

BPA Policy 440-91

Displays in BPA Facilities

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1. Purpose & Background

This policy provides guidance and requirements for displays in public spaces, such as lobby areas, and general work areas, including, common areas, conference rooms and hallways in BPA facilities. All BPA owned or leased facilities will be in compliance with the requirements contained in, and referenced by, this policy.

The lobby areas of the BPA Portland Headquarters, Ross Complex Dittmer building, and Munro GOB building form the first impression of Bonneville to visitors. These lobby areas are also a key location to communicate information to employees and visitors.

The primary purpose of this policy is to ensure that displays are professional and effective, consistent with Federal guidance, and to minimize facility operations and maintenance costs.

This policy also addresses BPA's official art collection and privately-owned art collections that may be displayed at BPA facilities for the purpose of developing and supporting BPA employees' connection to the Northwest region and its art and cultural diversity.

2. Policy Owner

The Chief Administrative Officer working through the Director of Facilities has overall responsibility for implementation of this policy.

3. Applicability

This policy applies to all BPA owned or leased facilities for the application of temporary or long-term displays.

4. Terms & Definitions

- A. **Displays:** BPA-approved art, and BPA-produced posters, announcements, informational materials, awards, table tents, and electronic display screens.
- B. **Public Spaces:** Building exterior and interior lobby areas and meeting rooms accessible by the public or visitors.
- C. **Common Areas:** Lobbies, corridors, hallways, conference rooms, bull pens, classrooms, restrooms, visitor workstations, and any other area where space is for use by all employees.
- D. **Exterior walls of cubes:** The exterior of the soft-built, non-permanent dividers of work spaces.
- E. **Interior walls of cubes and offices:** The interior of a walled office or a soft-built, non-permanent divider of work spaces.

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- F. **Portland Headquarters Lobby:** The area around the guard station, including the entrances to the building from 9th and 11th Avenues. The headquarters (HQ) lobby area extends from the bank of security gates south of the Post 1 guard station to the cafeteria hallway. The east and west entrances are not used for promotions or displays and are for entering and exiting the building only.
- G. **Portland HQ Café Alcove:** The area directly across from the BPA Café entrance in front of the windows.
- H. **Ross-Dittmer Lobby:** The area in front of the entry doors ending at the stairwell behind the east guard station.
- I. **Munro General Office Building (GOB) Lobby:** The area on the GOB side of the Munro Control Center building.
- J. **Bulletin Boards:** These are used generally for conveying short-term information to employees. Content specifications for bulletin boards are determined by Communications.
- K. **Asset Center Representative (ACR):** The ACR is responsible for accounting for each piece of BPA’s official art collection annually.

5. Policy

For all BPA Facilities, displays in facilities’ public spaces, such as lobby areas, general work areas, common areas, conference rooms and hallways shall comply with the requirements and guidance contained in, and referenced by, this policy.

- A. **Display Approval:** All displays must be approved and installed by Workplace Services (NW). Workplace Services shall comply with all code and regulatory requirements for hanging or fastening displays to walls.
- B. **Displays:** For all BPA facilities, allowable displays in public spaces and common work areas are listed in Appendix A: Allowable Displays in BPA Facilities. This is not an inclusive list and may be updated at any time.
- C. **Exterior and interior of cube and office walls:** Employees may post items not produced by BPA on the interior and exterior of their office space as long as they comply with BPA’s Code of Conduct. Examples include: calendar updates, work group strategy maps, team announcements, family photos, and personal celebrations.
- D. **BPA’s Official Art Collection:** As a public agency, BPA supports the display of culturally relevant art and photos or prints of BPA’s history in our public spaces. The official collection is displayed primarily at Portland headquarters, with some items at the Ross Complex and regional field sites.
 1. Items are generally stationary with the exception of the 5-year rotation program for some pieces of art, determined by the Asset Center Representative (ACR), which are

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rotated every five years, continuing from the FY2015 rotation. This process is provided in the BPA Art Process and Procedures.

