UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

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<th>Section:</th>
<th>Administrative</th>
<th>Procedure Number:</th>
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<td>Subject:</td>
<td>Designated Break Areas</td>
<td>Effective Date:</td>
<td>May 2001</td>
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<td></td>
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<td>Revised Date:</td>
<td>June 2014</td>
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<td>Facilities Officer:</td>
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<td>Reviewed Date:</td>
<td>05/14</td>
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**Standard Operating Procedure**

Specific areas will be designated break/lunch areas and will be utilized when necessary as work is performed in close proximity to these general areas.

**Purpose**

To improve overall efficiency and to minimize travel time to and from job sites before and after scheduled breaks.

**Procedure**

1. When working in or around the Block Health Science/Health Education building, the designated break areas are the Facilities lunch room.

2. When working in or around the Mulford Library/Hospital buildings, the designated break area is the Hospital cafeteria.

3. When working in or around the Hospital/Dowling Hall buildings, the designated break areas are the Hospital Cafeteria.

4. When working in or around the Dana Center, Kobacker Center, or the Ruppert Health Center the designated area will be Staff Lounge on the ground floor of the Ruppert Health Center.

5. When working in or around the Glendale Medical Center, the designated break area is on the ground floor in the southeast section of the building marked Employees Only.

6. When working in or around the Heatherdowns EduCare building, the designated break/lunch area is the Staff Lounge on the ground floor.

7. The designated break/lunch area for the University of Toledo Tech Park properties is FSB breakroom.

8. Employees may utilize another designated break area upon approval of their immediate supervisor.

9. Employees may take their personal lunch items to these locations; however, they are not permitted to eat or drink while performing their assigned duties on the job site.

10. Employees, who are assigned work of such duration that will require them to take a break while on a job site, are encouraged to take any personal lunch items with them once they leave the shop area for consumption in the designated break area closest to the job site.