

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Montana State Office  
5001 Southgate Drive, P.O. Box 36800  
Billings, Montana 59107-6800  
<http://www.mt.blm.gov/>

In Reply To:

1112 (930.KV) P

February 2, 2004

EMAIL TRANSMISSION – 2/3/04  
Information Bulletin No. MT-2004-037

To: All Montana State Office and Billings Field Office Employees  
From: State Director  
Subject: Fitness Room Guidelines

Because I consider your good health to be a vital ingredient in the quality of work you do, I am pleased to announce that the Fitness Room is ready for use.

I appreciate the assistance of Dave Coppock, Peter Bierbach, Steve Schey, Dixie Young, Charlene Gunther, Fran Rieman, Lisa Engelmann, and Karilynn Volk, in the design and equipment selection for this room.

Because I expect everyone to exercise safely and to respect other exercise room users, employees will follow the attached guidelines for the fitness room.

Signed by: Martin C. Ott

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment  
1-Fitness Room Guidelines (1 p)

## **Montana State Office Fitness Room Guidelines**

### **Room Use:**

1. The facility is to be used only by BLM employees (permanent, temporary, term, seasonal, volunteers) who have reviewed the equipment use guidelines or have had other orientation on the equipment. No non-BLM guests or visitors allowed.
2. Fitness Room is open from 6:00 a.m. to 10:00 p.m., seven days a week. Use during breaks should be coordinated with employee's supervisor.
3. Inform someone (spouse, friend, other) when you are exercising outside of the normal 6:00 a.m. – 6:00 p.m. building hours.
4. No food or beverages allowed with the exception of plastic water bottles.
5. Place personal belongings in areas which will not interfere with other users.
6. Do not move or alter placement of equipment.
7. Use the equipment properly, avoid banging or dropping weights.
8. Use headphones when playing music to avoid bothering other users.
9. Turn off equipment, fan, lights, and television when leaving the room at the end of the day.

### **Dress Code:**

1. Shirt, shorts/pants, and athletic shoes are required; no bare or stocking feet. No boots, sandals or street shoes allowed.
2. Check the soles of footwear for mud and dirt; they must be clean and appropriate for working out.
3. Workout clothing should be clean and free of buttons or snaps that may tear equipment. No loose jewelry.
4. Bring a hand towel for personal use during workouts.

### **Equipment Use:**

1. Equipment is available on first come, first served basis. Use whiteboard to record your use time and to reserve the next time slot.
2. Be considerate of other users. Limit the time on the cardio equipment to 30 minutes; and to 1 hour on the weight stack.
3. Use your personal towel and available disinfectant cloths to wipe off equipment when finished.
4. When equipment malfunctions, breaks, or becomes a safety concern, tag it with an out of order sign and inform one of the State Safety Specialists.