

Robert B. Atwood Building
Access Card Holder and Parking Agreement - State Employee

This agreement states the terms and conditions under which you will receive an access card that will allow you to access the various areas within the Robert B. Atwood Building and The Linny Pacillo Parking Garage. Failure to follow the requirements listed below may result in the revocation of your Access Card privileges.

AGREEMENT

1. I will protect the access card from loss or damage. I will immediately report a lost access card to my agency rep/supervisor and Building Management (269-0330) so that the card may be deactivated. I understand that failure to report a lost access card may result in revocation of privileges. I will wait the required 3 day waiting period after losing a card to go to the Building Management office and request a new one.
2. If I leave my card at home, I will request entry through my supervisor or office administrator. Building Management will not be able to grant temporary access or access cards.
3. I will always use the access card to enter and exit when a card reader is present and door is in a locked mode.
4. I will not transfer or loan my access card to anyone.
5. I will return the access card and issued hang tag to my supervisor or to Building Management if I no longer work in the Robert B. Atwood Building.
6. I understand that parking my vehicle in an authorized State of Alaska parking area is a privilege of being an employee of the State of Alaska and working in the Robert B. Atwood Building.
7. I will always display my vehicle hangtag clearly and without obstruction from the rearview mirror in the vehicle I have driven that day.
8. I will NOT park my vehicle in any reserved parking spaces. These spaces have signs that say Reserved, Contractor, or Northrim Bank.
9. I will NOT park my vehicle in the Linny Pacillo Parking Garage overnight without consent from Building Management, nor will I park on the visitor spaces on the 2nd Floor. I will not walk up and down the ramps while heading to and from the elevator.
10. I understand the privilege of parking in the Linny Pacillo Parking Garage is for State of Alaska business at the Robert B. Atwood Building and Linny Pacillo Parking Garage Offices on the ground floor, and if I abuse this privilege, I am subject to punishment as outlined in The State of Alaska, Robert B. Atwood Employee Parking Rules and Policies.
11. I understand the rules and policies outlined in The State of Alaska, Robert B. Atwood Employee Parking Rules and Policies that can result in my vehicle being ticketed, my loss of parking privileges, or my vehicle being towed.
12. SOA owned and operated vehicles are permitted to park in the Linny Pacillo Parking Garage 24/7 on Floor 9. Secure Badge and Building Management must have Model, License Plate, Year, and Color on file.

I have reviewed the terms and conditions set forth above and understand that failure to comply with these terms may result in the loss of my access card and parking privileges, additionally further action may be taken. I acknowledge that I have received a copy of the The State of Alaska, Robert B. Atwood Employee Parking Rules and Policies. I understand that the parking areas are under camera surveillance.

I DO NOT HAVE ANY PARKING NEEDS FOR THE ATWOOD BUILDING AND LPPG PARKING AREAS.

Signature

Print Legal Name

Date

Atwood Access Card #

Hang Tag #

**ROBERT B. ATWOOD & LINNY PACILLO PARKING GARAGE
EMPLOYEE PARKING RULES & POLICIES**

The parking areas designated to the Robert B. Atwood Building consist of Lot 79, Lot 102, The Linny Pacillo Parking Garage and a Secured Underground Garage. **The State of Alaska assumes no responsibility for damage, theft or property loss for any reason while a vehicle is operated or parked on State properties, including flooding and/or other weather related incidents to vehicles and /or other content.**

The responsibility of finding an authorized parking space rests with the driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.

PARKING AREAS

Lot 79 31 surface spaces (SOA Robert B. Atwood Hang Tag Required) Located at the SE corner of the building.

Lot 102 252 surface spaces (SOA Robert B. Atwood Hang Tag Required) Located between 8th & 9th and D & E.

Linny Pacillo Parking Garage

- Secured Bicycle Cage. Contact Secure Badge for access to be added to your key card.
- 838 garage spaces (SOA Robert B. Atwood Hang Tag and Access Card Required)
- Floor 2 – Visitors to the Atwood Building and LPPG offices only.
- Floor 3 through Floor 8 – SOA Robert B. Atwood Building employees 6:00 am - 6:00 pm Monday - Friday, Public Parking 6:00 am - 2:30 am Sunday – Saturday
- Floor 9 – SOA vehicles and SOA employee personal vehicles while using SOA vehicles.
- SPEED LIMIT 5 MPH maximum. All traffic must obey surface arrows, one-way markers, and signs.
- Parking Garage users are NOT to walk on the ramps to avoid accidents and injuries.

