

Associate Guidebook



KRAUSE GATEWAY CENTER



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INTERNAL USE ONLY: This document is prepared exclusively for associates working at Krause Gateway Center. Do not distribute externally.



Facilities Information & Guidelines

Address and Phone Number

Krause Gateway Center
1459 Grand Ave., Des Moines, IA 50309

Main Phone: 515-457-6000

Hours of Operation

Access is available 24 hours a day with an associate ID badge.
Public areas of the building are open Monday–Friday 8 a.m.–5 p.m.

Reporting Facilities Problems

For non-emergency issues, please [submit a help desk ticket](#).

Examples of non-emergency maintenance issues:

- Meeting room or AV issues
- Lighting
- Heating and cooling problems
- Plumbing and restroom operational concerns
- Ambient sound (i.e., white noise) adjustments
- Spills (These should be reported right away to avoid staining and damage.)

Examples of emergency maintenance issues:

- Large water leak
- Widespread power outage

Security & Safety

Access

Associates should use the entrances as shown on the maps below:

- [L1 Access](#)
- [L2 Access](#)

Note: When using the Grand Avenue entrance, please use the revolving doors as they are energy efficient.

General Safety Guidelines

- Be aware of your surroundings, especially when entering and exiting the building during early morning and evening hours.
- All associates and guests are expected to comply with safety guidelines and posted signs. Report any non-emergency unsafe conditions by [submitting a help desk ticket](#).

Associate ID Badges

- An associate ID badge permits entrance to the parking garage and building, including secured areas such as elevators and assigned lockers; however, not all associates will have access to all areas.



Some associates have badge access to the freight elevator. The freight elevator should not be used for general travel between floors so that it is available for those that need to access it.

- ID badges are to be worn and visible at all times when on the property.
- Keep your badge secure. Do not let anyone else use your badge.
- If a badge becomes lost or stolen, submit a help desk ticket immediately to report the missing badge. The badge will be deactivated and a new one will be issued to you.
- Please refrain from requesting a new badge just because you have a new headshot.
 - If you normally park in the ramp and have misplaced your badge, you may park in the surface lots. Go to the main desk and you will be given a temporary badge. [View the parking map.](#)

Security Cameras

Security cameras are located throughout the building, as well as around the perimeter and in parking areas.

Personal Firearms/Weapons Policy

Weapons are not allowed on the premises or in parking areas. No exceptions.

Unidentified Individuals in Secured Areas Policy

- If you notice any unknown persons without badges inside secured areas, please stop and ask if you can help them. Be courteous and non-confrontational.
- Ask if they have visitor badges, or if you can direct them to the reception desk.
- If the visitor is aggressive, or if you do not feel safe, leave immediately. Contact the reception desk at 515-457-6000 and they will determine if police assistance is necessary, unless you feel it is an emergency situation, in which case, you should follow emergency procedures.

Guest Security Procedures

- Guests may park in the designated “Guest Parking” located on 14th street. [View the Guest Parking map.](#)
- Guests are required to sign in at the reception desk and wear a visitor badge.
- After guests sign in, they will be asked to wait at the Welcome Center for their associate escort.
- Guests must be accompanied by an associate at all times.
- Meetings with external parties should be scheduled on the first floor when possible.

Emergency Procedures

Injury or Illness Requiring Emergency Assistance

First-aid kits and automated external defibrillator units (AEDs) are available in the following locations:

- [L1](#)
- [L4](#)
- [L5](#)

In case of emergency:

1. Call 911 immediately by dialing 9-911.



2. Be aware there are first responders throughout the building who may be able to assist immediately.
3. Notify the reception desk. They will direct emergency responders to the proper location when they arrive.

Severe Weather Procedures

Severe weather/tornado

- In the event of a tornado, an announcement will be made over the public address system.
- All associates should immediately take the stairs to the the parking garage.
- Visitors in the public areas will be directed to the public restrooms on the first floor.
- Stay away from windows.
- Always take the stairs during severe weather and never take the elevator.
- Do not exit the building unless instructed by emergency personnel.

Winter Storms

If there is a pending weather event, we will do our best to keep associates informed of closures or delays in the following ways:

- Email from the Communications Department by 6 a.m. Central time.
- Weather hotline (515-274-7797) updated by 6 a.m. Central time.

Safety is our main priority. Contact your leader if you need to make alternative work arrangements.

