

CITY OF EUREKA

Category: PUBLIC SERVICES

POLICIES & PROCEDURES

Subject: ALTERATION OF CITY HALL
OFFICES

Date Adopted: June 1, 1976

File 6.03
Number

POLICY OBJECTIVE

To provide review by the Director of Public Works of alterations to City Hall facilities to insure continuity of offices within City Hall, prevent potential safety hazards, and minimize maintenance expense.

ASSIGNED RESPONSIBILITY

City Manager and all Department Heads

APPLICABILITY

Applicable to all departments within City Hall.

PROCEDURES

Departments wishing to make major interior alterations to City Hall department offices, especially painting of wall, doors, and furniture or office equipment; covering of walls; or involving the moving of walls are to adhere to the following procedures:

1. Plans describing the changes to the office must be submitted to the Public Works Director for review and approval.
2. It shall be the responsibility of the Director of Public Works to insure that the proposed alterations are necessary and reasonable, and will not unduly increase maintenance costs or create any potential safety hazards. It is desirable that a moderate level of uniformity in office décor by insured throughout City Hall.