2. The Asset Center Representative (ACR) in the Workplace Services organization shall account for each piece of the office art collection annually.
 3. Acquisition of original art will be limited to the work of Northwest artists with consideration given to all artistic styles and media. Purchases will be made with permanence and investment potential in mind. Each piece must be free of any sexual, political, religious, violent, or antisocial elements. An Art Committee may be convened at the discretion of BPA’s Chief Administrative Officer or the Asset Center Representative to assist in purchases or decisions about displays.
 4. In keeping with the intent of the GSA’s Art in Architecture program for new construction or major renovation of Federal facilities with more than 10 employees, BPA may spend up to half of 1 percent of the building project’s total estimated construction costs for the commissioning or purchase of existing art to adorn the space.
 5. In keeping with diversity themes and traditional, culturally-focused celebrations, BPA may provide opportunities for displays of private collections that meet this policy and intent.
- E. **Displays in Lobby Areas:** Lobby displays, including posters and other materials for communicating to the general public and employees, must reflect BPA’s mission and history in a positive way and comply with the specifications outlined in this policy.
1. Easels, tables, and chairs are permitted in lobbies for temporary event use, with the approval of the Safety organization to ensure that they do not obstruct the flow of foot traffic or impede security monitoring practices.
 2. Posters and other communication materials are kept up-to-date and removed promptly after the event or activity.
- F. **Portland HQ Café Alcove:** At BPA Headquarters, the BPA Café alcove is available to promote sanctioned activities for the benefit of Federal employees in both the 905 and 911 buildings, such as: health benefits, credit union promotions, Associates events, fitness center events, and the Administrator’s Excellence Awards.
- G. **Official President and Vice President Portrait Displays:** Official Portraits (photos) for the current President, Vice President, and optionally the Secretary of Energy and BPA Administrator, shall be hung only in accordance with GSA First Impressions Signage program and only in the HQ lobby, Ross-Dittmer lobby and Munro GOB lobby.
- H. **Conference Room Displays:** Communications and Conference Room Services develops permanent and semi-permanent displays for conference rooms based on BPA priorities. These displays shall be approved by Communications and installed and removed only by Facilities (NW) or Conference Room Services (NWP) staff. Meeting materials (e.g. easel

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pads, posters, signs, etc.) shall be tacked to bulletin boards provided for this use for the duration of the meeting reservation only. Any unapproved materials left in conference rooms will be removed.

- I. **HQ Bulletin Boards:** Bulletin boards in the HQ elevator lobbies are monitored by Communications. These boards are for BPA-sponsored or sanctioned events. Personal notices or other activities may be posted on the bulletin boards located in the corridor exiting the cafeteria.
- J. **Bulletin Boards in other BPA facilities:** Bulletin boards at other locations are maintained and monitored by staff as assigned by building managers. Communications (DK) regularly provides BPA materials as print-ready flyers for posting on these bulletin boards to help ensure BPA-sponsored information is reaching these sites in multiple formats.
- K. **Security Considerations:** Displays shall not be set up or used in a manner that impedes security monitoring practices.
- L. **Safety Considerations:** Displays framed in glass shall be installed on solid surfaces.
- M. **Requests to Display:** The BPA Facilities Director is the point of contact regarding requests for new displays.
 - 1. A request to display can be submitted to the Facilities Team at FacilitiesHQandVanMall@bpa.gov. once they have been reviewed by Communications.
 - 2. Questions about display content should be directed to Communications@bpa.gov.

6. Policy Exceptions

There are no exceptions to this policy.

7. Responsibilities

A. Communications

- 1. Coordinates with Workplace Services and ensures that communication materials are suitable and appropriately displayed.

B. Asset Center Representative in the Workplace Services organization

- 1. Reviews and approves all requests for set-up and placement of art in BPA facilities.
- 2. Coordinates with the Civil Rights Manager and the Diversity Program Manager when culturally specific displays are installed.
- 3. Manages the rotation of art and coordinates with Workplace Services on moves and installation.

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4. Ensures that BPA’s Official Art Collection is inventoried annually and tracked in BPA’s personal property management system.

