

Custodial/Building Services

The Custodial/Maintenance operations are two distinct units. The custodial staff will provide a quality, cost-effective service to ensure a safe and clean environment that promotes the educational process. Custodians will be responsible for the care, cleaning, and light maintenance of the facility; provide daily cleaning of facility; and coordinate with all building users, administration, teaching staff, and community users to ensure a safe and climate controlled environment that will allow uninterrupted use of the facility. Custodians will maintain storage of materials to readily service the operation of the school and maintain necessary janitorial equipment and supplies to ensure that occupants' needs are met. They will also inspect, report, and correct safety-related issues and maintain trained personnel on site

to ensure that proper inspection, maintenance, and corrective measures are implemented so facility users are aware of the District's commitment to safety.

The maintenance staff will, at the request of the District coordinator, provide the "heavy maintenance" service to ensure that the school is safe, operational, and properly maintained in order to promote the learning environment. The maintenance staff will conduct routine maintenance and perform repair of major physical systems within the school.

The pages that follow contain a list of spaces and drawings illustrating the relationship between various program areas, and the individual spaces within the program area. Additionally, a description of the activities, persons to accommodate, and items to be considered is included.



Facility Considerations

Listed below are various items that should be considered during the design of the new facility.

Exterior:

- Outside hose bibs every 200 feet around perimeter of building and on roof (to clean rooftop units)
- Concrete pad sized for dumpster storage with outside trash compactor and recycling dumpster, including sewer drain and hose bib (hot and cold water) near trash area; trash compactor accessible from inside building if not inside
- Road access (separate from vehicular and student traffic and from play areas)
- Outside storage to have electricity
- Direct access from building near dumpsters only
- Centralized delivery for food service and supply deliveries/ share loading dock space
- Mini loading dock connected to building

Interior:

- Electrical outlets in corridors 12' max separation
- Chemical dispensing system-area on wall for rack
- Service closets spread throughout the building with floor drain, recessed mop sink, and storage shelving; dam 6-8" high + floor drain
- All restrooms to have floor drains, outlets, and hose bibs
- Electrical and lighting for science and art and any location with a sink shall have GFCI protected circuits
- Storage
- Window blinds / cords not accessible to students; shades in double pane windows

Dock:

- Dock area height to match District delivery truck lift height
- Hand dolly ramp with adjustable dock plate
- Dock shared by food service – near food service area
- Lockable doorways that separate dock area from hallways
- Staging area for deliveries
- Outside lighting for early/late deliveries
- Sealed concrete
- Recessed docks shall have pumps and drains



