


6 - FACILITIES

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	Chapter 6 – Facilities
Administrative Policy	Facilities Philosophy POLICY 601


601 Facilities Philosophy

Lower Columbia College, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to our community, will provide for and operate its facilities in a safe, secure, effective and efficient manner. This includes establishing and implementing standards that ensure consistency, operational efficiency, safety, security, maintainability, and maximum utilization of those working and learning environments. These standards represent best use of state resources and are aligned with Lower Columbia College’s mission and values.

- Cabinet review: March 5, 2014
- Leadership Team Review (by email): March 3-17, 2014
- Campus Review: March 31-April 21, 2014
- Adoption by Leadership Team: 10-27-14

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Procedure 601.1A	Security Cameras: Approved Use and Design Standards	VP of Administration; and Director of HR and Legal Affairs
Security Camera Installation Request Form	Security Camera Installation Request Form	VP of Administration; and Director of HR and Legal Affairs
Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	VP of Administration; and Director of HR and Legal Affairs

	Chapter 6 – Facilities
Administrative Policy	FACILITY USE POLICY 605

605


Facilities Use

Lower Columbia College will provide for the use of district facilities over and above scheduled educational use to faculty, staff, and community groups and individuals, provided that the purpose of such use is in keeping with the best interests of the college and the public interest. Such use shall be subject to all state laws, rules, policies of the Board of Trustees, and to administrative procedures. Refer to [WAC 132M-139](#) and [WAC 132M-141](#).

- **Replaces policy 801 approved 9/99**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-139	Use of Facilities – Expressive Activities.	VP Administration
WAC 132M-141	Facility rental and Use Fees	
Guidelines for use of Facilities for Expressive Activities		

	Chapter 6 – Facilities
Administrative Policy	FACILITIES SCHEDULING, PROCEDURES and FEES POLICY 606


606 Facilities Scheduling, Procedures and Fees

Lower Columbia College shall establish scheduling, procedures and user fees for the use of college facilities.

- Replaces policy 801-8-1.5 approved 9/93
- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Approved 2/23/09

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator
WAC 132M-141	Facility rental/use fees	

	Chapter 6 – Facilities
Administrative Policy	EMPLOYEE USE OF FACILITIES and EQUIPMENT POLICY 610

610 Employee Use of Facilities and Equipment

The use of college facilities or equipment by district employees for district-related work shall normally occur during approved operational hours. Any college facility or equipment used outside the normal operational hours for college-related work must be approved by an appropriate administrator. Such use shall comply with the state ethics law, [Chapter 42.52. RCW](#), and college procedure.

Use of facilities and equipment outside the employee’s normal work area may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety feature of the equipment and further that such use is in accordance with the above referenced laws and procedures.

- **Replaces policy 801-801.5 approved 9/93**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator

	Chapter 6 Facilities
Administrative Policy	CAMPUS PARKING POLICY 620

620

Campus Parking

Students, faculty, staff and visitors using Lower Columbia College’s parking facilities shall not park in designated “no parking” areas, such as fire lanes, driveways, walkway entrances, loading zones, or any area marked with yellow paint. Further, no one without a reserved parking sticker shall park in any space marked as “reserved.”


Private vehicles shall not be parked in areas designated for motor pool, and individuals shall not park in handicapped spaces without proper stickers visible in their vehicles.

Vehicles which are found in violation of the above restrictions shall be subject to citation, stationary abduction, or towing.

- **Replaces policy 802 approved 9/93**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-116-010	Parking Regulations	VP Administration/Director of Facilities

	Chapter 6 Facilities
Administrative Policy	MOTOR POOL POLICY 625


625 Motor Pool

The policy of Lower Columbia College will have passenger and fleet vehicles (referred to as motor pool) available and maintain in safe and operable condition. Motor pool vehicles will be operated by licensed drivers on official business for the College or college-related functions. The College motor pool consists of passenger vehicles and vans intended for general transportation, and trucks and specialized motor-operated equipment intended for general maintenance of and repairs to campus facilities.

- **Replaces policy 803 approved 1/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM)	Transportation	VP Administration/Director of Facilities

	Chapter 6 Facilities
Administrative Policy	NAMING OF BUILDINGS POLICY 630

630 Naming Campus Buildings

The Board of Trustees will approve naming campus buildings based on guidelines it has adopted. Refer to [Board of Trustees Policy Governance, section 2.3](#)

- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**



635 CAMPUS SMOKE and TOBACCO FREE POLICY

Lower Columbia College prohibits smoking or other tobacco use, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college campus. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette, cigar, pipe, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew or snuff, in any form.

