



OFFICE PRIVACY POD SAFETY

Office privacy pods or booths help meet the need for small, private spaces in larger open areas; however, pods could present a new set of hazards that should be considered prior to installation.

SELECTION CONSIDERATIONS

- Individual pods must have a length and width **less than 48 inches** in each direction.
- Pods should have **clear doors/windows** that allow emergency visual signals into the pod.
- Where possible, purchase pods that achieve [UL Green Guard certification](#) to ensure the pod causes minimal impact on indoor air quality.
- Choose products that meet **UL 962**, the [Standard for Safety for Household and Commercial Finishings](#), which ensures products are evaluated for electrical and mechanical safety.
- Ensure that the pod comes equipped with a **ventilation system**, such as an exhaust fan.

REQUIRES REVIEW

Any pods with a length or width **larger than 48 inches** would need to be reviewed and approved by EH&S's Fire Protection Engineer; installation of fire sprinkler and fire alarm devices within the pod may be required.



PLACEMENT CONSIDERATIONS

- Individual pods should be located a minimum of **6 inches away from walls** and **6 inches away from each other**.
- Pods must be placed at least **18 inches away from any sprinkler** in a sprinklered space.
- Pods should be allowed only in buildings/spaces that have **fire alarms with strobe lights**. Pods are designed to dampen sound; audible fire alarm signals may not be perceptible in the pod.
- Pods installed in spaces without sprinklers may be required to be made of different materials than those installed in sprinklered facilities.

REQUIRES REVIEW

- **Contact EH&S prior to placement** to verify that strobe lights are present and line of sight is sufficient to allow visual signals into the pod. Spaces without adequate fire alarm strobe coverage will be prohibited from installing pods. Pods installed in buildings or areas without sprinklers will need to be reviewed by EH&S to verify that they do not create an inappropriate fire load within the space.
- If pods are placed closer than 18 inches to a deflector in a sprinklered space, [National Fire Protection Association \(NFPA\) 13 rules for floor mounted vertical obstructions](#) should apply, which would require a special review to verify if the pod can be installed without modifications to the existing sprinkler system.



Source: www.davejonesinc.com

ADDITIONAL CONSIDERATIONS

- Allow sufficient time for the pod to [off-gas](#), typically 72 hours, prior to use. If you experience watery or itchy eyes while in the pod, contact EH&S (airquality@uw.edu) to test for volatile organic compounds (VOCs).
- If the installation is going to impact any building materials, a **good-faith inspection must be completed before installation**. Contact [UW Facilities Regulated Materials Office](#) to complete sampling. Additional information can be found on the [EH&S website](#).

Contact EH&S Building and Fire Safety at (206) 685-0341 for more information.