

Bienville Building Tenant Rules

(updated: 3/6/19)

- Treat state owned facilities with respect.
- All employees must comply with any rules and policies set forth in the OSB Tenant Facility Manual, any questions shall be directed to the Bienville Building Coordinator or LDH Safety/Security & Administrative Services Director.
- All employees must comply with state fire marshal codes and regulations, any questions shall be directed to your agency Safety Coordinator and/or the LDH Safety/Security & Administrative Services Director.
- Adhere to LDH General Safety and Loss Prevention Rules and Policies and report any safety or security matter to your agency Safety Coordinator, Bienville Building Coordinator, and LDH Safety/Security & Administrative Services Director.
- Report deficiencies in construction or maintenance, or accidents caused by deficiencies to the Bienville Building Coordinator or LDH Safety/Security & Administrative Services Director. Additionally you should immediately notify your agency Safety Coordinator of any accidents/incidents.
- LDH receiving hours are 8AM-4PM Monday through Friday (closed on weekends and on state declared office closures). The LDH Mailroom will not accept any deliveries after 4PM. (No delivery shall ever be left or accepted by the Bienville Building front security desk.)
- Employees that exit out the east exit only door shall not allow anyone, not even another employee, into the building. This is an exit only door.
- State Fleet, Personal, and/or rental vehicles shall not park at the rear loading dock bays (two) since the area is used for shipping and receiving only.
- Electric pallet jacks are not permitted beyond the loading dock entry. (All Items must be removed from pallet prior to getting onto the freight elevator due to weight restriction.)
- Freight elevator and Loading Dock is only to be used by delivery companies, inmate labor, Office of State Building Maintenance, Bienville Building Coordinator, Safety/Security & Administrative Services Director, Office of Technology Services Equipment Transport Staff, and select agency personnel (property manager or official water sampling employee).
- Do not place scotch tape or marks on interior or exterior walls, interior or exterior doors, built-in millwork, freestanding furniture or system/modular furniture. These items will be removed without notification and tenant shall pay any resulting costs from damage.
- No artwork, picture or similar items are to be hung on interior or exterior walls or interior or exterior doors except as specifically provided in OSB Facilities Manual. Artwork, pictures or similar items are to be hung on the inside of employee office/cubicle walls only with the use of

materials or devices approved by the furniture manufacturer for that purpose and approved by OSB. All such artwork, pictures or similar items must be appropriate for a business setting. Employees shall contact the Bienville Building Coordinator or the LDH Safety/Security & Administrative Services Director for approval of questionable artwork/pictures.

- Do not prop open doors with anything other than a doorstop designed for that purpose (e.g., jamming broom handles in hinges). Doors designed to shut automatically are never to be propped open. All fire grade doors are to remain closed at all times.
- Keep corridors, hallways, electrical closets, HVAC equipment rooms, and elevator equipment rooms clear of furniture, equipment, boxes, and storage of any type.
- Offices and workstations are to be free of clutter. Piles of paper and food attract rodents and insects and poses a fire hazard.
- For all modular furniture, reconfigurations, and/or furniture moves please contact the Bienville Building Coordinator or the LDH Safety/Security & Administrative Services Director who will assist in the coordination of the project and approval(s) from OSB. Employees shall not move or adjust any building furniture and/or modular furniture without expressed consent of the OSB.
- Personal furniture (couches, office chair, side tables, etc.) are not permitted without approval of the OSB, please contact the Bienville Building Coordinator or the LDH Safety/Security & Administrative Services Director.
- All moves (reorganization, retirement, and new hires) within the Bienville Building shall be reported to the Bienville Building Coordinator so the Front Security Desk Building Directory can be updated.
- If the office or workstation chairs do not have the approved casters for the various types of flooring (i.e. Carpet, Composite Tile, etc.) each agency/division is responsible for supplying a clear plastic floor mat under the office chair.
- Desktop plants may be brought to the office for the enhancement of the work place. All plants must be set in saucers that are large enough to catch run off from the plants when watered. Foil from florists and thin plastic liners on baskets are inadequate and will not function as a saucer. No plants are to be placed on the floor or on overhead storage bins. Plants must be treated at home with insecticides or fungicides and may be returned to the building when they are insect and disease free and no longer in need of treatment. Ivies must be contained and not allowed to vine along shelves, windows, and other furniture.
- To ensure an orderly method for conference room scheduling, all meetings must be scheduled via the state email system where the scheduler will receive a confirmation of acceptance/denial of use.
- Please be considerate of the groups using the conference rooms after you, and return the conference room to a neat and orderly fashion. If diagrams are posted on the wall – please adhere to them.

