

## Chapter 03 – Space Requirements

## C3.1. Introduction

- a. The Old Dominion University Design Standards apply to new construction, renovation, reallocation and reconfiguring of space on any of the institution’s campuses. Procedurally, the University Space Manager maintains and administers the [SPACE MANAGEMENT POLICY MANUAL](#) which can be found on ODU’s web site.

*“The Space Management Policy Manual is intended to explain the University’s procedures for the assignment, reassignment, or reconfiguration of those facilities already in the University’s inventory as well as the procurement procedures for leasing or purchasing new space.” – Space Management Policy Manual*

- b. Requests to reconfigure space shall be directed to the University Space Manager and then go through the University Space Management Committee. Once reconfiguration has been approved, the technical requirements of the Design Standards shall be followed.
- c. Refer to **CHAPTER TWO – CAMPUS DESIGN** for additional information associated with designing for security and safety.

## C3.2. Space Planning Guidelines

- a. Refer to the **CPSM CHAPTER 6 SECTION 6.1 GENERAL DESIGN STANDARDS** for space planning guidelines. Below is a translation of the office space guidelines to nomenclature used at the University. The chart below references a small portion of the spaces outlined in the CPSM, the remaining space guidelines are self-explanatory.
- b. Planning the right size space is at the center of building design and renovations and sets the cultural tone of a facility as well as having the greatest impact to construction costs. When a capital project has been approved to proceed into design and construction, the square footage of the building is set and cannot be modified. The users and A/E shall consider the following when developing the program for the building and creating working environments that
  - i. Provide effective and efficient work space
  - ii. Provide long-term flexibility
  - iii. Promote collaboration
  - iv. Sustain existing building space by minimizing the impact of future modifications to administrative office environments
  - v. Are achieved and procured at an appropriate cost and level of quality
- vi. Consistent & Equitable office sizes – long term this provides flexibility in faculty and staff shifts as groups grow and change.
- vii. Shared Spaces – looking at the bigger picture, consider how shared spaces such as conference rooms, work rooms, breakrooms/kitchenettes, storage etc. can be shared between departments or groups which increases space utilization allowing correct square footage to be devoted to core functional needs such as classrooms, laboratories, student collaboration space, etc.
- c. While existing buildings may provide office space greater in size than shown below, new construction and reconfiguration shall follow the state CPSM and State Council of Higher Education for Virginia (SCHEV) guidelines.

Position Category	Space Type	ASF	Remarks
<b>Executive / Administrative</b>			
Vice President	Private Office	250 - 300	
Associate Vice President	Private Office	140 - 150	
Director	Private Office	140 - 150	
Assistant Director	Private Office	120	
Professional Staff	Private Office	100 -120	
Administrative Support Staff	Shared Office / Workstation	80	
Professional Staff Supervisor	Workstation	96 sf	8' x 12'
Professional Staff & Support Admin. Supervisor	Workstation	64 sf	8' x 8'

<b>Academic</b>			
Provost	Private Office	250 - 300	
Dean	Private Office	200 - 240	14' x 14'
Assistant or Associate Dean	Private Office	140 - 150	
Department Chair	Private Office	150	10' x 15'
Senior Staff	Private Office	120	10' X 12'
Faculty / PI	Private Office	120	10' x 10'
Other Teaching	Shared Office / Workstation	100	10' x 10'
Administrative Support Staff	Shared Office / Workstation	80	
Graduate TAs/RAs	Workstation	48	6' x 8'
PHD	Workstation	90?	
Temporary Student Staff	Workstation	30 - 48	

<b>Conference / Meeting Rooms</b>			
Seats 5 – 8	20 asf/seat	120 - 160	
Seats 10 – 12	20 - 25 asf/seat	200 - 300	
Seats 15 – 20	20 - 25 asf/seat	300 - 500	

Seats 20 - 25	20 - 25 asf/seat	400 - 625	
Seats 28 - 35	20 - 25 asf/seat	560 - 875	

- d. When planning any facility, it is important to consider how the facility will respond, over time, to changes in programs, staff and students. The ability of a building to be flexible and adapt to changing conditions and demands is of high value to the university. The A/E can only plan today on what is known, but consider how modifications can be made with limited impact, in the future. Remove obstacles that would be considered difficult or expensive to demolish or relocate in the future.
- e. Instructional, collaboration, research and performance space are the heart of the campus. The A/E must investigate the needs of the particular users, the ways the rooms will and might be used and the technical needs of the department involved as well as the technical requirements of the space itself.

