PART 1: GENERAL

1.01 CUSTODIAL SUPPLY ROOM

A room with minimum dimensions of 12' x 24' is needed to store the bulk of custodial supplies such as paper goods, detergents, lights, mechanized floor equipment, hazardous lamp disposal, and other supplies. The room should be equipped with a utility floor sink (20" x 32", with a depth of at least 6"), and standard electrical outlets (for charging batteries). Due to charging equipment batteries, the room should be properly ventilated per Environmental Health & Safety (EH&S) standards. It should be located near a loading dock and an elevator. (Contact the Department of Building Care (607-255-3751) for a copy of the floor plan.)

1.02 INDIVIDUAL CUSTODIAL MAINTENANCE ROOMS

Each floor should be equipped with at least one centrally located custodial room, which should contain a utility floor sink (20" x 32" with a depth of at least 6"), and be large enough to accommodate a custodial cart (26" x 46") and other frequently used equipment. A galvanized steel shelving unit, 16" x 36" x 7', should be installed with 3-4 mop caddies attached. Recommended room size is 8' x 12'. These rooms should have adequate ventilation, and should open directly into a hallway.

1.03 TRASH DISPOSAL AREA/ RECYCLING

Trash disposal/recycling containers should be provided for the collection of trash and broken glass. They should be in an easily accessible location and on a concrete pad for placement of a dumpster. A building’s dumpster should be proportionate to the square feet of the building.

1.04 EXTERIOR FROST-FREE WATER FAUCETS

Should be installed at strategic locations around the perimeter of the building to facilitate window washing. An adequate number of faucets should be installed, no more than 100' apart.

1.05 LIGHT FIXTURES

Standardization of light fixtures such as exit lights, office, labs, and classroom lights is highly recommended to lessen the variety of bulbs used in the building.
1.06 ELECTRICAL OUTLETS
Should be liberally supplied throughout the building including hallways, entranceways, stairwells, and corridors. Outlets should not be spaced any further than 25' (twenty-five feet) apart. Electrical outlets are critically necessary in both the custodial supply room and all individual custodial maintenance rooms as well as in mechanical equipment rooms.

1.07 ELEVATOR(S)
Should be large enough to accommodate equipment cart (26" x 46") and trash cans, and still have room for passengers.

1.08 MAIN HALLWAY WALLS
Should be painted with a high quality washable paint, preferably an eggshell finish neutral color (not white).

1.09 STAIRWAYS
Properly sealed concrete steps are preferred on interior fire stairs.

1.10 CARPET
A. Carpet shall be used only where appropriate after considering all criteria including maintenance. Carpet is strongly discouraged in main corridors, entries, labs, and lunchrooms.

B. Carpet should be of commercial quality, low pile, and installed wall to wall. (See Carpet standard for acceptable minimum quality of carpet; meet or exceed specified material.)

1.11 SHADES/DRAPERIES
Shades or draperies are recommended instead of venetian blinds. If blinds are to be installed, they should be vertical instead of horizontal blinds.

1.12 ELECTRIC WATER COOLERS
Electric water coolers are to be wall mounted.

1.13 BRICK WALLS OR FLOORS
Recommend not installing brick walls or floors as they increase maintenance costs.

1.14 MAIN ENTRANCES
Walk off mats of sufficient length should be provided at all entrances.