**Safe Places WA - Building checklist**

**Answers to these questions must be YES:**

* Have you notified your landlord on building participation?
* Have you identified at least one Safe Place where someone could be escorted until police arrival if/when necessary?
* Does your building have a reception area when a person is immediately greeted upon entering?
	+ Note: “immediately” meaning that the greeter is within eyesight of the building entrance and is present for the majority\* of public access hours.
* Is at least one entrance of your building unlocked and accessible during normal business hours?

**If the answer to any of these questions is YES, further research or conversation is needed:**

* Does your building host any other state agencies or businesses?
	+ If so, please coordinate with other organizations to ensure everyone is in agreement with participating and employee communications are coordinated.
* Does your building provide services to vulnerable clients - minors, persons with a cognitive disability, sick, etc.?
	+ If so, you may want to converse with stakeholders and customers to understand if program participation would cause impacts to customers.
* Are employees in your building represented by a union?
	+ If so, please follow the appropriate process to ensure your agency’s policy is reviewed with the applicable unions.
* Would program participation modify the expectations for any of your employees?
	+ If so, please consult with your HR office to ensure expectations are clearly communicated and employees receive the appropriate support to be able to meet these expectations.

\*lunches, breaks or un-expected absences as examples of appropriate vacancy times.