1 Receiving Room
1.1 Provide a platform lift for transfer of bulk supplies from freight vehicles.
1.2 Adjacent to the platform lift provide a covered receiving area approximately 10'-0" deep and 20'-0" long and minimum 14' clear height for semi-truck access.

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

3 “Wet” Custodian Closet
3.1 No area in the building should be more than 150' from a "wet" custodian closet.
3.2 At least one closet should be on each floor.
   • Provide a 42" door that swings out from, not into, the room.
   • Provide a 20 amp electrical wall duplex outlet in an accessible area of the closet.
   • Finish walls and floors with an impervious, easily cleaned surface.
   • 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.
   • Provide self-gripping wall hangers and space for dust mop and brooms.
   • Provide self-gripping wall hangers with at least four holders located over the mop sink for wet mops.
   • Provide at least two adjustable wire shelves (approximately 12"x84" each) with the lower shelf mounted about 48" AFF and the upper 66".
   • If hazardous gases or chemicals are present in this closet (i.e., typical liquid cleaning products) the construction of the closet must meet the following criteria:
     o Exhaust rate of at least 0.5 cfm/sf
     o Self-closing door
     o Deck-to-deck partitions or a hard ceiling, for example gypsum board, instead of acoustic ceiling tile.

3.3 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.
3.4 Custodian rooms should be approximately 48 square feet with preferred dimensions of approximately 6' x 8'.

4 Custodian Equipment Storage Room
4.1 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.
   • The storage room should be approximately 120 square feet.
   • The minimum required door width is 42".
   • Provide a floor type mop sink supplied with hot and cold running water.
   • Provide as much shelving as possible for storage of supplies.
   • Provide floor drain.

5 Recycling Closet
5.1 Provide a closet for a minimum of (3) 64 gal recycling containers near the dock.
5.2 The minimum required door width is 36”.

6 Battery Charging Room
6.1 At least one custodial room per building should have an exhaust system for battery operated equipment storage and recharging.