

**CHAPTER 34
DESIGN REQUIREMENTS BY SPACE TYPE / USE****SECTION 3401 - OFFICE STANDARDS**

- A. Sizes: Refer to CSU Space Use Committee Website <http://www.facilities.colostate.edu/space/> for current approved office sizes.
- B. Shape: Rectangular. No acute angle corners. Other shapes require approval by the University.

SECTION 3402 - VENDING MACHINE AREAS

- A. Provide an area near the center of the building traffic pattern for vending machines, taking into consideration the safety and aesthetic values of the building. A separate room is not required, but utilities for the machines shall be provided, including provisions for data network connection. A recessed alcove can be used to avoid conflict with circulation.
- B. Provide adequate space and show waste and recycling receptacles on the floor plan. Contact Building Services Recycling for information regarding standard CSU receptacles.

SECTION 3403 – FOOD PREPARATION / COFFEE BAR / SERVING AREAS

- A. Conform to Colorado Department of Health Standards and Regulations for Food Service Establishments, NFPA-96 and OSHA 29 CFR 1910.141.
- B. Coordinate with CSU Environmental Health Services Public Health Officer for design review and inspection.

SECTION 3404 – BREAK ROOMS

- A. **Description:** Break Rooms allow employees to safely store, prepare and consume food, without the need or added expense of traveling away from the workplace to meet this need. Break Rooms eliminate the need for redundant microwaves and mini-fridges in employee offices consistent with the Climate Action Plan and Inclusivity goals of CSU. Further, some employees do not have a workspace to eat or they are not allowed to eat and prepare food at their workspace. Food preparation in a restroom is unsanitary.
- B. **Location:**
 - 1. New Construction: Buildings shall have at least one (1) break room per building to accommodate the specifications listed in subsection C.
 - 2. An interior remodel that reconfigures eight (8) or more existing rooms within an existing building, OR an interior remodel that includes approximately 25% or more of the building's square footage per floor, shall include one (1) break room to accommodate the specifications in subsection C.
- C. **Specifications (required):**
 - 1. At least 3 square feet of dining space per employee per floor predicted to use the facility at the same time.
 - 2. Design, furniture, equipment, etc. must be compliant with current building codes as adopted by the Colorado Office of the State Architect <https://www.colorado.gov/pacific/osa/bldgcodes> including, but not limited to ICC A117.1 and all CSU Design Standards.
 - 3. Break room shall be designated for the sole use of taking breaks from work activities.
 - 4. Break room shall be separate from any work process that prohibits the availability of the room for its intended purpose throughout the workday, such as a conference room.
 - 5. Facilities Management (FM) Custodial Services' scope of work for break rooms is limited to scheduled floor maintenance and emptying of trash, compost and recycle bins. FM

Custodial Services does not receive funding to provide services for cleaning galley or kitchen sinks, microwave ovens, countertops or tabletops. Building occupants are responsible for cleaning break rooms and any equipment located in them (i.e., microwaves, refrigerators, sinks, etc.). Due to food safety issues, these break rooms must be inspected periodically by the CSU Environmental Health Services Public Health Officer.

6. All surfaces, furnishings and flooring must be smooth, durable, non-absorbent and easily cleaned.
 - a. Counters, working surfaces, backsplashes and flooring must be smooth and sealed to withstand moisture.
 - b. Flooring must be hard surface, no carpeting or rugs
 - c. Use water-resistant gypsum board for backsplash substrate. No painted drywall for backsplashes. Tile or stainless steel preferred.
7. Full-size ENERGY STAR Certified refrigerator
8. Microwave
9. Sink
10. Paper towel dispenser
11. Trash, composting and recycling bins
12. Information:
 - a. Cork board
 - b. Wi-Fi enabled room

D. Review (required):

1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
 - a. The interior remodel or construction of a space within an existing building, as defined in 3404.B.2 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.

