**Custodial Facilities**

* Custodial facilities will vary according to size, type, and use of the building, but in general 200 sq. ft. of useable custodial space shall be provided for each 20,000 gross sq. ft. of building area. The number of rooms, size and location shall be considered during preparation of preliminary studies and specific needs shall be determined in consultation with the Operations Division. At least one room per floor is required.
* Mechanical Equipment: Mechanical, OTC, computer, or electrical equipment or controls shall not be located in Custodial facilities. **A Custodial area shall not be used as access to mechanical equipment or other service areas.**

**Custodial Break Room**

* 1. **Location**: The preferred location for the main Custodial Break Room is on the ground floor close to a service entrance, delivery area or elevator.
	2. **Size**: The minimum size shall be **200** square feet minimum to be increased accordingly depending on the size of the building (based on one custodian for each 20,000 square feet). The following guidelines apply:
		1. Building size of 20,000 sq. ft. and less -- **200 sq. ft. minimum**
		2. Building size of 20,000 sq. ft -- 100,000 sq. ft. -- **300 sq. ft. minimum**
		3. Building size of 100,000 sq. ft. -- 200,000 sq. ft. -- **500 sq. ft. minimum**
		4. Building size over 200,000 sq. ft. plus -- **consult with Buildings and Grounds Division**
	3. **Equipment:** The Custodial Break Room shall include:
		1. Locker and chair for each janitor
			1. Locker size: 15" wide, 18" deep, 72" high
			2. Lockers shall have a slanted top.
		2. 28-inch x 42-inch table or desk
		3. Heat, lighting, and ventilation
		4. Sink
		5. Hot and cold water
		6. Mirror-16-inch x 20 inch
		7. Bulletin board 36-inch x 42 inch
		8. White board 36-inch x 42
		9. Paper towel dispenser
		10. Soap dispenser
		11. Two electrical receptacles (110V)
		12. Computer and Network Access
			1. 1 Network Jack and 1 hard-wired computer for every 4 employees
			2. Penn State Wireless must be available in the break room.
			3. Computers - FNB IT ready computer with microphone, camera, and monitor.
		13. Door with separate keyed lock
			1. The door shall be 36 inches wide with proper ventilation where required.
			2. Door shall be cored as JA.
1. **Doors:** All doors to Custodial facilities shall swing out to maximize useable space. They shall be keyed to the Maintenance and Operations janitor room keying system. The doors shall be 36 inches wide with proper ventilation where required.

**Equipment Storage/Main Inventory Supply Location**:

* 1. **Location**: The preferred location for the equipment storage/main inventory supply location is on the ground floor close to a service entrance, delivery area or elevator.
	2. **Size**: The minimum size shall be **200** square feet to be increased accordingly depending on the size of the building (based on one custodian for each 20,000 square feet). The following guidelines apply:
		1. Building size of 20,000 sq. ft. and less -- **200 sq. ft. minimum**
		2. Building size of 20,000 sq. ft -- 100,000 sq. ft. -- **300 sq. ft. minimum**
		3. Building size of 100,000 sq. ft. -- 200,000 sq. ft. -- **500 sq. ft. minimum**
		4. Building size over 200,000 sq. ft. plus -- **consult with Buildings and Grounds Division**
1. **Equipment:**  The equipment/supply area shall be of adequate size to provide space for janitor's carts, broom racks, mop racks, ladder racks, vacuum cleaners, floor care equipment, and shelving for a minimum of one month's supply of soap, toilet paper and paper towels. There shall be space under the bottom shelf for storage of mopping units and other tools. The room shall have:
	* 1. Heat
		2. Light
		3. Ventilation
		4. Bulletin board
		5. Door with lock.
		6. Provide no less than (4) 110-volt, single-phase, 20-amp outlets on a separate circuit in these rooms for charging battery-powered equipment.
		7. The room should have a Terrazzo mop service basin (12” depth with 6” drop front-specs attached below in Table 1)
		8. Service-sink faucet (Model: 830-AA, example specs attached below in Table 1).
		9. Blocking above mop sink/basin for chemical dispensing system
		10. Floor drain to sanitary.
		11. Four tier shelving (to accommodate supplies with largest dimensions of 24" L x 16" W x 17" H refer to table 1)
2. Shall use InterMetro Super Erecta Shelving or an equivalent
3. Length will be ordered in standard increments depending on space. (24”, 30’, 36”, 42”,48”)
4. Width will be 18”
5. Height will be 72”
6. Each rack shall have 1 Metro Super Erecta Enclosure Panel
7. Each shelf shall have 4 Metro Super Erecta 8” High Shelf Divider
8. Each shelf shall have 4 Metro Super Erecta Gray Label Holders
9. Each Rack shall have 4 Metro Foot Plates for Industrial Shelving
10. If multiple racks are side by side, they shall be joined by 2 Metro Post Clamps on the front and rear adjoining posts
11. All racks must be secured to the wall to prevent tip over
12. **Doors:** All doors to Custodial facilities shall swing out to maximize useable space. They shall be keyed to the Maintenance and Operations janitor room keying system. The doors shall be 36 inches wide with proper ventilation where required.

