

MS 512 Facilities Management Procedures

Effective Date: September 27, 2017

Responsible Office: Office of Management/Office of Administrative Services

Attachments

Attachment A – Application for Use of Shriver Hall

Attachment B – [Peace Corps Parking Registration Form](#) (PC Form 523)

1.0 Purpose

These procedures implement the policies for domestic facility management. Policies governing physical security of domestic real property are contained in MS 401 *Domestic Security*.

2.0 Definitions

2.1 *Carpool* means a group of two or more people regularly using a motor vehicle for transportation to and from work on a continuing basis.

2.2 *Buspool* means a group of at least 10 or more passengers using a commuter bus. A Buspool must be used for round-trip transportation to and from work on any single day.

2.3 *Disabled employee* means an employee who has a severe, permanent impairment that for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Priority may require certification by an agency medical unit, including the Department of Veterans Affairs or the Public Health Service.

2.4 *Public area* means any area of a building under the control and custody of GSA that is ordinarily open to members of the public, including lobbies, courtyards, auditoriums, meeting rooms, and other such areas not assigned to a lessee or occupant agency.

2.4 *Ridesharing* means the sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation, including, but not limited to, carpools, Vanpools, Buspools, and mass transit.

2.5 *Unusual hours* means work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes time worked by individuals who regularly or frequently work significantly more than 8 hours per day. Unusual hours does not include time worked by shift workers, by those on alternate work schedules, and by those granted exceptions to the normal work schedule (i.e., flex-time).

2.6 Vanpool means a group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers. Such a vehicle must be used for transportation to and from work in a single daily round trip.

3.0 Reserving Shriver Hall

The Peace Corps Director authorizes the Facilities Management Division in the Office of Administrative Services to cancel any event reservation for Shriver Hall should an event of higher priority take precedent over any other reservation.

3.1 Shriver Hall Availability for Peace Corps Staff

Shriver Hall is available for Peace Corps staff to use Monday through Friday during core business hours of 8am – 5:30pm, Monday-Friday. The availability of Shriver to Peace Corps staff is on a first-come, first-served basis. Since there are overhead and support costs associated with using Shriver Hall, usage during non-core business hours and weekends is limited and requests for such usage of Shriver Hall must be approved, on a case-by-case basis, by the Chief of Administrative Services (M/AS).

- (a) A request for same day Shriver Hall scheduling and set-up requires email notification to and approval by the Chief of the Facilities Management Division (M/AS/FMD).
- (b) An event with an anticipated attendance of at least 20 persons has scheduling priority. Although, small groups may be accommodated on case-by-case basis depending on overall space availability. Small groups should only consider usage of Shriver Hall in the event that regular conference rooms do not meet their specific needs.
- (c) Peace Corps official meetings and events take precedence over non-official Peace Corps events. Non-Peace Corps events include, but are not limited to:
 - (1) retirement parties;
 - (2) farewell parties;
 - (3) birthday parties;
 - (4) baby showers;
 - (5) wedding showers;
 - (6) Federal Occupational Health Wellness Programs; and
 - (7) External Group events.

In the event that a non-official Peace Corps event requires the usage of Shriver Hall, the Point-of-Contact (POC) for the event is responsible for moving any furniture to meet their event needs and resetting Shriver Hall back to the way the room was found.

3.1.1 Shriver Hall Availability for External Groups

- (a) The Chief in the Office of Administrative Services (M/AS) has the final authority in determining appropriate usage of Shriver Hall or any other Peace Corps meeting space by external groups and may deny usage of Peace Corps facilities at any time.
- (b) Other Federal Government Agencies and additional organizations that directly support of the Peace Corps, may use Shriver Hall or any other meeting space; however, usage of those spaces by an external group is limited and subject to availability of space and support staff.
- (c) Any external Federal Government Agency or other organization requesting approval to use Shriver Hall relating directly to Peace Corps activities, must complete MS 512 Attachment A – *Application for Use of Shriver Hall – External Groups* and email the application to Peace Corps’ Facilities Management Division in the Office of Administrative Services at HelpDesk@peacecorps.gov.
- (d) Priority usage of Shriver Hall or any other Peace Corps meeting space, is designated for Peace Corps activities and functions. To accommodate those activities and functions, an external group approved to use Shriver Hall or any other Peace Corps meeting space, may be obligated to change their event date and time at the request of the Facilities Management Division.

