

Design Narrative for Janitorial and Restroom Requirements

Contact: Karen Cook, Sustainability Project Manager | 510-208-9754 | Karen.Cook@acgov.org

Summary

This document specifies the design requirements for janitorial and restroom systems for facilities built for use by Alameda County, including build-to-suit. It includes information on janitorial supply room space and equipment needs, accessibility and equipment needs for janitorial services in various areas of the building, and product specifications for restroom and janitorial closet accessories.

The janitorial and restroom system shall be designed to support the Green Building Ordinance for County Facilities ([Ordinance No. 2003-63](#)) and Environmentally Preferable Purchasing Resolution and Policy ([Resolution R-2011-108](#)). These requirements do not override any applicable regulations, such as California Building Code, and the Design Builder must ensure compliance with such applicable regulations.

Early in the design process, the **County project manager should consult with client department, GSA-BMD Janitorial Manager, and GSA-Office of Sustainability** to identify janitorial and restroom needs for the new facility that will ensure adequate space and equipment to support the County’s green cleaning program.

Overview of County Janitorial Services and Related Equipment and Space Needs

Space Type	Janitorial Services	Infrastructure/Design Requirements <i>See page 2 for preferred product specifications.</i>
Restrooms	-Clean/maintain in a sanitary and odor-free condition all floors, mirrors, wash basins, toilet bowls, and urinals -Replenish supplies (e.g. soap, towels, seat covers, and toilet tissue) -Empty & clean waste bins	-Hands-free operation and design, including entrance to restroom -Wall-mounted and recessed, ADA-compliant waste receptacle -1 surface-mounted sanitary napkin disposal per stall in women's restrooms -Surface-mounted foam soap dispensers (equipment supplied by GSA-BMD) -Grab bars as needed to meet ADA requirements -Folding utility shelf in each restroom stall - Utility hook on interior of each bathroom stall door -Multi-roll toilet tissue dispensers, adaptable to coreless roll spindle -Surface-mounted seat cover dispenser, one per stall -Mirrors with stainless steel channel frame -Electric hand dryers (preferred) for large multi-stall restrooms; one for every two sinks; locate adjacent to sinks to minimize water dripping on the floor -Where electric hand dryers are not utilized, install -Hands-free sensor-operated faucets; hardwire installation -All water fixtures (e.g. urinals): consistent with the flow rates required of the LEED Indoor Water Use Reduction Prerequisite (most recent version), and CalGreen compliant, at a minimum
Youth Restrooms (where applicable)	Same as above	Same as above, EXCEPT: -Automated roll towel dispensers instead of hand dryers; hardwire installation -Toilets and urinals shall be manually operated, not sensor-operated. -In detention settings, use time-delay or flush limiting toilet flush valves. County prefers Sloan Micro Plumb products for this purpose. -Engage Alameda County Art Commission in design of stall partitions as a strategy to combat graffiti. -Consider potential accessibility limitations of the youth population.

Offices & common areas (e.g. hallways, lobbies)	<ul style="list-style-type: none"> -Clean/maintain waste receptacles, flooring, furnishings, countertops, -Replenish supplies -Empty & clean waste bins 	<ul style="list-style-type: none"> -Adequate space for waste receptacles to collect: trash, compost, mixed recycling, mixed office paper recycling, cardboard, and confidential paper, as required by program. See <i>Design Narrative for Waste and Recycling System Requirements</i> for more details. -Multi-fold paper towel dispensers at common area sink locations -Appropriate path of travel to transport collected material to exterior waste dumpsters (e.g., not through public entrance) -Access to window sills, blinds, drapes, light fixtures, and painted surfaces -For hallways: <ul style="list-style-type: none"> -Electrical outlets every 50 feet -Hand sanitizer dispensers with drip capture by elevators on each floor
Building Exterior	<ul style="list-style-type: none"> -Clean/maintain windows -Clean/maintain landscape, hardscape, exterior furnishings 	<ul style="list-style-type: none"> -Access to exterior windows for the purposes of periodic cleaning -For high-rise buildings, include window cleaning equipment anchors and related infrastructure (e.g. electrical and water access) -Secured wall hydrants near building entrances and other outside walls. Wall hydrants shall have an accessible shut off valve inside the building to secure the hydrant for service. -Exterior safety lighting programmable to be turned on during maintenance hours

Preferred Product Specifications for Restrooms & Common Areas (or approved equivalent)

Unless specifically noted, all equipment shall be provided and installed by the contractor.