Building Emergency Procedure

Fire Evacuation

- In case of fire, proceed to the nearest exit. Do not use elevators. Familiarize yourself with stairwell locations throughout the building. [Review the map.](#)
- Each department’s manager will be tasked with doing a head count. If a person is missing, promptly notify emergency responders, do not re-enter the building, do not go to the underground parking ramp, and do not use elevators.
- In the event of inclement weather, you may be directed to proceed to the lobby of the Wellmark building and await further instructions.

Fire Extinguisher Locations:

- [L1](#)
- [L2](#)
- [L3](#)
- [L4](#)
- [L5](#)
- [L6](#)
- [P1](#)
- [P2](#)

Active Shooter/Armed Intruder Attack (U.S. Dept. of Homeland Security guidelines)

In case of an active shooter inside the building remember: Run, hide, fight. The following steps are advised:

- Run**— If there is an accessible path attempt to evacuate the facility.
- Getting away from the shooter(s) is the top priority.
 - Have an escape route in mind.



- Help others escape, if possible.
 - Evacuate even if others refuse to follow.
 - Leave your belongings behind.
 - Keep your hands visible if law enforcement is present.
 - Follow law enforcement instructions.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe and describe the shooter, location, and weapon(s).
-
- **Hide**— If you cannot safely leave the building, hiding is the next best option. Find an interior space, then close and secure the door.
 - This space should be out of the shooter's view.
 - The space should not trap you or restrict your movement.
 - Lock the door and blockade with heavy furniture (if possible).
 - Do not hide in groups.
 - Silence electronic devices to avoid detection by the shooter.
 - Try to communicate with police silently via text message, social media, or putting signage in a window.

Fight—This should only be used as a last resort.

- Act as aggressively as possible against the shooter.
- Use items around you to throw and improvise weapons.
- Commit to your actions.

Bomb Threats (U.S. Dept. of Homeland Security guidelines)

Every bomb threat is unique and should be handled in the context in which it occurs. The Manager of Building Operations and Facilities and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

- If called in, keep the caller on the phone so that law enforcement can trace the call.
- Try to gather as much information as you can, including:
 - The time they called.
 - The number they called from.
 - Their name, if possible.
 - If the voice seems male or female.
 - Any distinguishing features of their voice or background noise.
 - Any noticeable language or accent.
- Have a fellow associate call 911 (dial 9-911) and alert the front desk.
- Follow Fire Evacuation Guidelines.

Common Spaces and Meeting Rooms

General Guidelines

- Select a room that is appropriate for the number of attendees and technology needs of your meeting. In Outlook, the *Properties* window for each meeting room describes the size and general functionality of each room.
- Be sure to clean up all food and trash left behind when you are done.
- Respect the published room schedules.



- The building is designed to support the needs of associates. Event spaces are not available for outside meetings or rental.
- Shared informal spaces cannot be reserved.

Hosting External Meetings at the KGC

- At this time, we are not allowing associates to host meetings or events for external parties at the Krause Gateway Center. This includes hosting a meeting at the KGC for an outside board that you are on. If you have a question about whether or not your meeting is acceptable, [submit a help desk ticket](#).

Conference Rooms

- These spaces require a reservation.
- Schedule conference rooms in Outlook or on the *Scheduling Panel*, which will be located outside of each conference room.
- Be respectful of reservations and end meetings on time.
- Room diagrams are posted in each conference room. Always return rooms to the standard layout when finished.
- Do not disconnect or modify AV technology in meeting rooms.

Audio-Visual (AV) usage in conference rooms:

- AV technology, including video conferencing, is provided in certain conference rooms. If you do not need AV capabilities, please prioritize scheduling your meeting in a room without it.
- Adapters for the different types of laptop video ports will be provided in AV rooms.
- If help is needed with conference room AV equipment, submit a help desk ticket.

Drop-In Rooms

Drop-in rooms are small rooms available for impromptu discussions or phone calls that require privacy or would otherwise disrupt fellow coworkers.

- Associates can use drop-in rooms for short periods of focused work. Drop-in rooms may not be used longer than two hours in a sitting.
- These spaces cannot be reserved.

Exception: There are two Drop-In rooms that can be reserved (1.07d and 1.08d) located on Level 1. These are ideal for interviews and meetings with outside vendors.

Multipurpose Room (Krause Gateway Events Center)

- The Multipurpose Room (2.00) is available for large meetings and special events and can be divided into two rooms.
 - MPR-A has an everyday configuration that consists of training tables/chairs with seating for 48 people.
 - MPR-B has an everyday configuration that consists of a podium and 60 chairs.
- Reservations require approval; you will receive a confirmation email if your request is approved. You will also receive a link to submit a help desk ticket with any special room requests such as furniture or AV needs.