\* Refer to 112400 – Maintenance Equipment for additional requirements.

**Satellite Custodial Areas:**

1. **Location:** Satellite custodial areas shall be located on the upper floors of multistory buildings preferably near restrooms. In major buildings more than one space per floor is necessary. for efficient time management of work force and emergency situations.
2. **Size:** In general, 50 sq. ft. is minimal. Unusual design or shapes of satellite custodial space (i.e., long and thin, triangular, etc.) shall be avoided in order to maximize the useable space. Need to accommodate Custodial restroom cart with dimensions 52.5" L x 22.5" W x 42.5" H.
3. **Equipment:** Satellite custodial areas shall be equipped with:
	* 1. a Terrazzo mop service basin (12” depth with 6” drop front, specs attached below in Table 1)
		2. Service-sink faucet (Model: 830-AA, example specs attached below in Table 1)
		3. a small storage area, and shelving for small supplies
		4. Light and ventilation
		5. The light shall have a protective lens that radiates light.
		6. two electrical receptacles (110V)
		7. door with lock (cored as JA).
4. **Doors:** All doors to Custodial facilities shall swing out to maximize useable space. They shall be keyed to the Maintenance and Operations janitor room keying system. The doors shall be 36 inches wide with proper ventilation where required.

\*Refer to 112400 - Maintenance Equipment for additional requirements.

**Refuse/Recycling Staging Room**

1. **Location:** The preferred location for the refuse/recycling staging room is on the ground floor close to a service entrance, delivery area or elevator.
2. **Size:** In general, 150 sq. ft. is minimal. Unusual design or shapes of satellite refuse/recycling staging space (i.e., long and thin, triangular, etc.) shall be avoided in order to maximize the useable space. Need to accommodate 2 - 1 Cubic Yard Custodial trash carts.
3. **Equipment:** Refuse/Recycling staging rooms shall be equipped with:
	1. a Terrazzo mop service basin (12” depth with 6” drop front, specs attached below in Table 1)
	2. Service-sink faucet (Model: 830-AA, example specs attached below in Table 1)
	3. Light and ventilation
	4. The light shall have a protective lens that radiates light.
	5. Floor drain to sanitary
4. **Doors:** All doors to Custodial facilities shall swing out to maximize useable space. They shall be keyed to the Maintenance and Operations janitor room keying system. The doors shall be 36 inches wide with proper ventilation where required.

**Feminine Hygiene Dispensers**

1. **Locations:** All female, gender neutral, and family restrooms will have 1 feminine hygiene dispenser installed
2. **Size:** 14”W x 26”H x 5-5/8”D
3. **Equipment:** Hospeco Evogen Dual Feminine Hygiene Dispenser (EV1 see below in Table 1)

Table 1 - Faucet and Mop Sink Recommendation

|  |  |  |
| --- | --- | --- |
| [Fiat Service Sink Faucet (Model # 830-AA \*preferred)](https://www.fiatproducts.com/products/commercial-faucets/service-sink-faucet-830aa/) | Version Updated October 2018[Spec Sheet](https://www.fiatproducts.com/assets/documents/fiat/spec/SpecSheet_5332.pdf)[Installation Guide](https://www.fiatproducts.com/assets/documents/fiat/install/Install_5332.pdf) | Recommended for all “Equipment Storage/Main Inventory, Satellite Closet, and Refuse/Recycling staging room locations”  |
| [Fiat Terrazzo Mop Sink Basin (Corner style, Model # TSBC1610 \*preferred)](https://www.fiatproducts.com/products/mop-service-basins/24x24-stockton-terrazzo-neo-mop-basin-tsbc1610/) | Version Updated October 2018[Spec Sheet](https://www.fiatproducts.com/assets/documents/fiat/spec/SpecSheet_5218.pdf)[Installation guide](https://www.fiatproducts.com/assets/documents/fiat/install/Install_5218.pdf) | Recommended for all “Equipment Storage/Main Inventory, Satellite Closet, and Refuse/Recycling staging room locations” |
| [Fiat Terrazzo Mop Sink Basin (Square, Model # TSB3000)](https://www.fiatproducts.com/products/mop-service-basins/24x24-stockton-terrazzo-mop-basin-tsb3000/) | Version Updated October 2018[Spec Sheet](https://www.fiatproducts.com/assets/documents/fiat/spec/SpecSheet_5221.pdf)[Installation guide](https://www.fiatproducts.com/assets/documents/fiat/install/Install_5221.pdf) | Recommended for all “Equipment Storage/Main Inventory, Satellite Closet, and Refuse/Recycling staging room locations” |
| [InterMetro 4 and 5 Shelf Stainless Rack](https://metro.com/shop/metro-super-adjustable-super-erecta-4-shelf-and-5-shelf-industrial-wire-shelving-starter-units-chrome/) | [Spec Sheet and Installation Guide](https://intermetro.box.com/shared/static/tphpih4ia1py7utx6iqe20mwpw9udk2w.pdf)  | Recommended for all “Equipment Storage/Main Inventory, Satellite Closet, and Refuse/Recycling staging room locations” |
| [Hospeco Evogen Dual Feminine Hygiene Dispenser](https://www.hospeco.com/product/EV1)   | [Hospeco Evogen Spec Sheet](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hospeco.com%2FDocuments%2FSpec%2520Sheet%2FEV1%2520Spec%2520Sheet.pdf&data=04%7C01%7Ctdm5418%40psu.edu%7C39850bb9815b44eff05208d9adcacd32%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637731908793470553%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=oi%2Bm%2B8zlZk2iSZs3PtcFU1ia1X8xhWAS5DaiOS0TSnA%3D&reserved=0) | Recommended for all female, gender neutral, and family restrooms |