3.2 Planning an Event in Shriver Hall

- (a) When reserving Shriver, please provide an Event Coordinator to serve as the POC. The Event Coordinator must be in place in the Peace Corps Headquarters lobby at least thirty minutes in advance of the meeting/event to ensure that guests arriving early are made welcome. We suggest that Event Coordinators wear easily visible "Event Coordinator" name tags. This will let our visitors, staff and guards know who can answer questions on the next event. "Event Coordinator" name tags are available at the Safety and Security first floor office or you can make your own.
- (b) Offices should make reservations as far ahead as possible to avoid conflicts.
- (c) When scheduling your event, please allow enough time to avoid running beyond your scheduled time.
- (d) If you anticipate guests from outside of the Agency for a Shriver Hall event, please notify both the Facilities Management Division and Safety and Security via helpdesk@peacecorps.gov so they can be prepared.

3.3 Creating and Cancelling a Shriver Hall Reservation

- (a) To create a reservation for Shriver Hall, submit a Help Desk Ticket request to the Help Desk by emailing helpdesk@peacecorps.gov or calling (202) 692-1000 and select Option 3.
- (b) When submitting the Help Desk Ticket request, include the following:

- (1) Event title;
 - (2) Date ;
 - (3) Start and end time;
 - (4) Shriver Hall(s) requested (i.e. Shriver Hall A, B, and/or C);
 - (5) Number of attendees;
 - (6) State if attendees are external guests from outside the Peace Corps;
 - (7) Number of chairs and/or tables required;
 - (8) Room layout and design;
 - (9) State if food and/or beverages will be provided;
 - (10) Be cognizant of attendees with disabilities and/or impairments (i.e, deaf, blind, mobility challenges, etc.), and reach out to OCRD for the proper guidance in accommodations;
 - (11) Any audio and/or visual requirement including, but not limited to: projectors, televisions, screens, computers, microphones, and flip charts; and
- (c) To cancel a Shriver Hall reservation, notify the Help Desk immediately by emailing helpdesk@peacecorps.gov or calling (202) 692-1000 and select Option 3 and, if possible, indicate the Help Desk Ticket number.

3.5 Conducting an Event/Use of Shriver Hall

3.5.1 General Practices

- (a) Please show consideration for groups who use adjacent spaces in Shriver Hall since dividers will not entirely block loud noise.
- (b) Under no circumstances should tacks or tape be used to hang anything on the walls, air walls (i.e. floor to ceiling dividers), or columns. Special rolling wall panels and flip charts are available and should be requested when making a reservation with the Help Desk.

3.5.2 Microphones or other Audio-Visual Support

- (a) If Audio/Visual equipment or support is needed, please include this information in the help desk ticket when reserving the room. If this information is not included when reserving the room, please submit another help desk ticket requesting your Audi/Visual needs as soon as possible. In your Audi/Visual request, please be sure to include the date, time and room of your original help desk ticket.

- (b) An audiovisual specialist will be on hand for any event attended by the Director, Deputy Director, and/or the Chief of Staff. Please note in your Audio/Visual request that the Director, Deputy Director, and/or the Chief of Staff will be in attendance.

3.5.3 Use of Regular and Disposable Table Cloths

(a) Events with only Peace Corps employees or internal office guests

- (1) If there are no external guests attending an event and food will not be served, no table cloths should not be used. (e.g. including, but not limited to, internal trainings and staff meetings)
- (2) If there are no external guests attending, but food will be served, disposable table cloths will be permitted for use. (e.g. including, but not limited to, morning coffee and pastry events and internal trainings)
- (3) Exceptions to the above guidelines will be made for special office events including, but no limited to, holiday parties and/or events held by the Director.
- (4) Facilities Management Division requires at least a 48-hour notice for all regular table cloth, disposable table cloth, and steamer requests.
- (5) Following the use of disposable table cloths, the requesting office (or employee) must discard the disposable table cloths in the recycling container.
- (6) Following the use of unsoiled regular table cloths, the requesting office (or employee) must return the unsoiled regular table cloths, neatly folded, to Facilities Management Division.
- (7) Following the use of soiled regular table cloths, the requesting office (or employee) must return the soiled regular table cloths, for dry cleaning, to Facilities Management Division.
- (8) The Chief of Facilities Management Division reserves the right to approve or disapprove the use of table cloths for any event.