- Multi-Roll Toilet Tissue Dispenser: Bobrick/B-4288 Contura Series
- Surface Mounted Sanitary Napkin Disposal: Bobrick/B-270 Contura Series
- Grab Bars: Bobrick/B-6806 Series, 1-1/2" diameter stainless steel with snap flanges (or similar as required to meet ADA regulations)
- Utility hook: Bobrick/B-670
- Folding utility shelf: Bobrick/B-287
- Surface Mounted Seat Cover Dispenser: Bobrick/B-4221 Contura Series
- Mirror with Stainless Steel Channel Frame: Bobrick/B-165 2436 Series
- Electric Hand Dryer: Dyson Airblade dB, AB14, Gray (AC power)
- Waste Receptacle (for restrooms equipped with hand dryers): B-43644 Contura Series
- Surface Mounted Foam Soap Dispenser: TBD, to be supplied by the County
 - Dispenser to be provided by the County and installed by the contractor
- Surface-Mounted Hand Sanitizer Dispenser: PURELL LTX/381820 – White
 - Dispenser to be provided by the County and installed by the contractor
- Multi-fold Paper Towel Dispenser (for use in common area sinks): Bobrick/B-262 Classic Series
- Utility Shelf with 4 Mop/Broom Holders and 3 Rag Hooks: Bobrick B-239

Alternate Product Specifications

- Recessed Automated Towel Dispenser: Georgia Pacific enMotion/59466, Stainless steel (AC power)
 - For use in restroom use where hand dryers cannot be used
- Combination Recessed Paper Towel Dispenser/Waste Receptacle: Bobrick/B-39003 TrimLineSeries
 - For use in restrooms when electric hand dryers and electric roll towel dispensers cannot be installed

Overview of Janitorial Storage Space Needs

Unless otherwise stated, equipment shall be provided and installed by the contractor.

Space Type	Purpose of space	Infrastructure/Design Requirements
Janitorial Supply Closet	<ul style="list-style-type: none"> -Storage of supplies to replenish restrooms, offices & common areas (e.g. soap, paper products) -Storage of cleaning supplies (e.g. chemicals, gloves, liners) -Retrieve cleaning equipment used frequently (e.g. mops, brooms, janitor cart) 	<ul style="list-style-type: none"> -At least 1 janitor supply closet per floor -Minimum floor area: 64 square feet per closet -See sample space calculation on next page for example. -Proximity to main restrooms preferred -Heavy-duty, adjustable white metal shelving with 3 levels of storage, not including the top of the shelf. Each shelf level minimum 24 square feet. Maximum shelf height 6 feet to ensure accessibility of all supplies by staff. -Floor Mop Sink: 2 feet by 2 feet with 10 inch depth to minimize splashing -3ft x 3ft clear wall space, approximately 5 feet high, adjacent to Floor Mop Sink for chemical dilution dispenser. Chemical dilution dispenser to be provided by the County and installed by the contractor. -Single valve cold-water faucet to serve the chemical dilution dispenser. Preferred product is Chicago 965-CP faucet with vacuum breaker. -Utility Shelf placed above Floor Mop Sink to allow dripping into sink. Placed at about 5 feet high for easy access and accident prevention. -Clear access to chemical dispenser location to allow replenishment -Hot and cold water access -One moisture resistant outlet at minimum -Motion sensor lighting with auto shut off when unoccupied -Lighting cages to prevent accidental breakage from brooms and mops -Finished ceiling -Air supply vent -Floor drain (for spills and sprinklers); prefer flushometer vacuum breaker trap primer connected from nearest flushometer, when feasible -Flooring: finished concrete with no paint -No exposed insulation on pipes -No additional equipment or function for space such as hot water heaters, showers, etc.
Janitorial Storage Room	<ul style="list-style-type: none"> -Storage of supplies to replenish janitorial supply closets -Retrieve cleaning equipment used less frequently (e.g. electrical floor care equipment) 	<ul style="list-style-type: none"> -Convenient access to elevator preferred -Minimum floor area: 170 square feet -At least 4 moisture resistant outlets for charging power equipment -Shelving on all 4 walls. Shelving with 3 levels of storage, not including the top of the shelf. Each shelf level shall be a minimum of 24 square feet. Maximum shelf height 6 feet to ensure accessibility of all supplies by staff. -Motion sensor lighting -Lighting cages to prevent breakage from brooms and mops -Finished ceiling -Air supply vent -Floor drain (for spills and sprinklers); prefer flushometer vacuum breaker trap primer connected from nearest flushometer, when feasible -Flooring: finished concrete with no paint -No exposed insulation on pipes