- Food and drink are not permitted in Conference Room(s) #117, #118, and #173 with exception to bottled water. Food and drink is permitted in all other conference rooms but tenants are asked to be considerate and to clean up after themselves by wiping tables and ensuring trash is put by the freight elevator or in their breakroom for inmates to dispose of properly.
- No portable heaters are allowed in the Bienville Building or any open flames (i.e. candles). Due to the close proximity of employees, please be considerate of your co-workers that may be sensitive to smells.
- Personal food storage and/or food prep items (can openers, blenders, etc.) are to be stored in the kitchen cabinets, not on counter tops, tables or on top of refrigerators. Any items used to heat or cook food (exception to microwave) is not permitted.
- No soft drink cans or bottles are to be collected.
- All toasters, toaster ovens and any other small appliance, which would be subject to activating smoke alarms and/or fire alarm systems, are prohibited.
- No coffee makers, mini-refrigerators, microwaves or other small appliances are allowed in private offices/workstations; this is to occur in kitchens or break areas only. All small kitchen appliances (i.e. water kettle, blenders, etc.) are to be utilized only in kitchens and not in offices/workstations. Should a mini-refrigerator be needed, medical justification is required and must be submitted to Bienville Building Coordinator or the LDH Safety/Security & Administrative Services Director to obtain OSB approval.
- Coffee makers are to be unplugged when not in use.
- No pets or animals are allowed in buildings. (Exception: Service animals)
- All tobacco use (including cigarettes, smokeless tobacco, and electronic cigarettes etc.) shall be confined to the “designated” exterior smoking areas. Tenants are requested to not dispose of cigarette butts in flowerbeds or grounds area. There is no smoking allowed within 25 feet of any public entrance/exit door, nor within 25 feet of a wheelchair ramp or other structure that facilitates access to a persons with disabilities.
- Solicitation is not permitted within the Bienville Building, nor on its grounds and parking lots. Bulletin boards are provided in various places throughout the building for posting purposes. Notices and advertisement postings are limited to these bulletin boards. Posting items on doors, walls, hallways, or windows in the common areas is prohibited and will be strictly enforced and removed without notice.
- Decorations should be limited to interior of offices and cubicles; decorations should not interfere with other offices and cubicles. (Examples would include but not limited to Banners, Streamers, etc...)

- All types of lighting (Examples would include but not limited to Christmas, Mardi Gras, Sports) will be limited to the interior of cubicles and offices. No lighting or decorations will be allowed to be wrapped around cubicles or around office doors.
- Decorations or knickknacks are not allowed on top of cubicles. No exceptions.
- No lighting or decorations are to be hung from ceiling light fixtures, ceiling grids or fire alarm devices located within the Bienville Building.
- Decorations are allowed on desktop and workspaces in offices and cubicles. Excessive knickknacks & collectibles in open cubicles are prohibited. Decorations are not allowed to be taped or glued to doors; walls collectibles in open cubicles are prohibited. Decorations are not allowed to be taped or glued to doors, walls, or other areas that may be damaged by tape or glue.
- Decorations are allowed in Bienville Building lobby and every floors' lobby but should follow all above restrictions.
- Curtains/Blinds/Window tint are not allowed except those supplied by OSB or unless specifically approved by OSB.
- No presentation, display, or banners shall be mounted or displayed in the Bienville Building main lobby and/or common areas without OSB approval, please contact Bienville Building Coordinator or the LDH Safety/Security & Administrative Services Director to obtain said approvals from OSB.