

### III. DESIGN GUIDELINES

#### 3.05 Building Custodial Design Standards

##### A. Custodial Requirements

1. **Custodial Closets** (architects will make available “construction elevations” of the custodial closets for equipment and accessory clearances when doing the document review).
  - a. General. Provide a custodial closet on each floor of a new or renewed building.
  - b. Provide a minimum of one custodial closet per floor and for each 15,000 square feet of floor space.
  - c. Place custodial closets in central locations, adjacent to restrooms whenever possible.
  - d. Do not locate custodial closets on stair landings or under stairways.
  - e. Make each custodial closet not less than 70 square feet with no linear dimension less than 6'-0".
  - f. Closet door shall be at least 36" wide, and shall be installed off-center in the wall, opening outward toward the hallway, thus permitting maximum use of interior wall space.
  - g. Do not share functions or departments in or with custodial closets.
  - h. Floor finish shall be concrete to be polished and sealed per Section 09 66 00-TERRAZZO FLOORING, 1.02 Design Guidelines.
  - i. Do not install/place any of the following in custodial closets:
    - 1). Water heaters.
    - 2). Telephone or electrical equipment,
    - 3). Exposed plumbing pipes trap primers, risers, drain pipes,
    - 4). Water softeners
    - 5). Access doors, valves,
    - 6). HVAC equipment, vertical ductwork,
    - 7). Exhaust or drainage pipes,
    - 8). Light switches not related to custodial operations.
  - j. Nothing is to be located directly over faucets of mop sink to allow for chemical dispenser installation (electrical shelving, pipes etc.).
  - k. On an open wall away from the sink, on wall adjacent to the closet door, but not behind shelves, provide a dedicated grounded duplex electrical outlet GFCI (120-volt) with 20amp capacity.

- l. Walls shall have a hard, impervious, smooth surface (gloss enamel paint is suitable).
  - m. Provide an overhead light, controlled by a switch located inside the closet adjacent to door.
  - n. Allow floor space for storage of large electrical equipment, machines and custodial cleaning cart.
2. **Mop Sink.** (Refer to Custodial Closet Drawing, 3.05-4D)
- a. Place mop sink in custodial closet to the rear corner of the closet adjacent to the door.
  - b. Do not place sinks behind any closet doors.
  - c. Provide mop sink with hot and cold water supplied through a mixing spout which includes bucket hook and threaded end for hose connection.
  - d. Position the spout at least 36" above sink to allow a three-gallon mop bucket with wheels to be filled and removed from the sink.
  - e. Mop basin shall be a terrazzo floor service sink at least 24" x 24" x 12" high, complete with cast brass 3" caulked drain with stainless steel strainer; Stern-Williams Serviceceptor Model SB-900 or Fiat Products Model TSB-100 or TSB-200 Square or approved equal by the Director Custodial Operations.
  - f. Faucet set shall be Chicago Faucets 305 VBRRCF Service Sink Faucet complete with wall brace, hose end, vacuum breaker and chrome finish. (Refer to drawing, 3.05-4E)
  - g. Include a floor drain in each custodial closet at the center of the floor. Slope floor to floor drain.
  - h. Add FRP (Fiber Reinforced Panel-smooth) board as a sink "surround" extending 24" out from each edge of the sink both right and left with a minimum of 4' in height to prevent water damage to the walls. FRP Board is to be installed prior to the installation of the sink. (Refer to Custodial Closet Drawing, 3.05-4D).
3. **Interior Features.** (Refer to Custodial Room Drawing, 3.05-4)
- a. All storage, hangers and shelving are to be designed, specified and ordered by Custodial Operations. Installation will be by custodial Operations. All will be reimbursed by FPDC to Custodial Operations.

**4. Master Custodial Closet.**

- a. Provide an additional "Master Custodial Closet" for buildings exceeding 45,000 gross square feet.
- b. In addition to the above listed criteria, this closet shall be a minimum of 120 square feet with dimensions being no less than (12' x 10'), and located in close proximity to a loading dock/ramp or service entrance door. Master Custodial Closet may be greater in size where applicable.
- c. The following shall be included:
  - 1). Each interior wall space shall be provided with a minimum of two (2) dedicated GFCI, 60-HZ, 120-volt duplex electrical outlets.
  - 2). Outlets to be located adjacent to door.
  - 3). Telephone jack adjacent to door
  - 4). Cable / computer connections
  - 5). Overhead light controlled by switch located inside the closet, adjacent to the door.
- d. Closet door shall be at least 36" wide and will open to the outside hallway to allow maximum floor space utilization of closet space.
- e. All storage, hangers and shelving are to be designed, specified and ordered by Custodial Operations. Installation will be by custodial Operations. All will be reimbursed by FPDC to Custodial Operations.
- f. Provide adequate force ventilation to prevent Hydrogen buildup from battery recharging on self-propelled equipment.



