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**IMMEDIATE
ATTENTION**

EBAP/97/78

August 4, 1997

To: Members of the Executive Board

From: The Acting Secretary

Subject: **Phase III—Cost of Constructing an Alternate Cafeteria Smoking Room**

Attached for consideration by the Executive Directors is a paper responding to a request for information by several Executive Directors on the costs of constructing an alternate smoking room in the Fund's new cafeteria. At this stage in the construction of Phase III, only one considerably smaller room reasonably can be considered for conversion, at a cost of approximately \$200,000. Given the cost of this conversion and the small size of the room, the staff have suggested that the alternate room not be converted and that smoking be permitted in the cafeteria room that has been designed for this purpose.

It is not proposed to bring this matter to the agenda of the Executive Board for discussion unless an Executive Director so requests by noon on Friday, August 8, 1997. In the absence of such a request, the draft decision that appears on page 3 will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter. If an Executive Director requests that this item be brought to the Board's agenda, the discussion will take place on Monday, August 18, 1997.

Ms. Prebensen (ext. 36313) or Mr. Gehringer (ext. 37462) is available to answer technical or factual questions relating to this paper.

Att: (1)

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INTERNATIONAL MONETARY FUND

Cost of Constructing an Alternate Cafeteria Smoking Room

Prepared by the Administration Department

Approved by Inger E. Prebensen

August 1, 1997

1. Executive Directors recently approved an amendment to the Fund's smoking policy (EBD/97/81, 7/8/97) which provides that, with one exception, smoking in Fund buildings will be permitted only in designated, externally ventilated smoking areas.¹ The paper that proposed this change in policy (EB/CAP/97/3, 6/16/97) described the various rooms in which smoking would be permitted, including a smoking room that is being built within the expanded Phase III cafeteria. This room is the only windowed area planned for the cafeteria, and would accommodate approximately 100 seats. In response to questions from several Executive Directors, it was agreed that the staff would provide estimates of the cost of constructing an alternate smoking room in the new Fund cafeteria.

2. The choice of the location for the smoking room currently under construction in the cafeteria was driven by functional, security, and cost considerations. The room in question will be located on the H Street side of the building, immediately adjacent to the new ground floor visitors' center. The room was designed to serve the dual purpose of functioning as cafeteria seating and providing additional food service, entertainment, and reception space for the visitors' center for special events. As smoking will not be allowed in the visitors' center, it was felt that the cafeteria room should be designed to provide a potential smoking area for the center when such events were held. The public visitor space of the new building will be surrounded by its own security envelope, separate and distinct from the main building, that will prevent visitors from entering the rest of the building. Because this cafeteria room is located on the window side of the building and immediately adjacent to the visitors' center, it was possible to design the public security envelope so that it could be extended to completely isolate this area from the rest of the building as well, when needed. Because a space this large needs its own independent air supply, conditioning, heating, and exhaust system to meet the air quality standards for a separate smoking room, it was felt that it would be best to incur

¹The policy will not apply to Executive Directors' offices during the Annual Meetings, meetings of the Interim and Development Committees, and other official visits to the Fund by the Governors.

this expense only once. Therefore, although the mixed functional and security requirements for this space result in the only windowed area in the cafeteria becoming a smoking room, it was felt that cost considerations precluded designing another similarly large space elsewhere in the cafeteria.

3. Construction is already well underway on the new cafeteria, and given the constraints on making alterations at this late stage, there appears to be only one option for providing an additional smoking room at a somewhat acceptable cost. An interior room that is near the currently designed smoking area could, with substantial modifications, be isolated and converted into a properly ventilated room. It is considerably smaller than the room that has been designed for smoking, however, providing seating for only approximately 36.² The cost of installing new air handling systems for this room and sealing it off from the rest of the cafeteria would be approximately \$200,000. The window of opportunity for making this change in the building plans is rapidly closing; instructions to the Construction Manager to make this change would have to be issued by no later than late August. The funds for converting this space have been tentatively approved as part of Phase III Fitout Budget—Part Three (EBAP/97/72, 7/21/97). The cost of converting other cafeteria rooms into externally ventilated spaces at this point would either be prohibitively expensive or, in some cases, impossible.

4. There appear to be three options with respect to providing a smoking room in the Fund's cafeteria: use the smoking room that is currently under construction, convert another room at an approximate cost of \$200,000, or prohibit smoking entirely in the cafeteria. Given the additional cost of converting another room into a smoking room, its limited size, and the commitment under both the new and the previous smoking policy to provide adequate space in the building to accommodate those who smoke, it would appear that, despite its disadvantages, the room currently under construction should be used as the cafeteria smoking room, and the additional costs of converting another smaller room in the cafeteria into a smoking room should not be incurred. The staff would, of course, be guided by the views of the Executive Board on this matter.

²The smoking area option of 36 seats will compare with a future headquarters capacity of 2,400 when Phase III is fully occupied. Dining Room E, the current cafeteria smoking room, has a capacity of 28 compared to today's headquarters population of 1,800. This dining room reaches 90-100 percent capacity at peak dining times between 12:30 p.m. and 1:30 p.m.

Proposed Decision

The following draft decision, which may be adopted by a majority of the votes cast, is proposed for adoption by the Executive Board:

1. The smoking room that is currently under construction will be used as the cafeteria smoking room.

