

**IMPORTANT INFORMATION – PLEASE READ**  
**DEPARTMENT OF ENTERPRISE SERVICES TRAINING FACILITY**

**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 2 of this document).

**VISITOR PARKING AND PARKING FEES:**

- DES manages all visitor parking lots on the Capitol Campus. Parking stalls are available on a first come, first serve basis. The closest visitor parking lot is located directly across the street on the corner of Maple Park & Jefferson and has 51 stalls available. **Please do not park in the lot directly in front of the building. The security staff will tell you to move your car.**
- Parking fees in all Capitol Campus visitor lots are **\$12.00 a day or \$1.50 per hour**. The parking meters take credit cards, debit cards, or cash (\$1 dollar bills and coins only). No change is available. Nearby residential areas have posted parking time limits. If you park in those areas for longer than the designated times, you will be ticketed. We encourage carpooling!
- Capitol Campus annual parking hangers (blue) and Director hangers (yellow) are authorized in all visitor parking lots on the campus. If you have a hanger or sticker for another campus lot and pay for parking through payroll deduction, you will still have to pay for visitor parking.
- If you work on the Capitol Campus please consider walking to the building or taking the Intercity Transit DASH. The DASH runs every 12-15 minutes and stops in front of the DES building. If you work elsewhere and have access to the DASH or to Intercity Transit, please consider using that transportation. A map of the DES Training Center is on page 2 of this document.
- You can also visit this link for Intercity Transit transportation options:  
<http://www.intercitytransit.com/MAPSANDSCHEDULES/Pages/default.aspx>.
- **Disabled parking:** Call Wright Runstad 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 do not need to check in with the security desk. 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.

**PARTICIPANT BADGES:**

- Please wear your agency's badge when attending class.

**FOOD / COFFEE:**

- [Megabites Cafe](#) is located in the on the second floor. There is also a refrigerator and microwave on the third floor for your use.

## DEPARTMENT OF ENTERPRISE SERVICES – TRAINING CENTER



### 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 14<sup>th</sup> street exit. Then get into the outside lane of the roundabout.
- Exit the roundabout at the Jefferson Street exit (3<sup>rd</sup> exit).
- The building will be on your left-hand side. Parking is on the right-hand side on the corner of Jefferson & Maple Park.

### 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 14<sup>th</sup> street exit. Then get into the outside lane of the roundabout.
- Exit the roundabout at the Jefferson Street exit. (3<sup>rd</sup> exit).
- The building will be on your left-hand side. Parking is on the right-hand side on the corner of Jefferson & Maple Park.

## INCLEMENT WEATHER INFORMATION

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 8:00 a.m. – 5:00 p.m., Monday thru Friday.** If you call before 7:30 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.

**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: [CBSTeam@des.wa.gov](mailto:CBSTeam@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.

Fee waivers won't normally be granted for inclement weather unless it is too dangerous for the general population to travel. Decisions on fee waivers will be made on a case by case basis. All fees will be waived if the Governor declares all state agencies closed.