Example of custodial closet layout

**5. Custodial Supervisor Office.**

- a. Provide an additional "Supervisor Office" for buildings, exceeding 100,000 gross square feet.
- b. This office space shall be approximately 120 square feet (10' x 12') and shall be located on first floor in close proximity to a service entrance door.
- c. Office door shall be at least 36" wide and shall be installed off-center in the wall, opening out, thus permitting maximum use of interior wall space.
- d. Three interior wall spaces shall be provided with dedicated GFCI, 60-HZ, 120-Volt duplex electrical outlets and one interior wall will be provided a dedicated GFI, 60-HZ, 120-Volt fourplex electrical outlet next to data outlet for office electrical equipment.
- e. An outlet for a telephone line and an outlet with a cable (CAT 5 E) for a computer terminal shall be provided.
- f. All storage, hangers and shelving are to be designed, specified and ordered by Custodial Operations. Installation will be by custodial Operations. All will be reimbursed by FPDC to Custodial Operations.
- g. An office desk & chair will be provided with appropriate filling cabinets in line with existing building furnished décor.

**6. Interior Finishes**

- a. Technical information on finishes will be made available to Custodial Operations upon request, during the CD review process, in accordance with Section I. Introduction 1.03-5 23. MSDS
  - 1). Require the contractor to maintain material safety data sheet information at job and make data available to the university for all sealers, paints, walls coverings, laminates, plastics, fabrics, upholstery, carpets, tiles and any finishes applied to any surfaces of all types.
  - 2). Information to include name, brand, and manufacture and recommended cleaning procedures.
- b. Terrazzo.
  - 1). Terrazzo is a preferred floor material for heavy foot traffic areas such as in entryways, elevator lobbies, corridors, toilets, etc.
  - 2). Avoid use of white terrazzo and avoid the use of metal flakes within the terrazzo matrix.
  - 3). Terrazzo must be cut, ground, honed and finished in accordance with Construction Standards, Division 09-Finishes, Section 09 66 00 Terrazzo; 1.02 Design Guidelines.
  - 4). Contractor shall coordinate sealer with Texas State University Custodial Operations to verify compatibility between contractor and Texas State University maintenance finishes.

- c. Concrete.
  - 1). Where exposed concrete floors are to be used, apply in accordance with section b. above for Terrazzo, unless the floor will be exposed to solvents, etc. then use a petroleum base sealer on the concrete.
  - 2). Consider installation of separate cement topping for floor areas where concrete is to be left exposed.
- d. New Vinyl Composition Tile (VCT).
  - 1). Use vinyl composition tile (12" X 12" X 1/8") is generally the best investment for most floors, with possible competitors being concrete, carpet, and terrazzo.
  - 2). Contractor will insure that vinyl tile floor covering is prepared as follows:
    - a). Scrubbed or stripped with a green product supplied by Custodial Operations to ensure uniformity;
    - b). Thoroughly rinsed of all dirt and debris;
    - c). Apply three (3) layers of floor finish from Custodial Operations allowing adequate drying time between coats;
    - d). Apply three (3) layers of green water based floor finish from Custodial Operations allowing adequate drying time between coats.
    - e). Buff to a high shine.
  - 3). All floor chemicals will be furnished by Custodial Operations to ensure uniformity and chemical compatibility. They will include usage instructions and MSDS. All will be reimbursed by FPDC to Custodial Operations.
  - 4). Debris found imbedded within the floor finish or under the tile, as well as overly large gaps between tiles will be considered as an unacceptable finished product.

#### **7. Existing Vinyl Composition Tile (VCT)**

- a. Strip old finishes down to original VCT using green product supplied by Custodial Operations.
- b. Repeat D. 2. b.-e. above
- c. All floor chemicals will be furnished by Custodial Operations to ensure uniformity and chemical compatibility. They will include usage instructions and MSDS. All will be reimbursed by FPDC to Custodial Operations.
- d. Debris found imbedded within the floor finish will be considered as an unacceptable finished product.

#### **8. Custodial Circuits**

- a. Custodial circuits and receptacles shall be dedicated, rated at 20 amps, 120 volt and under no circumstances include any other loads or circuits (such as classroom and/or offices).
  - b. Provide one, dedicated receptacle at no more than 40' linear feet o.c. in hallways to allow use of 25' floor machine electrical cords from any location in hallways.
  - c. For identification purposes, these receptacles and their covers shall be yellow in color.
  - d. Light switches not related to custodial closet operations shall not be installed inside the custodial closet.
9. **Restroom Accessories Supplied by Custodial (except at Round Rock Campus):**
- a. Soap Dispensers: Will be provided and installed by Texas State University.
  - b. Toilet Tissue Dispenser: Will be provided and installed by Texas State University.
  - c. Paper Towel Dispenser: Will be provided and installed by Texas State University.
- 10. Restroom Items by General Contractor:**
- a. Locate recessed Hose Bibb, in lockable enclosure, for Custodial Staff in one ADA accessible toilet stall per restroom, 3'0" high, on toilet wall.
  - b. Sanitary Napkin Disposal: Refer to Section 10 28 13.13
  - c. Waste receptacle: Refer to Section 10 28 13.13

END OF SECTION 3.05