

POLICY

Effective Date: May 11, 2004 / Revised June 17, 2004

Authority: Washington State General Administration, Facilities Evaluation and Planning guide,
Sections 650, 651, Revised 3/8/84

Approved By: Vice President for Business and Financial Affairs, May 11, 2004

POL-U5348.13 PURCHASING LOUNGE APPLIANCES

This is a University-wide policy.

1. Certain Appliances May Be Purchased

Lounge appliances include refrigerator, microwave, etc. Purchasing procedures must be followed; and the appliances must be modest in price and comply with University health and safety rules.

2. Equipment Must Be Accessible

Appliances must be for lounges that meet the definition of a Public Lounge or Non-Public Lounge. They may be placed in the lounge or in a public area adjacent to the lounge. Appliances may not be purchased for individual offices or spaces.

3. Source Of Funding Is Limited

State operating funds can be used for the purchase of lounge appliances. Capital funding cannot be used to purchase lounge appliances, unless specifically authorized by the Office of Financial Management.

4. Approval Is Required

All requests for lounge appliances must be accompanied by a director or department chair written approval of the purchase and confirming that the subject lounge meets the definition of either the Public Lounge or Non-Public Lounge description.

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Source: State of Washington, Facilities Evaluation and Planning Guide,
General Administration

CATEGORY: General Use Facilities

REVISED: March 8, 1994

ICSO APPROVED: September 22 1994

LOUNGE

A. General

Lounge facilities are provided to serve as areas for informal gathering and informational sharing activities for students, faculty and staff. Furnishings may vary depending on both campus policy and what is judged conducive to a comfortable and relaxing atmosphere.

B. Room Use Classifications and Definitions

- 1 650 PUBLIC LOUNGE:** A room used for rest and relaxation that is not restricted to a specific group of people, unit or area.

Description: A public lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use public lounge (see 650) differs from an office area or break room lounge (see 315 and 651) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Public Lounge (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and for eating (see 630).

Limitations: A public lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction and its public availability. A general public lounge differs from a nonpublic lounge based on its public availability. A lounge area associated with a public rest room is included with the rest room as non-assignable (building service area) space. A room devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 615-Assembly Service). A public lounge differs from a lobby (non-assignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as 880.

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2. **651 NON-PUBLIC LOUNGE:** A room used for rest and relaxation that is restricted to a specific group of people, unit or area. (Washington State institutional classification.)

Description: A nonpublic lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A nonpublic lounge (651) differs from a general use public lounge (650) by virtue of its restricted availability. A nonpublic lounge may have vending machines, refrigerators, microwaves, if the primary use of the room is rest, relaxation, informal socializing and for eating (see 630).

Limitations: If a room is open for use by people visiting or passing through a building or area, it is coded Public Lounge (650). A lounge area associated with a public rest room is included with the rest room as non-assignable (building service area) space. A room devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as merchandising (660). A public lounge differs from a lobby (non-assignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as 880.

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