

Custodial & Maintenance Standards

A. Process

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.

B. Planning and Design

1. Waste Management Strategy – The University of Alabama considers waste management one of the most important green building practices, second only to energy efficiency. UA Grounds department is responsible for installing and servicing all UA dumpsters as well as debris removal and general campus grounds clean-up.
2. Recycling – The University maintains its own recycling program in which recycled materials are collected from recycling containers throughout buildings, sorted and transported for recycling.
3. Custodial Closets – Wet Closets, Dry Goods and Equipment Storage
 - a. Label “Custodial Closet” for room name on floor plan(s), not “Janitor Closet”.
 - b. Provide one custodial wet closet for each 18,000 to 25,000 square feet of floor space, or a minimum of one closet per floor.
 - c. The preferred location for the wet closet is between the Men's and Women's multi-stall restrooms. Secondary location for closet can be inside of the Women's public restroom.
 - d. Closets shall be 5 ft. x 8 ft. minimum, with shelving included. Closet size must accommodate standard equipment such as maid cart, bucket, vacuum cleaner and trash barrel and allow the door to close securely.
 - e. Door must accommodate standard size cleaning carts and equipment.
 - f. Flooring shall be exposed sealed concrete with resilient base.
 - g. Provide floor sink with permanently attached, waterproofed splash protection 2 feet above sink on the wall.
 - h. Provide industrial janitorial plumbing fixtures with hot water.
 - i. Provide floor drain with the floor sloped toward the drain.



- j. Do not locate building support systems such as electrical, telephone, HVAC, computer and elevator equipment within Janitor Closet or Storerooms.
- k. Must include surface-mounted stainless steel wall shelf, 3 foot minimum length, with mop holder and hangers.
- l. Provide 2x2 lay-in ceiling grid system with a “vinyl faced” ceiling tile.

4. Bulk Storage and Attic Stock:

- a. Provide a minimum of one main Bulk Storage (Attic Stock) Room per building. This room is a programming priority and is a separate room from the Custodial closet.
- b. Room Size - The criteria for the minimum room size is to be programmed by the AE team in consultation with UA staff during the design process. Subject to programming confirmation, the following preliminary room sizes are provided for typical project scoping:

<u>Building Size</u>	<u>Attic Stock Room Size</u>
0 - 50,000sf	300 sf Attic Stock Room
50,000sf – 150,000sf	400 sf Attic Stock Room
150,000sf +	600 sf Attic Stock Room

- c. Location - Locate Bulk Storage Room on first floor or in basements to provide loading on slab on grade. Should a slab on grade location not be available, the room should be located on an upper floor with a structural system designed for a minimum for 100# live load (to be confirmed with Structural Engineer for specific conditions). The anticipated layout of the room should be considered to locate loads with anticipated shelving system and pallet placement.
- d. Exterior Wall Location/Doors – To the extent feasible and approved by UA staff, the Bulk Storage Room is to be located at an exterior wall and provided with a set of double doors for exterior access (from a rear service court). If exterior access is not permitted due to configuration or building exterior design impact, the Storage Room is to be located inboard of the building with the route and sizes of doors are to be discussed with UA staff for design preferences.
- e. Number of Rooms – Should more than one room be desirable to provide several smaller rooms in lieu of one larger room (in the case of larger projects and to work better with the building programming/geometry), the Bulk Storage rooms may be distributed in the building based on preplanned storage strategy that is approved by UA Design & Custodial staff.
- f. Must include standard 110v electrical outlets inside the equipment storage closets to accommodate battery powered equipment and chargers.
- g. Door to equipment storage closets must be wide enough to accommodate large equipment (36” minimum). Prefer double doors to equipment supply rooms.
- h. Access & Control - The rooms are to be keyed separately with the UA key shop for access control by UA facilities personnel.
- i. Storage Shelving - Heavy-duty metal shelving systems shall be included in project design and installed by contractor. The Design Team is to provide a layout and

amount of shelving to store the anticipated materials (understanding some materials may be on pallets – shingles).

- j. Lighting & HVAC - Bulk Storage Rooms should be adequately lighted and air-conditioned/heated.
- k. Fire Protection - The room is to be separated from adjacent rooms with minimum 1 hour walls & floor/ceiling assemblies and sprinklered due to contents. Subject to renovations, A/E to confirm with UA staff if an existing building is not sprinklered.
- l. List of Contents - The A/E shall specify a master list of attic stock materials, with a quantity for each material, from which the Contractor shall furnish inventory. "Attic Stock Materials" are not to be listed in individual specification sections unless authorized by UA Staff; rather the following master list is to govern. This list should match the closeout documents.

The typical list of material to be stored in the building are as follows:

Roofing - Minimum of 2% of the roofing used on the building.
Flooring- 5% of material used.
Acoustical Ceiling Tile – 2%
Light Fixtures – as recommended by DOR
Fire Alarm Devices – as recommended by DOR
Door Hardware – as recommended by DOR

- m. Storage of Materials - All attic stock items shall be provided in original, undamaged boxes or containers. Where original boxes or containers are not available, items shall be furnished in a plain cardboard box with contents and quantity therein clearly labeled on the top and one end of the box. Item description and quantity shall be clearly marked on a visible surface of the packaging. Include item technical documentation. Loose items provided will be rejected for resubmittal in accordance with the above requirements. Exceptions are carpet, walk-off mats and appliances.

5. 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.

6. 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.



7. Electrical

- a. Electrical outlets shall be every 75' along hallways in common areas and stairwell landings for vacuuming. The outlets must have ground fault interrupt.
- b. Ensure that light fixtures are sturdy, serviceable, and easily accessible.
- c. Use high impact plastics for light fixture 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.

8. Elevators

- a. Ensure the elevator services all floors, including basement and attic.
- b. Ensure the elevator size is adequate for moving equipment.
- c. Elevator surfaces:
 - i. Door: Stainless steel exterior and interior
 - ii. Floor: Vinyl composite tile, epoxy or hard tile
 - iii. Walls: Stainless steel
 - iv. Ceiling: flat with recessed can lights
 - v. Cargo Pads: must be provided.

9. Other

- a. Laboratory facilities shall have spill closets separate from custodial closets.

C. Construction Requirements

1. Cleaning Specifications required for Contractors (to be included in the Project Manual):

- a. Contractor shall thoroughly clean all areas upon completion of their work and before turning it over to the University. This cleaning is in addition to any intermediate cleaning that may be required by the contractor (i.e. preparing for inspection).
- b. Contractor shall provide all manufacturers' recommendations for cleaning and maintenance to the Project Manager before the construction or renovation project concludes.
- c. The cleaning requirements are outlined below:
 - i. All VCT tile floors shall be scrubbed and waxed with three coats of Diversey brand of floor finish at the end of the construction clean-up process. Custodial Services department head must approve the specific Diversey product to be used.
 - ii. 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.



- iii. 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.
- iv. All terrazzo flooring must be cleaned, scrubbed and sealed with two coats of Diversey Plaza Plus or approved equal.

2. Required Meetings with Contractors:

- a. Custodial Service Management requires an initial meeting with the Contractor awarded the bid.
- b. 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.
- c. Schedule all meetings through the Project Manager.

- End -