Board Room

Reservations for the Board Room (5.02) require a minimum of three Senior Leadership Team (SLT) members in attendance, and require approval. You will receive a confirmation email if your request is approved.

Terrace, Green Roof, and Pavilion

- Safety is our top priority. Associates must remain inside of the railings at all times.
- Open rooftop areas can be windy; maintain control of anything that could blow away.
- The fifth-floor terrace cannot be reserved.
- The sixth-floor Pavilion may be reserved for events and meetings that last four hours or longer. Reservations require approval; you will receive a confirmation email if your request is approved. You will also receive a link to submit a help desk ticket with any special room requests such as furniture or AV needs.
- Outdoor furniture will be secured outside of business hours and during inclement weather.

The Commons

The Commons, located on the third floor surrounding the central staircase, is a drop-in area solely for focused and quiet work. Refrain from having meetings or taking phone calls in the Commons. The remainder of third floor is closed off and should not be entered, except as an emergency exit path from The Commons.

Game Room

The Game Room is located on the first floor and will be open during business hours. Be courteous to others and pick up when you are finished. If you remove a game from the Game Room, return it when finished. If you notice that equipment has been damaged and needs to be replaced, [submit a help desk ticket](#). Non-associates are not allowed to use this area.

Public Areas, Atrium and Outdoor Areas

The public areas and outdoor grounds are open for public use. As a representative of our company, be welcoming to visitors on the property. There is outdoor game equipment available to associates located in the built-in cabinets located outside of the fitness center. Please return the equipment when you are finished.

Art Gallery

The Art Gallery is provided for associate enjoyment. It is accessible with the use of an associate ID badge. No photography of artwork is allowed. There are booklets in the gallery to enjoy. They should not be removed from the gallery.

Dry-Cleaning Services

Dry-cleaning pick-up and drop-off is located in the receiving area on the first floor of the building.

Bistros: Food Storage, Snacks, Barista Service, Alcohol Policies

- Bistros are a place to store, prepare, and enjoy food and beverages.



- Place your name on all items left in the refrigerator. Refrigerators will be cleaned out every Friday at 5: p.m.; all food and containers will be discarded.
- Clean up after yourself. When using microwaves, cover your food. Wipe up spills and crumbs.
- If there is an issue with an appliance, submit a help desk ticket.
- Barista service is offered in the fourth floor Bistro from 7:30-9:30 a.m. Monday-Friday.
- Beer and wine are provided in the fifth floor Bistro for associates to enjoy after 3 p.m. Monday-Friday. Drink responsibly and be respectful of associates working nearby. This amenity is available to business guests such as supplier partners and vendors; it is not for personal guests.
- A selection of snacks and fresh food are available in the fourth- and fifth-floor Bistros. Payments may be made via debit or credit card at the kiosk.

Workspaces

Storing Personal Items

- Each associate has a locker for storing personal items. Some associates have a file drawer for documents and files. Store your file drawer key in a secure or location. Do not leave keys sticking out of cabinets as they can get bumped and break.
- Coat closets are available on the fourth and fifth floors for storing coats, boots, and umbrellas. Coat closets are not for storing departmental items or long-term storage. There is a coat closet on the fourth floor four near the Bistro for storing coats that have an odor, such as coats used for smoking. Please be mindful of your peers and store your coat here if it has an odor that could transfer to other coats.
 - View the closet locations:
 - [L4](#)
 - [L5](#)
- See your leader for more information about your storage needs.
- Associates may use Command Strips that can be easily removed to personalize the inside of their lockers. Do not use glue, tape, or stickers. Do not personalize the outside of lockers.
- Associates may personalize laptops with stickers, and change the desktop background and screensaver.

Document Management & Security

To maintain a sustainable digital environment, associates should store as much as possible electronically. Maintain only what is necessary for your work, and delete or shred documents or information that is not.