(b) Events with External Guests

- (1) For food service tables, only disposable table cloths will be permitted.
- (2) For guests sitting at round tables, disposable table cloths are preferred, but regular table cloths may be used.
- (3) For trainings or meetings where food will not be served, no table cloths should be used. Instead, we encourage the use of the round tables that have the nice laminate finish.

- (4) Following the use of disposable table cloths, please discard in the recycling container.
- (5) Following the use of unsoiled regular table cloths, please return to Facilities Management Division neatly folded.
- (6) Following the use of regular soiled table cloths, please return to Facilities Management Division for dry cleaning.
- (7) The Chief of the Facilities Management Division reserves the right to approve or disapprove the use of table cloths for any event.

3.6 After an Event

- (a) At the conclusion of your event, please clear the room immediately, as the next event may require set-up time.
- (b) It is the responsibility of the office using Shriver Hall to clean up after their meetings. Please ensure that all food and drinks are removed from Shriver Hall and the adjacent kitchen. Please do not leave food in the kitchen. Any spills should be attended to immediately.
- (c) Equipment provided by Facilities Management Division (extension cords, laptops, etc.) should not be removed from Shriver Hall at the conclusion of your event.

3.7 Security

For security reasons, rooms will be locked when they are not in use. Front desk security guards will be available to unlock the rooms for scheduled events.

4.0 Building Parking Program

The Peace Corps, under a leasing agreement with the General Services Administration (GSA), maintains a limited number of parking spaces at Peace Corps Headquarters located in Washington, D.C. at 1111th 20th Street, N.W. There are 100 parking spaces provided to authorized vehicles/drivers based on space availability at no cost. Within section 4.1, allocation and authorization of parking spaces are carried out in accordance with applicable GSA Federal Management Regulations (41 CFR 102-74.265). The implementation and enforcement of these procedures is the responsibility of the Chief, Office of Administrative Services (C/AS).

4.1 Applicability and Allocation of Parking Spaces

Parking spaces may be authorized by the C/AS for use in the following order of priority:

- (a) **Government Owned Vehicles.** Parking spaces are reserved for Peace Corps and other Government-owned and leased vehicles used for official business.

- (b) **Service Vehicles.** Vehicles that provide direct services to the Peace Corps. These direct services include, but are not limited to, maintenance, security, and cleaning required to operate the facility.
- (c) **Visitors.** The Chief, Office of Administrative Services may authorize visitor's vehicles for parking that are on official business or an invited guest of the Peace Corps.
- (d) **Contractor Privately Owned Vehicles.** Parking spaces will not be authorized for contractors and should not be included a contractor's contractual agreement. In extraordinary circumstances, the Chief in the Office of Administrative Services may authorize parking for a contractor's privately owned vehicle.
- (e) **Disabled Employee Privately Owned Vehicles.** Parking will be authorized for any employee who has a severe, permanent impairment that for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. The C/AS may authorize an employee that has a severe, temporary disability that precludes the use of public transportation a temporary disability pass for the duration of the severe, temporary impairment.
- (f) **Executive Personnel.** Parking will be authorized for all senior executive staff immediately upon appointment. "Senior executive staff" means all employees in the Senior Foreign Service and at the FP-1 grade level, including employees detailed into such positions. Additionally, this includes political appointees serving at equivalent grades or in senior executive staff positions.
- (g) **Employees Who Work Unusual Hours.** Parking may be authorized by the C/AS for employees whose work hours are frequently required to be varied and do not coincide with any regular work schedule due to the nature of their job.
- (h) **Carpool Vehicles.** Parking spaces will be authorized for any vehicle that is used for a carpool and is registered and approved under the Carpool Program. A carpool vehicle will be approved only if:
 - (1) the carpool is used for roundtrip transportation of more than one employee to and from Peace Corps Headquarters; and
 - (2) the carpool driver and passengers must be comprised of only Peace Corps employees.
- (i) **Other Permanent Employees Privately Owned Vehicles.** The remaining parking spaces will be allocated and authorized, based on parking space availability, to permanent Peace Corps employees on a tenure-based system calculated as a combination of length of employment with the Peace Corps plus time accrued since requesting parking (i.e., total number of days employed plus number of days request is on file).

