Custodial Standards for New Construction-Renovation

A. GENERAL
1. Custodial Services Management should serve as part of the Facilities Construction Planning Team and/or Program Team.
2. Custodial Services Management shall attend pre-conference meetings to ensure that everything on the standard sheets is reviewed.
3. Custodial Services Management shall be involved in on-going contractor’s meetings as needed and shall attend all meetings prior to the project being turned over to the University.
4. Custodial Services requires ten (10) working days after construction project has been turned over to the University, and before occupancy, in order to clean the building, if needed.
5. Locate floor drains in toilet rooms either centered in room or below toilet partitions.
6. Provide 12” wide (6” up wall behind tile, and 6” along floor) “anti-fracture” membrane, 45 mill thick, at wall/floor interface where ceramic tile is used.
7. Label “Custodial Closet” for room name on floor plan(s), not “Janitor Closet”.
8. For questions or any additional information regarding these standards, please contact Custodial Services at (205)348-9015.

B. CLEANING SPECIFICATIONS FOR CONTRACTORS
1. Contractor shall thoroughly clean all areas upon completion of their work and before turning it over to the University.
2. This cleaning is in addition to any intermediate cleaning that may be required by the contractor (i.e. preparing for inspection).
3. The cleaning requirements are outlined below.
   a. All VCT tile floors shall be scrubbed and waxed with four coats of S.C. Johnson’s brand of floor finish at the end of the construction clean-up process.
   b. All dust shall be removed from all surfaces including: windows, window sills, walls, built-in fixtures, baseboards, handrails, molding, ceilings (including exposed piping), carpets and hard surface floors.
   c. All carpets shall be vacuumed and free of any soiling and spots. Interior and exterior windows shall be cleaned, smudge free, streak free, with all paper removed.

C. CUSTODIAL CLOSETS
1. Provide one custodial closet for each 18,000 to 25,000 square feet of floor space, or a minimum of one closet per floor.
2. The preferred location for the closet is between the Men’s and Women’s multi-stall restrooms.
3. Closets shall be 5 ft. x 8 ft. minimum, with shelving included.
4. Door must accommodate standard size cleaning carts and equipment.
5. Flooring shall be exposed sealed concrete with resilient base.
6. Provide floor sink with permanently attached, waterproofed splash protection 2 feet above sink on the wall.
7. Provide industrial janitorial plumbing fixtures with hot water.
8. Provide floor drain with the floor sloped toward the drain.
9. Do not locate building support systems such as electrical, telephone, HVAC, computer and elevator equipment within Janitor Closet or Storerooms.

10. Ideal location for Janitor Closets is inside of a Women’s public restroom or immediately next to a public restroom.

11. Must include surface-mounted stainless steel wall shelf, 3 foot minimum length, with mop holder and hangers.

12. Provide 2x2 lay-in ceiling grid system with a “vinyl faced” ceiling tile.

**D. BULK STORAGE AND EQUIPMENT CLOSETS**

1. Provide one main Bulk Storage Closet per building (300 square feet, +), preferably located on the 1st floor.

2. Provide one Equipment Storage Room per building (150 square feet, +), which is separate from the Bulk Supply Storage and Janitors Closet.

3. Must include standard 110v electrical outlets inside the equipment storage closets to accommodate battery powered equipment and chargers.

4. Door to equipment storage closets must be wide enough to accommodate large equipment (36” minimum). Prefer double doors to equipment supply rooms.

**E. DISPENSERS**

1. Custodial Services Department shall determine the style and type of dispensers for soap, paper towels and toilet tissue.

2. Refer to “F” below or contact Custodial Services Department at (205)348-9015 for a current list of approved dispensers for restrooms, for both academic buildings and residential facilities.

3. The purchase and installation of soap, paper towels and toilet paper dispensers shall be the responsibility of the Contractor.

4. Built-in-counter style soap dispensers shall not be used.

5. No cash dispensing machines (i.e. feminine napkins dispensers) are to be used.

6. No toilet seat cover dispensers are to be used.

7. Sanitary napkin receptacle must be plastic and wall-mounted.

8. Toilet Paper Dispenser shall be located above the grab bar in accessible toilet compartment. See UA Standard Drawing in Section IV.

