

CENTRAL HEADQUARTERS

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1. **Purpose:** To provide policy on the use of the facilities at the central headquarters in Lincoln. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI supersedes DOT-OI 70-01 dated May 15, 2023.
 2. Division heads will submit written requests for additional office space or building modifications, through their deputy, to the Facilities Engineering Manager of the Operations Division. After performing a feasibility study and obtaining a cost estimate, the Operations Division will forward the request to the Deputy Director. If approved, the work will be scheduled.
 3. Hanging or attaching pictures, bulletin boards, etc., shall be performed by Facilities Maintenance personnel. Using tape for fastening items to walls, doors, or furniture is prohibited. **FOR SAFETY REASONS, EMPLOYEES SHOULD NOT PLACE UMBRELLAS, BOXES, TRASH, OR OTHER ITEMS IN HALLWAYS.** Requests or reports for lock changes, furniture moving, janitorial, HVAC complaints or malfunctions will be submitted by selecting the "Facilities Maintenance Request" desktop icon. Facilities Emergencies shall be reported by calling the NDOT Maintenance 24-hour response team at 402-479-4401.
 4. For telephone and network installation, relocation, or modification, division heads or designated Point of Contact (PoC) will submit a NDOT Service Request in the Service Portal. Agency internal contact is the UC Technology team within the Business Technology Support Division (BTSD) at NDOT.
NDOT.UCTechnology@nebraska.gov.
 5. **Employee and Handicap Parking:**
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- A. Employees will park only in the approved areas or as assigned by the Operations Division. Failure to park in designated areas may result in disciplinary action. **Visitor parking in front of the Central Headquarters (1500 Building) and the west side of the ROW / HR / Aeronautics building (1600 Building) and the south side of the Materials and Research building (1400 Building) is not to be used by employees assigned to those buildings. VEHICLES SHALL NOT BE BACKED INTO DIAGONAL PARKING STALLS, PARKED IN OTHER THAN MARKED STALLS, OR DRIVEN AGAINST THE TRAFFIC FLOW IN ONE-WAY AREAS.** Vehicle operators shall drive slowly, carefully, and be particularly watchful for pedestrians. Motorcycles and bicycles will be parked only in designated areas. The Facilities Maintenance Manager of the Operations Division is authorized to enforce the above by issuing "tickets" and contacting employees who violate this policy. Any disciplinary action resulting from the issuance of "tickets" will be in accordance with the Classified System Rules and Regulations or the current State of Nebraska and NAPE/AFSCME Labor Contract.

- B. Handicap parking stalls are available to the public and employees in accordance with the Americans with Disabilities Act (ADA). Handicap parking stalls located next to the general public entrances to each building are intended to be used by "visitor(s)" and not for the general use of employees. Employees with disabilities, having certified parking signage on their vehicle, shall park in designated handicap stalls located in each employee parking lot.
 - C. Temporary "Special permit" parking stalls are available in Lot 'C' north of Central (1500) Building for employees with temporary mobility limitations. Special Permits shall be approved by the requesting employee's division manager and Facilities Manager. Special permits may be allowed for other buildings by request.
6. Admission to the central headquarters buildings, at times other than normal working hours, will be in accordance with the following.
- A. Access cards will be issued to all employees. Normal access to all buildings is 6:00 a.m. to 6:00 p.m., Monday through Friday. Additional access times and areas accessed is at the discretion of division heads only. Division heads will submit NDOT Form 106 to Human Resources for additional access. The request will include the: (1) full name, (2) Employee ID (NIS#), (3) building(s) to which access is required, and (4) days of the week and times of day that access is required. Human Resources will maintain a file showing the disposition of all cards. Employees to whom cards are assigned are responsible for their safekeeping and use. **AN ACCESS CARD WILL NEVER BE LOANED TO OR USED BY ANOTHER PERSON. IF A CARD IS LOST OR STOLEN, REPORT THE INFORMATION TO HUMAN RESOURCES IMMEDIATELY.**
 - B. Keys for internal office doors may be issued to employees at the discretion of division heads only, who will submit a written request to the Facilities Maintenance Manager. The Facilities Maintenance Manager will require that employees sign for keys and will maintain a file showing the disposition of all keys. Employees to whom keys are assigned are responsible for their safekeeping and use. **KEYS FOR THE CENTRAL HEADQUARTERS BUILDINGS MAY ONLY BE DUPLICATED BY THE FACILITIES MAINTENANCE MANAGER.**
 - C. **Central Complex Office Buildings:** Except for holidays, the main entry door will be unlocked from 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees entering the building will use an access card at a card-reader door. **IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE THAT THE DOOR IS LOCKED AFTER ENTERING OR EXITING.**

- D. **5001 South 14th Street Facilities:** Except for holidays, the main entry door will be unlocked from 8:00 a.m. to 4:30 p.m., Monday through Friday. Employees entering the building will use an access card at a card-reader door, the yard gate will automatically open at 5:30 a.m. and close at 6:00 p.m., Monday through Friday. Employees entering the building and yard at other times will use an access card. **IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE THAT THE DOORS AND GATE ARE LOCKED AFTER ENTERING OR EXITING.**

7. **Auditorium and Conference Rooms:**

A. **NDOT Auditorium**

1. The Auditorium (seating capacity: 60, standing capacity: 125) may be reserved by using the Outlook Calendar "New Meeting" function and requesting Room (NDOT) Lincoln 1500 Building 139A Auditorium. Staff at Communications Division 402-479-4310 are available to assist. Users will be asked to fill out a NDOT Form 48, "Request for Use of Auditorium" and return to Communications Division Staff to request room configuration and AV Equipment. The Auditorium configuration will be optimized for the size of space required. The Operations Division will set-up the auditorium as requested. Users may be required to assist the Operations Division in setting-up for their meetings.
2. Tables or chairs will not be removed from the Auditorium without the prior approval of the Operations Division.
3. Technology or maintenance issues should be reported to the Communications Division Administrative Staff.

B. **Large Conference Rooms**

1. Large Conference Rooms in Central Complex can be reserved in Outlook or Webex. Large conference rooms are outfitted with Cisco cameras, microphones, and TVs for video conferencing. TVs can also be connected to via wireless. Technology or maintenance issues should be reported to the division responsible for the room, as identified in the room title.

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