C. Workplace Services

1. Reviews and approves all requests for set-up and placement of visual communications, art, and displays, including Presidential portraits. Informs client/requestor of policies and procedures contained in this document and forwards questions and concerns about lobby displays to Communications if needed.
2. Coordinates with Communications, the Asset Center Representative and the requestor on location, installation, and removal of displays.
3. Collaborates with the Security and Continuity of Operations organizations on security considerations as needed.

D. Media Services

1. Coordinates with Workplace Services and Communications on the production of display material.

8. Standards & Procedures

- A. BPA Art Process and Procedures
- B. [GSA First Impressions Signage Program](#)
- C. GSA Art in Architecture Program

9. Performance & Monitoring

Displays are monitored by Workplace Services and Communications. Managers for Workplace Services, Facilities Operations, and Maintenance shall implement this policy and guidelines.

10. Authorities & References

- A. [BPA Code of Conduct](#)
- B. [Displaying Photographs of a President during a Reelection Campaign](#)
- C. [GPO Official Photographs](#)

11. Review

This policy is scheduled for review by the Policy Owner at least annually to ensure the policy statements are accurate, complete, and current with all applicable Laws, Rules, and Regulations that govern Displays in Federal Facilities.

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12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	1/25/19	Re-written to conform to new BPA Policy Content Requirements.
2.0	12/23/2019	Combine Policy 440-93 into this policy. Major re-write of this policy.
2.1	01/27/2020	Administrative updates to improve the accuracy, consistency, and readability.

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Appendix A: Allowable Displays in BPA Facilities

The following lists uses of display materials in public areas, such as lobbies, conference rooms, hallways, and bulletin boards. Displays not in compliance with the Display Policy or this appendix are subject to removal immediately and without warning. This appendix may be updated at any time.

Lobby and HQ Café Alcove Displays	Elevator Bulletin Boards and HQ Swing Frames/Digital monitor at Ross	Other areas
<i>Lobby displays are approved and installed by NW.</i>	<i>Bulletin board communications are approved by DK. Designations of allowable uses are affixed to each bulletin board.</i>	<i>Art – BPA’s official art collection is approved and maintained by NW.</i>
<p><u>Allowed in lobby:</u></p> <ul style="list-style-type: none"> • Official portraits of the current President, Vice President, Secretary of Energy and the current BPA Administrator • Awards (for limited duration) • Planned building alerts (temporary water shut-offs, repairs) • Special displays such as: the Pendleton blankets and U.S. Flags (for limited duration) • Library historical content in display cases (for limited duration) <p><u>Allowed in the HQ café alcove:</u></p> <ul style="list-style-type: none"> • Red Cross blood drives • Resource group displays • Your Lens/Our World Photo Contest • AEA Poster timeline 	<p><u>Allowed on the elevator bay bulletin boards:</u></p> <ul style="list-style-type: none"> • Agency level events/campaigns • Notices of Retirement Parties (in select areas) no more than 2 weeks prior to event. • Trainings offered by the Diversity office or a Pluralism Council event • All BPA Fairs • All-Employee meetings • Associates events • Pluralism Council events • Pacific NW Federal Credit Union • Notice of union drives <p><u>Allowed on the HQ swing frames and digital monitors:</u></p> <ul style="list-style-type: none"> • Agency level events/campaigns • INFOSEC campaign • Safety • All-employee meetings • Pluralism Council events 	<p><u>Allowed:</u></p> <ul style="list-style-type: none"> • Art approved through the BPA Art Process & Procedure
<p><u>Not Allowed:</u></p> <ul style="list-style-type: none"> • Any materials not cleared by NW and DK 	<p><u>Not Allowed:</u></p> <ul style="list-style-type: none"> • Materials posted that do not meet the designated purpose of the bulletin board • Materials that exceed the size limits or posting timelines • Lists of training opportunities 	<p><u>Not Allowed:</u></p> <ul style="list-style-type: none"> • Art not acquired by NWPS or the Art Committee. • Art framed in glass hung on cube walls.
Updated 12/13/19		

