

## CONDITIONS

**REMOTE ACCESS TOOLS**

**WILL IT WORK?**

	Power, Internet, Laptop	Power, <b>No Internet</b> , Laptop, (1) Wireless Internet connection	(2) <b>No Power, No Internet</b> , Laptop, (1) Wireless Internet connection	(2) <b>No Power, No Internet, No Laptop</b> , (1) <b>No Wireless Internet</b> , Blackberry/Smart Phone, (3) Public Access (option)
<b>Client IP Sec VPN</b>	YES - must have pre-loaded VPN client software on laptop	YES - must have pre-loaded VPN client software on laptop	YES - laptop must have battery power, pre-loaded VPN client software	NO
<b>Secure Sockets Layer (SSL) VPN</b>	YES	YES	YES - laptop must have battery power	NO – not on Blackberry/Smart Phone. Optionally could use public access computer, such as at library. Any SSL enable Internet browser should work.
<b>Citrix Access Gateway</b>	YES	YES	YES - laptop must have battery power	NO – limited functionality may be available on public access computer
<b>WebEx</b>	YES	YES	YES - laptop must have battery power	YES - only partial functionality on Blackberry/Smart Phone with appropriate Smart Phone app. Public access computer may be an option
<b>Outlook Web Access (OWA)</b>	YES – MS Internet Explorer Web browser works best	YES – MS Internet Explorer Web browser works best	YES - laptop must have battery power. MS Internet Explorer Web browser works best	YES – may require scrolling on small Smart Phone screen. ActiveSync is an option for Smart Phones if pre-enabled on email account. Public access computer may be an option

**(1) NOTE:** Wireless modem (e.g. AirCard), tethered cell phone, or public WiFi (e.g. Starbucks). Wireless carriers normally charge extra for tethering.

**(2) NOTE:** If your Laptop or Blackberry/Smart Phone battery gets low and you have no power, consider using a car charger.

**(3) NOTE:** Public access computer is any computer with Internet connection available to the general public, .e.g public library.



## CTS REMOTE ACCESS SERVICE OPTIONS

Consolidated Technology Services • WA

Options for Working Remotely	Requirements for Use	Cost	Typical Use	Notes
<b>Client IP Sec VPN</b>	<ul style="list-style-type: none"> <li>• Computer with pre-loaded VPN client software</li> <li>• Internet connectivity</li> <li>• SecurID token</li> </ul>	<ul style="list-style-type: none"> <li>• \$180 one-time agency service initiation fee</li> <li>• \$17.45/mo. per user</li> </ul>	Provides mobile workers access to your agency's network from any location via the internet.	Users of Client IP Sec VPN generally do so from a state owned laptop or PC due to the need for the VPN client software.
<b>Secure Sockets Layer (SSL) VPN</b>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Internet connectivity and browser</li> <li>• SecurID token</li> </ul>	<ul style="list-style-type: none"> <li>• \$180 one-time agency service initiation fee</li> <li>• \$17.45/mo. per user</li> </ul>	Provides mobile workers access to your agency's network from any location via the internet.	
<b>Citrix Access Gateway</b>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Internet connectivity and browser</li> <li>• Customer agency must have access to the State Governmental Network (SGN) or the IntraGovernmental Network (IGN)</li> <li>• Customer agency must have a Citrix Presentation Server or Citrix Xen Server environment</li> </ul>	<ul style="list-style-type: none"> <li>• \$180 one-time agency service initiation fee</li> <li>• \$17.45/mo. per user</li> </ul>	Provides mobile workers access to your agency's network from any location via the internet.	
<b>WebEx</b>	<p>Requirements are dependent on what part of the WebEx service you choose to use. Examples are as follows:</p> <ul style="list-style-type: none"> <li>• Video Conferencing would require a computer with sound cards, speakers, web cam, and microphone as well as internet connectivity.</li> <li>• A Conference Call would only require a computer with internet connectivity to set up the WebEx 'meeting' and a telephone to use during the call.</li> </ul>	<p>There are multiple pricing structures. Contact the CTS Servicedesk at 360-753-2454 or visit <a href="http://cts.wa.gov/products/Communications/ConferencingWeb.aspx">http://cts.wa.gov/products/Communications/ConferencingWeb.aspx</a> to determine which one best fits your needs.</p>	<p>Provides remote collaboration capabilities to include:</p> <ul style="list-style-type: none"> <li>• Conference bridge</li> <li>• Video conferencing</li> <li>• Desktop sharing</li> </ul>	
<b>Outlook Web Access (OWA)</b>	<ul style="list-style-type: none"> <li>• Computer or Smart Phone</li> <li>• Internet connectivity and browser</li> <li>• Valid user ID and password for CTS Exchange environment</li> </ul>	OWA is included in the cost of Exchange.	Provides access to agency email system from any location via the internet.	