**F. CURRENT DISPENSER STANDARDS**

1. For Academic Buildings, Residence Halls and Public Restrooms
   b. Paper Towel Dispensers, Bay West #86500, Silhouette Opti Serv, Black translucent, [http://www.wausaupaper.com/Towel_and_Tissue/Products/1841/1033.aspx](http://www.wausaupaper.com/Towel_and_Tissue/Products/1841/1033.aspx)

2. For Apartments and Residence Suites

3. For Children and Toddler Restrooms

G. REQUIRED MEETINGS WITH CONTRACTORS
1. Custodial Service Management requires an initial meeting with the Contractor awarded the bid.
2. Also, a second meeting with this same group shall be scheduled at least ten (10) weeks prior to the project being turned over to the University.
3. Schedule all meetings through the Project Manager.

H. CUSTODIAL RECOMMENDATIONS
1. Floor surfaces:
   a. Strongly prefer hard surface flooring. Vinyl Composition Tile (VCT) is preferred with terrazzo as a second choice.
   b. Stone, marble/terrazzo or ceramic tile shall have a dark colored grout.
   c. Carpet: needs impermeable backing membrane, preferably vinyl, and must be mildew resistant with dense, low, looped pile.
   d. Avoid solid or light colors, and deep pile; pile height no higher than ¼” is recommended.
   e. Auditoria or tiered classrooms shall have flooring under the seating areas which can be damp mopped and does not require wax.
   f. No “raised disc”, textured soft vinyl, or rubber footing in stairwells or entrances shall be used.
   g. Corner guards shall start at the top of wall base. If there is no base, start at floor level. Minimum height of corner guard to be 4’-0”.
2. Wall surfaces:
   a. Use coatings which can be easily cleaned.
   b. Avoid flat paints.
   c. Avoid use of vinyl wall covering. (See also: Wallcoverings 09952 for list of approved materials.)
   d. Rounded corners in heavy traffic areas are recommended.
   e. Use resilient material or glazed ceramic tile for base.
   f. Provide corner guards at all outside corners of drywall or plaster walls.
3. Restrooms and Showers:
   a. Large restrooms and shower rooms shall have floor drains with trap guards/ No trap primers are to be used.
   b. Unglazed ceramic tile and dark colored grout is recommended.
   c. 12”x12” ceramic tile size is preferred.
d. Use glazed ceramic tile for walls.
e. Wall mounted trash containers are acceptable.
f. High Density Polyethylene (HDPE), 1” thick, toilet and shower partitions are preferred. Plastic laminate partitions are a second choice.
g. Toilet and shower partitions as well should be hung from the ceiling rather than floor mounted. When additional bracing is required for stability, vertical pilasters may be extended to the floor as required. (Pilasters to match material of toilet partitions.)
h. Urinal screens shall be hung from the wall. Urinal screen depth of 18” is preferred.
i. Where not feasible to hang from ceiling, toilet and shower partitions shall be floor mounted, overhead braced type.
j. Provide hose bibb with removable tee handle operator located between and beneath the lavatories.
k. Shower curtain rods should be installed to accommodate the standard shower curtain height of 72 inches.
l. Provide ventilation fan to remove odors.
m. ADA lavatories to have faucets with two wrist blade handles.

4. Trash Removal and Dumpster:
   a. Locate dumpster so that trash can be accessed through the interior of the building.
   b. First floor occupants shall be able to place trash directly into the dumpster.
   c. If the building has a trash room, there needs to be a floor drain, adequate ventilation, and easily cleanable wall surfaces and floors in the room.
   d. Ramps, interior and exterior, must be constructed to ensure steps/stairs do not have to be traversed to get trash to the dumpster.
   e. All garbage chutes shall be as follows: 1) 30” diameter minimum; 2) Have a transition to dumpster/compactor that allows for boxes to easily fall into the trash compactor/dumpster; 3) Must have an integral water cleaning system.

5. Walk off mat system:
   a. Entrance design shall accommodate a walk off entrance matting system to include exterior mats and interior mats of up to 5’ in length. See Section VI for photographs of approved installations.

6. Electrical:
   a. Electrical outlets shall be every 75’ along hallways in common areas and stairwell landings. The outlets must have ground fault interrupt.
   b. Make sure that light fixtures are sturdy, serviceable, and easily accessible.
   c. Use high impact plastics for globes; not glass.
   d. No lighting over stairs, only over landings.
   e. Every effort shall be made to avoid or minimize the number of electrical outlets in the floor.

7. Elevators:
   a. Make sure the elevator services all floors, including basement and attic.
   b. Make sure the elevator size is adequate for moving equipment.
   d. Refer to Section III, 14201-Passenger Elevator for elevator standards.
8. Other:
   a. Laboratory facilities shall have spill closets separate from custodial closets.
   b. Contractor shall provide all manufacturers’ recommendations for cleaning and maintenance to the Project Manager before the construction or renovation project is completed.