

FACILITY AND ADDRESS:

- The Department of Enterprise Services (DES) is located on the Capitol Campus. The address is 1500 Jefferson Street SE, Olympia (driving directions are on page 3 of this document).

TRAINING CENTER ETIQUETTE:

- Our Training Center Team kindly asks that guests adhere to our [Learner Expectations](#) while in the Training Center. Additionally, we ask that you pick up and dispose of garbage in the appropriate receptacles located in each classroom, as well as in the main hallway. We hold our guests accountable for the condition in which the classrooms are left and expect guests to return the rooms to their standard orientation. More information can be located inside each classroom on the bulletin board or email us at TrainingInfo@des.wa.gov for details.

VISITOR PARKING AND PARKING FEES:

- The closest Capital Campus visitor parking lot is located directly across the street from DES on the corner of Maple Park & Jefferson and has 51 stalls available on a first come first serve basis. Parking fees in all Capitol Campus visitor lots are applicable. The parking kiosk only accepts credit/debit cards. Driving a state car does not exempt you from parking fees. This lot is monitored by WSP who will write tickets for those who don't have a receipt showing proof of payment.
- Nearby residential areas have posted parking time limits. If you park in those areas for longer than the designated time, you will be ticketed. For information on City of Olympia parking follow link to: https://www.olympiawa.gov/services/parking_services/where_can_i_park.php
- There are also stalls available to visiting public employees on the "A" level of the Maple Park entrance of the Plaza Garage on the East Capital Campus. All other parking in the Plaza Garage is assigned to capitol campus employees.
- If you leave at any point during the day, there is no guarantee that you will get a parking spot when you return, even if you paid for all-day parking. If you experience any issues with the parking kiosk call DES Parking Services at 360.725.0030.
- The only time you do not have to pay is if your agency has a prepaid Annual Capital Campus agency parking permit (blue/yellow) hanging from your rear view mirror. Check with your agency to see if they have one you may use.
- Parking in front of the building is not allowed. Vehicles parked in the lot out front are subject to being towed at owner expense by Property Management or ticketed by WSP. We encourage carpooling!
- We do offer parking for those who ride their bike to the DES building. This parking is located either at the front of the building or to the right side of the building. These are the only 2 areas where bikes are allowed to park.
- Nearby residential areas have posted parking time limits. If you park in those areas for longer than the designated time, you will be ticketed. For information on City of Olympia parking follow link to: <http://olympiawa.gov/city-services/parking> .
- **Disabled parking:** Call DES Property Management at (360) 359-4790 for information on where to park.

ARRIVAL TIMES:

- The DES building opens at 7:30 a.m. each morning. The elevator to the training rooms is located on the right hand side of the lobby. You will need to first check in with the security desk and get issued a visitor badge.
- The classrooms are located on the third floor.

- Please make sure you check in at the third floor reception desk before going into the classrooms.

AMENITIES:

- There is a Pico Market located on the 2nd floor. The Pico Market is a self-serve and checkout option containing various snacks, candy, and beverages ranging from cold coffees to soda to water, as well as refrigerated microwavable options like sandwiches, soups, and more. Pico Market is debit/credit card only for payment.

DEPARTMENT OF ENTERPRISE SERVICES – TRAINING CENTER



Driving Directions to the Facility

From I-5 Northbound

- Take exit 105.
- Stay to the left and head towards the State Capitol/City Center.
- As you cross over the bridge, stay in the left hand lane.
- As you enter the roundabout, stay in the inside lane until you pass the 14th street exit. Then get into the outside lane of the roundabout. • Exit the roundabout at the Jefferson Street exit (3rd exit).
- The building will be on your left-hand side. Parking is on the right-hand side on the corner of Jefferson & Maple Park.