Atwood Underground Garage **Only** 81 secured spaces SOA Robert B. Atwood requires Executive Parking Hang Tag.

NOTE: must be a Deputy Director or higher range to park in Executive Parking Garage (EPG).

ENFORCEMENT

1. All Atwood lots are monitored and policed by the Building Security Staff (under contract through Building Management).
2. Building Security patrols State of Alaska Robert B. Atwood parking areas for violations at a minimum of twice a day.
3. A patrol of Visitor Parking is performed continuously. License plates are noted and vehicles found exceeding the two-hour limit are subject to ticketing and potentially towing at the cost of the vehicle owner.
4. "Warning Tickets" will be issued to offenders. All tickets are tracked and logged into a data base maintained by Building Management; repeat offenders are subject to loss of all parking privileges and/or being towed at the vehicle owner's expense.
5. All snow removal, hauling, sanding, sweeping and washing of the parking areas and sidewalks are maintained through a separate Service Contract(s) under Building Management's administration.
6. The Robert B. Atwood Building parking areas have a zero tolerance policy for any vehicle found without a proper hangtag. Vehicles without a hangtag are subject to the State of Alaska Robert B. Atwood Employee Parking Rules and Policy of this document and are subject to change.
7. All vehicular accidents occurring on State property must be reported to the Anchorage Police Department and Building Management immediately. The State of Alaska assumes no responsibility for damage caused by others to any vehicle, person, or personal property.

**ROBERT B. ATWOOD & LINNY PACILLO PARKING GARAGE
EMPLOYEE PARKING RULES & POLICIES**

Parking Violations

A person who violates the parking rules will be subject to a ticket and/or disciplinary actions as listed below. This document is subject to change as needed.

The responsibility of finding an authorized parking space rests with the driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.

Offenses

The following violations are ticket-able offenses when parking in any of the Robert B. Atwood Building Parking Areas.

- 1.) Collision or near collision with another vehicle or State property.
- 2.) Endangering or hitting pedestrians.
- 3.) Driving the wrong way.
- 4.) Blocking access ways or other vehicles.
- 5.) Speeding or tailgating.
- 6.) Causing Damage to property.
- 7.) Unauthorized overnight parking.
- 8.) Atwood Building State Employee parked in designated visitor spaces at any time.
- 9.) Parking in Handicap parking without proper tags or plates visible (This offense is also called into the Anchorage Parking Authority and carries a municipal fine and ticket)
- 10.) Parking unevenly or over the parking lines, taking up two parking spaces.
- 11.) Walking up or down any of the ramps connecting each of the parking levels in the Linny Pacillo Parking Garage.
- 12.) Use of State Access Card to park in the Linny Pacillo Parking Garage for non-Robert B. Atwood business i.e. parking in the garage without paying the hourly rate to visit the mall or businesses downtown.

The following disciplinary actions will be taken upon discovery and review of the above violations. The State of Alaska reserves the right to suspend parking privileges for longer periods of time according to the degree of any violation(s) or any behavior deemed as dangerous or illegal.

- 1st Violation Ticket issued. Ticket to remain on record for 12 months.
- 2nd Violation Ticket issued. Building Management notifies your departments HR Manager. Ticket to remain on record for 12 months.
- 3rd Violation Ticket issued. Parking privileges will be revoked for a minimum of thirty (30) days at all parking facilities for the Robert B. Atwood Building, if third violation is recorded within 12 months of previous two violations. Ticket to remain on record for 12 months.
- 4th Violation Parking privileges will be revoked for a minimum of ninety (90) days or longer at all parking facilities for the Robert B. Atwood Building, if fourth violation is recorded within 12 months of previous three violations.

Towing Violations

In addition to the above the following violations will result in your vehicle being towed at owner's expense. The state and/or building management are not liable for damages as a result of the vehicle being towed.

Note – Building Management has final authority over enforcement of this written policy.

1. Multiple ticket offenses, 3 or more.
2. Double parking or parking in a manner that restricts other vehicles from being able to leave and/or maneuver safely in the parking lot.
3. Parking without Robert B. Atwood SOA decal visible.
4. Parking in the Linny Pacillo Parking Garage or lots overnight except for preauthorized state owned and operated vehicles.
5. Parking in the Visitor 1-Hour Parking area.
6. Use of State Access Card to park in the Linny Pacillo Parking Garage for non Robert B. Atwood business.