

## **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 which define the scope of the project.

**Space Allocations:** Space for custodial work rooms, custodial equipment and storage rooms and trash 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 work rooms, custodial 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 work rooms should not be locations for ladders or access doors to mechanical spaces, attics or roof areas.

### **Custodial Work Rooms:**

- **Area:** Custodial work rooms should have a floor area of not less than 60 sq. ft. The minimum interior dimension for any custodial work room should be 5'-6". In multi-floor buildings with small (less than 10,000 sq. ft.) floors, the area of the custodial work rooms 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.
- **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.
- **Floor:** Sealed concrete.
- **Ceiling:** Painted gypsum drywall or suspended acoustic panels.
- **Location:** Custodial work rooms 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 work rooms should open to a public corridor or other primary circulation area.
- **Electrical:** Custodial work rooms 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. Work rooms 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.

## **CUSTODIAL FACILITIES**

---

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

### **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. Recycling bins, for the collection of recyclable waste, will be located in these rooms. Waste management rooms are not intended for waste resulting from food service operations.
- 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: One hour fire rated; exposed structure is acceptable in building with reinforced concrete structural system
- Code: One hour rated construction is required for Waste Collection Room unless connected to a trash chute more than three stories high. Two hour fire rated for four and more stories.

## ***CUSTODIAL FACILITIES***

---

<b>Building Area</b>	<b>Up to 20K Sq Ft</b>	<b>20K to 30K Sq Ft</b>	<b>30K – 150K Sq Ft</b>	<b>Over 150K Sq Ft</b>
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.

**Table 1: Custodial Space Allocation Table**

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.