

## CUSTODIAL FACILITIES

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**Custodial Space:** There is a direct correlation between the ongoing cleanliness of a facility and productive custodial operations. In order to be efficient and productive, custodians need adequate facilities of the type, size and distribution outlined below. In terms of overall space requirements, a good general guideline for design purposes is to plan for 100 NSF of custodial space for every 20,000 GSF of building space. For a particular building, the total custodial space will then be subdivided, as described in the following text, into satellite spaces (distributed throughout the building) and a larger "main" custodial storage space, which will serve as the custodial headquarters. Occasionally, in larger buildings, custodial reporting stations are also needed to serve a zone of buildings on campus.

**Satellite Spaces:** At least one satellite space shall be provided on each floor of a building. In a larger building consideration shall be given to providing more than one per floor to reduce custodial downtime due to excessive travel distances. These shall be appropriately distributed. Each satellite space shall be 40-50 NSF in size in order to ensure adequate space for the storage of "routine-daily-use" supplies and equipment. Examples of routine-daily-use items include:

1. A custodial / janitor supply cart
2. A mop bucket, wringer and mop
3. A vacuum cleaner
4. Cleaning chemicals
5. Liquid chemicals
6. Extra toilet tissue and paper towels
7. Miscellaneous buckets, sponges, spray bottles, etc.
8. Wing mops, snow shovels and push brooms

Larger rooms are helpful as they can accommodate the occasional storage of "special crew" equipment as well. To maximize the efficiency and effectiveness of satellite rooms, odd-shaped or narrow rooms shall be avoided and doors shall swing out instead of in.

**Main Custodial Spaces:** A larger "main" custodial space shall be provided on the ground floor of each building. It shall be located as near a service entrance and/or as

near an elevator (that is near a service entrance) as practical. The main custodial space shall be large enough to accommodate the storage of one month's worth of cleaning supplies. This includes routine supplies such as toilet tissue, paper towels, hand soap, cleaning chemicals, floor maintenance supplies, etc. In addition, it shall be large enough to incorporate an area for the "building custodians" and any "special crew" members to take their breaks and eat lunch. In larger buildings, the main custodial space shall include a locker room for use by custodial staff for changing clothes and storing personal items. Adequate lighting and HVAC shall be provided for main custodial spaces, including locker rooms. Following is a guide for sizing these spaces:

<u>Building Size</u>	<u>Main Custodial Space Size</u>
Smaller than 50,000 GSF	80-100 NSF
50,000-150,000 GSF	200-300 NSF
Larger than 150,000 GSF	Larger. Consult with F&S Division, Building Operations Section

**Special Crews:** Either the main custodial area or a combination of the main area and satellite areas will need to be large enough to accommodate the storage of special crew equipment and supplies. A special crew consists of a floor maintenance crew that moves a variety of floor maintenance equipment and supplies with them from building to building. These include the following:

1. Mop buckets, wringers and mops (usually 4 sets)
2. Floor machine(s)
3. Gang box(es)
4. Floor finish, stripper and neutral cleaner (in 5 gallon pails)
5. Autoscrubbers
6. Floor burnishers & polishers
7. Carpet extraction equipment
8. Vacuums, etc.

**Inadequate Space:** Failure to provide adequate space for storing custodial

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equipment and supplies as described above usually results in items being locked up in building stairwells, where they present an eyesore, or in mechanical equipment rooms, where they present a safety hazard and can be harmful to equipment and supplies.

**Door:** Each custodial room door shall open outward in order to maximize the limited amount of usable space within each room. Each door needs a transfer grill in the bottom panel to promote good ventilation during battery charging and to eliminate mildew and souring of mop heads.

**Access:** Each custodial room shall be accessible from an egress corridor only. Access to custodial rooms shall not be provided through other spaces such as restrooms or offices. It shall not be necessary to travel through a vulnerable finished area or a functioning occupied area in order to reach a custodial room. Otherwise, finishes will become soiled and personnel will be distracted.

**Security/Identification:** Many of the cleaning chemicals used in custodial operations are household cleaning chemicals and are subject to theft if not properly secured. Therefore all custodial rooms shall be lockable and securable such that access is limited to appropriate employees of the F&S Division. The door lock serving each room shall be keyed to the standard custodial room key. Therefore, it will be necessary for the F&S Locksmith Shop to provide keying. Any equipment or systems that require access by departmental personnel or non-custodial F&S employees (such as mechanical equipment, accesses, clean-outs, electrical panels, alarm panels, control devices, etc.) shall not be located within custodial rooms. Each custodial room shall be labeled "Building Services".

**Service Sinks:** Each custodial space of each type shall be equipped with a floor-mounted service sink for water supply (hot/cold) and disposal of wastewater.

**Shelving:** Each custodial space of each type shall be equipped with adjustable shelving (see *Drawing 10 57 23-2, Custodial Room – Shelving Installation*).

**Mop and Broom Racks:** Each custodial space of each type shall be equipped with a mop rack and a broom rack (see *Drawing 10 57 23-3, Custodial Room - Mop Rack Installation*, and *Drawing 10 57 23-4 Custodial Room - Broom Rack Installation*).

**Utilities/HVAC:** Each custodial space shall be provided with adequate HVAC and shall be equipped with at least one 120-volt electrical outlet (2 duplex in main space) to serve battery chargers for battery-operated equipment.