

.33 Administrative Areas.

A. New Construction. In new construction, a separate room or rooms shall be provided for the administrator and staff. Sufficient areas shall be provided to accommodate all necessary office furniture, files, and other equipment, including provision for the safe storage of patients' valuables.

B. Existing Facilities. In existing facilities, an administrative area shall be provided which is suitable for conducting business or discussing in privacy problems with the patient's sponsor.

C. Lobby Area. In new construction, facility shall provide a lobby area. Public toilets for both sexes shall be located conveniently to this area. Telephone service and drinking fountains which meet ANSI standards also shall be provided.

D. Employee Facilities—New Construction. In new construction, separate locker rooms and toilet facilities shall be provided for male and female employees in each facility.

E. Employee Facilities—Existing Facilities. In existing facilities a sufficient number of lockers capable of being securely locked shall be provided for all employees working at any one time, and provision shall be made for the use of toilet facilities at a convenient location.