

CUSTODIAL FACILITIES

Application: Every new building, addition, and/or remodeling of an existing building should include custodial facilities of the size and type described in this narrative. Such facilities must be specifically considered in the Program Statement phase or other planning processes that define the scope of the project.

Space Allocations: Space for custodial workrooms, custodial equipment and storage rooms, trash storage rooms, and recycling storage rooms should be allocated in accordance with Table 1 at the end of this narrative.

Existing Custodial Facilities: The requirements given in Table 1 may be waived in the case of additions to existing buildings and for interior alterations to the extent that the existing custodial facilities of the type described which are in reasonable proximity to such construction meet the area requirements of these guidelines and are otherwise in reasonable conformance with these guidelines.

Use Restrictions: Custodial workrooms, custodial storage rooms, recycling storage rooms and waste management rooms should not be used as a passageway to other rooms nor should they share space with fire reporting equipment, plumbing systems/equipment, alarm systems, electrical panel boards, telephone or data transmission equipment, or any other systems not directly related to custodial services. Custodial facilities should not be locations for ladders or access doors to mechanical spaces, attics or roof areas.

Custodial Work Rooms:

- **Area:** Custodial workrooms should have a floor area of not less than 60 sq. ft. The minimum interior dimension for any custodial workroom should be 5'-6". In multi-floor buildings with small (less than 10,000 sq. ft.) floors, the area of the custodial workrooms can be reduced to 48 sq. ft. each.
- **Ceiling Height:** The minimum ceiling height should be 8'-0".
- **Doors:** 3'-0" wide by 7'-0" high, swinging outward, equipped with storeroom function lock, closer, and 36" high armor plate on inside face. Storeroom function lock should be keyed to custodial day key and custodial grand master.
- **Service Sink:** Floor level service sink, 24" square, comparable to Fiat* MSB 2424, with hot and cold water mixing faucet with vacuum breaker, American Standard* 8344.111, and hose and bracket, Fiat* Model No. 832-AA. Include an extra dedicated cold water line with shut off and with a ¾ MHT "male hose threads" to attach the hose to for our chemical dispenser.
- **Mop Hanger:** Model Geerpres* #5047, mounted above service sink and not on same wall as faucet.
- **Ventilation:** Mechanical ventilation in room should provide not less than six air changes per hour.
- **Walls:** Concrete masonry or gypsum drywall construction, finished with semi-gloss enamel paint. Walls adjacent to and extending one foot beyond the edge of the service sink should be finished with an impervious waterproof material such as glazed ceramic tile, to a height of 4 ft. The waterproof material should extend out at least one foot past the edge of the sink.
- **Floor:** Sealed concrete.
- **Ceiling:** Painted gypsum drywall or suspended acoustic panels.
- **Location:** Custodial workrooms should be centrally located so that no area in a building is more than 150 ft. walking distance from such a room. Preferred locations of rooms are close to elevators, close to main pedestrian areas, and close to toilet rooms. Custodial workrooms should open to a public corridor or other primary circulation area.
- **Electrical:** Custodial workrooms and storage rooms should have a light level of 50 fc. Lighting fixtures should be recessed flush with the ceiling or surface-mounted supplied with a safety shield. Workrooms should have a minimum of two electrical outlet receptacles. Room shape and size may require more than two outlets. Outlets combined with light switches are not practical and are not permitted. Electrical outlets should not be located by the door and service sink.

* Where only one manufacturer is listed, the concept of "or approved equal" shall apply.

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Custodial Equipment / Supply Storage Rooms:

- General: Custodial equipment/supply storage rooms are used for the storage of major items of custodial equipment shared by several custodians. Multiple large pieces of battery/electrical operated equipment are stored in this space. They are also used for the storage of bulk custodial supplies.
- Location: Storage rooms should be located in reasonable proximity to the building delivery entrance.
- Room Finishes: Provide similar room finishes as those described for Custodial Work Rooms.
- Electrical Requirements: Provide similar requirements as those described for Custodial Work Rooms. In addition, provide a minimum of three (3) electrical outlets.

Waste Management Rooms:

- General: Waste management rooms are intended for the inside accumulation of generally dry trash, generated by custodial activities, prior to its removal to exterior dumpster units. Waste management rooms are not intended for waste resulting from food service operations or hazardous waste.
- Location: Waste management rooms should be located adjacent to the building loading dock and/or the receiving room and dumpster location.
- Walls: Concrete masonry or comparable abuse-resistant system to withstand the impact of cart traffic and providing two-hour fire separation from remainder of building.
- Floor: Sealed concrete.
- Ceiling: A minimum one hour fire rated; exposed structure is acceptable in building with reinforced concrete structural system
- Code: Provide code required minimum rated construction, but not less than 1-hour separations.
- Ventilation: Mechanical ventilation in room should provide not less than six air changes per hour

Recycling Storage Rooms:

- General: Recycling storage rooms are intended for the inside accumulation of recycling containers for paper, cardboard, glass, metals and plastics which may be generated by users activities, prior to its removal to exterior units. Recycling storage rooms are not intended for waste resulting from food service operations or hazardous waste.
- Location: Recycling storage rooms should be located adjacent to the building loading dock and/or the receiving room and dumpster location.
- Walls: Concrete masonry or comparable abuse-resistant system to withstand the impact of cart traffic.
- Floor: Sealed concrete.
- Ceiling: A minimum one hour fire rated exposed structure is acceptable in building with reinforced concrete structural system
- Code: Provide code required minimum rated construction, but not less than 1-hour separations.
- Ventilation: Mechanical ventilation in room should provide not less than six air changes per hour

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Table 1: Custodial Space Allocation Table

| Building Area | Up to 20K Sq. Ft | 20K to 30K Sq. Ft | 30K – 150K Sq. Ft | Over 150K Sq. Ft |
|---------------------------------------|---------------------------------|--|--|--|
| Custodial Work Rooms | 1 @ 80 sq. ft. See Note 1. | 60 sq. ft. per 15,000 sq. ft. of building area or portion thereof. See Note 2. | 60 sq. ft. per 15,000 sq. ft. of building area or portion thereof. See Note 2. | 60 sq. ft. per 15,000 sq. ft. of building area or portion thereof. See Note 2. |
| Custodial Equipment and Storage Rooms | Included in Custodial Work Room | 1 @ 100 sq. ft. | 1 @ 100 sq. ft. | 2 @ 150 sq. ft. |
| Waste Management Rooms | 1 @ 80 sq. ft. | 1 @ 100 sq. ft. | 1 @ 120 sq. ft. | 1 @ 170 sq. ft. |
| Recycling Storage Rooms | 1 @ 100 sq. ft. | 1 @ 150 sq. ft. | 1 @ 200 sq. ft. | 1 @ 250 sq. ft. |

Table Notes:

Note 1: If building has more than one story, provide an additional Custodial Work Room with floor sink with a floor area of not less than 48 sq. ft. on each of the other levels.

Note 2: Distribute area in 60 sq. ft. increments on each floor level.