



King County

Dow Constantine

King County Executive

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Attachment A

Motion 16505

September 28, 2023

The Honorable Dave Upthegrove
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Upthegrove:

This letter transmits the Facilities Management Division (FMD) Menstrual Hygiene Product Implementation Plan as called for in Ordinance 19546, Section 120, Proviso P1, along with a proposed Motion that would, if enacted, acknowledge receipt of the plan. This letter serves as Attachment A to the enclosed proposed Motion.

The enclosed two-phased plan provides for the installation of free menstrual hygiene products in all restrooms in King County FMD-managed buildings, with the exception of single use restrooms located within private offices or chambers.

Facilities Management Division Menstrual Hygiene Product Implementation Plan: As directed the Proviso, this implementation plan details the installation of free menstrual hygiene products in all County restrooms, with the exception of single use restrooms located within private offices or chambers. This plan will be implemented by FMD in two phases:

- **Phase One** - Pilot project which began in September 2023 providing free menstrual hygiene products in all restrooms within the King County Courthouse (KCCH) and the King Street Center (KSC), with the exception of any single use restrooms located within private offices or chambers.

During the pilot project, FMD will monitor usage, gather data, and refine processes to support the full implementation effort. The pilot covers 214 restrooms in the two buildings, 166 in KCCH and 48 in KSC.

Pilot project tasks include:

- **Place products:** Place one standalone basket per restroom, providing five to ten tampons and pads in each basket, depending on restroom size.

- **Monitor usage:** FMD staff monitor product stock daily and restock as needed during custodial service of restrooms. Restocking data is gathered.
 - **Develop cost model:** FMD staff gather costs of implementation, which include set up, supplies, and staff time, and monitor ongoing supply and labor costs to determine costs to implement the project in all FMD-managed restrooms.
- **Phase Two** – Implementation of free menstrual hygiene products in all restrooms managed or supported by FMD, with the exception of any single use restrooms located within private offices or chambers.

The project is anticipated to begin in the first quarter of 2024 and based on data gathered during the pilot project to support the implementation, including informing additional appropriation requests, if needed, and determining supply needs.

Full implementation of the project across all restrooms managed or supported by FMD, not including private offices or chambers, includes the following tasks:

- **Gather building data:** identify locations and counts of restrooms;
- **Determine implementation costs:** based on pilot cost data, including one-time and ongoing costs;
- **Confirm funding:** establish an ongoing source to fund product support and seek additional appropriation, if needed;
- **Install products:** in all restrooms using lessons learned from pilot project; and
- **Track ongoing data:** to include staff support and supply usage.

In addition, FMD will work with partner agencies to identify options to expand to non-FMD-managed County locations such as Department of Natural Resources and Parks locations and leased facilities used by the County.

Thank you for your consideration of this implementation plan and proposed Motion. If your staff have questions, please contact Anthony Wright, Director, Facilities Management Division at 206-477-9352.

Sincerely,

 for

Dow Constantine
King County Executive

Enclosure

cc: King County Councilmembers

The Honorable Dave Upthegrove

September 28, 2023

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ATTN: Stephanie Cirkovich, Chief of Staff

Melani Hay, Clerk of the Council

Karan Gill, Chief of Staff, Office of the Executive

Penny Lipsou, Council Relations Director, Office of the Executive

Lorraine Patterson-Harris, County Administrative Officer, Department of Executive
Services (DES)

Anthony Wright, Director, Facilities Management Division (FMD), DES