4.1.1 Rescinding Parking Space(s)

In the event an employee with a higher priority requests and would be authorized for a parking space at a time when all spaces have been allocated, the C/AS may rescind parking privileges from the employee who most recently received parking privileges and return that employee to the top of the waiting list. The authority to rescind parking privileges resides with the C/AS and may not be re-delegated.

4.2 Authorization Procedures and Types of Placard

Personnel seeking authorization to park in the garage must submit a Parking Registration Form (PC Form 523) to the C/AS. If parking privileges are approved, the driver will receive a color-coded laminate placard with the Peace Corps logo displaying their name, parking registration number, and date of expiration (if applicable) while also indicating their parking authority. Additional procedures apply for other types of parking authorizations as followings:

- (a) **Official Vehicles.** All vehicles displaying Federal Government license plates are authorized to park in the facility, and do not require a color-coded placard or a vehicle registration form. Official vehicles driven by non-Peace Corps employees must be cleared by the Office of Safety and Security prior to entry into the parking garage. Official vehicles driven by a Peace Corps employee with proper identification may park without prior clearance from the Office of Safety and Security.
- (b) **Service Vehicles.** Service vehicles will be authorized to park and must be sponsored by a Peace Corps staff member and receive clearance from the Chief, Office of Administrative Services and the Office of Safety and Security before parking in the garage.
- (c) **Visitors.** Visitors that have official business with the Peace Corps may be authorized parking in the garage. Visitors seeking parking authorization must be sponsored by a Peace Corps staff member and receive clearance from the Chief, Office of Administrative Services and the Office of Safety and Security before parking in the garage.
- (d) **Contractor Privately Owned Vehicles.** Contractors are authorized to park privately owned vehicles only when specifically provided by lease or contractual agreement, as approved by the Chief for Administrative Services. Authorized contractors will receive a laminated, green placard with the Peace Corps logo, their name, parking authorization registration number, and date of expiration (if applicable).
- (e) **Disabled Employee Privately Owned Vehicles.** Employees who are disabled for parking purposes, as defined in sections 2.0, should submit a request to the Chief of Administrative Services. A disabled employee who has been determined to be entitled to parking under this provision will be granted a parking space that reasonably accommodates his/her disability. Employees with a permanent disability, who receive parking authorization under this provision, will receive a blue placard of indefinite duration. Employees with a temporary disability, who receive parking authorization under this provision, will receive a blue placard only for the anticipated temporary period of their disability.
- (f) **Executive Personnel.** Executive staff and political appointees, as identified by the Chief of Staff, who do not receive a transit subsidy, are entitled to a permanent parking

authorization immediately upon appointment. Such employees will receive a blue placard of indefinite duration. At the direction of the Chief of Staff, executive staff and political appointees who receive a transit subsidy may under limited circumstances described below, receive an emergency parking authorization. Such employees will receive a red “Emergency” placard and are authorized to park during the existence of the emergency that necessitates that the employee drive to work. The executive makes the determination if the situation requires driving. The use of emergency red passes is monitored daily by the Office of Safety & Security and the Office of Management. Abuse or appearance of abuse of emergency parking will be handled by the AD/M and the Chief of Staff.

- (g) **Employees Required to Work Unusual Hours.** Employees who are required to work unusual hours may be authorized to park on a space available basis. Requests should be submitted by the employee’s supervisor to the C/AS, with an explanation of the employee’s need for parking. Such employees will receive a blue placard with a duration commensurate with the employee’s need for parking under this provision.
- (h) **Privately Owned Carpool Vehicles.** Carpool vehicles that meet the criteria set forth above will be authorized to park on a space available basis. Requests should be submitted using the Carpool Request Form. Cars that are authorized to park will receive a laminated, pink placard with the Peace Corps logo, commuters’ names, parking authorization registration number, and date of expiration (if applicable).
- (i) **Privately Owned Vehicles Used for Peace Corps Business.** Privately owned vehicles used for Peace Corps business will be authorized to park on a space available basis. Requests should be submitted by the employee’s supervisor to the C/AS, with an explanation of how the employee meets the criteria set forth above. Cars that are authorized to park will receive a blue placard with a duration commensurate with the employee’s need for parking under this provision.
- (j) **Other Privately Owned Vehicles of Permanent Employees.** Permanent employees may request parking authorization at any time by submitting a request to the C/AS. Parking will be authorized based on tenure on a space available basis. Employees who decline parking when it is offered must re-register to again become eligible for parking, and the date of registry for purposes of calculating tenure will be the date of re-registration.

