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PURCHASE AND USE OF KITCHEN APPLIANCES OPERATIONAL DRAFT

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I. PURPOSE

The purpose of this policy is to provide the Centers for Disease Control and Prevention¹ (CDC) agency-wide direction and assistance on the acquisition and use of kitchen appliances with appropriated funds. This policy is intended to consolidate kitchen appliance purchase and payment procedures.

II. BACKGROUND AND SCOPE

On June 25, 2004, the Government Accountability Office (GAO) released decision [#B-302993](#) that concluded agencies may use appropriated funds to purchase certain kitchen appliances when the primary benefit of their use accrues to the agency, notwithstanding a collateral benefit to the individual. This decision is a departure from prior decisions where GAO generally viewed kitchen appliances as a personal expense that an employee was expected to bear from his or her own salary.

Pursuant to GAO direction, CDC requires an agency-wide policy to ensure uniformity in the use of appropriations to acquire kitchen appliances and determine the usefulness of appliances in light of operational benefits, such as employee health and productivity, and the responsibility to provide a safe work environment as defined in CDC's Healthier Worksite Initiative. Additionally CDC recognizes the safety benefits of fire prevention of having centrally located kitchen appliances.

This policy covers kitchen appliances located in break areas at CDC. Kitchen appliances used in labs and other public health work are except from the requirements of this policy.

¹ For the purposes of this policy, references to CDC also refer to the agency for Toxic Substances and Disease Registry (ATSDR).



III. ABBREVIATIONS, ACRONYMS, AND DEFINITIONS

A. For the purposes of this policy the following abbreviations and acronyms apply.

1. **CC/CO** - coordinating centers and coordinating offices
2. **FMO**- Financial Management Office
3. **BFO**- Buildings and Facilities Office
4. **GSA**- Government Services Administration
5. **HHS**- Department of Health and Human Services
6. **NC²**- National Center
6. **OHS**- Office of Health and Safety

B. For the purposes of this policy the following definitions apply.

1. **BREAKROOMS** - Includes architecturally identified and management approved kitchen and break areas including lactation rooms.
2. **STAFF** – This includes employees, contractors and other staff working at CDC including the Commissioned Corps.
3. **REQUESTING ENTITY**- Organizational component within CDC requesting the purchase of kitchen appliances.

IV. POLICY

The use of appropriated funds to purchase kitchen appliances, including but not limited to refrigerators, coffeemakers and microwaves, is proper when the primary benefit stemming from the use of such appliances, accrues to the agency and not to individual employees as specified in section VI. of this policy. CDC recognizes that the acquisition and use of certain kitchen appliances contributes to employee health and productivity and provides a safe work environment by ensuring that food is adequately refrigerated or heated to avoid contamination.

All requests for the purchasing of kitchen appliances are forwarded to the BFO for review and approval for space requirements on a case-by-case basis. BFO shall evaluate requests to ensure that:

- Appropriate space and conditions exist for the type of kitchen appliances proposed for purchase. BFO will inform the requesting CC/CO if improvements are needed to the space prior to installation.
- The type of kitchen appliances proposed for purchase are in compliance with BFO design guidelines.

² For ease of reference within policy documents, “NC” will refer collectively to CDC’s national centers, institute, the National Immunization Program, the Office of Genomics and Disease Prevention, and the Agency for Toxic Substances and Disease Registry (an independent Health and Human Services Agency that is led by the CDC director and for which CDC provides administrative services).



Based on the evaluation, BFO will provide a written decision of the space action and will provide specifications and plans and a budgetary estimate for any improvements. The requesting entity or CC/CO operation funds shall be used to fund any improvements to the space that may be required to accommodate installation of the kitchen appliance(s).

Upon the BFO approval, FMO has the sole responsibility of approving the payment for the kitchen appliances. All acquisition of kitchen appliances will be purchased centrally, for the agency, from a GSA approved vendor, by BFO and or the requesting entity or CC/CO after securing BFO written approval. The requesting entity or CC/CO operation and maintenance funds shall be used to purchase the appliance.

Upon purchase, kitchen appliances will become attached or installed equipment, and removal from the facility at any time and for any purpose except as is necessary for approved repairs and general maintenance is prohibited. Notwithstanding the above provision, appliances may be moved if CDC operations at a particular location are moved to other facilities without BFO and PGO permission.

Upon purchase, kitchen appliances may only be placed in BFO identified, evaluated and approved lactation rooms, break rooms and/or kitchen areas accessible to all employees and staff. All improvements specified in BFO's written approval must be completed prior to the installation of any kitchen appliance.

Kitchen appliances purchased under this policy are available for general employee use and not solely for individual use. Furthermore, no exclusions in general use may be placed upon the appliances.

Appropriated funds may only be used to purchase the appliance itself. No appropriated funds may be used to purchase personal food items or utensils including but not limited to cups, silverware, condiments or food items. Notwithstanding the above provision, appropriated funds may be used to purchase coffee filters for purchased coffeemakers only and may be used to purchase ice makers.