- When information is required to be shared to attendees of a meeting, send the information via email to all meeting attendees instead of printing.
- If you must provide information at a meeting through handouts, please make sure that all handouts from that meeting have been properly disposed of. Remember that shredders should be used for all confidential information.
- It is extremely important to clean off surfaces such as dry erase boards before leaving a space or when done.
- Keep in mind the type of meeting you are having when choosing spaces to have discussions. For example, if the topic of the meeting is confidential in any manner, associates should choose a room or space that allows meeting attendees to speak freely about the topic without being overheard easily. Also, remember to close the door if that is an option in the space.
- [View the Retention Timelines.](#)



Locating Associates

- Teams and leaders will determine which methods of communication are most effective for each team. Options for locating coworkers on other teams include Instant Messenger, Cisco Jabber, phone calls, and text messages.
- Professional headshots are offered quarterly to new associates. Associates must upload a photo to Outlook and Workday to help other associates identify them.

Working Outside of Your Neighborhood

Associates are encouraged to use a variety of work locations and postures in and around the building.

Each team has a defined area called a neighborhood. When collaborating with other associates, you may work in a different neighborhood. Do not regularly occupy a workstation in another neighborhood without permission of the relevant leader.

[View neighborhood map.](#)

Office Supplies

Office supplies are located in the printer areas and will be replenished on a regular basis. Additional supplies are available in the Mailroom.

Conference room supplies are replenished on a weekly basis. If there is a need please let the Mailroom know.

General Department Supplies

Each neighborhood has a general department supply drawer within their file cabinets. This is intended to be used for non-office supply items such as Kleenex and Tylenol. Each neighborhood is responsible for supplying and maintaining the drawer.

Temperature Control

The building has multiple temperature zones, regulated to ensure the comfort and energy use. [Submit a help desk ticket](#) if an adjustment is necessary.

City fire code prohibits the use of portable space heaters and other appliances.

Technology

- Secure Wi-Fi is available throughout the building and on the fifth-floor terrace.
- Do not unplug any equipment to use a data jack.
- [Submit a help desk ticket](#) if you need assistance.

Posters and Signage

Associates are prohibited from posting signs, posters or similar information without the express permission of Marketing Communications and the Manager of Building Operations and Facilities.



Sun Glare

The building overhangs on each floor provide shade throughout most of the year and automatic blinds activate when necessary to minimize glare. If there is an issue with sun glare, consult with your leader.

Open Office Etiquette

Workplace Courtesy

- Respect the desire of others not to be disturbed. If a coworker is visibly occupied, wearing headphones, or otherwise signaling they are doing focused work, hold your thought or question for another time, or send an email that they can reply to at their convenience.
- Be hygienic. Keep the area that you are using clean and neat.
- Be mindful that smells and odors caused by food, perfume, lotion, oils, etc. can be offensive to others. Take care to eliminate or minimize these smells.
- Refrain from personal grooming in neighborhoods and common spaces.

Food and Drink

- All beverages in the workstations and conference rooms must have a lid.
- Dispose of food and waste appropriately in the trash, recycling, or compost bin.
- To minimize mess and odors, meals are not to be eaten at workstations, however light snacks are acceptable. Be sure to clean up any waste left behind.
- [Submit a help desk ticket](#) if a spill occurs on the furniture or carpet.

Office Furniture, Equipment, and Supplies

- If you will be relocating during the day, push in the chair and take items with you so that others can take advantage of that workspace. Wipe off white boards when finished. If the information needs to be saved, take a photo or clearly mark the message, "SAVE."
- Return furniture to its original layout when finished. Return any borrowed equipment or supplies. Do not swap or relocate furniture, technology, artwork, or plants.

Noise, Distractions, and Interruptions

- Keep noise levels to a minimum. Speak in a quiet voice that does not disrupt others.
- Move impromptu meetings to a collaborative space.
- Keep phones and laptop sounds muted or on a low volume.
- Use enclosed spaces when on a speakerphone or participating in interactive webinars.
- Signify your privacy preference. Set your Jabber indicator to 'do not disturb' or use other methods to indicate that you are engaged in focused work and do not want to be disturbed.

Tour Policy

Tours of the facility are encouraged. We want you to be proud of where you work and have the ability to show it off to friends and family.



When on tour, please be respectful of individuals that might be working. Solar Transportation has two call center associates on duty 24 hours a day, 7 days a week. Please keep voices to a minimum in their area at all times.

The wine and beer is intended for associates and not large groups of visitors.

Please note that there is limited lighting after 10 p.m., so tours should be concluded by 10 p.m. each night. The front doors will lock each night at 5 p.m. You will need to be present to let your guests in after 5 p.m.

If you walk out on the patio on level 6, the doors will lock behind you so please access the stairwell from the east side of the level 6 pavilion.