C3.3. Instructional Spaces

- a. Classroom Central maintains the **CLASSROOM TECHNOLOGY STANDARD** which can be found on the ODU website. All instructional space design shall be done in collaboration with the Assistant Director beginning with conceptual layouts. Location and access to instruction spaces shall be considered and are key measures of the success of the space, not just the technology that goes within the rooms. Understand that the Assistant Director can be beneficial to the design of any teaching space, not just true classrooms, and should be engaged in the discussions from the start. Instructional spaces can occur within other spaces, such as the head end of a teaching laboratory.

C3.4. Interiors

- a. As academic facilities, buildings should provide spaces that facilitate and promote formal and informal interaction between faculty, students and staff.
- b. Research has shown the relevance of access to daylight and views, thermal comfort and indoor air quality to the increased performance of students and employees. Care shall be taken to design facilities that meet the physical and psychological needs of all its users.
- c. "Six design decisions that will entice clients and improve health" By Matt Welker, Assoc. AIA, October 12, 2016. These six decisions discussed in the referenced article focus on three primary areas:
  - i. Light – Quality light, both sunlight and artificial, encourages good health allowing people to see color, perceive space, and perform tasks with ease and focus.
    - a. Occupied interior spaces, especially offices, which do not have direct access to daylight shall make every effort to provide glazing access to secondary natural light.
    - b. Rooms along the perimeter of a building and circulation corridors shall strongly evaluate providing access to natural light through spaces as well as views.
    - c. All offices shall have glass sidelights allowing visibility into an office for safety of both faculty and students and to provide secondary natural light to building interiors since offices typically occupy the exterior wall.
    - d. At all new construction and renovations, the A/E shall discuss with faculty/staff the level of privacy required in private offices. While natural light is a critical component of a building's success as is safety, we recognize the need for privacy. Translucent (versus clear) glass can be specified as part of the project, or a film "frost" can be added post occupancy.

Faculty/Staff shall not cover glass with ANY material, negating both safety and natural light gains.

- ii. Acoustics – Office noise is a leading source of dissatisfaction and distraction in the workplace and classroom. The A/E shall carefully consider the recommendations in the **ANSI/ASA S12.60-2010/PART 1, AMERICAN NATIONAL STANDARD ACOUSTICAL PERFORMANCE CRITERIA, DESIGN REQUIREMENTS, AND GUIDELINES FOR SCHOOLS, PART 1: PERMANENT SCHOOLS**. The A/E shall demonstrate, through wall configuration, floor system design, space configuration (i.e. proximity to noise producing elements such as electric hand driers in relation to classroom and office space), mechanical duct design and other elements to show how the design meets recommended criteria.
- iii. Temperature - Thermal comfort significantly affects how individuals feel and perform, while also being one of the greatest impacts to energy consumption and construction costs. The A/E shall find the right balance for all factors specific to each project.

C3.5. Trash and Recycling

- a. Provide a trash and recycling room in each new building. Room shall be approximately 64 square feet minimum and shall be located near the loading/service area, easily accessible by the housekeeping staff. Consider how unpleasant odors will migrate when locating adjacent openings. Provide a hose bib and floor drain in the room, with appropriate floor and wall finishes for wet conditions.
- b. Early in the design process discuss with the ODU Support Services & Recycling Manager how trash and recycling will be managed, stored and collected from each building. Determine space requirements for trash and recycling containers. Consider alcoves and central locations that are accessible but carefully designed to be aesthetically pleasing.
- c. Discuss the quantities of trash and recycling containers and their beneficial location with Housekeeping early in the design. It is a reflection of improper design when after a building is opened, trash cans randomly appear, unwittingly, impeding egress and accessibility, in addition to being unsightly. Trash recycling are required in a quantity appropriate to the building and its use, ignoring this is just bad design.
- d. For residence halls refer to **APPENDIX Q – DUMPSTER ENCLOSURE**. For all other buildings, dumpsters are not necessarily provided at each location. The A/E shall confirm with the ODU project Manager, through discussions with the ODU Support Services & Recycling Manager whether the building warrants a dumpster.

