

## TAB C-5

### CUSTODIAL PLANNING AND DESIGN

Custodial Services are inherent to the operations of buildings and proper service areas must be considered with all other areas during the programming and planning stages of each building.

Universally accepted standards have yet to be set for custodial closets and storerooms. Certain criteria however, for size, shape, location, and special appurtenances, have been developed which are compatible with present cleaning procedures and today's cleaning equipment.

Comprehensive custodian operations encompass three major areas:

- Custodial Closets
- Custodian Storage Areas
- Trash Disposal Systems
  
- CUSTODIAN CLOSETS

Should be planned to function primarily as the workrooms of men and women responsible for cleaning the interior surfaces of the building. The University of Arizona has developed the following criteria for custodian closets:

- Size should be a **minimum** of 80 – 100 square feet, with 7-8 foot minimum width.
- Recessed light fixtures (to allow for clearance of long broom and mop handles) providing 75 F.C. light.
- Adequate ventilation.
- Pegs for storage of rotary brushes.
- Hangers for wet mops over the sink.
- Hangers and wall space for dust mops and brooms.
- Hard surface walls impervious to water.
- Shelves in closet to accommodate supplies in case lots, and to allow for storage of liquids in original 5 or 6 gallon containers.
- A 36" wide door that swings out, not into the room.
- Hot and cold water outlets not less than 24" above a floor type basin. Basin curb should be 6" minimum above the floor.
- A grounded 20 Amp. Duplex outlet in open wall space, not behind shelves, for recharging battery operated equipment.

Location of custodian closets is very important. They should be centrally located with no area in a building more than 150 feet in walking distance from a "wet" closet. Each closet should not serve in excess of 15,000 square feet.

Buildings should have custodian closets on every floor. Good locations for secondary custodian closets are:

- Close to elevators
- Close to main pedestrian areas
- Between two restrooms

Criteria For Vertical Transportation

- There should be an elevator in every multi-storied building.
- The elevator should land on every floor including the basement.

- The elevator should be available to custodian and maintenance personnel.

It is considered poor planning to locate a custodian closet:

- At the dead end of a corridor. A situation such as this results in many unnecessary steps for the custodian.
- On a stair landing. A stair-landing closet would cause the custodian to always carry utensils and equipment up and down stairs.
- Inside another room (unless that closet serves only that room).
- Under stairs. Low ceilings and narrow dimensions are hard to ventilate.
- In narrow spaces. The custodian must move his equipment into the hall to utilize a narrow room. Square shaped closets are most efficient.

Telephone switching gear, elevator controls, electric panels or other service functions are not compatible with custodian operations, and should not be located inside custodian closets. Openings to pipe chases or mechanical equipment areas should not be located inside custodian closets.

- **LARGE STORAGE ROOMS**

- Every large building should have a storeroom for custodian equipment, bulk supplies and custodian lockers. Buildings larger than 150,000 sq.ft. should contain two such rooms. Storage areas should be designed specifically for custodian storage, not for dual usage. Planning should be done in consultation with those who will be responsible for maintaining the building.
- Dock or elevator facilities must be provided.
- Doors should be no less than 36" wide and open out. Storage areas should contain a minimum of 144 square feet. 12' x 12' are good dimensions.

- **TRASH DISPOSAL**

- Disposal of the trash and garbage produced by every cleaning operation is an integral part of a comprehensive program. The University of Arizona's Physical Plant utilizes compaction and physical removal by truck for all trash and garbage. A properly sized, fire-resistant trash room shall be planned into each new campus building. Where debris from kitchens and dining halls, or where animal matter is involved, refrigerated trash storage rooms shall be provided.

- **SUMMARY**

- Proper custodian closets, carefully planned and sized storage rooms or custodial supplies, and consideration of refuse collection and disposal requirements, are prime ingredients in any efficient housekeeping program.