E. Signage (required):

1. Break Room signage standard in Drawing Index.
2. Compost Poster and Recycle Guidelines <https://www.fm.colostate.edu/recycling>

F. Recommendations:

1. These recommendations reflect the Colorado State University Climate Action Plan to reduce or divert waste streams including recyclable, compostable and reusable materials:
 - a. Reusable silverware and dishes
 - b. Cupboards
 - c. Dishwasher
 - d. Instant boiling water dispenser
 - e. Cleaning supplies
 - f. Preferred 2 ½ gallon compost receptacle size
 - i. Most academic buildings include access to a larger compost bin near a loading dock or back entry that is maintained by Facilities Management.
 - g. Emergency Supplies
 - h. First Aid Kit
2. Motion-activated paper towel dispenser

G. References:

1. Colorado Office of the State Architect <https://www.colorado.gov/pacific/osa/bldgcodes>
2. OSHA Health and Environment Standards
3. CSU Building Construction Design Standards, Chapter 30, Section III Accessibility, 3003.2 Specific Guidelines
4. CSU Building Construction Technical Standards, Division 12, Furnishings
5. Break Rooms are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>

SECTION 3405 – ALL GENDER / SINGLE-STALL RESTROOMS

- A. **Description:** All Gender / Single-Stall restrooms benefit occupants and visitor of a building because they increase the total number of toilet facilities available to all. More importantly, All Gender / Single-Stall restrooms are an essential facility for a diverse group of people on campus including: transgender/gender non-conforming individuals, parents and caregivers who have children of another gender, people with a disability who have personal attendants and caregivers of another gender, individuals with chronic illness, and others. For many, access to All Gender Restrooms is critical in making a feasible and safe daily routine on the CSU campus.
- B. **Location:**
1. **New construction:** Buildings should have at least one (1) All Gender / Single-Stall restrooms per floor. The preferred location for All Gender / Single-Stall restrooms are near multi-stall restrooms where applicable to support ease in wayfinding.
 2. When a building addition or remodel occurs that includes restrooms or extensive plumbing changes that could accommodate restroom facilities in the scope of work, All Gender / Single-Stall restrooms shall be added on floors that do not already have this facility.
- C. **Specifications (required):**
1. All Single-Stall restrooms shall be gender non-specific and receive CSU All Gender Signage.
 2. Use privacy latch with “occupied/vacant” (or equivalent text).
 - a. Schlage B571 deadbolt with In-Use Indicator, or equal.
- D. **Review (required):**
1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
 2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
 3. The interior remodel or construction of a space within an existing building, as defined in 3404.B.2 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.
- E. **Signage (required):**
1. All Gender Restroom signage standard in Drawing Index.
- F. **Recommendations:**
1. New and remodel construction: include in-wall backing/reinforcing for changing table per section 3406 when space permits.
 - a. If funded install changing table.
 2. Preference for restroom ADA automatic door hardware is BEA 10LPR36 900MHZ 36” Vertical All Active Push Plate and the Stanley Magic Force closure or equal
 3. Motion-activated paper towel dispenser
- G. **References:**
1. Colorado Office of the State Architect <https://www.colorado.gov/pacific/osa/bldgcodes>
 2. CSU Building Construction Standards, Chapter 30, Section III Accessibility, 3003.2 Specific Guidelines (23-Jan-14)
 3. All Gender restrooms are consistent with CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>

SECTION 3406 – CHANGING TABLES

- A. **Description:** Changing tables provide a sanitary, private facility for a caregiver and a young child on the CSU campus.
- B. **Location:**
1. **New construction:** Buildings shall have at least one (1) changing table per building accessible to all. The preferred location for changing tables are All Gender Restrooms on the first floor of the building. If the All Gender Restroom does not have sufficient space for a changing table, select a set of multi-stalled restrooms (women's and men's) on the first floor of the building and include one (1) changing table in each of those restrooms.
 2. When a building addition or remodel occurs that adds or modifies a restroom(s), at least one (1) changing table shall be installed if one does not exist in the building. Buildings shall have at least one (1) changing table per building accessible to all. The preferred location for changing tables are All Gender Restrooms. If an All Gender Restroom does not have sufficient space for a changing table, select a set of multi-stalled restrooms (women's and men's) on the first floor or where possible and include one (1) changing table in each of those restrooms
- C. **Signage (required):**
1. Restroom signage standard in Drawings Index.
- D. **References:**
1. Changing tables are consistent with CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>