C3.6. Vestibules

- a. Vestibule shall be provided in all buildings at exterior primary entrances and shall be designed to accommodate electric wheelchairs. Manual wheelchairs require a 60" turning radius while electric wheelchair turning radiuses vary. A standard vestibule depth is 7', which allows for 24 inches beyond the 60" turning radius. Using an 83"<sup>1</sup> turning radius for an electric wheelchair, vestibules would then increase to 105" or 8.75'. The vestibule width shall also be designed to accommodate the 83" turning radius of an electric wheelchair.

<sup>1</sup> Center for Inclusive Design and Environmental Access (IDeA) Turning Space for Wheeled Mobility Users – the 360-deg Turn - Clive D'Souza, Jonathan White, Edward Steinfeld, Victor Paquet - IDeA Center, University at Buffalo

C3.7. Lobbies

- a. Building lobbies are important spaces, typically the first space to create an impression on students and visitors. Lobbies should be designed to accommodate a variety of activities, such as receptions when appropriate. Lobbies should encourage interaction between students, faculty and staff on a daily basis. They should express the monarch spirit, clearly being identifiable as an ODU building, through the use of the university seal, colors and displays featuring the activities that are encountered in the building. The use of electronic displays should be coordinated with the ITS department who are well versed at creating installations to meet the user needs, incorporated into the architecture. Provisions shall be made to provide safe and maintenance-friendly access to all lighting fixtures in lobbies, atriums and other high-ceiling, high-volume spaces.
- b. The university brand book, can provide inspiration with regards to what represents Old Dominion University. <https://www.odu.edu/content/dam/odu/offices/university-marketing-communications/docs/odu-brand-book-2018.pdf>

### C3.8. Vending

- a. The need for vending machines shall be discussed with the users for each building and when desired shall be located in a discreet location and not directly in corridors. If not adequately planned for these machines will end up in unsightly locations. Discuss the vending needs with the building users; consider late night building usage and proximity to food sources outside the building to help determine whether vending should be considered. Where vending machines are authorized, the A/E shall design all appropriate power, water, drains and a communications outlet.

### C3.9. Residence Life

- a. Preference is for sliding doors at entry vestibules, both interior and exterior doors.
- b. Lobbies shall have a front desk that is manned 24/7 by one person. The desk shall have a view of all main entry doors. The height of glove ledge at the desk, should not preclude students from seeing entry doors while seated. Provide lockable storage at the desk. Proximity to the student mailboxes and package storage is desired. Provide a digital display for programs and announcements. Consider a dashboard interface with building management systems to educate students on energy and water consumption.
- c. Provide recessed sprinkler heads in lobbies and other public spaces.
- d. Provide staff offices that is visually accessible and centrally located.
- e. The Generator shall carry the outlets in community rooms on each floor data closet, hall director's office, and front desk in addition to life safety building needs.
- f. The Building Community Room shall include the following as a minimum:
  - i. 70 Inch Flat Panel Monitor with patch panel below to connect gaming systems provided by students
  - ii. Air Media on all TV's
  - iii. Community kitchen as part of community room: stove top, microwave, no refrigerator. Minimize upper storage cabinets, ventilated hood over cooktop.
  - iv. Provide a localized fire suppression system, tied to the fire alarm, at community kitchen cooktops.
  - v. No under cabinet lights
  - vi. Double bowl stainless steel sink
  - vii. No disposal

