

## Service Spaces

### 1. GENERAL

- A. The Designer shall provide, in the design of every new building, the following provisions and spaces, with net areas as indicated in the Service Space Allocation.

### 2. CUSTODIAL SPACES

#### A. Custodial Equipment Rooms

Such rooms shall be strategically located on all floors throughout the building for the storage of custodial cleaning equipment. They shall be located to avoid moving equipment long distances. Typical equipment and sizes are:

1. Mopping cart - 2 feet x 6 feet
2. Trash cart (6 bushel) - 2 feet x 3 feet
3. Vacuum, carpet (upright) - 2 feet x 1 foot
4. Floor machine (buffer) - 2 feet x 4 feet +

#### B. Custodial Wet Closets

Such closets shall be strategically located on all floors throughout the building. When feasible, locate such closets near elevators or restrooms. They may be designed in conjunction with custodial equipment rooms and should contain the following:

1. 32-inch x 32-inch or 30-inch x 24-inch chemical and stain resistant floor basin with 6-inch curb height.
2. Hot and cold water outlet with threaded hose bib connection (and wall clip) for filling buckets, etc.
3. Three or more dry mop and dust mop hooks or clips on wall away from basin.
4. Three or more wet mop hooks or clips arranged to permit dripping of wet mops into basin.
5. Pad/brush holder.
6. Step ladder - 1 foot x 2 feet
7. Vacuum, wet or dry - 2 feet x 3 feet
8. Shelving - 1 foot deep x at least 15 lineal feet of adjustable shelving.
9. Electric receptacle, grounding type located approximately 2 feet above the floor and near the corridor door.

10. There shall be a space for an 18" x 24" bulletin board installed on wall.

C. Custodial Receiving and Bulk Storage Room

1. This room shall be one per building and be located on the ground level near the loading dock or service entrance.
2. Room shall be a minimum dimension of 12'x16'.
3. Adequate ventilation must be provided in these rooms with specific attention to battery powered equipment and concentrated chemical spills. The closets may include equipment such as floor scrubbers and battery burnishers.
4. There shall be a minimum of four GFI duplex electrical outlets in designated space.
5. There shall be a minimum of four 18" to 24" deep  $\frac{3}{4}$ " thick adjustable shelves installed at 48" A.F.F. on three of the four walls of the room.
6. There shall be space for a 24" x 36" bulletin board installed on one wall.
7. There shall be shatter proof florescent lighting fixtures provided.
8. Water heaters, electrical panels, pipe chases, entrance doors to adjoining rooms, and other mechanical equipment shall not be permitted in housekeeping space.
9. Wall covering shall be of hard waterproof surfaces, preferably sealed concrete or epoxy paint.
10. Floors shall be terrazzo, ceramic tile, sealed concrete, or painted with non-slip epoxy paint. Floors shall have a continuous 6" base made from same materials.
11. A small, one-tier, key access locker shall be provided to accommodate personal items. One locker is required for every 36,000 square feet. The locker must be located to be easily accessed by staff and mounted securely to the floor.
12. There shall be a floor drain, with the entire floor sloped at a minimum of  $\frac{1}{4}$ " per foot.
13. All floor drains should have access to a hose bid or Trap Primer.
14. Blocking must be provided in wall where sink is to be located to accommodate a chemical dilution station that will be provided by Housekeeping. The top of the blocking shall be at 6' A.F.F.

D. Dry Trash Rooms

Trash rooms shall be located directly off the loading dock and accessible from a corridor. They shall be of fireproof construction and shall be protected with sprinklers.

E. Wet Waste or Hazardous Waste Rooms

If required by the building usage, the rooms shall be located directly off the loading dock and accessible from a corridor. Room shall be fireproof and shall provide other protection as determined by the nature of the waste material. Designer should consult with the Duke Occupational and Environmental Safety Office before the design process begins.

#### F. Additional Requirements

Additional requirements for custodial spaces are as follows:

1. Doors shall swing out and shall be large enough to permit free movement of boxes and equipment.
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. Glazed tile or stainless steel walls shall be provided at basin.
3. Finishes in other custodial spaces shall be similar to those for custodial wet closets.
4. Positive ventilation shall be provided.
5. Lighting shall be 75 foot-candles, flush in ceiling.
6. No rooms shall contain entrance to adjoining rooms, water heaters, telephone switchgear, elevator panels, electric panels, metering devices, pipe chases, or similar equipment.

### 3. MAINTENANCE CONTROL ROOM

Location of the Maintenance Control Room shall be near the Loading Dock entrance and the Custodial Receiving and Bulk Storage Room if possible.

#### A. Contents

The room shall include at least the following:

1. Plan rack to hold a full set of record drawings
2. Chair and desk or table
3. Telephone
4. Steel key vault with combination lock shall be provided by the University, and installed permanently to wall by contractor.
5. There shall be a minimum of four separate duplex electrical outlets and one UWS data outlet in this space.
6. There shall be space for a 30" x 48" bulletin board installed on wall.

#### B. Equipment

This room shall not contain entrances to adjoining rooms, water heaters, telephone switchgear, elevator panels, electric panels, metering devices, pipe chases or similar equipment.

#### 4. SERVICE SPACE ALLOCATION

##### A. Custodial Equipment Rooms

Minimum size is 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.

##### B. Custodial Wet Closet

Minimum size is 80 square feet, (8' x 10'). Provide one room per 22,000 gross square feet and at least one room per floor.

##### C. Custodial Receiving and Bulk Storage Room

Minimum size is 100 square feet (8' x 10') and can serve a building size up to 45,000 gross square feet. Minimum size is 192 square feet (12' x 16') for buildings of 45,000 square feet or greater.

##### D. Dry Trash Room

Minimum size is 100 square feet and 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.

##### E. Wet or Hazardous Waste Room

60 square feet minimum shall be provided for chemistry or similar laboratory facilities.

##### F. Facilities Maintenance Control Room

Minimum size 120 square feet (10' x 12') and can serve a building size up to 80,000 gross square feet. A 160 square feet (10' x 16') size room will serve a building having over 80,000 gross square feet.

#### 5. TOILET AND RESTROOM ACCESSORIES

University Standard Toilet and Restroom Accessories are to be provided and installed by the General Contractor for new construction and major renovations unless otherwise coordinated through University Housekeeping. See Appendix **A102813.13 Commercial Toilet Accessories** for additional information on accessories.