4.3 Parking Privileges and Transit Subsidy

In general, employees may not receive a transit subsidy, including bike, at the same time that they have parking privileges. Accordingly, any employee who is receiving a transit subsidy at the time they are offered a permanent parking authorization must notify the C/AS, who shall be responsible for ensuring compliance with this section and terminate the transit subsidy.

4.3.1 Exception for Emergency Parking Passes

- (a) Executive Staff who receive a transit subsidy may not have permanent parking privileges, but may receive an emergency parking authorization under the circumstances described in paragraph 4.2 (6). The transit benefits received should be reduced by the amount of days an employee uses an emergency parking pass.

- (b) Other employees who normally receive the transit subsidy, but are entitled to receive a priority parking authorization on a temporary basis (e.g., temporary disability or other temporary need) will lose their eligibility to receive the transit subsidy if they do not use mass transit to commute to work at least 15 times per month. They must also reduce their transit benefits to the actual amount used during the month on days they did not use a parking pass.

4.4 Access to the Parking Garage

Only vehicles that are authorized in accordance with these procedures will be granted access to the parking garage by the parking garage guards. Entry to the garage is subject to security requirements established by the Office of Safety and Security. All vehicles entering the garage will be inspected by parking garage guards. In the absence of the parking garage guard (after normal operating hours), a swipe card system is in place to provide access to those authorized to use the parking facility. The Associate Director for Safety and Security may restrict or deny parking access to any person at any time for safety and security reasons.

4.5 General Parking Guidelines

- (a) **Hours of Operation:** 7:00 a.m. to 9:00 p.m.
- (b) **Parking on Weekends:** Employees who have permanent parking permits may park on weekends. Such employees must get approval from the Office of Safety and Security prior to accessing the Peace Corps garage on the weekends.
- (c) **Overnight Parking:** Cars may not be left in the parking garage overnight without the prior approval by the C/AS where an employee with parking privileges has a bona fide need. The C/AS may authorize overnight parking for employees with parking privileges who depart on official travel from the Headquarters building. This exception applies only to short-term travel and not to employees on travel due to a detail.
- (d) **Motorcycles:** Motorcycles are considered privately owned vehicles for the purposes of this policy and are subject to the authorization procedures described in the paragraph 4.2.
- (e) **Bicycles and Powered Scooters:** Privately owned bicycles and powered scooters may be parked in the appropriate racks inside the garage and are not subject to the authorization procedures set forth in this policy. All bicycle and powered scooter riders must conform to the access control criteria established by the Office of Safety and Security for entry into the parking garage. Powered Scooters should not be parked in car parking spaces.
- (f) **Transfer of Parking Authorization:** Parking authorizations are for employees who drive a vehicle to work and are non-transferable. Any employee who transfers his/her parking pass to another employee without approval by the C/AS, or otherwise is not in compliance with the parking rules, will lose their parking privileges.
- (g) **Violations:** The C/AS may impose a penalty of up to six months suspension of the privilege to park at a facility for any misrepresentation concerning parking eligibility or

for violating parking practices or requirements established by the Office of Administrative Services.

- (h) **Parking Permit:** All privately owned vehicles other than those authorized to use designated visitor or service areas must display a parking permit.
- (i) **Waiting List:** Employees who were previously employed by the Peace Corps are considered new employees for the purpose of calculating parking eligibility based on tenure. The date of new employment will be used whenever there is a break in service.
- (j) **Accident or Loss:** The Peace Corps is not responsible for any loss as a result of accident or theft, or any other peril normally covered by automobile liability or physical damage insurance. All parkers are expected to insure and secure their vehicles/valuables as they would in any other exposure. In the event that an automobile accident or loss occurs involving privately owned vehicles, the owner should immediately report the incident directly to the parking garage attendant and file a claim directly with them. If the employee believes the damage was caused by the government, they may file a claim as outlined in MS762 of the Peace Corps manual. However, although a claim may be filed, if an incident occurs due to the negligence of the driver or if the driver parks overnight without authorization, the claim will be denied. In the event that an automobile accident or loss occurs involving vehicles owned or leased by GSA, it shall be handled by protocols specified by GSA and other insurers, and shall not involve the Peace Corps except as required by accident reporting requirements and processes specified by GSA.