- viii. Full Height back splash at kitchen
  - ix. Solid Surface kitchen countertops
  - x. No projection screen or ceiling mounted projectors
  - xi. Recessed sprinkler heads
  - xii. Floor data and power outlets where possible.
  - xiii. Separate Storage room for Main Community Room furniture.
- g. Floor Community Rooms shall include the following as a minimum:
- i. 70 Inch Flat Panel Monitor with patch panel below to connect gaming systems provided by students
  - ii. Kitchenette on every other floor at a minimum.
  - iii. Recessed sprinkler heads
- h. Study Rooms - Provide at least one study room per floor with a flat panel monitor with patch panels above a conference table.
- i. Student Closets – provide 30” to 36” of clear closet space per student. Students will provide their own curtain rod and curtain at each closet (pressure fit). A/E shall specify closet rod to be breakaway type to prevent suicide.
- j. Laundry – provide one room per building at a minimum, one per floor is desirable. Laundry rooms shall be paired with separated study rooms or other lounge spaces with visual access to the laundry. Provide one washer and one dryer for each 30 students with a floor drain, no curb. Washers and dryers are data operated with control box within the laundry room.
- k. Provide space for at least one printer station per building. These can be located in study rooms. Coordinate the dimensions and requirements with ITS.
- l. Stairs – configure stairs without a gap between runs, to avoid a jumping hazard.
- m. While the students are responsible for removing trash from the building directly to the dumpster, discuss with Residence Life if a trash room is desired within the building taking into consideration the amount of public space, such as living learning commons. The trash room shall have an exterior door with a double deadbolt designed to keep people from propping open the door.
- C3.10. Housekeeping
- a. Having a well-designed, aesthetically pleasing building is all well and good, but without the ability to maintain that building on a daily basis we fail at our intended task. In order to maintain each building, the proper amount of space is required to house cleaning supplies, cleaning machines and personnel that work to keep buildings looking fresh. Standards for housekeeping rooms are established so that these spaces are not compromised during the inevitable design process of squeezing out every available square foot. These standards set the minimum requirements based on building size.
  - b. Provide one **Central Housekeeping | Building Supply Room** in each building on a level accessible from a service or loading dock entrance. The central housekeeping room will house housekeeping supplies for the entire building as well as supplies and equipment associated with the first floor. The central housekeeping room is where staff can secure their belongings while working in the building, usually late at night. Provide space within the building supply room for a table, chair and computer with associated data and power.
  - c. For buildings over one story in height, a **Housekeeping closet** will be provided on each subsequent floor. These closets are best located adjacent to restrooms and elevators. Each closet shall have floor

space to house a custodial cart, bucket and vacuum cleaner. In the event that the building footprint is larger than 25,000 sf, two housekeeping closets shall be provided on each floor.

- d. Housekeeping Rooms should not be accessed through bathrooms so that it does not impact gender of assigned custodial staff to access the spaces.

NOTE: Valves, electric panels and equipment and terminal boards for telephone, data or other low voltage equipment shall NOT be placed in housekeeping rooms. The Housekeeping Closet and Housekeeping Building Supply Room are for those purposes only and shall not contain any other function. Roof access is allowed to be located within a Housekeeping space, but it shall not reduce the required floor space.

- e. See **APPENDIX P- HOUSEKEEPING ROOMS**, for room layouts. While space sizes are called out, it is acceptable to change the dimensions of the room, as long as the layout can accommodate all of the requirements shown. Room size changes will only be accepted if they can demonstrate how they accommodate all of the equipment. Note that in larger buildings, the amount of shelving and lockers will increase based on building total net square footage (NSF) from that shown on the diagram.
  - i. Metal shelving shall be heavy duty vinyl-coated metal units, 24" deep with 18" vertical separation between shelves. Units shall not exceed 7'-2" from floor to top shelf.
  - ii. Mop Receptors shall be molded one piece construction, 24" x 24" minimum. Receptors shall be sealed to the surrounding surfaces including the floor. Provide 4' tall FRP panels behind the mop receptor as shown on the appendix diagram. Mop sinks shall have a vacuum breaker and built in hot and cold water check valves.
  - iii. Floors shall be sealed concrete with 4" rubber coved base. Entire floor shall slope 1/4" per foot floor to a floor drain.
  - iv. Provide a 34" long (minimum) stainless steel shelf with three anti-slip mop holders and four hooks below shelf.
  - v. Provide motion detector switch for overhead light fixture. All lights shall be protected; no exposed lamps.
  - vi. Provide 3/4" domestic cold-water line with threaded ball valve and plug 4' off finished floor, 3'x3' wall area for custodial cleaning dispenser is directly adjacent.
  - vii. Minimum one duplex receptacle, 120 VAC, located near door.
  - viii. Consider whether a booster heater is appropriate to maintain adequate water temperature for cleaning.