Custodial / Building Services Space Requirements

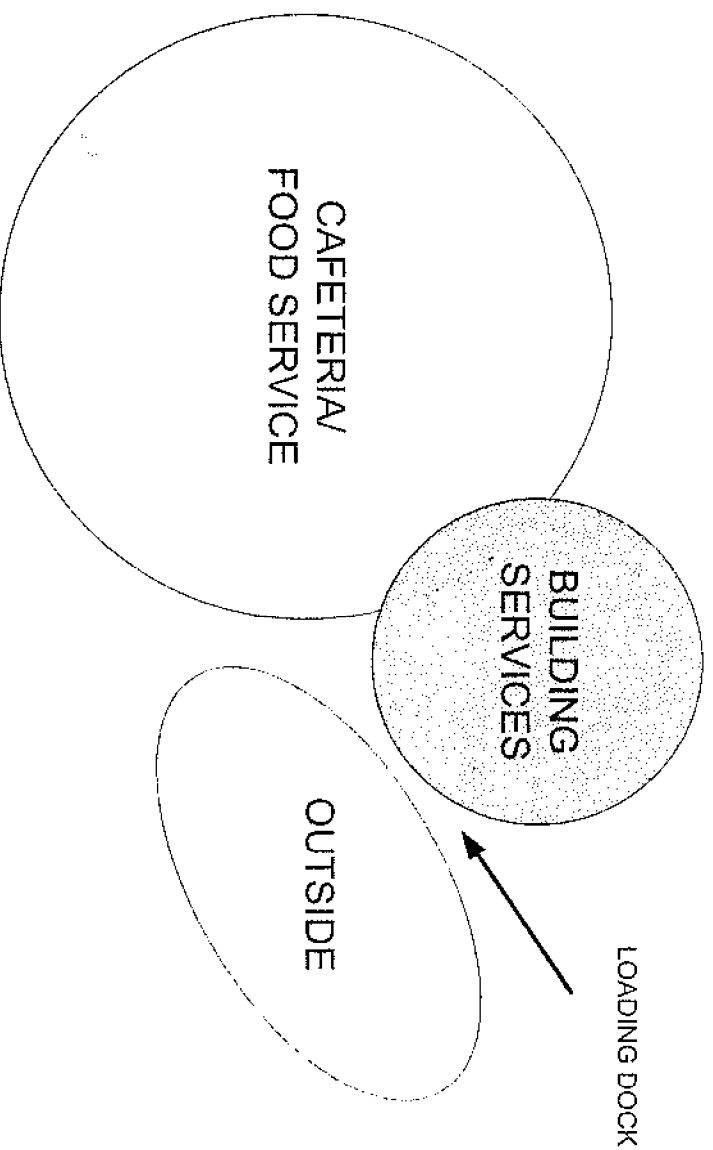
Custodial / Building Services	Suggested			
	TS	Quantity	SF	Total
Receiving/Storage		1	1,000	1,000
Maintenance/Repair Area		1	600	600
Office/Planning/Meeting Area/Break Room		1	300	300
Locker Room/Toilets		2	200	400
Lawn/Maintenance Equipment (Outdoor Storage)		1	750	750
Loading Area		Outside		
Custodial / Building Services Sub-Total				3,050



Custodial / Building Services Spatial Relationships

Building Services will be utilized by each learning community and should be located near the Cafeteria/Food Services area and the loading dock.

The Custodial & Building Services Area should be located adjacent to Food Services, Cafeteria / Student Union, and the Loading Dock.



Custodial / Building Services Space Descriptions:
Receiving / Storage

RECEIVING / STORAGE	
ACTIVITIES	PERSONS
Delivery area for bulk commodities, supplies, materials, and equipment	Custodial and Maintenance personnel
Loading and unloading	Food service personnel
Storage connected to building and secure	

RECEIVING / STORAGE		QTY
MECHANICAL	No special requirements	
PLUMBING	Hot and cold water	Yes
ELECTRICAL / LIGHTING	Wiring for roll up door	Yes
TECHNOLOGY	Voice/video/data	Yes
FURNITURE / EQUIPMENT	Step ladders	Yes
	Dollies	Yes
	Lifts	Yes
	Shelving optimized for storage cleaning supplies, equipment, and school deliveries	Yes
	Pallet jack	Yes
DOORS & WINDOWS	Oversized Doors for all custodial equipment: electric roll-up door to loading dock	Yes
	Double doors with removable mullions to hallway	Yes
SPECIAL CONSIDERATIONS	Located adjacent to the Custodial and maintenance area and Food Service area	Yes
	Proper lighting and ventilation	Yes



Custodial / Building Services Space Descriptions:

Maintenance / Repair Area

MAINTENANCE / REPAIR AREA	
ACTIVITIES	PERSONS
General maintenance	Custodial/ maintenance personnel
Painting	
Repair of small electrical items, equipment, furniture, doors, blinds, fixtures, etc.	
Preventative maintenance	

MAINTENANCE / REPAIR AREA		QTY
MECHANICAL	Exhaust fan	Yes
	HVAC	Yes
PLUMBING	Sink with hot and cold water	Yes
	Hot and cold water hose bib	Yes
	Floor drains	Yes
	Duplex electrical outlets on each wall, spaced 12' max	Yes
ELECTRICAL / LIGHTING	20 amp outlets in workroom	Yes
TECHNOLOGY	Telephone/intercom/vocicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes

