

Last Update: July 1, 2009

A. Entrances:

1. Building entries should have a vestibule with recessed, slip resistant walk-off mats.
2. Vestibules must be deep enough to accommodate automatic door operators and wheelchair access.
3. Provide a minimum of one automatic entry door for wheelchair access. If more than one door is a major entrance door, each should have automatic operators.
4. All exterior doors are typically monumental aluminum.

B. Receiving:

1. Provide a platform lift for transfer of bulk supplies from freight vehicles to the receiving room.
2. Provide a covered receiving area approximately 10'-0" deep and 20'-0" long adjacent to the platform lift. The roof canopy must be high enough for semi-truck access (minimum 14' clear).
3. Provide an area adjacent to the receiving area to set and service a 6 cubic yard waste compactor. Provide electrical power to the compactor.

C. Mail Room:

1. Approximate size required is 100 SF with a secured storage closet for packages.
2. Locate near the receiving dock.
3. Locate near an elevator.
4. Locate within easy access to a corridor.
5. Provide for a desk, chair, shelving, and file cabinet for an attendant.

D. "Wet" Custodian Closets:

1. No area in the building should be more than 150' from a "wet" custodian closet.
2. At least one closet should be on each floor.
3. Telephone switching gear, elevator controls, electric panels, pipe chases, mechanical equipment and other service functions not compatible with custodian operations should not be located inside custodian closets.
4. Custodian rooms should be approximately 48 square feet with preferred dimensions of approximately 6' x 8'.
5. Provide a 42" door that swings out from, not into, the room.
6. Provide a 20 amp electrical wall duplex outlet in an accessible area of the closet.
7. Finish walls and floors with an impervious, easily cleaned surface.
8. Provide a floor type mop sink supplied with hot and cold running water. The water outlets shall have a threaded end and shall be not less than 30" above the mop sinks. The mop sink curb should be at least 4" above the floor.
9. Provide self-gripping wall hangers and space for dust mop and brooms.
10. Provide self-gripping wall hangers located over the mop sink for wet mops.
11. Provide shelving for storage of small cleaning equipment and supplies. The lowest shelf should be approximately 4'-6" above the floor.

E. Custodian Equipment Storage Room:

1. A central storage area for custodian equipment (automatic scrubbers, floor machines, vacuums, etc.) and bulk supplies (toilet paper, hand towels, floor cleaners and finishes) should be accessible from both the service dock and elevator.
 2. The storage room should be approximately 120 square feet.
 3. The minimum required door width is 42".
 4. Provide a floor type mop sink supplied with hot and cold running water.
 5. Provide as much shelving as possible for storage of supplies.
 6. Provide floor drain.
- F. Recycling Storage Closet:
1. Provide a closet for a minimum of (3) 64 gal recycling containers near the dock.
 2. The minimum required door width is 36".
- G. Battery Charging Rooms:
1. Design at least one custodial room per building with an exhaust system for battery operated floor scrubber storage and recharging.
 2. This exhaust system can be manually operable and designed for 1 CFM/SqFt of floor area for a room with an 8' ceiling.