sand Clemente Rose AC-10; or Sierra Ridge AC-11 or the equivalent. Shared office staff can forward their color choice to their department head that must then approve the selection.
 - c. Private offices, conference rooms and other areas not identified above (walls and trim) shall select from the following: Benjamin Moore Manchester Tan HC-81; Big Bend Beige AC-37; Touch of Gray 2116-60; Porcelain 2113-60; Gentle Cream OC-96; Hepplewhite Ivory HC-36; Greenmount Silk HC-3; Ashbury Sand 2156-50; August Morning 2156-40; Sand Clemente Rose AC-10; or Sierra Ridge AC-11 or the equivalent.
 - d. This section does not apply to the Council Chambers, offices of the Mayor and Town Attorney.
2. All carpeting installed in the building shall be by J.J. Industries in Style Scenario, Color No. 307, Ballet or the equivalent.
3. All window treatments shall be horizontal miniblinds in a color that matches that of the walls. No other drapery, curtain or other type of window treatment is allowed.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

**MAINTENANCE AND USAGE OF TOWN
HALL**

Regulation No:

1.10

Effective Date:

June 1, 2012

Supersedes: November 24, 2008

B. STORAGE SPACES

1. Each department has been assigned space in the file room and/or unoccupied area of the basement of the Town Hall. Each department is to maintain these spaces in a neat and orderly manner and may not use any other area of the Town Hall for the storage of their items.
2. Under no circumstances are any items (empty boxes, newspapers, excess furniture, etc.) to be placed in any public lobby, hallway or office. Departments which require the removal of such types of items should place a work order with the Public Works Department to ensure the prompt removal of these objects.

C. CONFERENCE ROOMS

1. In order to use any of the conference rooms, the space must first be reserved via the online room reservation system. The Town Clerk is responsible for managing the Town Hall room reservation system.

D. GENERAL HOUSEKEEPING

1. All fire doors are to remain closed and are never to be propped open by any means.
2. Only rubber door stops are to be used to keep doors open. Any other means will cause the doors and/or hardware to warp.
3. All wall hangings must be secured using nails, brackets or other appropriate item. Under no circumstances will tape be used to adhere anything to any wall. Nothing which may leave a permanent mark (e.g., nail or adhesive tape) is to be placed on any door.
4. All employees are responsible for verifying that all windows in their work area are closed prior to leaving for the day.
5. Protective pads for the elevator are kept in the unoccupied storage area. They are to be placed in the elevator whenever transporting heavy items or objects which has the potential to damage the interior of the elevator.
6. Exterminator services will be performed at least once per month throughout the entire Town Hall after normal working hours. The Public Works Department will inform all departments as to the date that this work is to be accomplished. Employees who are sensitive to the

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

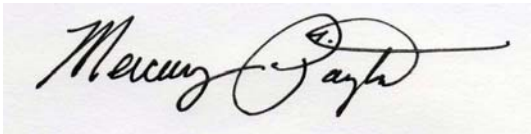
Subject: MAINTENANCE AND USAGE OF TOWN HALL	Regulation No: 1.10	Effective Date: June 1, 2012
	Supersedes: November 24, 2008	

chemicals used in this process are to leave the building prior to the rendering of this task.

7. Employees are not to place liquids or any items containing liquids (e.g., coffee-filled styrofoam cups) into any trash containers. All liquids are to be emptied into the nearest sink prior to disposal of the container.
8. Prior to their installation, any interior or exterior sign must be approved by the Public Works Director or as required by the Board of Architectural Review.
9. Employees are encouraged to use care and common sense when working in the building.

III. APPLICABLE DOCUMENTS

None

Signature of Town Manager:	Date:
	June 1, 2012