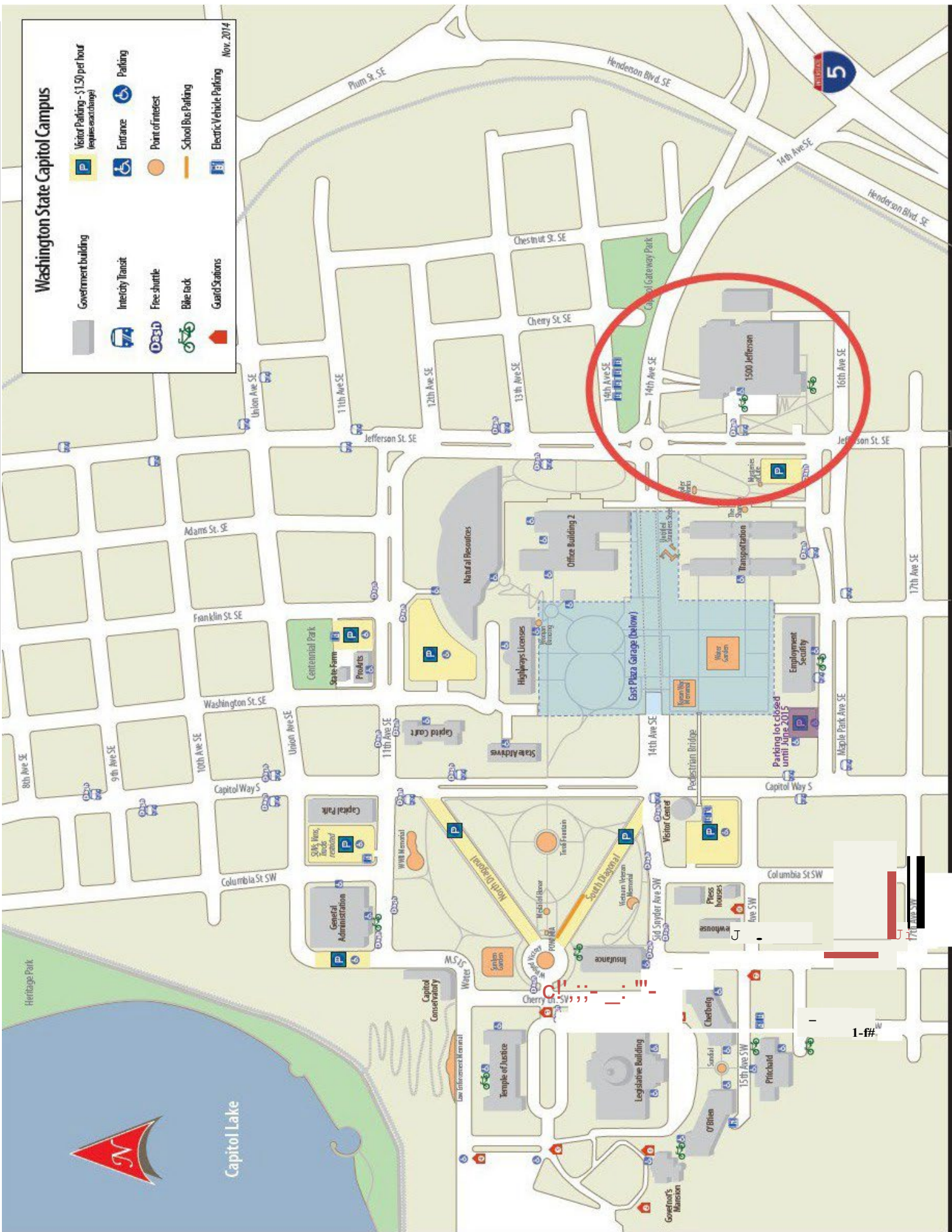
From I-5 Southbound

- Take exit 105A (State Capitol/City Center/Port of Olympia).
- There are two lanes to the exit, stay in the left lane towards the State Capitol/City Center.
- Before reaching the roundabout you will want to be in the left hand lane.
- As you enter the roundabout, stay in the inside lane until you pass the 14th street exit. Then get into the outside lane of the roundabout.
- Exit the roundabout at the Jefferson Street exit. (3rd exit).
- The building will be on your left-hand side. Parking is on the right-hand side on the corner of Jefferson & Maple Park.

Washington State Capitol Campus

- Government building
- Inercity Transit
- Free shuttle
- Bike rack
- Guard Stations
- Visitor Parking - \$1.50 per hour (requires exchange)
- Entrance
- Point of interest
- School/Bus Parking
- Electric/Vehicle Parking

Nov. 2014



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INCLEMENT WEATHER INFORMATION SHEET

Inclement weather: severe flooding, wind storm, and/or snow/ice

FOR CLASSES HELD AT DEPARTMENT OF ENTERPRISE SERVICES TRAINING CENTER:

If we have inclement weather please call our training office to make sure your class is still being held. The number is 360-664-1921.

Our normal business hours are 7:30 a.m. – 4:30 p.m., Monday thru Friday. If you call before 7:00 a.m. please listen to the entire message. It will tell you if classes are being cancelled or delayed. If the message does not say anything about cancellations, classes will be held.

Generally speaking, if the facility is open, classes will be held and fees will be charged. If the facility is officially shutdown, classes will not be held and fees will be waived. To determine if the 1500 Jefferson St. building has been shut down, check DES Staff Resources page or call 800.418.5174. To determine if the SPSCC Lacey Campus has been shut down, check the local news for school closings or their website: <https://spscc.edu/alerts> Decisions on fee waivers will be made on a case by case basis.

If you will not be able to attend the class because of the weather, please call us at 360-664-1921, listen to the entire voice message, and leave us a message.

You can also send us an e-mail: traininginfo@des.wa.gov .

Give us the following information:

- Your name
- Your agency
- The class you are scheduled to attend
- The city where you live
- Why you are not able to attend the class

Also, please be sure to contact your agency's training office and let them know you will not be attending the class.

