

6.10 Service and Support Spaces

6.10.1 General Service Space Requirements

Under development

6.10.2 Caretaking Spaces

(1) General Requirements

- i. All Caretaking Spaces are to be for the sole use of Caretaking and not include electrical, telephone, elevator or other control systems unrelated to the room function. These rooms are not to be shared with others for inventory and equipment control reasons.
- ii. The Facility Manager and Director of Caretaking will work with the Project Team to review the number, size and location of all Caretaking Spaces in a new building. The Director of Caretaking and Facility Manager may insist, as a renovation project, that Caretaking Spaces be introduced into existing facilities where they are needed.
- iii. Caretaking Space finishes shall be durable and easily maintained with a minimum 9' ceiling. These spaces shall be well ventilated, well lit and well located on corridors close to elevators as well as access points for supplies arriving and trash leaving.

(2) Caretaking Staff Rooms

These spaces must include in close proximity to each other:

.1 Caretaking Break Room

- i. The size of a Break Room will vary depending upon the number of staff to be housed.

Small Break Room Max 4 staff	Medium Break Room 5 to 15 staff	Large Break Room 16 to 30 staff
Allow 1 sq. m./caretaker in addition to furnishings	Allow 1 sq. m./caretaker in addition to furnishings	Allow 1 sq. m./caretaker in addition to furnishings
Seating area will be max. 4 sq. m.	Seating area will be 5 -15 sq. m.	Seating area will be 16-30 sq. m.

- ii. Break Room finishes will include durable, easily maintained sheet vinyl or rubber flooring, durable paint on concrete block or gypsum wall board walls and acoustic ceiling tile with adequate fluorescent lighting. Break Rooms will be well ventilated with adequate electrical wiring and data for appliances and computers as required.
- iii. Break Room furnishings will include enough table space with chairs to accommodate the staff, a secure key cabinet, millwork that includes a sink, upper and lower cupboards, a counter with at least 450 mm of clear space and two 1200mm x 1800mm bulletin boards mounted on walls.



- iv. Break Room appliances will include an automatic coffee maker, a kettle, a dish rack/tray combination, a fridge (size depends on number of staff), a microwave, a paper towel dispenser and hand soap dispenser located near the sink, a 450 mm variable speed ceiling fan, a telephone with outside line, a university clock and electrical outlets on all walls.
 - v. Break Room to include one counter-height computer for staff use.
- .2 Caretaking Lead Office,
- i. Lead Office to include one single pedestal desk and two office chairs, a white board 600m x 900mm installed on the wall, 1-2 lockable four- drawer filing cabinets.
 - ii. Lead Office to include a computer and outlets on all four walls.
- .3 Change Rooms (one per gender where more than 4 caretakers are involved)
- i. Change Rooms to have minimum area of 3 sq. m. each and include two chairs as well as convenience hooks and mirrors mounted on the wall. Change Rooms to be proximate to Locker Areas and Break Rooms.
- .4 Lockers Area
- i. Locker Areas to be proximate to Change Rooms and Break Rooms.

(3) Caretaking Storage and Supply Rooms

- i. Doors shall swing out and be large enough to permit free movement of equipment and cleaning supplies though they must not interfere with exit widths in corridors. For the larger rooms this will mean double doors.
- ii. Ideally there shall be one Caretaking Storage Room on every floor of every building, though on a small building floor plate area it may be combined with a Caretaking Wet Room.
- iii. Caretaking Storage Rooms shall be near loading docks and elevators where possible.
- iii. Minimum size of Storage and Supply Rooms shall be 1.8m x 3m but may be as large as 5.5m x 6.5m. They will be fit with free-standing shelving units. Each Caretaking Storage Room must be capable of housing at least the total of:
 - a. Green Cleaning Cart (610mm x 1830mm) or Trash Cart (610mm x 915mm).
 - b. Vacuums (610mm x 300mm)
 - c. Floor Buffer or Autoscrubber Zamboni (610mm x 1200mm)
 - d. 2 wall-mounted shelves with a 10mm lip to hold battery chargers. The shelves to be mounted at a height of 1200mm

(4) Caretaking Wet Rooms

- i. Doors shall swing out and be large enough to permit free movement of equipment and cleaning supplies though they must not interfere with exit widths in corridors.
- ii. Ideally there shall be one of these on every floor of every building, though on a small building floor plate area it may be combined with a Caretaking Storage and Supply Room. They are not to be accessed through another space.
- iii. Minimum size of Wet Rooms shall be 2m x 3m (Secondary) and 4m x 4m (Primary).
- iv. The room shall include as a minimum one floor-level service sink for water and equipment cleaning with minimum dimensions of 610mm x 760mm with a curb height of 250mm. In the case of larger Wet Rooms a waist height sink is also required. Sinks to be equipped with hot and cold water outlets with attached hose (and wall clip) for filling buckets. A complete chemical dispensing system is required with a brass “Y” connector and shut-off valves.
- v. At least one large hook mounted on the wall 750mm above the sink is needed for drying buffer pads. A minimum of three mop hooks or clips are to be mounted on the wall away from the sinks.
- vi. A floor drain outside the service sink is also needed.
- vii. Wet Rooms to be finished with stain/chemical resistant anti-slip flooring material or sealed concrete and have ceramic tile walls immediate to the service sink. Ceiling must be gypsum wall board.
- viii. The Wet Room shall include a grounded outlet with a ground fault circuit interrupter where the outlet could be exposed to water. They shall include a batter charger.
- ix. The Wet Room shall include shelves or cabinets for materials and supplies off the floor. One full wall of 300mm deep shelving is ideal.
- x. The wet shall include a battery charger and a wall-mounted shelf with a 10mm lip to hold the charger.
- xi. Adequate ventilation for Wet Rooms is imperative.

(5) Caretaking Dry Trash Spaces

- i. Doors shall swing out and be large enough to permit free movement of equipment and cleaning supplies though they must not interfere with exit widths in corridors.
- ii. Dry Trash Spaces shall be located off the loading dock, accessed from the corridor.



- iii. Dry Trash Spaces will vary in size depending on the size of the facility and the recycling protocols.

(6) Caretaking Central Storage Spaces

- i. In some facilities or grouping of facilities the allocation of additional space for central storage of larger items or as staging area for trash or recycling will be needed. These are likely to support a number of building Caretaking Spaces.



Revision History

Revision Date	Version	Description
Aug 2022	1.1	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.