

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 63

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Administrative Associate
Area Court Administrators	Rural Court Analyst
Clerk of the Appellate Courts	General Services Manager
Rural Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: PERSONALIZING THE WORKPLACE

The reasons for adopting a policy regarding what may be done by individual employees to personalize the workplace are varied. They include concern for the safety of all employees and the public, controlling the costs associated with maintenance of the facility, ensuring that the workplace is a pleasant work environment for all employees and ensuring that the public perceives court employees as professional and committed to the efficient performance of their duties.

This bulletin sets forth guidelines for supervisors and employees, and designates that the administrator (the ACA, clerk of the appellate court or administrative director as appropriate) as the official responsible to make final determinations regarding acceptable public appearance for the workplace(s) under the administrator's jurisdiction.

This bulletin is limited to issues dealing with buildings.

1. Temporary "paint" application (such as decorations on windows):
  - 1) must be approved by appropriate administrator listed above, or designee;
  - 2) must be water soluble;
  - 3) must not create work for janitor;
  - 4) must be removed by employee.

2. Permanent paint or other wall finish application:

- 1) must be approved by appropriate administrator listed above, or designee;
- 2) must fit in with overall building color scheme as determined by the administrator;
- 3) must be returned to the original finish when employee leaves, unless otherwise approved by the Facilities Manager.

3. Hanging Plants

- 1) from suspended ceilings: use bracket suitable for ceiling system; use bracket rated for weight of plant; plant weight not to exceed acceptable limit for ceiling system. (Hanging plants should be placed in lightweight "soils" like moss or vermiculite when feasible, and lightweight plastic containers).
- 2) from constructed ceilings or walls: The employee is responsible for repairing any damage to ceiling. The hanger must attach to structural member in ceiling.

4. Hanging Framed Artwork

- 1) The administrator will determine if the artwork is of an appropriate subject and presentation to preserve the professional appearance of the office and to comply with any federal or state workplace rules.
- 2) The employee must check with the administrator who will verify with Facilities Manager that there are no applicable lease restrictions before artwork is hung.
- 3) Artwork must be hung with bracket(s) rated for weight and installed in wall or ceiling structural member.

5. Installation of shelving attached to wall.

- 1) Employee must check with administrator and Facilities Manager to determine if there are any lease restrictions before attaching to wall in leased space.
- 2) Employee shall not install shelving in state-owned buildings without

prior approval of administrator and Facilities Manager, especially in buildings known to have asbestos in the walls.

- 3) Shelving must be attached with bracket(s) rated for weight and installed in structural member. (Earthquake stabilization devices are available from purchasing.)
6. Access above the ceiling is restricted to maintenance or electronics personnel only. No employee is authorized to remove ceiling tiles for any reason. Ceiling tiles left out of place or improperly reinstalled eliminate ceiling fire protection rating, and can negatively affect operation of heating and ventilation systems.
7. Relocation of doors or partition walls must be approved by administrator and Facilities Manager prior to any work being done (use Facilities Project Request Form).
8. The administrator may limit the number of "personal" items in open work areas, including plants, shoes, boots, boxes, etc. This is important for fire safety, employee safety and productivity, and for professional appearance of the workplace. These items must not block or reduce the width of exit ways.
9. No storage is permitted in exit corridors.
10. Selection/purchase of furniture.

The court system furnishes all court facilities. If an individual prefers a different style, then he/she can purchase his/her own and remove it when the individual leaves ACS employment.

11. Window coverings:
  - 1) must fit in with overall building color scheme as determined by the administrator;
  - 2) must be returned to the original finish when employee leaves, unless otherwise approved by the Facilities Manager;
  - 3) must be installed according to manufacturer's instructions.
12. Floor coverings:
  - 1) permanent:

- a) must fit in with overall building color scheme as determined by the administrator;
  - b) must be returned to the original finish when employee leaves, unless otherwise approved by the Facilities Manager;
  - c) must be installed according to manufacturer's instructions.
- 2) supplementary, non-permanent:
- a) must fit in with overall building color scheme as determined by the administrator;
  - b) must be removed when employee leaves, unless otherwise approved by the Facilities Manager.

Effective Date: \_\_\_\_\_

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Arthur H. Snowden, II  
Administrative Director