DESIGN GUIDELINE 5.8
PERSONAL ROOMS

General

During the programming phase for each new building or major renovation project, perform an assessment of the necessity of providing personal rooms for lactation, health needs and other special personal uses requiring privacy.

Consider the following:

- Projected staff, faculty, and student needs.
- Proximity and suitability of existing accommodations in adjacent buildings.
- If a single room is designated to meet multiple needs (lactation, health, meditation, etc.) consider compatibility of proposed uses.

Personal rooms are strongly encouraged in each building. If included in the project, locate personal rooms in a space that is not a restroom and is accessible to all building occupants. Space can be shared with other compatible program elements. Review access provisions and security requirements with Design Manager.

Minimum Standards for Personal Rooms

Personal rooms included in the project shall meet the following minimum standards:

- Door which can be locked from the inside and includes occupancy indicator. In collaboration with the Design Manager and user, review the specific operation of the lockset, including consideration if it should revert to locked or unlocked state if the latch is retracted.
- If room contains windows, provide blinds, shades or other accommodations to prohibit views into the room.
- Electrical outlets.
- Acceptable environmental requirements (heating, cooling, lighting, etc.) equivalent to what is provided in other occupied areas of the building.
- Size room to accommodate at least a comfortable chair and table (to be provided by client). Alternatively, provide a shelf, minimum 12" deep, in lieu of the table.
- Access to a clean sink. If a sink is not provided in the room, a clean sink should be available nearby.

Optional Features

Review the following optional additional amenities with the Design Manager:

- Sink.
- Additional electrical outlets and space to accommodate the following Owner provided equipment:
    - Small refrigerator
    - Microwave for sterilizing equipment
    - Electric breast pump.

- Telephone and data jacks.
- Signage which includes a sign-up schedule for the room.
- Electronic access control - keypad stand-alone battery operated unit or card reader connected to central access control system.