Laundry Room (where applicable, consult with BMD-Janitorial Supervisor)	-Washing and drying -Storage of cleaning chemicals and towels	- Energy Star certified, electric washer and dryer Coordinate with Energy Program to confirm energy source -Washing machine boxes shall have integral shock absorbers on hot and cold water -Shelving with 3 levels of storage, not including the top of the shelf. Maximum shelf height 6 feet to ensure accessibility of all supplies by staff. Shelving should be heavy duty and adjustable. -Closed, lockable cabinet with shelving and drawers for storage -Laundry Room could potentially be combined with Janitorial Storage Room, provided adequate space is available for both
---	--	--

Overview of Janitorial Office and Common Space Requirements

Not all of these spaces are required for each new facility. Consult with GSA-BMD Janitorial Manager during building programming & schematic design to determine which are required for this facility.

Space Type	Purpose of space	Infrastructure/Design Requirements
Office Space for Janitor Supervisor and/or Lead	-Fulfill management duties	-Private office space with typical furnishings (e.g. carpet, two visitors chairs) -Full IT infrastructure to accommodate business operations -Window (to building interior is acceptable) -Electrical outlets accessible in at least 4 locations within office
Break room	-Eat, rest	-Access to break room onsite during normal business hours large enough to accommodate expected staff -Access to vending machines onsite during normal business hours -Can be shared space with client department or for specific use by BMD personnel
Meeting space	-Staff meetings, trainings, etc.	-Access to meeting space onsite during normal business hours large enough to accommodate expected staff -Can be shared space with client department or for specific use by BMD personnel

Sample Janitorial Closet Space Requirement Calculations

(Note: Large facilities may require additional space. Confirm with BMD Janitorial Manager.)

30 square feet – 3 shelves of 3ft x 10ft, to store liquid & paper products

4 square feet – floor mop sink

2 square feet – mop bucket

4 square feet – 2 appliances (e.g. vacuum)

8 square feet – bathroom cart

4 square feet – barrel

10 square feet – room to prop door open, and move/remove items individually

64 square feet - TOTAL

Final Cleaning

An audit shall be conducted before occupancy of the building in accordance with APPA’s “Custodial Staffing Guidelines” to determine the appearance level of Building and Premises.

Building and Premises must score a rating of 1.

Submittals Requirements

The Architect, and furniture, fixture and equipment (FF&E) consultant if applicable, shall submit floor plans indicating the placement and size of all janitorial closets and storage rooms for approval by the GSA-BMD Janitorial Manager.

The Architect shall submit a written description and/or diagrams of path of travel for janitorial staff in completing all tasks outlined above.

Definitions

“Common area” means any area that is frequented by the general occupant population, including clinics, waiting rooms, break rooms, coffee stations, kitchenettes, conference rooms, and hallways.

"Water fixture" means any fixtures through which water flows, including toilets, urinals, faucets, and showerheads.

“Waste” means any material that is no longer needed including recycling, compost, and trash.