SECTION 3407 - LACTATION ROOMS

- A. **Description:** CSU recognizes the importance of providing space to support parents who wish to continue to breastfeed once they return to work by providing space while they are at work or attending school. Lactation rooms also help reduce single occupancy vehicle trips to seek this amenity off-campus in a private setting. The intent is to provide a private room that is available to all lactating parents on campus whether they are faculty, staff, students or visitors. For this reason, lactation rooms shall not be key-carded nor have locks that make them inaccessible to the public.
- B. **Location:**
1. Please refer to the Inclusive Physical and Virtual Campus Committee (IPVCC) Lactation Room location map approved by the Master Plan Committee outlining the strategic placement of Lactation Rooms. Map is located in the Drawing Index.
 2. Lactation rooms shall be available within approximately 660 feet (1/8 mile) from one building to another (an average of a 5 minute walk).
 3. New construction and building additions designed to be used as occupied space shall include one Lactation Room if a building within 660 feet (1/8 mile) does not exist with a lactation room as determined by the Lactation Room location map.
 4. An interior remodel that reconfigures eight (8) or more existing rooms within an existing building, OR an interior remodel that includes approximately 25% or more of the building's square footage per floor, shall include one (1) Lactation Room if no other Lactation Room lies within approximately 660 feet (unless an exemption is approved through the review process). Additional locations should be considered where feasible based on the project manager's working knowledge of the building and space usage.
 5. Avoid locating a lactation room next to a classroom or office that may find the noise of a pump distracting.
- C. **Specifications (required):**
1. Rooms for one (1) lactating parent and no sink (accommodates glider and table) shall be no less than 56 square feet.
 2. Rooms for one (1) lactating parent including a sink (accommodates glider and table) shall be no less than 80 square feet.

3. New construction shall include a room large enough to include a sink, per the above requirements.
 4. Sink required for new construction, and where possible in remodel.
 5. Paper towel dispenser
 6. All lactation room furniture, equipment, casework, etc. must be compliant with current building codes as adopted by the Colorado Office of the State Architect <https://www.colorado.gov/pacific/osa/bldgcodes> including, but not limited to ICC A117.1 and all CSU Design Standards.
 7. All lactation rooms require the amenities listed below:
 - a. Lockable door.
 - i. For new construction and building additions, use privacy latch with “occupied/vacant”(or equivalent text)
 - ii. Schlage B571 deadbolt with In-Use Indicator (or equal).
 - b. Glider or comfortable chair - upholstery should be stain and water repellent.
 - c. Table (2 feet x 3 feet minimum, optimal 2 feet and 6 inches x 3 feet)
 - d. Power outlets that are easily accessible (for pump, laptop, refrigerator, etc.)
 - e. Dimmable lighting for new construction.
- D. Review (required):**
1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
 2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
 3. The interior remodel or construction of a space within an existing building, as defined in 3407.B.4 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.
- E. Signage (required):**
1. Lactation Room signage standard in Drawings Index.
 2. Building Entrance Decal Standard (for exterior door or glass panel) in Drawing Index.
- F. Recommendations:**
1. Sink in remodels
 2. Foot stool
 3. Wall clock
 4. Mirror
 5. For existing lactation rooms or remodeled rooms, access to sink for washing equipment and supplies.
 6. Cleaning supplies: antibacterial soap (or wipes) for hands, dish soap for equipment, facial tissue.
 7. Carpet is preferred over hard flooring for sound reduction and comfort.
 8. Magnetic white board preferred (at minimum 8- ½ x 11). A split board (half-magnetic white board and half-tack board) is also an option.
 9. Secondary lighting that can be dimmed (floor lamp with three (3) settings close to the chair is optimal).
 10. Computer data ports or wireless internet.
 11. Refrigerator and microwave if cleaning/maintenance is supported by department or unit.
 12. Motion-activated towel dispenser
 13. A small desk with a chair near an outlet, to allow the lactating person to work on a laptop while pumping.
 14. Interior wayfinding signage to direct users to the lactation room. Include on building directory.
 15. Use of the Psychology of Color in Lactation Rooms Guidelines.
- G. References:**
1. CSU Lactation Room Location Map in Drawings Index.
 2. Colorado Office of the State Architect <https://www.colorado.gov/pacific/osa/bldgcodes>
 3. CSU Building Construction Standards, Chapter 30, Section III Accessibility.