#### C3.11. Inclusive Restroom

- a. In addition to the minimum fixtures required by code, provide one gender neutral or **INCLUSIVE RESTROOM**, per building. This will be a single use restroom with one water closet and wall mounted lavatory and appropriate accessories as defined below for single restrooms. This restroom shall be sized to accommodate a motorized wheelchair.
- b. When an accessible family or assisted-use toilet room is required based on building size and occupancy the **INCLUSIVE RESTROOM** shall serve this purpose, if acceptable to DEB.

#### C3.12. Lactation Room

- a. Provide a minimum of one Lactation Room in each building, except residence halls. A lactation room is an appropriate functional space, other than a bathroom, that is shielded from view and free

from intrusion from co-workers and the public, which may be used by an employee or student to express breast milk. Lactation Rooms shall include the following:

- i. Solid core door, no vision lites
- ii. Ceiling mounted lighting with dimmer control or other approved indirect lighting
- iii. Three receptacles, including one GFI receptacle centered over countertop
- iv. Countertop with one 18" wide cabinet below. Allow for seating at counter and possible under counter refrigerator.
- v. Space for a comfortable chair and a privacy screen.
- vi. Small sink with soap dispenser and electric hand dryer
- vii. Full length mirror located on wall opposite counter
- viii. Coat hook on wall or door

### C3.13. Public Restrooms

- a. Provide restrooms to meet the fixture requirements of the IBC. Show your calculations for establishing the fixture counts required and provided in the project code /data sheets at the beginning of the preliminary drawing set.
- b. In Residence Halls provide a separate, private full bathroom including a shower, adjacent to a study or lounge. This restroom is for emergency use when a plumbing issue or student issue exists. Usage will be controlled by the residence life staff.
- c. Restrooms on campus should be well designed, simple spaces which meet the current American's with Disabilities Act design guidelines. Dimensional requirements are strictly adhered to and checked by DEB so careful attention must be paid to the layouts to avoid costly and unsightly errors when the final built rest room was designed too close to the minimum stall dimensions.
- d. Restrooms are finished with materials intended to last the life of the building. As such it is desirable to select colors and materials that are timeless, have low maintenance and are durable while being aesthetically appealing. Avoid trendy colors or accents.
  - i. Floors are to be epoxy flooring with integral 4" minimum coved base. Epoxy floors are dependent on a good installer, so installer qualifications should be carefully considered. In buildings with more than one restroom, select one restroom to mock up the flooring for review and approval by the university prior to installation of remaining rooms. The university will consider tile floors as an alternate if reviewed and approved early in design. The cost of epoxy floors shall be carried in the budget until such time as tile floors have been approved as a substitution. Provide a Schluter strip (or equal) at the top edge of the epoxy floor cove base, whether it abuts tile or not.
- e. Floor Drains: All restroom floors are to have the appropriate number of drains and the floors shall slope to those drains. If tile flooring is approved for use, the tile shall be darker in color with 1/8" or less dark epoxy grout. Floor tile sizes are to be balanced between larger tiles to minimize grout lines and tile sizes that allow for sloping the floor to the drains, all of which is related to the restroom size. Show the floor slope to the drains on all floor plans. Contractor is responsible for water testing demonstrating to the project manager positive drainage to floor drain before flooring is installed. Any area that has ponding water must be corrected before final floor is installed.