Remind everyone to not touch any of the artwork and absolutely no pictures at or near the artwork.

Your guests must be accompanied by you or a tour guide at all times. Tour guides are defined as associates of Krause Group.

If you have more than six guests, you do not need them to sign in at the front desk. Simply provide a list of the visitors with their contact information in a spreadsheet to the front desk or a member of the Building Operations team.

- **Private Small Group Tours (6 individuals or fewer)**

You are welcome to provide private small group tours during business hours to external parties that are in the building for a Krause Group meetings. You may also give friends/family members (less than 6 people) a tour during any time of day. Your guests must be accompanied by you at all times. Please have all guests sign in at the front desk if during business hours.

- **Small Group Tours (8 individuals or fewer)**

For this size of tour, we prefer they take place after 5 p.m. and any time during the weekends to limit disruptions. You are allowed only eight guests per tour guide.

- **Large Group Tours (larger than 8 individuals)**

These size of tours must be organized/approved directly with the leader of the Building Operations team (Chris Schmidt). Additional tour guides will need to be coordinated as you are allowed only eight guests per tour guide. External tours take place after 5 p.m. on work days and any time during the weekends.

Tour scripts are available for you to use when giving tours:

- [Full Tour](#)
- [Condensed Tour](#)

Wellness

Increasing daily movement is encouraged by using stairs, taking walks, and using standing or treadmill desks. Consider a walking or standing meeting.

Sharing workspaces requires a proactive approach to minimize the spreading of germs:

- Bring your healthy self to work and stay home when you are ill.
- Wash your hands often and use hand sanitizer to help prevent the spread of germs.



- Sneeze and cough into the crook of your elbow, or use a tissue.
- Use the provided cleaning wipes for keyboards and workstations.

Fitness Center and Locker Rooms

- The Fitness Center is available to associates 24 hours a day, 7 days a week.
- Associates may bring immediate family members (13 years or older) as guests. Guests must be accompanied by an associate at all times.
- All associates are required to sign a waiver in Workday. Associates' guests are required to sign a waiver located in a binder in the Fitness Center.
- Guests must give priority of equipment use to associates.
- Associates are to provide their own towels and toiletries. Hair dryers are provided.
- In case of malfunctioning equipment, do not use equipment and submit a help desk ticket.

Locker Use:

- Each locker has a built-in lock; however KGC is not responsible for lost or stolen items.
- Lockers can be used throughout the day for storage. A limited number of lockers will be available for purchase as part of the annual UW auction.
- Lockers will be cleaned out every Friday. Any items left behind can be found in the Lost and Found which is located in the mail room.
- In the event items are not recovered from the Lost and Found timely, they will be discarded.

Bike Storage

Bike storage is available on the first floor and can be accessed through the loading dock using your associate ID. The space is secured, however, individual locks for bikes are not provided. Bike helmets may be stored with your bike or in your locker. KGC is not responsible for lost or stolen items. [Review L1 amenities.](#)

Wellness Room

The Wellness Room is located on the second floor opposite the freight elevator. [Review L2 amenities.](#)

- This room is not available for reservation.
- Lock the door when using this room.
- The refrigerator is for medicine and medical supplies only. It will be cleaned out weekly.
- If an associate was ill in the room, please [submit a help desk ticket.](#)

Mothers' Rooms

Mothers' Rooms are provided for nursing mothers. They are located on the fourth and fifth floors opposite the freight elevator. Review [L4](#) and [L5](#) amenities.

- Reserve the Mother's Room in Outlook when you plan to use it. Adhere to your reservation so that the room is available to others when it is shown as open.
- Lock the door when using the room.
- Refrigerators are for nursing mothers only and will be cleaned out weekly.
- Lockers are provided for equipment, they are located in the coat closet on floor four and the locker bank immediately east of the room on floor five. These lockers operate with your badge.



- KGC is not responsible for any lost or stolen equipment or stored supplies.

Smoke-Free Building Policy

Smoking, smokeless tobacco, and e-cigarettes are prohibited in the building, parking garage, and on the grounds.