Custodial / Building Services Space Descriptions:
Maintenance / Repair Area

MAINTENANCE / REPAIR AREA		QTY
FURNITURE / EQUIPMENT	Work bench with built-in electrical outlets	Yes
	Peg boards for bench work	Yes
	Hazmat storage	Yes
	Locking shelving for tools	Yes
	Compressor	Yes
	Eye wash	Yes
	Soap dispenser	Yes
	Paper towel holder	Yes
	Built in vise	Yes
	Ladder	Yes
	Fire extinguisher	Yes
Shelving optimized for storage of cleaning supplies and equipment		Yes
DOORS & WINDOWS	Door: for moving large equipment	Yes
SPECIAL CONSIDERATIONS	Soundproofing between workroom and instruction areas	Yes
	Adjacent to loading dock	Yes

Custodial / Building Services Space Descriptions:
Office / Planning / Meeting / Break Room

OFFICE / PLANNING / MEETING / BREAK ROOM	
ACTIVITIES	PERSONS
Telephone calls	Maintenance and Custodial personnel
Paperwork	
Scheduling	
Training	

OFFICE / PLANNING / MEETING / BREAK ROOM		QTY
MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	HVAC controls	Yes
	Data ports or e-mail (hand held) access and charging ports in custodial office	Yes
	Casework to include:	
	- Filing cabinet	Yes
	- Bookcase	
	Tack board	Yes
	Desk with return	Yes
FURNITURE / EQUIPMENT	Desk chair	Yes
	Small conference table with chairs	Yes
	Ergonomic task chairs	Yes
	Networked computer	Yes
	Printer	Yes
	File cabinet, 4 drawer	Yes
	Bulletin board	Yes
	Clock	Yes
	Door: view panel	Yes
	Windows: window with a view of workroom and loading dock	Yes
SPECIAL CONSIDERATIONS	No special requirements	



Custodial / Building Services Space Descriptions:
Locker Room / Toilets

LOCKER ROOM / TOILETS

ACTIVITIES		PERSONS	
Custodial personnel storage		Custodial personnel	

LOCKER ROOM / TOILETS

		QTY	
MECHANICAL	Ventilation		Yes
PLUMBING	Toilet		Yes
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall		Yes
TECHNOLOGY	Telephone/intercom/voicemail port		Yes
	Video and data ports		Yes
FURNITURE / EQUIPMENT	Lockers		Yes
	Bench		Yes
	Locking storage cabinet		Yes
DOORS & WINDOWS	No Special Requirements		
SPECIAL CONSIDERATIONS	Should be combined with receiving and storage area		Yes



Custodial / Building Services Space Descriptions:
Outdoor Storage (Lawn / Maintenance Equipment)

OUTDOOR STORAGE	
ACTIVITIES	PERSONS
Storing outdoor lawn & maintenance equipment	Custodial & maintenance staff
OUTDOOR STORAGE	
	QTY
MECHANICAL	Climate controlled
PLUMBING	No Special Requirements
ELECTRICAL / LIGHTING	At least 2 duplex electrical outlets on each wall
TECHNOLOGY	No Special Requirements
FURNITURE / EQUIPMENT	Shelving to optimize storage
DOORS & WINDOWS	Solid double lockable doors without center bar
SPECIAL CONSIDERATIONS	Shelving to optimize storage
	Security and visibility



Custodial / Building Services Space Descriptions:
 Loading Area

LOADING AREA	
ACTIVITIES	PERSONS
Delivery area for bulk commodities, supplies, materials, and equipment	Custodial and Maintenance personnel
Loading and unloading	Food service personnel

LOADING AREA		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Wiring for roll-up door	Yes
TECHNOLOGY	No special requirements	
FURNITURE / EQUIPMENT	Step ladders	Yes
	Dollies	Yes
	Lifts	Yes
DOORS & WINDOWS	Door: electric roll-up door to loading dock	Yes
	Double doors with removable mullions to hallway	Yes
	Windows: no special requirements	Yes
SPECIAL CONSIDERATIONS	Located adjacent to the Custodial and maintenance area and Food Service area Proper lighting and ventilation	Yes Yes