## Capitol Campus Power Outage Security and Safety Guidelines

During severe weather or other emergency power outage, the Department of Enterprise Services (DES) will manage Capitol Campus facilities to assure the safety and security of state employees, visitors, and assets.

### During the event, DES will perform the following actions

- Work with tenant agencies to communicate with employees and visitors.
- Set exterior building entrances to require card key for access, unless tenant agencies have made prior alternate arrangements.
- If power is not available to building entrances, entrances will be locked and will require the use of a hard key. Most agencies have not been issued hard keys for their facilities. If a hard key is needed; please contact Buildings and Grounds for access.
- Entrances to interior tenant spaces will still operate on normal business schedules. If there is no power to the card reader, the door will default to "open" in most cases. However, telecom/IT rooms and certain other sensitive spaces will default to "secure" and remain locked; tenant-specified staff have been issued appropriate hard keys.
- If agencies wish to close before the end of the business day, please contact DES Buildings and Grounds Customer Service to initiate schedule changes.
- Ensure generators are operational and begin process of arranging fuel delivery.

### What agencies should do in a power outage event

- Remind staff to always carry their ID badge for identification purposes and for access to campus facilities.
- Report loss of power to Buildings and Grounds Customer Service at 360-725-0000.
- Avoid the use of elevators. Most elevators should be available during a power outage; however, elevators not on emergency power will stop when the power goes out.
- If staff are stuck in an elevator, please follow the instructions located in the elevator cab and do not attempt to climb out.
- Follow your agency emergency response plan, COOP plan, and agency policies regarding staff leave and agency continued operations during a power outage event.

### General power failure safety tips

- Stay where you are (if possible) and remain calm.
- Follow directions of building/agency floor captains and senior agency staff.
- If available, turn on battery operated radios for information.
- If evacuation is necessary, use flashlights to evacuate to a pre-determined assembly area.
- Emergency lighting should be available to mark exits during an outage.
- If you see something suspicious, say something. Report to law enforcement.

### Campus contacts

- DES Buildings and Grounds Customer Service (24/7): 360-725-0000
- Law Enforcement, Fire, and Medical Emergencies: 9-9-1-1
- Non-Emergency Law Enforcement (WSP Dispatch): 360-586-1998

June 1

Example description of security by building during a power outage

<b>Building: Capitol Court</b>			
<b>Floor</b>	<b>Card Reader Name</b>	<b>Normal Access Schedule</b>	<b>Card Readers On Emergency Power?</b>
Terrace	Cap Court Terrace East O/S	M - F 7am - 530pm	No, lock will result in a secure status. Hard key required.
Terrace	Cap Court Terrace South Hall	Locked 24/7	No, lock will result in a secure status. Hard key required.
Terrace	Cap Court Terrace North Hall	Locked 24/7	No, lock will result in a secure status. Hard key required.
Terrace	Cap Court Terrace Cafe	M - F 7am - 530pm	No, lock will result in an open door to the café and hallway.
1st Floor	Cap Court 120	Locked 24/7	No, lock will result in an open door to the café and hallway.
1st Floor	Cap Court 1st West O/S	M - F 7am - 530pm	No, lock will result in a secure status. Hard key required.

### State of Washington Inclement Weather Guide – Matrix for State Employees

This table is a general guideline for employees and supervisors concerning Department Inclement Weather policies, use of Leave during Inclement Weather and procedures for submission of Leave Slips to account for an employee’s absence due to Inclement Weather. In the event of any inconsistency between this matrix and the underlying statutes, administrative codes, policies and collective bargaining agreements, the aforementioned document(s) will control.