Parking

Associate Parking

- Drive safely and responsibly in and around all parking areas.
- Underground ramp parking is assigned based on role and tenure. [View the Ramp Parking details.](#)
 - Associates are moved from the surface lot parking to the ramp as space becomes available. This is reviewed on a monthly basis. Associates will be put on a waiting list in chronological order based on their hire dates. If two associates have the same hiring date, it will go to alphabetical order of last names. Associates on the waiting list will be allowed to park at our street-level parking area to the Northwest of the Krause Gateway Center.
 - **Current Krause Group Associates New to KGC:** If an associate comes to the Krause Gateway Center with current employment status from any of the Krause Groups that qualifies them to be in the ramp, they will be moved to the top of the waiting list if a current spot is not available.
 - **Car Allowance:** Associates are allowed to park one car in the garage while they are at work. You need to register your car make, model, and license plate number in the WorkDay system. If you drive more than one vehicle to work, please register all vehicles that you could park on our property.
 - **Time Allowance:** The parking garage is not intended for 24-hour storage of your vehicle. Should you need to keep your vehicle in the garage longer than 72 hours, [please submit a ticket.](#) Associates may leave their cars for extended periods if they are traveling for the organization or with KGC Facilities Team approval.
 - **Abandoned Vehicles:** A vehicle will be considered abandoned if it appears undrivable (e.g., flat tires, broken windows) and has not moved for three (3) or more days, regardless of valid license plate. Abandoned vehicles will be towed after a letter/email is sent to the registered owner, if they can be identified, stating date by which vehicle must be moved, unless vehicle is proven to be drivable
 - **Citations:** KGC citations may be issued to vehicles that have any of the following violations:
 - Non-designated parking in an area not specifically designated for or designed as a parking area for motor vehicles (e.g., sidewalk, "no parking" sign, areas not marked as a parking space, such as at the end of a row, or in any building not designated for the repair or storage of vehicles).
 - Blocking driveway, roadway, dumpsters, doors, or legally parked vehicles; or restricting the normal flow of traffic.
 - Unauthorized storage of vehicle on premises (Vehicles not bearing a license tag or parked illegally and not moved for three (3) or more days).



- Illegally parked in or blocking an accessible or limited mobility space, accessible aisle, or ADA-compliant ramp designated as accessible.
- If the garage is full, you will see red lights on at the garage entrance. If the red lights are turned on, you will need to park in the flat lots nearby.
- Several flat lots are available for associates not yet assigned to the underground ramp, associates that forget their badge and for when the garage is full. Please obey signage that indicates “tenant parking.” These lots are accessible to associates only:
 - Street Parking on Linden, 16th, 17th and High Streets
 - 66 spaces in the Crescent lot at 17th Street and High Street
 - 12 spaces in lot adjacent to the south of Linden Street

[Review the flat lot parking map.](#)

- If you have questions regarding your parking status, contact your leader.
- Handicapped spaces are reserved for associates in the underground parking ramp.
- If you are an expectant mother and are assigned to the flat lots, please submit a help desk ticket to gain access to the parking garage. You can park in the designated “Expectant Mother” spots located on P2.
- All associates must register their car make/model/color/plates in order to park in any of our lots. Please e-mail Chris Schmidt to register your vehicle. In the near future, this will be a Workday task.

Pool Cars

Pool cars will be kept in the Crescent building. [Email Jeff Smart](#) to reserve a pool car.

Guest Parking

Guests may park in the visitor spaces located on 14th Street. These spaces are reserved from 7 a.m.-7 p.m. for short-term guests. Garage parking is not available for guests. [View guest parking map.](#)

Weekend and Special Event Parking

During weekends and downtown events, associates assigned to the ramp may park in the ramp; associates assigned to the flat lots may park in the flat lots.

Sustainable Practices

- The KGC has qualified and submitted for LEED Certification from the U.S. Green Building Council (USGBC) for its use of sustainable construction and design.
- Associates are encouraged to bring their own reusable bottles and cups to reduce waste. Disposable cups are provided for guests only. [View L1 amenities.](#)
- Waste and recycling stations are available throughout the building. Associates are strongly encouraged to use recycling and compost bins whenever possible.
- We offer composting in our Bistros. Please avoid placing any liquids, dairy products, bones or heavy fats into the company bin. You can place any of the following items into the compost bin:
 - GreenStripe compostable cups, plates and straws
 - Green EcoProducts compostable knives, forks and spoons
 - Paper towels or napkins
 - Paper plates (non-waxy)



- Fruit and vegetable scraps (e.g., banana peels, apple cores)
- Coffee grounds
- Tea bags or loose leaf tea
- Leftover unwanted food (e.g., pizza, stale donuts, bread, chips, pasta, rice)
- Cardboard/pizza boxes (non-waxy)
- Unpopped popcorn kernels, seed or nut shells, fruit pits