- i. Residence Life: In student restrooms, a drain shall be provided just outside individual showers, when used. In the case of a group of individual showers, a floor drain, outside of the shower, shall be provided for the group at a minimum. Slope the floor to drain and show the floor slope on the plans.
- f. Walls: While the preference is to have full height tile on all walls, it is acceptable to tile wet walls and walls abutting wet walls with tile to a height of at least six feet above finished floor. Field tile should be solid porcelain tile, with a non-absorbent, non-staining finish. Tile should be selected for ease of cleaning and graffiti resistance. Larger ceramic/ porcelain tile (minimum 144 square inches) with thin darker grout line (1/8") are preferred. Gloss finish for graffiti resistance and ease of cleaning.
- g. Base: With the scarcity of coved tile base and cost premiums associated with this type of tile, provide a heavy-duty stainless steel, cove-shaped profile for floor/wall transitions, where appropriate.
- h. Where the hand dryers are mounted on walls abutting another occupied space, other than a rest room, provide a sound rated wall with an STC of at least 55.
- i. Ceilings: Ceilings in public restrooms shall be 24" x 24" x 5/8" white lay-in acoustical panel ceilings. Panels shall durable, fine-textured panel with a non-directional visual pattern. Panels shall be wet-formed mineral fiber, with a factory-applied latex paint. Panels will have an NRC rating of .50 or better and a Fire Class A rating with a flame spread index of 25 or less. Panels should be designated to resist sagging in high humidity environments. Panels be made of materials that are anti-mold/mildew. Panels shall support sustainability guidelines in both recycled content (greater than 50% total recycled content) and low VOC's.
- j. Lighting: If the back wall of the restrooms is to be tiled full height, then we recommend avoiding light fixtures that wall wash the tile.
- k. Toilet Partitions:
  - i. Toilet Partition doors, panels and pilasters shall be a solid phenolic core panel material with High Pressure Laminate (HPL) facing on both sides fused to substrate during panel manufacture (not separately laminated), and with eased and polished edges. Provide minimum 3/4-inch- thick doors and pilasters and minimum 1/2-inch- thick panels. Panels shall be floor mounted, overhead braced with aluminum head rail. For increased privacy all toilet partitions shall be a minimum of 72" tall, providing maximum privacy.
  - ii. Toilet Partition hardware shall include Continuous heavy duty stainless steel wall brackets. Brackets are pre-drilled, mounted to the wall with stainless steel vandal resistant fasteners.
  - iii. Provide continuous stainless still die cast hinges.
  - iv. Door hardware shall include a coat hook, bumper, stop, keeper, a concealed latch with emergency access and stainless steel vandal resistant fasteners. Pilaster shoes shall be 3" high stainless steel. Consider the type and length of throw on the latch to ensure adequate engagement for the life of the toilet partition.
- l. Countertops: In restrooms, other than single use rooms, provide solid surface countertops with solid surface integral bowls. Select colors that are timeless. Countertops shall have a removable solid surface front panel shielding plumbing pipes which meet ADA required clearances for forward approach to sinks.

- i. Countertops shall be supported by steel angle brackets (no posts). A/E to detail how the brackets are anchored and supported to the back wall at the sinks. Countertops shall be able to withstand the weight of a person sitting on the counter.
- m. Residence Life Showers: Showers shall be individual fiberglass all in one shower stalls with 2 soap shelves per unit. Showers are not required to have a manufactured ceiling as part of the unit.
- n. Athletics Showers: Whether individual or gang, showers shall be fully tiled floor and walls. Continuous waterproofing membrane shall extend up walls at least 4' and under the full extent of shower room floor.
- o. Toilet Accessories: All toilet accessories should be shown on the plans, both those that are contractor provided and installed as well as those that are owner provided, contractor installed and owner provided, owner installed – refer to **APPENDIX AB – OFOI CFCI MASTER LIST**. Note that blocking should be provided as required for all accessories. Drawings shall indicate the mounting height and location of all devices dimensionally. Handicap stalls will be shown in elevation to dimensionally depict the location of all accessories and grab bars.
  - i. Hand Drying: It is the desire of the University to provide at least one hands free paper towel dispenser in all public restrooms. The remainder of the hand drying stations shall be hands free electric hand dryers. Consider one hand drying station for each two sinks. In high traffic restrooms, where events occur, consider one hand drying station for each sink to accommodate larger volume.
    - a. Provide recessed stainless steel mounting kit at all electric dryer locations. Electric dryers shall consume 80% less energy than conventional hand dryers, have a 10 second dry time, be made in the USA and have a 5-year warranty. Provide the XLERATOR XL-W (white) or equal in all restroom locations.
    - b. Restroom layout should carefully consider the following when locating hand drying stations:
      - 1. Consider the layout of the restroom, placing the hand dryer in a position to aid with the flow of traffic through the restroom.
      - 2. Distance of the hand dryer from the sink to reduce the amount of water dripped onto the floor by people moving from the sink to the hand dryer.
      - 3. Place the hand dryers at least three feet away from any reflecting obstacles such as corner walls or cabinets, to assist in reducing the sound echo of the hand dryer.
      - 4. Review the ADA for approach clearances and consider how these will be accommodated at the hand dryer location.
      - 5. Consider the type of space abutting the wall were the hand dryer is located. If this is an occupied space, modify the wall construction to mitigate sound transfer from the dryer.
  - ii. Mirrors: Provide individual mirrors above each sink, do not use a single mirror above a bank of sinks.