Smoking materials must be extinguished and properly disposed of prior to entering college property or exiting a vehicle. Improper disposal includes but is not limited to: spitting smokeless tobacco product, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit container).

All college employees, students and visitors are required to comply with this policy, which shall remain in force at all times.

- **Final Review/Approval by Leadership team via email June 9-20, 2014**
- **Demand to Bargain (WFSE) 5-19-14 – No Changes**
- **Approved by Leadership Team on 4-28-14 depending on Demand for Bargain**
- **Campus Review: March 4-24, 2014**
- **Reviewed by Leadership Team: 11-25-13 and 2-24-14**
- **Reviewed by Cabinet 11-20-13 and 2-5-14**

Resource/Reference/Procedure	Title	Unit Responsibility
		Director of HR and Legal Affairs

Historic Info

- 1st Campus Review 12/5/08 – 12/19/08:
- Adopted by the Cabinet and Leadership Team December 2008
- Implemented January 2009

	Chapter 6 – Facilities
Administrative Policy	CHILDREN ON CAMPUS POLICY 645

645

CHILDREN ON CAMPUS

In order to provide an effective educational environment for adults and to ensure the safety of children on campus, Lower Columbia College has adopted the following policy concerning the presence of children on campus.

Persons who do not meet the criteria for adults under the law (adults are defined as over the age of 18 years or an emancipated minor) are restricted from campus or any facility used by the college unless they are 1) enrolled in a college class, 2) studying for a college class, 3) participating in a college event designated to include children, or 4) accompanying an adult student or College employee engaged in College business, such as registering for classes, paying tuition, attending class with the instructor’s permission, or meeting with College personnel.


However, the following restrictions apply:

1. Children must be under the orderly and effective control of a parent or legal guardian at all times and must not disrupt students, staff, or class activities. Children without supervision may disrupt the educational process and possibly create a safety hazard for themselves or for others on the college campus.
2. Children are prohibited from hazardous areas or other areas with significant risk of injury including, but not limited to, the chemistry labs, machine shops, weight room, and ceramics lab.
3. Children are prohibited in areas where they might present a threat to equipment or materials.

- **Approved 6-13-12**

Historic Info.

- Approved 2/23/09
- Replaces policy 805 approved 6/90

	Chapter 6 – Facilities
Administrative Policy	PETS ON CAMPUS POLICY 650

650

Pets on Campus

To provide an effective learning environment, a safe and healthy campus, and to prevent damage to buildings and grounds, Lower Columbia College does not allow pets in college buildings unless for an approved instructional purpose. A pet is an animal kept for ordinary use and companionship and does not include a Service Animal or an approved Emotional Support Animal (See Policy 655). Lower Columbia College allows pets on college grounds for brief and infrequent duration, so long as any pet on college grounds is properly attended, leashed, and restrained. The handler is responsible for ensuring clean-up of all animal waste in a safe and sanitary manner.

- **Approved 11-14-18 (President/ELT)**

Resource/Reference/Procedure	Title (if applicable)	Unit Responsibility
WAC 110-300A-5170	Animals in Child Care Centers	Head Start/ELC
Policy 655	Service Animal Policy	HR and DSS

Historic Review:

- 10-19-18 through 11-2-18 – Campus Review
- UMCC - 10-16-18 & 11-19-18
- Governance Council - 10-3-18 & 11-7-18
- 8-20-18 –ELT
- **Replaced policy 810 approved 8/08**

	Chapter 6 – Facilities
Administrative Policy	TITLE: SERVICE ANIMALS POLICY NO. 655

655 Service Animals

Lower Columbia College provides individuals with disabilities, who require the assistance of a service animal, with equal opportunity to access College property, courses, programs, and activities. This policy complies with [Americans with Disabilities Act \(ADA\)](#) of 1990 as amended; Section 504 of the Rehabilitation Act of 1973; Washington Law against Discrimination [Chapter 49.60 RCW](#).

