

## **6.9 Kitchen and Lounge Spaces**

### **6.9.1 General Principles**

#### **6.9.1.1 Description**

University kitchen and lounge spaces include interior dedicated areas serving a department/faculty where a group of one or more user types will share amenities for the purposes of eating and social activities related to their employment.

#### **6.9.1.2 Ownership + Accountability**

Because university kitchen + lounge spaces are the property of the university, all renovation, construction and maintenance work in these spaces (including appliance, furniture and finish installations) must be initiated by a Facilities Archibus Work Request and follow the Facilities project procurement process. All work must be performed by Facilities staff or approved contractors for safety and liability reasons under the direction of a Facilities project manager.

The faculty/department who uses the kitchen/lounge must have an appointed person whose job profile includes the safe management/oversight of the kitchen area and be the point of contact for deliveries and repairs.

#### **6.9.1.3 Safety**

University kitchen + lounge spaces are designed and constructed to meet the Alberta Building Code and the Alberta Fire Code requirements of the day. They are NOT to be modified in any way without the involvement of Facilities professionals including Campus Architecture or Campus Engineering.

#### **6.9.1.4 Purpose**

University kitchen + lounge spaces are to support the health and wellbeing of university students, staff and faculty while they are working. Their finishes must be durable and safe. They support the department/faculty users with a safe place to store, heat and finally dispose of their meals brought from home or purchased on campus.

### **6.9.2 Requirements of Use**

#### **6.9.2.1 Fire Safety**

Kitchen areas must have a current fire extinguisher requested through a Facilities Archibus Work Request. This way Facilities knows it is the correct type and it is placed on the Life Safety maintenance schedule. The fire extinguisher must be proximate to the food area preparation with a first aid kit also within view.

Kitchen areas must be equipped with heat detectors.

#### **6.9.2.2 Kitchen Appliances**

All appliances must be CSA approved and have their warranties in a marked drawer (noting date of purchase) in the kitchen millwork. Previously used appliances without CSA approval and missing their warranties are not acceptable. These will be removed beginning January 2020. Reporting of outdated appliances is the responsibility of the faculty/department and is done through a Facilities Archibus Work Request.

All new appliances must be installed by professionals and serviced by professionals. Appliances are not the responsibility of Facilities Management but the responsibility of the department/faculty for installation, repair, replacement and the recording of a maintenance schedule.

All countertop heating-devices including toasters and kettles must be unplugged when not in use and must NEVER be left unattended. When there are two heating appliances (i.e. toaster and kettle) being operated simultaneously, they should not be plugged into the same duplex. These devices must not be placed under combustible (wood-based) cabinets or shelves.

Toaster ovens are NOT permitted at anytime.

Microwave ovens must be appropriately located so that the safe transfer of hot food is possible for all users. They must be equipped with safety monitors. These monitors have a small appliance smoke detector at the plug that cuts the power to the appliance if smoke is detected. Currently the approved brand being used is made by SafeTsensor™

New kitchens must be serviced with exhaust fans.

#### **6.9.2.3 Ground, Wall and Ceiling Surfaces**

All surface finishes in the kitchen area must be non-combustible and wherever possible the kitchen area should be capable of being enclosed to contain food odors.

#### **6.9.2.4 Furniture**

Kitchen and Lounge furniture must be university approved and purchased through Supply Chain Management using the university's preferred vendors.

**6.9.2.5 Fittings + Fixtures**

Drains, sinks, taps and equipment in kitchen and lounge areas is the responsibility of Facilities to locate, relocate and maintain. Any work related to kitchen plumbing shall be undertaken by Facilities through an Archibus Work Request.

**6.9.2.6 Waste + Recycling Bins**

Removable bins for waste, recycled products and organic waste must match the university standard so that Facilities can service them. Their location and relocation is the responsibility of Facilities.

**6.9.2.7 Equipment**

The following items are NOT permitted in kitchens and lounges:

- Extension cords and loose electrical cords
- Electrical power bars
- Portable air conditioners
- Portable heating units
- Cooking devices including toaster ovens and hot plates or burners

Please reference the safety standard related to personal heaters at:

[www.ucalgary.ca/safety/system/files/personalheaters.pdf](http://www.ucalgary.ca/safety/system/files/personalheaters.pdf)

**6.9.2.8 Storage**

Kitchen and Lounge millwork is not to be lockable.

**6.9.2.9 Window + Glazing in partitions/doors**

Visibility to the kitchen and lounge area is required from department/faculty public areas for safety reasons. Any film used on glazing must meet university standards.

**Revision History**

<b>Revision Date</b>	<b>Version</b>	<b>Description</b>
Jan 2019	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.