APPENDIX 2

DESIGN GUIDELINES FOR CUSTODIAL WORK STATIONS

PART 1 - GENERAL:

1.1 SIZE:
   A. Min. of 35 square feet (e.g., 5' x 7'; 6' x 6')

1.2 CONFIGURATION:
   A. Entry door (min. 3.0 ft. width 3°7° suggested) offset to left or right of room.
   B. Entry MUST open outward OR provide additional 7' square feet of floor space.

1.3 OTHER:
   A. Multi-level facilities MUST have custodial work station on each floor. Facilities in excess of 20,000 sq. ft. per level must have 2 or more work stations per level.
   B. Facilities in excess of 45,000 sq. ft. total must have, in addition to standard work stations, an equipment and supplies storage room, of not less than 64 sq. ft., located on the ground floor of the facility in close proximity to the loading dock and door must swing outwards or provide additional 7 square feet of floor space.
   C. Custodial work stations should be located in close proximity to facility restrooms, BUT, not inside the restroom, laboratory, or any other space. Work station must ALWAYS be accessible from a public corridor.

NECESSARY REQUIREMENT:
ALL CUSTODIAL SPACE MUST BE DEDICATED. WORK STATIONS AND SUPPLY ROOM SHOULD NOT BE ENCUMBERED WITH EXTRANEOUS EQUIPMENT, SUCH AS PUMPS, MOTOR/FAN ASSEMBLIES, WATER VALVES, HVAC EQUIPMENT, ELECTRICAL PANELS, OR TELEPHONE SWITCH BOXES.

PART 2 - LIGHTING/ELECTRICAL

2.1 LIGHTING:
   A. Light switches located inside the room. Lighting must be protected with wire mesh of high-impact plastic.
2.2 ELECTRICAL:
A. Work stations must be equipped with at least one 110-volt double outlet.
B. Supply room should be equipped with at least three 110-volt double outlets.
C. Outlets should be located 3 or 4 feet above floor level.

PART 3 - PLUMBING

3.1 SINK:
A. Standard custodial floor level slop sink; min. 10" high interior stainless steel walls; stainless steel splash guards mounted to room walls which are adjacent to sink.
B. Sink preferably located in corner of work station adjacent work station entrance.
C. Mouth of tap should have external (male) threading for easy attachment of hoses or chemical mixing machines.

3.2 DRAIN:
A. Work station should be equipped with floor drain outside the sink.
B. Drain should be in close proximity of the sink (NOT in the center of the room).
C. HIGHLY PREFERABLE:
   1. Pit drain with grated cover surrounding the immediate exterior of the slop sink. Floor drains for supply rooms should be located in the center of the room.

PART 4 - HEATING AND VENTILATION

4.1 HEAT:
A. As most custodial work stations are located in the interior areas of the facility, heating is not a major concern for these rooms. However, care should be taken to ensure that supply rooms, located near dock areas, are adequately heated.

4.2 VENTILATION:
A. Work stations should be adequately ventilated.
B. Concurrently, entry doors should be vented.
PART 5 - FLOORING

5.1 FLOORS:

A. Work station floors should be preferably non-slip quarry tile. Failing this, work station floors should be concrete.

PART 6 - ACCESSORIES

6.1 SHELVES:

A. Work station:

1. Heavy-duty, wall-mounted adjustable shelving should be installed min. 12 sq. ft., 12" deep, location and arrangement dependent on size and configuration of work station.

B. In supply rooms:

1. Heavy-duty, wall-mounted adjustable shelving should be installed on at least two of the available walls at least 4 feet above floor level.

2. Total shelf space in supply rooms should be 36 to 48 sq. ft.

6.2 EQUIPMENT:

A. Work stations should contain at least three wall-mounted equipment hooks for brooms, dust mops, etc.

B. Additionally, there should be two wall-mounted hooks for wet mops mounted above the slop sink.

6.3 PERSONAL:

A. It should always be remembered that the custodial work station is the custodian's office. Hooks should be mounted on the inside of the door for employee's coat and foul weather gear.

B. Additionally, enough space shall be provided for installation of a secured locker for the custodian's personal effects. Lockers must be installed as part of the project.

C. In addition to the hooks on the inside of the door, it is recommended that at least 5 other hooks be mounted for mops, etc.

END OF SECTION APPENDIX 2