



FAQ for WRB

Q Am I allowed to decorate/have personal items in a workstation?

A OMES utilizes a shared workspace model and it's important any employee be able to work in an uncluttered shared workstation at any time.

A shared workstation is one used by multiple employees on various days of the week. An assigned, dedicated workstation is defined as a workspace used by the same person **at least four days per week**. Unless you have an assigned, dedicated workstation that you use at least four days per week, in consideration of others using the space, please **do not** display personal, decorative items.

Please see your supervisor for any specific questions regarding assigned vs. shared workstations.

Q What agencies are located in WRB?

A As of April 2023, current tenants include the Office of Management and Enterprise Services, the Oklahoma Corporation Commission, the Oklahoma Department of Emergency Management and Homeland Security and the Oklahoma Employment Security Commission.

Q If I don't work in the Will Rogers Building but I have a meeting with an employee there, how do I find them?

A For OMES, there is a sign-in kiosk located in the lobby. When you sign in at the kiosk, type the name of the person you wish to see. An email will be sent to that person and they will come to the lobby to greet and escort you to the meeting area.

Q Which conference rooms are available for reservation in WRB, and what is the process?

A The WRB conference rooms are listed in the Welcome to the Will Rogers Building guide. To reserve a room, sign into the web version of O365 and open your calendar. Choose your reservation time on your calendar and an event dialogue box will open. Put your cursor in the **Search for a room or location** area and choose the **Browse with Room Finder** option at the bottom of the list. Type OMES into the **Building** search area and choose **OMES Rooms List**. Then select the room you want to reserve and save.

Q Are there any vending machines or places to eat in the building?

A Vending machines are located just outside the elevator doors in the basement. Nearby eating establishments are listed in the Welcome to the Will Rogers Building guide.

Q If the Will Rogers Building parking lot is full, where do I park?

A The overflow parking lot is available to use if the Will Rogers Building parking lot is full. We've created [a video](#) to show you how to easily get from the overflow parking lot to WRB.

Q Can I park anywhere in the Will Rogers Building north, west or south parking lots?

A While many WRB parking spaces are open parking, there are some reserved areas. Please consult the [parking map](#) to find which spaces are open and which are reserved.

Q Are there any designated OMES parking spaces in the Will Rogers Building parking lots?

A Please see the [current parking map](#) as of April 2023.

Q What do I do if I forget my badge?

A If you forget your badge, contact your supervisor.

Q Do I have to use my badge to get to the Will Rogers Building from overflow parking?

A We encourage you to use the crossover walkway, and you will need to use your badge if you do so after normal business hours. [Here is a video](#) of where the overflow parking is located and how to safely get to WRB.

Q Are there any restricted areas in the Will Rogers Building?

A Your badge should allow you to access only the floors on which you need to be. The third floor of WRB does have an accessible conference room, but the rest of the floor is restricted to only those who need access, as employees on that floor deal with sensitive information.

Q Can I get into the building after hours?

A If you were given after-hours access on your badge, you will be able to swipe your badge at the any entrance to access the building after hours.

Q Can I use any of the entrances and exits?

A The main entrances and exits to the east and west are open and do not need badge entry from 8 a.m. to 5 p.m. If your badge has after-hour access, you can use your badge to enter the building anytime. The north and south entrances require badge access at all times.

Q Can I use the restrooms on any floor?

A The restrooms are accessible on all floors that your badge allows you to access.

Q Do I need a badge to access the stairwells and elevators?

A Yes, you need a badge for access through the stairwells and in the elevators. You can, however, get to the first-floor lobby and the basement without swiping your badge.