- iii. Soap Dispenser: The University desires to use hands free soap dispensers for each sink, but this is not always the case. The placement of these dispensers should be carefully considered to avoid mounting the dispenser on mirrors. The current soap dispenser used is the 9950XPL White Soft Silky Dispenser (Kutol Products)
- iv. Toilet Paper Dispenser: Provide the following toilet paper dispenser in all locations. Confirm with the University the current toilet paper dispenser. The current dispenser is:

*JOFEL 310 – 02PLVON (Altera 12" JET) Dispenser, for non ADA locations the recommended mounting height is 24" to bottom of unit.*

DESIGN NOTE: In some instances, where a more refined appearance is desired in a restroom, the contractor shall furnish and install a Stainless Steel Jumbo roll dispenser (Georgia Pacific 59449).

- v. Residence Hall private student restrooms shall have standard toilet paper dispensers.
- vi. Robe Hooks: Provide one satin stainless steel double robe hook in each restroom stall and in each single use restroom.
- vii. Baby Changing Stations: When an accessible family or assisted-use toilet room is required, provide one wall mounted baby changing station.
- viii. Toilet Seat Cover Dispensers: Dispensers are not desired in public restrooms.
- ix. Sanitary Napkin Disposal Unit: provide satin finish stainless steel, one piece construction, surface mounted units in all public and single use restrooms. Provide one unit in each female stall and in family or gender neutral or designated female single use restrooms.
- x. Feminine Napkin Dispensers are not desired in restrooms.
- xi. Trash Receptacle: ODU does not accept recessed trash receptacles. The owner will provide freestanding receptacles in each restroom.
- xii. Curtain rod: Provide stainless steel curtain rods at entrance to dressing and shower, verify curtain rod height installation.
- p. See Chapter 4 **DIVISION 22 – PLUMBING** for all fixtures.
- q. See Chapter 4 **DIVISION 26 – ELECTRICAL** for requirements. A/E to coordinate electrical requirements of all toilet accessories.

C3.14. Loading Docks

- a. During the programming stage, determine delivery needs of the building and whether a loading dock is required. If a loading dock is necessary, indicate truck access needs and possible locations in the A/E's site analysis. Consider view to the loading dock by pedestrians. If a loading dock is not necessary, site analysis will show how a delivery truck will park and access the building. This is especially true at residence halls with package delivery. Receiving areas shall be designed to consider space for staging, packaging, unpacking and temporary storage for loading and unloading at the building.
- b. In the receiving area accessed from the loading dock provide floor space for recycling storage containers. This may be in lieu of a separate trash room.
- c. Exterior loading dock area shall be enclosed with an overhead door, or at a minimum, sheltered from the elements by an overhanging roof.
- d. Loading dock shall located proximate to a service elevator.

- e. Provide a 60" cardboard bailer in close proximity to each loading dock area if facility generates more than six cubic yards of cardboard per week and does not have an open hopper with cardboard compartment.
- f. Discuss with ITS who will control access to the loading dock and what devices, such as a telephone or intercom are needed at the loading dock or service door.

C3.15. Mechanical Rooms

- a. The A/E shall lay out of mechanical rooms showing the location of all equipment including the clearances required of each specific piece of equipment by the manufacturer. The A/E shall indicate clearances required for filter changes, pulling coils, removal of fans, motors, bearing assemblies, etc. without moving other equipment.
- b. Minimize the need to do maintenance from ladders. Provide office level lighting. The A/E shall plan for maintenance storage requirements in mechanical rooms and any associated code requirements for such storage.
- c. The A/E shall consider how equipment will be physically replaced over time.

C3.16. Refer to **Division 28 – Electronic Safety & Security** for additional information with regards to electronic assess associated with building support spaces.