1. Definitions

- 1.1. Disability is a physical or mental condition that substantially limits one or more major life activities; or is the presence of a sensory, mental, or physical impairment that is medically cognizable or diagnosable; or exists as a record or history; or is perceived to exist whether or not it exists in fact.
- 1.2. Service Animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided below (Section 7) Washington State Law does not restrict the type of animal that can serve as a service animal, as long as the animal is trained to do work or perform tasks for an individual with a disability. The work or tasks performed must be directly related to the handler's disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to sound, reminding a person to take medication, or pressing an elevator button. The crime deterrent effects of an animal's presence and the provision of emotional support, wellbeing, comfort or companionship do not constitute work or tasks for the purposes of this definition.
- 1.3. Service Animal in Training is an animal that is being trained for the purpose of assisting or accommodating an individual with a disability. Service animals in training may be permitted, but are not entitled to, the same access as service animals under the ADA and should be directed to Disability Support Services where access will be evaluated similar to any other request for accommodation.
- 1.4. Emotional Support Animal is an animal that can provide therapeutic benefit to those suffering with psychiatric conditions but are not trained to perform a specific job or task to assist or accommodate an individual with a disability. An emotional support animal is not considered a service animal under the ADA and should be directed to

Disability Support Services where access will be evaluated similar to any other request for accommodation.

1.5. Pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal and is not covered by this policy or allowed on college premises.

1.6. Handler means a qualified individual with a disability that a service animal assists with work or tasks for the benefit of the person with the disability.

2. Where Service Animals Are Allowed

Generally, handlers of service animals are permitted to be accompanied by their service animal in all areas of the College's facilities and programs where the handler is allowed to go. Such areas include public areas, public events, classrooms, and other areas where the College programs or activities are held. Limited exceptions for service animal access are noted in section 6 below.

3. Assessing Service Animal Status

3.1 If the disability which requires the use of a service animal is not readily apparent, LCC staff is permitted to ask the following:

3.1.1 Is the animal a service animal required because of a disability, and

3.1.2 What work or task has the animal been trained to perform?

3.2 LCC staff will not require documentation or demonstration to prove that the service animal has been certified, trained or licensed as a service animal. LCC staff will not ask about the nature of the handler's disability or for medical documentation of their disability.

3.3 If the handler states that, the animal is required because of a disability and that the animal has been trained to do work or task for the handler, then the service animal must be admitted (See 6 below for areas where a service animal may be excluded). If there is any doubt that an animal is a service animal, college personnel, should admit the animal then consult with Disability Support Services regarding future access.

3.4 While not required for service animals, students who would like to register as a student with a disability or request reasonable accommodation should contact Disability Support Services. DSS can assist the student by providing advance notice to college personnel, such as faculty, advisors, campus services, and security.

Disability Support Services

Physical Address: Admission Building 143

Mailing Address: 1600 Maple St.

Longview, WA 98632

[Disabilities Support Services](#)

360-442-2340

3.5 While not required for service animals, employees may request disability accommodations through Human Resource Services.

Human Resources

Physical Address: Administrative Building, first floor

Mailing Address: 1600 Maple St.

Longview, WA 98632

hr@lowercolumbia.edu

360-442-2120

3.6 Visitors (excluding student, faculty, staff and employees) to the college who require the use of a service animal are not required to provide advance notice to anyone on campus prior to their visit.

4. Handler Responsibilities

4.1 **Control:** The care and supervision of a service animal is the responsibility of the handler. The handler must maintain control of the animal at all times. The ADA also provides that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

4.2 **Cleanliness:** The service animal must be housebroken and the handler is responsible for ensuring the clean-up of all animal waste in a safe and sanitary manner. If the handler is unable to collect and dispose the waste, the handler must contact Disability Support Services to make arrangements for necessary assistance.

4.3 **Health:** The service animal must comply with local, county, and/or state vaccination and licensing requirements. It is recommended the animal have an ID tag.

4.4 **Ensure:** Ensuring the service animal does not disturb or disrupt normal academic or administrative functions.

4.5 **Damage or Injury:** The handler is responsible for any damage or injury caused by the service animal.

5. Removal of Service Animals

College personnel may ask the handler to remove the service animal from college premises in these instances:

- 5.1 Disruption: A handler may be directed to remove an animal that is out of control or disruptive, if the handler is given the opportunity to get the animal under control and the disruption continues.
- 5.2 Lack of Cleanliness/Health: A handler may be directed to move an animal that is not housebroken, is not vaccinated as required by local ordinances, or if the handler fails to collect and properly dispose of the animal's waste.
- 5.3 Threatening or Unsafe Behavior: The College retains the right to immediately remove or suspend the service animal from the grounds and/or facilities if it is a direct threat to the health and safety of others, or if the animal causes substantial damage to college property.

If a service animal is excluded or removed from college premises, LCC will work with the handler to determine reasonable alternative opportunities to participate in the service, program or activity without having the service animal on the premises.

6. Restrictions on Access

Service animals are allowed to accompany their handler everywhere except for the following locations that would pose health, environmental, or safety risks:

- 6.1 Teaching laboratories where the service animal's presence may pose a safety risk
- 6.2 Mechanical Rooms
- 6.3 Custodial closets
- 6.4 Areas where protective clothing is necessary
- 6.5 Medically sensitive patient and clinic areas where the service animal's presence may compromise a need for a sterile environment.