Frequently Asked Questions	State Employees		
<p>What is Inclement Weather and when will it excuse an employee’s absence in paid or unpaid status?</p>	<p><b>Non-Represented</b> Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p><b>WFSE</b> Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p><b>WPEA</b> Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>
<p>Can an employee arrive late at work during Inclement Weather without loss of pay? If there is a “grace period”, does the employee still have to submit a leave slip?</p>	<p><b>Non-Represented</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. WAC 357-31-255.</p>	<p><b>WFSE</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. Article 16.3</p>	<p><b>WPEA</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. Article 14.4</p>
<p>How does the Agency determine if a division, work unit, facility or specific location is Non-Operational and</p>	<p><b>Non-Represented</b> There may be times, however, when it is necessary to reduce staffing to</p>	<p><b>WFSE</b> There may be times, however, when it is necessary to reduce staffing to</p>	<p><b>WPEA</b> There may be times, however, when it is necessary to reduce staffing to</p>

<b>Frequently Asked Questions</b>	<b>State Employees</b>
-----------------------------------	------------------------

<p>therefore closed? Who is authorized to make such a decision?</p>	<p>essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. Division Directors provide advice and counsel to agency director and final decisions regarding facility or work site closures are made by director or his/her designee. In the case of closure decisions affecting state employees, The agency director also customarily coordinates with the Office of the Governor.</p>	<p>essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. Division Directors provide advice and counsel to agency director and final decisions regarding facility or work site closures are made by agency director or his/her designee. In the case of closure decisions affecting state employees, The agency director also customarily coordinates with the Office of the Governor.</p>	<p>essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. Division Directors provide advice and counsel to agency director and final decisions regarding facility or work site closures are made by agency director or his/her designee. In the case of closure decisions affecting state employees, The agency director also customarily coordinates with the Office of the Governor.</p>
<p>If an employee is authorized to use up to 1 hour of Inclement Weather Leave as a "grace period" at the beginning of the work day, can they use up to 1 hour of such Leave later in the day; for example, as a "paid" early departure if weather becomes Severe during the work day?</p>	<p><b>Non-Represented</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>	<p><b>WFSE</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>	<p><b>WPEA</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>
<p>Do I get paid if my supervisor makes the decision to send everyone home early due to Inclement Weather Conditions?</p>	<p><b>Non-Represented</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>	<p><b>WFSE</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>	<p><b>WPEA</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>

Frequently Asked Questions	State Employees		
I work 8 hours a day but can not come to work at all because of the Inclement Weather conditions. Do I submit a leave slip for 7 hours or for 8 hours? (Full shift)	<b>Non-Represented</b> Submit a leave slip for your full shift.	<b>WFSE</b> Submit a leave slip for your full shift.	<b>WPEA</b> Submit a leave slip for your full shift.
If I can't get to work, can I work from home? What is the criteria to work from home?	<b>Non-Represented</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.	<b>WFSE</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.	<b>WPEA</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.
What type of leave do I use when there is Inclement Weather? Do I have a choice of what kind of leave to use?	<b>Non-Represented</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>WFSE</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>WPEA</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.
Is there a limit to the amount of sick leave that I can use?	<b>Non-Represented</b> 3 days per calendar year.	<b>WFSE</b> 3 days per calendar year.	<b>WPEA</b> 3 days per calendar year.

