

## **APPENDIX D**

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### **SERVICE SPACE DESIGN STANDARDS**

The Associate Architect shall provide, in the design of every new building, the following provisions and spaces, with net areas as indicated in the Service Space Allocation (Section 3.)

#### **1. CUSTODIAL SPACES**

- .1 CUSTODIAL EQUIPMENT ROOMS shall be strategically located on all floors throughout the building for the storage of custodial cleaning equipment. Locate to avoid moving equipment long distances. Typical equipment and sizes are:
  - .1.1 Mopping cart - 2 feet by 6 feet
  - .1.2 Trash cart (6 bushel) - 2 feet by 3 feet
  - .1.3 Vacuum, carpet (upright) - 2 feet by 1 foot
  - .1.4 Floor machine (buffer) - 2 feet x 4 feet +
- .2 CUSTODIAL WET CLOSETS shall be strategically located on all floors throughout the building; they may be designed in conjunction with Custodial Equipment Rooms and should contain the following:
  - .2.1 32-inch x 32-inch or 30-inch x 24-inch floor basin with approximately 4-inch curb height.
  - .2.2 Hot and cold water outlet with attached hose (and wall clip) for filling buckets, etc.
  - .2.3 Three or more dry mop and dust mop hooks or clips on wall away from basin.
  - .2.4 Three or more wet mop hooks or clips arranged to permit dripping of wet mops into basin.
  - .2.5 Pad/brush holder.
  - .2.6 Step ladder - 1 foot x 2 feet
  - .2.7 Vacuum, wet or dry - 2 feet x 3 feet
  - .2.8 Shelving - 1 foot deep x at least 15 lineal feet of adjustable shelving.
  - .2.9 Electric receptacle, grounding type located approximately 2 feet above the floor and near the corridor door.
- .3 CUSTODIAL STORAGE ROOMS shall be one room per building for bulk storage of custodial supplies, may require limited shelving, and shall be near the loading dock and an elevator.
- .4 DRY TRASH ROOMS shall be located directly off the loading dock and from a corridor. They shall be of fireproof construction and shall be protected with sprinklers.
- .5 WET WASTE OR HAZARDOUS WASTE ROOMS, if required by the building usage, shall be located directly off the loading dock and from a corridor. Room shall be fireproof and shall provide other protection as determined by the nature of the waste material.

**1. CUSTODIAL SPACES (Cont'd)**

.6 ADDITIONAL REQUIREMENTS for custodial spaces are as follows:

- .6.1 Doors shall swing out and shall be large enough to permit free movement of boxes and equipment.
- .6.2 Custodial Wet Closets shall have exposed concrete or painted drywall ceiling, hardened smooth concrete floor, and washable hard smooth finish on concrete block walls. Provide glazed tile walls at basin.
- .6.3 Finishes in other custodial spaces shall be similar to those for Custodial Wet Closets.
- .6.4 Provide positive ventilation.
- .6.5 Lighting shall be 75 footcandles, flush in ceiling.
- .6.6 No rooms shall contain telephone switchgear, elevator panels, electric panels, metering devices or similar equipment.

**2. MAINTENANCE CONTROL ROOM**

- .1 LOCATION of the Maintenance Control Room shall be near the Loading Dock entrance and the Custodial Storage Room.
- .2 CONTENTS of the room shall include at least the following:
  - .2.1 Plan rack to hold a full set of record drawings.
  - .2.2 Chair and desk or table.
  - .2.3 Telephone.
- .3 EQUIPMENT such as telephone switchgear, elevator panels, electrical panels, metering devices or similar equipment, shall not be located in this room.

**3. SERVICE SPACE ALLOCATION**

.1 CUSTODIAL EQUIPMENT ROOMS

Minimum size 55 square feet. Provide one room per 22,000 gross square feet. One room can serve two floors, if 22,000 square feet is the limit and an elevator is convenient to the closet.

.2 CUSTODIAL WET CLOSET

Minimum size 60 square feet. Provide one room per 22,000 gross square feet and at least one room per floor.

.3 CUSTODIAL STORAGE ROOM

Minimum size 80 square feet can serve a building size up to 45,000 gross square feet. 100 square feet size room will serve a building over 45,000 square feet up to 130,000 gross square feet. 140 square feet size room will serve a building having over 130,000 gross square feet.

**3. SERVICE SPACE ALLOCATION (Cont'd)**

**.4 DRY TRASH ROOM**

Minimum size 100 square feet can serve a building size up to 45,000 gross square feet. 120 square feet size room will serve a building over 45,000 square feet up to 130,000 gross square feet. 160 square feet size room will serve a building having over 130,000 gross square feet.

**.5 WET WASTE OR HAZARDOUS WASTE ROOM**

Provide 60 square feet minimum for chemistry or similar laboratory facilities.

**.6 MAINTENANCE CONTROL ROOM**

Minimum size 80 square feet can serve a building size up to 80,000 gross square feet. 100 square feet size room will serve a building over 80,000 square feet up to 175,000 gross square feet. 160 square feet size room will serve a building having over 175,000 gross square feet.

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END OF APPENDIX D