If a service animal is restricted from certain areas, DSS is available to assist in determining reasonable accommodation for the handler. For example, if a student cannot bring their service animal to a lab class, they may be permitted to take an online lab option.

In accordance with RCW 49.60.218, only service animals that are dogs or miniature horses are permitted in college food establishments.

7. LCC Responsibilities

- 7.1 Allow a service animal to accompany the handler at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, and safety hazards.
- 7.2 Refrain from petting, feeding, or deliberately startling the service animal.
- 7.3 Immediately report disruptive behavior of a service animal, ill health of a service animal, mistreatment of a service animal, and/or damage or injury caused by a service animal to Campus Security at 442-2911. No attempt should be made to separate the handler from his/her service animal.
- 7.4 If it is determined this policy has been violated by an owner of a service animal, depending on the seriousness of the animal's conduct or repeated conduct, service animals may be excluded from college property temporarily or permanently. This decision will be made following an investigation. If a service animal is excluded, DSS or HR offices are available to assist in evaluating reasonable accommodations for the owner. Owners who violate this policy or disregard an instruction to remove or exclude a service animal from college property may be subject to additional penalties, including banning from any college property, assessment of the costs of injury or damage caused by the service animal, or other fines or penalties under applicable city, county, or state rules, regulations, or laws. Violations of this policy by an owner who is an LCC student or employee may be referred for corrective or disciplinary action.
- 7.5 Any questions regarding service animals and their handlers should be directed to Disability Support Services at 442-2340.

8. Conflicting Disabilities

An individual who experiences an allergic reaction to a service animal should contact Disability Support Services (students) or Human Resources (employees) to request accommodations. The needs of both the individual with the service animal and individual with the allergy will be addressed to resolve the conflict as quickly as possible.

9. Grievance and Appeal Process

- 9.1 Discrimination Grievance: Any student, applicant, employee, or visitor who believes they have been the subject of discrimination based on disability protected class status may file a grievance with the Title IX/EEO coordinator according to LCC's [Discrimination and Harassment Complaint Procedure](#).

9.2 Accommodation Appeal Procedure: If a student believes that Disability Support Services has not provided appropriate academic accommodations, the student has the right to file an appeal with the 504/ADA coordinator through the [Academic Adjustment and Auxiliary Aids Appeal Procedure](#).

9.3 Other Discrimination Complaint Resources: Discrimination complaints may also be filed with the following federal and state agencies:
[9.3.1 Washington State Human Rights Commission](#)
[9.3.2 US Department of Education Office for Civil Rights](#)
[9.3.3 Equal Employment Opportunity Commission](#)

10. Contacts


- 1.1 Disability Support Services, Admissions Building (360)-442-2340
- 1.2 Section 504/ADA Coordinator, Administrative Building, (360)-442-2121
- 1.3 Human Resources Manager, Administrative Building, (360)-442-2124
- 1.4 Campus Safety & Security, Student Center, (360) 442-2911
- 1.5 Vice President of Student Services, Admissions, (360) 442-2301

- **Approved 11-14-18 (President/ELT)**

Resource/Reference/Procedure	Title (if applicable)	Unit Responsibility
Procedure 655.1A	Service Animals in Training	HR/DSS
WAC 110-300A-5170	Animals in Child Care Centers	Head Start/ELC

Historic Review:

- 10-19-18 through 11-2-18 – Campus Review
- UMCC - 10-16-18 & 11-19-18
- Governance Council - 10-3-18 & 11-7-18
- 8-20-18 –ELT

	Chapter 6 – Facilities
Administrative Policy	DANGEROUS WASTE DISPOSAL POLICY 660

660 DANGEROUS WASTE DISPOSAL

Lower Columbia College follows a comprehensive [Dangerous Waste Management Plan](#) which meets or exceeds the requirements of [WAC 173-303](#).

All employees involved in dangerous waste generation, handling, storage and shipment complete training according to local, state and federal regulations.

- **Adopted 4-24-17**

Resources, References, Procedures, or contact information relating to this policy:

WAC 173-303	Dangerous Waste Regulations	HR Adm/Safety
LCC Dangerous Waste Management Plan		HR Adm/Safety

- Reviewed by the Executive Leadership Team (Cabinet) 3-16-17
- Reviewed by the Leadership Team 3-15-17
- Reviewed by Union Management Committee 3-21-17
- Sent out for Campus Review 4-7-17 thru 4-21-17