<b>Frequently Asked Questions</b>	<b>State Employees</b>
-----------------------------------	------------------------

<p>Is there a limit to the amount of annual leave that I can use?</p>	<p><b>Non-Represented</b></p> <p>There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted.</p>	<p><b>WFSE</b></p> <p>There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted</p>	<p><b>WPEA</b></p> <p>There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted</p>
<p>How should I code my leave slip when taking paid leave for Inclement Weather</p>	<p><b>Non-Represented</b></p> <p>9019 – Exchange Time            9016 – Comp Time Inclement Weather            9007 – Vacation Inclement Weather            9057 – Sick Inclement Weather            9030 – LWOP Inclement Weather</p>	<p><b>WFSE</b></p> <p>9019 – Exchange Time            9016 – Comp Time Inclement Weather            9007 – Vacation Inclement Weather            9057 – Sick Inclement Weather            9030 – LWOP inclement Weather</p>	<p><b>WPEA</b></p> <p>9019 – Exchange Time            9016 – Comp Time Inclement Weather            9007 – Vacation Inclement Weather            9057 – Sick Inclement Weather            9030 – LWOP Inclement Weather</p>
<p>What code do I use on my leave slip if I am sent home by the Division Director due to Inclement Weather Circumstances?</p>	<p><b>Non-Represented</b></p> <p>9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.</p>	<p><b>WFSE</b></p> <p>9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.</p>	<p><b>WPEA</b></p> <p>9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.</p>

## BUILDING CLOSURE COMMUNICATION TOOLKIT

TOOL	RESPONSIBLE PERSON	BACKUP PERSON	NOTES
Employee hotline	Responsible parties & backups should have corded land lines and/or means to recharge cell phones (e.g. car chargers) in case of power failure.		After developing an agency plan to notify staff, use the hotline as the main vehicle to notify staff. Publicize the hotline so that staff is aware of its existence. Have a set time (prior to 6:00 a.m.) by which the line will be updated so staff knows when to call. Prepare scripted messages for management to review and responsible parties to record.
Develop a plan to notify managers.			These would be managers not involved in the discussion about building closure decisions, including managers of field offices.
Create a network to share information with appropriate sister agencies	Agency communication directors		This could include agencies that share facilities, or agencies located near one another. Let each other know about closure decisions.
Signage			Have signage ready in case you have to close. Include your agency's web address on the sign.
Develop a plan for agency website, intranet, email and social media	Responsible parties & backups should have the ability to post notices from home or remotely. If possible, staff performing these duties should not all be located in the Olympia area.		This is a backup means to notify staff of building closures and a way to notify customers of closures or delays. Install social media tools on communication staff cell phones to ensure ability to update tools remotely. Consider using a social media tool like a fast follow Twitter account (i.e. ECY) to notify staff of agency closure or delay.
Press release	Agency communications staff		Designate people who will be able to write, edit and distribute a press release (if needed) about the closure from their homes or field offices. Have pre-scripted releases available for quicker distribution to media.
Media inquiries	Agency communication staff		Be sure the listed press contact has the ability to answer calls from home or field offices.
Notify local media (including minority media outlets)	Agency communication staff		The person charged with this task should have a list of phone numbers and email distribution lists. Field offices should also have designated callers and a list of numbers to call.
Establish clearinghouse for information about closed facilities	Recommend DES. Could also be Governor's office or OFM.		All agencies would report closed facilities to a single agency which would serve as point of contact for media and others. Agencies would report closures by 6:00 a.m.
Have a plan to notify the end of the closure.			All those notified about your closure should be told when you're back open for business.

## Additional tools and notes for further discussion

- Every agency communications director should have a readily available list of state PIOs and media outlets including minority media outlets.
- Consider GovDelivery as a tool to directly communicate with employees and the public. It is an email listserv specifically for government agencies. DOT currently uses the service to communicate with subscribers about traffic conditions, job announcements, technical manual updates, construction project updates, news releases, pass conditions, etc. We understand that DES is considering a master contract with GovDelivery.
- Access.wa.gov could be a clearinghouse for posting agency closures. Agency websites could promote that on their homepages during closures.
- Make sure that communications staff in the agencies have administrative rights to their work cell phones so that their mobile social media apps are current with app updates.
- Executive staff at agencies should be sure that Outlook web access and VPN (where applicable) should be tested regularly to ensure these tools are working in the event of an emergency.
- Governor's office could work to establish a relationship with TV stations to post agency closures along with school and other closures. At least one station included L&I's closure in their announcements.
- OFM is reviewing apps for personal cell phones (Droid and iPhone) that allow users to access work email and calendars. Legal counsel and OFM public records officer are currently reviewing.
- I listed some website links and Spanish-language media that could be instrumental in contacting the Hispanic community and minority business owners, but I do not know of any centralized communication system that would reach everyone.
- **Outreach to minority communities:** We could not find a comprehensive minority listserv but here are some links to Hispanic listservs:
  - Commission on Hispanic Affairs listserv managed by Uriel Iñiguez, director:  
<https://fortress.wa.gov/ga/apps/CHA/> (One of the largest listservs for the Hispanic community)
  - The Office of Minority and Women's Business Enterprises (OMWBE) There is a list of web links to listservs for businesses found on their website:  
<http://www.omwbe.wa.gov/links.shtml>
  - [http](http://wsu.edu) WSU extension, managed by Professor José García-Pabón: [://lists.wsu.edu/mailman/listinfo/latino-hispanic-info-n-discussion](http://lists.wsu.edu/mailman/listinfo/latino-hispanic-info-n-discussion) [low volume traffic]

