

013014 CUSTODIAL REQUIREMENTS

Cornell’s Design and Construction Standards provide mandatory design constraints and acceptable or required products for all construction at Cornell University. These standards are provided to aid the design professional in the development of contract documents and are not intended to be used verbatim as a contract specification nor replace the work and best judgement of the design professional. Any deviation from the Design and Construction standards shall only be permitted with approval of the University Engineer.

PART 1: GENERAL

1.01 CUSTODIAL SUPPLY ROOM

A supply room for bulk custodial supplies (paper goods, detergents, lights), mechanized floor equipment, hazardous lamp disposal, and other material. 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. (Battery charging requires room ventilation per Environmental Health & Safety (EH&S) standards). It should be located near a loading dock and an elevator. For very large buildings or a complex of attached buildings, the room should be 12’ x 24’ at a minimum. This space requirement does depend on building size, use, and campus location. Small buildings may have the supply room function combined with an oversized custodial maintenance room. CU Project Manager shall coordinate space needs with Building Care during space programming.

1.02 INDIVIDUAL CUSTODIAL MAINTENANCE ROOMS

Each floor level 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. Room sizes will vary with building floor size, building use, finishes, availability of custodial supply room, and spacing of custodial rooms. Rooms should be 10’x10’ and each room can serve up to 20,000 GSF). These rooms should have adequate ventilation, and should open directly into a hallway. Ideally, these spaces are located near the most frequently cleaned spaces such as restrooms. (Note: Dining facilities often require their own separate custodial closet or alcove). CU Project Manager shall coordinate space needs with Building Care during space programming and design phases when actual layouts and finishes are developed.

1.03 TRASH DISPOSAL AREA/ RECYCLING

Trash disposal (Landfill), recycling and composting shall be planned and accommodated at all facilities. While some buildings can take advantage of shared trash rooms, compactors and/or dumpster locations, others have to be self-sufficient and coordinate

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with CU R5 group (and the Planning Office). When dumpsters are the correct solution, they need to be sized for the facility, frequency of service, screened where possible, and set on a concrete pad. When a compactor is appropriate for the facility (for landfill and or recycling streams), it is the responsibility of the project to specify and provide the equipment and associated interior bay space (reviewed and coordinated by CU R5 group). For facilities that have a dining component, compost waste collection and storage is a necessity. Consider a ventilated room next to the trash bay for the compost bins that are to be removed by CU Farm Services. Flow of material and transporting bins, etc. all need to be factored into the design for ease of use and employee safety.

1.04 OTHER SPACE NEEDS

CU Project Manager shall work with Building Care and College on large renovation and new building projects to determine if any of the following spaces are required:

- (a) Workday Time Clock - required by project or already available
- (b) Building Care Supervisor Office – regional and not building specific
- (c) Staff Break Room – depends on type of facility and preferences

1.05 EXTERIOR FROST-FREE WATER FAUCETS

Should be installed at strategic locations around the perimeter of the building to facilitate window washing, carpet truck hookup and rinsing away salt and debris. An adequate number of faucets should be installed, no more than 100' apart.

1.06 ELECTRICAL OUTLETS

Should be dispersed throughout the building and shall include hallways, entranceways, stairwells, and corridors. Outlets should not be spaced further than 25' (twenty-five feet) apart. GFI Electrical outlets are critically necessary for the custodial supply room, all individual custodial maintenance rooms, and mechanical equipment rooms.

1.07 MAIN HALLWAY WALLS

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

1.08 STAIRWAYS

Properly sealed concrete steps are preferred on interior fire stairs.

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1.09 CARPET

- A. Carpet tiles shall be used where appropriate after considering all criteria including maintenance. Carpet tiles are strongly discouraged in main corridors, labs, break rooms, and in areas that require regular cleaning.
- B. Carpet should be of commercial quality tile or plank, low pile, and installed wall to wall. (See CU Design Standard 096800 - Carpet for acceptable minimum quality of carpet; meet or exceed specified material.)

1.10 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.

1.11 ELECTRIC WATER COOLERS (EWC)

Electric water coolers shall be wall mounted. Bottle filling stations should be combined with new EWC installations.

1.12 BRICK WALLS OR FLOORS

Recommend not installing brick walls or floors as they increase maintenance costs.

1.13 MAIN ENTRANCES

Recessed entrance walk off grates with recessed pan of sufficient length should be provided at all entrances. Minimum length of 8' between vestibule doors is typically not adequate to capture salt and other debris.

Basis of Design – Stainless steel grids by Construction Specialties (or approved equal).

1.14 STAINLESS STEEL

The use of stainless steel handrails, grab bars, kitchen sinks and toilet accessories are typically acceptable. Use of large stainless steel surfaces are not acceptable, due to difficulty to keep clean (or appearance of clean). Do not use stainless steel for toilet partitions or lavatories, etc. Elevator surfaces are stainless steel as an industry standard, consider woven stainless steel material on side and back elevator cab surfaces for durability and ease of cleaning.

1.15 TOILET ROOM ACCESSORIES

Specify accessories in coordination with Design Standard 102800 – Restroom Accessories.

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