**Standard Restroom Dispensers/Receptacles**

**Soap- wall mounted dispensers**

**GOJO 1250 mL size** = General Stores part # 690056

(Standard Size for above sinks)

* [GoJo 1250ml Dispenser](https://www.gojo.com/en/Product/5155-06)
* [Dispenser Dimensions](https://images.salsify.com/image/upload/s--CY-J4io9--/lfxiee1pgeo5vhrv3izj.pdf)
* [Installation Guide](https://images.salsify.com/image/upload/s--GU_sUQFJ--/w9brdwhyigpgn1p8w2pa.pdf)

**GOJO 2000 mL size** = General Stores part # 690058

(For high volume locations only)



**Paper towels**



**Kimberly Clark In-Sight, Sani-touch dispenser** – General Stores part # 690035

* [Kimberly Clark In-Sight Sani-Touch Dispenser](file:///C%3A%5CUsers%5Cvrb113%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAHON45X1%5CKimberly%20Clark%20In-Sight%20Sani-Touch%20Dispenser)

**Toilet paper – jumbo rolls**



**Single Roll Jumbo Roll Toilet Tissue Dispenser, smoke –** General Stores part # 690020

 **Twin Roll Toilet Tissue dispenser (2 jumbo rolls, smoke –** General stores # 690010 -This is preferred for restrooms to avoid running out

* [Kimberly Clark Twin Roll Toilet Dispenser (2 Jumbo Rolls) Smoke](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kcprofessional.com%2Fen-us%2Fproducts%2Fdispensers%2Ftoilet-paper-and-seat-cover-dispensers%2Fjumbo-roll%2Fcore%2Fscott-essential-jumbo-roll-toilet-paper-dispenser%2F09551&data=04%7C01%7Ctdm5418%40psu.edu%7Cd7c56bd5297b46605a4808da0b6ba7a2%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637834854245130097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=H%2FVlg%2Btv4km2ebVVn3RzP2WOCP7PbojfJfYq9fy0nRk%3D&reserved=0)

**Feminine Hygiene Containers**



*\*Feminine Hygiene (disposal) containers – to begin, would need to order 1 lid and 1 container (ordered separately)*

* **Clean Contain dispenser-(without lid) –** General stores part # 612001

[**Clean Contain Specs 3.5 Gallon**](https://cleancontain.com/)

* **Clean contain replacement lid - General** stores part # 612002



* Sanitary napkin/tampon dispenser with Free Dispense mechanism
* Dual napkin and tampon dispenser – See Table 1 above
* [Hospeco Evogen Dual Feminine Hygiene Dispenser](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hospeco.com%2Fproduct%2FEV1&data=04%7C01%7Ctdm5418%40psu.edu%7Cd7c56bd5297b46605a4808da0b6ba7a2%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637834854245130097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=2ZENY%2F76CPJje5F5mga2GbwjDpSA96kN8FIkxCxnybo%3D&reserved=0)
* [Hospeco Evogen Spec Sheet](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hospeco.com%2FDocuments%2FSpec%2520Sheet%2FEV1%2520Spec%2520Sheet.pdf&data=04%7C01%7Ctdm5418%40psu.edu%7Cd7c56bd5297b46605a4808da0b6ba7a2%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637834854245130097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=QFoIyHrkakafhYSukoeM%2FSFZKd1dXXPQDET%2FM196vQw%3D&reserved=0)

**Finishes**