### Spanish-language and bilingual media:

- Radio Luz/El Rey in Seattle – contact Horacio Ahumada at telephone: 206-777-1680
- Univisión or KUNS-TV – see link <http://kunstv.com/>. General information: (206) 404-5867 or Teresa Jones at telephone: (206) 404-4436 They have links to communicate via Twitter.



## **DES owned and managed generator inventory**

### **Current Inventory**

The DES owned emergency generator inventory includes 23 building specific generators of various sizes and condition. Most are located on the Capital Campus, but there are two located in Tumwater for the Modular Building and Isabella Bush Building. The owned generator portfolio also includes six smaller portables.

There are nine generators that DES manages for other state agencies, seven of which are for buildings on the Capitol Campus (OB2 and WSDOT), and two of which support the L&I Building in Tumwater.

### **Generators support basic life safety**

In the case of a building power outage, all generators are connected to building systems for basic life-safety operations: exit signs, minimal egress lighting in office spaces, most camera and access systems, and at least one elevator.

In buildings that have data centers, generators are connected to lighting and HVAC systems in order to sustain operability and protect IT equipment.

Renovated buildings on the west campus added electrical capability for an exterior, portable generator for entire building systems. These generators can be rented for the Legislative Building, O'Brien and Cherberg Buildings. The Legislative Building also has the capacity to support minimal, emergency activity in the northwest corner – first through fourth floors.

The Office of the Governor has full lighting and power from the Legislative Building generator.

DES is updating generator connectivity mapping for all Capitol Campus buildings. This project will be completed and communicated to campus agencies by June 1, 2012.

### **Maintenance & testing**

All generators are tested weekly or bi-weekly and receive regular preventive maintenance on all system components, including cooling, air intake and exhaust, and electrical systems. Fuel pumps and tanks are checked for leaks, water and sediment, and operational linkage. Fuel levels are checked regularly and topped off when not at full capacity.

### **Future technological improvements for generator systems**

System reliability and efficiency can be improved by eventually migrating to integrated monitoring technology. A networking system communicates generator status through alarms to

cell phones, pagers or email. DES will continue to evaluate overall generator capacity and condition, and will possibly pursue funding for upgrades in the next budget cycle.

This technology would reduce maintenance costs and provide early warning of any issues. Test data and condition status would be automatically recorded and stored. Runtime and fuel levels can also be monitored and communicated in real time.

**DES contact**

For questions or additional information regarding DES owned and managed generators, please contact Tom Henderson at [thomas.henderson@des.wa.gov](mailto:thomas.henderson@des.wa.gov) or 360/407-9311.