The requesting entity, CC/CO or NC is solely responsible for all maintenance or service contracts required for the kitchen appliance(s). BFO is not responsible for the maintenance and/or repair of kitchen appliances.

V. PROCEDURES

This section outlines procedures for acquisition of kitchen appliances for CDC break rooms.

- A. Upon identifying the need for kitchen appliances, in accordance with the business need justification criteria in this policy, and receiving CC/CO or NC approval, the requesting entity will forward the request to BFO through the iServices System in accordance with this policy. Space request should contain, at a minimum the following information:
 1. Building Name/Number
 2. Room Number(s)
 3. List and quantities of kitchen appliances that have been identified along with power requirements and approximate dimensions



- B. Review and approval/disapproval of requests in CDC owned properties will be conducted by the BFO Asset Management Team within BFO. An asset management team member will contact the requesting organization to review their request.

Review and approval/disapproval of requests in leased property actions will be conducted by the BFO Real Property Office. A real property specialist will contact the requesting organization to review their request.

- C. BFO will then approve/disapprove the space action request and kitchen appliances list after reviewing the request for compliance with the BFO Design Guidelines. If improvements need to be made to the space, the work will continue as a standard project request in the BFO system.
- D. Upon BFO consultation and authorization, the Requesting Entity may then purchase the kitchen appliance using existing procurement mechanisms including the SmartPay/IMPAC Card or a properly executed purchase order. FMO will approve payment of the purchase.

VI. BUSINESS NEED JUSTIFICATION: CRITERIA

The justification of business need submitted by the requesting entity to BFO for the purchase of kitchen appliances must demonstrate that the worksite to receive the kitchen appliance meets the following criteria.

- A. The break room and/or kitchen area in which the appliance is to be placed is centrally located and accessible to all employees to promote a safer work environment.
- B. The justification should include a description of the employee population that will be receiving and utilizing the appliance (i.e., the number of employees that will be using the item; the size and type of item needed and the proximity of other kitchen appliances located nearby and why the current appliances are not sufficient to meet the requesting organizations needs.)
- C. The kitchen appliance is needed to promote employee health and productivity.
- D. The justification should include an explanation on how the purchase of the kitchen appliance will be a benefit to the agency, and not just to the individual employees.

Example: It is difficult for employees to obtain food from local restaurants or commercial vendors in a reasonable amount of time and this affects employee ability to adequately carry out their jobs hence the purchase of a kitchen appliance will benefit the agency by increasing morale and productivity.

- E. The justification should include an explanation on how the purchase of the kitchen appliance will contribute to employee health.

Example: Some employees are unable to eat certain types of food or need to store temperature sensitive medications hence the need for a refrigerator; the purchase of refrigerator for lactation room support ensures a work environment that permit mothers to continue breastfeeding and decreases employee absenteeism; or a microwave permits employees attempting to lose weight to heat frozen low calorie meals or reheat specially prepared meals from home hence promoting preventive health within the agency and increasing employee productivity.

VII. RESPONSIBILITIES

A. CC/CO and NC responsibilities in regard to the purchase and use of kitchen appliances.

Requesting entities shall ensure that kitchen appliance acquisition and use within their respective organizations is consistent with this agency-wide policy. CC/CO and NCs must identify the need for kitchen appliances in accordance with applicable policies, standards, and procedures and coordinate and consult with their BFO contact to place orders for needed appliances. CC/CO and NCs must identify a strong need for any kitchen appliance orders placed with the BFO. The justification of business need must demonstrate that the worksite, in which the appliance is located, meets the criterion set forth in Section VI of this policy.

CC/CO and NCs are responsible for the funding of their kitchen appliance requests to include:

- providing funds to improve spaces for kitchen appliances if required;
- providing funds for the purchase of kitchen appliances;
- maintenance of, or service contracts for kitchen appliances.

B. BFO responsibilities in regard to the purchase and use of kitchen appliances.

BFO is responsible for reviewing and providing a decision on space requests for the purchase of kitchen appliances submitted by the CC/CO and NCs. Before approving a request BFO shall

- a. ensure the suitability of the proposed location
- b. determine if space modifications are required
- c. review listed appliances for compliance with BFO Design Guidelines
- d. balance such needs with particular building specifications, electrical power requirements, power usage abilities and building safety

C. FMO responsibilities in regard to the purchase and use of kitchen appliances.

FMO shall be responsible for approving the payment of invoices or IMPAC Card purchases for the kitchen appliances after careful review and analysis of all necessary criteria contained in Section VI.

D. CDC staff responsibilities in regard to the purchase and use of kitchen appliances.

CDC staff shall make proper use of kitchen appliances in the workplace, in accordance with this policy.

VIII. REFERENCES

- A. [GAO Comptroller General Decision B-302993, June 25, 2004](#)
- B. [Health Service Programs, 5 U.S.C., Section 7901](#)
- C. [Employee Health Programs: Authorities and Agency Responsibility. Office of Personnel Management Guidance.](#)
- D. [HHS, "Blueprint for Action on Breastfeeding," Washington D.C, Office of Women's Health, October 25, 2000.](#)
- E. [BFO Design Guidelines](#)

EXAMPLE