## Generator Refueling Locations

Generator	Fuel Port Location	Capacity
Capitol Lake Dam	Back of generator	8 Gal
Plaza	Left side of Plaza Garage employee parking off Maple Park	200 Gal
Cherberg	South side parking lot (UGST)	1000 Gal
Temple	Custodial closet 1 <sup>st</sup> floor west	120 Gal
O'Brien	South side parking lot (UGST)	2000 Gal
Pritchard	West side of building base tank	100 Gal
Legislative	West side of building between Mansion & LEG. (UGST)	1,000 Gal
Mansion	Tank sits on top of generator in lower Mansion lot	150 Gal
DOL	West side of building inside gen. room	300 Gal
DOT	Parking garage inside gen. fencing	2,000 Gal
GA	West side of building parking stall by west door (UGST)	500 Gal
Old Cap	South side of building loading ramp (UGST)	500 Gal
NRB	11 <sup>th</sup> St. green box right side of road	6,000 Gal
OB2	In grass east side of building (UGST)	20,000 Gal
L&I	East side of building by employee entrance (UGST)	3,000 Gal
P/H	Fed from boiler tank	300,000 Gal
Insurance	East side of building in grate by Vietnam Memorial	300 Gal
Mod (Tumwater)	NW side of building by loading dock	500 Gal
Isabella Bush	West side of building in gen. enclosure	250 Gal

\*UGST = Underground Storage Tank



**DES Owned & Managed Generator Inventory**

Generator	Qty.	Size	DES Owned	Year Purchased	Replacement Cost	Physical Location	Exercise Frequency	Condition Rating	1 = excellent 4 = Poor
Powerhouse	1	350KW	Yes	1981	\$100,000	Powerhouse	Weekly	Failed	New on order
Gov Mansion	1	80KW	Yes	2005	\$30,000	Lower lot	Weekly	1	
Capitol Lake Dam	1	15KW	Yes	1980	\$25,000	Cap.Lk Dam	Weekly	4	13-15 cap req
Leg. Bldg	1	600KW	Yes	1997	\$85,000	Leg Bldg Gar	Weekly	2	
GA. Bldg	1	100KW	Yes	1982	\$50,000	GA Penthouse	Weekly	4	13-15 cap req ?
GA Bldg	1	80KW	Yes	1988	\$30,000	GA Penthouse	Weekly	2	
Temple of Justice	1	50KW	Yes	1988	\$25,000	Temple Base	Weekly	3	13-15 cap req
Pritchard Library	1	80KW	Yes	1997	\$30,000	Library Base	Weekly	2	
Obrien Bldg	1	175KW	Yes	2009	\$45,000	Obrien Base	Weekly	1	
Cherberg Bldg	1	150KW	Yes	2007	\$45,000	Cherberg Base	Weekly	1	
DOL	1	350KW	Yes	1993	\$45,000	DOL Base	Weekly	2	
Plaza & ESD	1	500KW	Yes	1993	\$65,000	Plaza tower 1B	Weekly	4	13-15 cap ceq
NRB	1	1000KW	Yes	1991	\$125,000	NRB High Volt	Weekly	3	13-15 cap req
Old Capitol Bldg	1	230KW	Yes	2004	\$55,000	Old Cap	Weekly	1	
Insurance Bldg	1	175KW	Yes	2006	\$45,000	Ins Bldg Base	Weekly	1	
WSDOT	1	350KW	No	1996	\$45,000	DOT pkg gar	Bi-weekly	2	
WSDOT	1	400KW	No	1999	\$55,000	DOT Base	Bi-weekly	2	
OB2	5	1000KW	No	1980 - 90	\$850,000	OB2 Base	weekly	3-4	CTS owned
L&I	1	1250KW	No	1991	\$125,000	L&I	Weekly	2	
L&I	1	1500KW	No	1997	\$150,000	L&I	Weekly	2	
Mod Bldg Tumwater	1	30KW	Yes	1988	\$15,000	Mod Bldg	Weekly	3	13-15 Cap Req
Isabella Bush Bldg Tumwater	1	250KW	Yes	2003	\$40,000	I Bush	Weekly	2	
Portable #3	1	3500watt	Yes	2000	\$4,000	Portable	Weekly	2	
Portable #4	1	6500watt	Yes	2000	\$5,000	Portable	Weekly	2	
Portable #5	1	7500watt	Yes	1980	\$5,000	Portable	Weekly	2	
Portable #6	1	2000watt	Yes	2005	\$1,250	Portable	Weekly	2	
Portable #7	1	2000watt	Yes	2005	\$1,250	Portable	Weekly	2	
Portable #8	1	2000watt	Yes	2005	\$1,250	Portable	Weekly	2	