4. Lactation rooms are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750> and the CSU Policy #3-6004-002: Accommodations for Nursing Parents <http://policylibrary.colostate.edu/policy.aspx?id=458>
5. Colorado Legislation requires employer to provide nursing mothers with reasonable break time to express breast milk following the birth of a child. A room must be provided and must be shielded from view, free from intrusion by co-workers and public, and cannot be a restroom. Additional requirements can be found in the Health Care and Education Reconciliation Act of 2010, Colorado Workplace Accommodations for Nursing Mothers Law (C.R.S. §8-13.5-103 - 104), and Colorado State University's Accommodations for Nursing Mothers Policy.
6. Child Nutrition Act of 1966, Breastfeeding Promotion Program, 42 U.S.C. §1790
7. Treasury and General Government Appropriations Act of 2000, sec.647, 41 C.F.R. 102.74.426
8. Patient Protection and Affordable Care Act, Section 4207, amending the Fair Labor Standards Act, 29 U.S.C. § 207(r)(1)
9. "Psychology of Color in Lactation Rooms" guidelines available on the CSU Lactation Rooms webpage: https://www.fm.colostate.edu/lactation_rooms

SECTION 3408 - COMMUTER SHOWER

- A. **Description:** CSU recognizes the importance of providing space to support commuters who need a facility to clean up before their work day. Commuter showers help reduce single occupancy vehicle trips by providing space to get clean, dressed, and prepared for the work day. Showers shall be installed in pairs and labeled 'Commuter Shower' to ensure access during peak times. The intent is to provide a commuter shower with associated changing area facilities to all CSU affiliated faculty, staff, and students. For this reason, commuter showers will be key-carded which make them inaccessible to the public.
- B. **Location:**
 1. Please refer to the Inclusive Physical and Virtual Campus Committee (IPVCC) Commuter Shower location map approved by the Master Plan Committee outlining the strategic placement of Commuter Showers located in the Drawing Index.
 2. Commuter showers shall be available within approximately 660 feet (1/8 mile) from one (1) building to another (about an average of a 5 minute walk).
 3. New construction and building additions designed to be used as occupied space shall include either a shower paired with an all gender restroom or a private individual commuter shower (all gender) if a building within an 1/8 mile does not exist with a commuter shower as determined by the Commuter Shower location map. If commuter showers are placed within multi-stall, gendered restrooms the shower should have a key carded door within the restroom and one shall be provided in each restroom.
 4. An interior remodel that reconfigures eight (8) or more existing rooms within an existing building, OR an interior remodel that includes approximately 25% or more of the building's square footage per floor, shall include one (1) commuter shower if a building within a 1/8 mile (unless an exemption is made through the review process). Additional locations should be considered where feasible based on the project manager's working knowledge of the building and space usage.
 5. Preferred location for commuter showers are on ground floor of building.
- C. **Specifications (required):**
 1. Door to Commuter Shower Room
 - a. CCure key card unit to unlock the shower facility.
 - b. All commuter showers will be open to staff, faculty, and students.
 - c. Deadbolt to lock shower room from inside.
 - d. Doors should be minimum 36" wide and swing out.
 2. Changing Area

- a. Shape: Rectangular. No acute angle corners. Other shapes require approval by the IPVCC
 - b. Bench for changing
 - c. Towel rack or hook for full size towels (40" x 70")
 - d. Floor length mirror
 - e. Counter for personal items adjacent to the mirror
 - f. One (1) GFI electrical outlet adjacent to the counter
3. Shower Stall
- a. Shape: Rectangular with no acute angle corners, other shapes require approval by the by the IPVCC
 - b. Minimum dimensions of 60" (L) x 36" (W) x 90" (H)
 - c. Minimum of one (1) light bulb with output of 800 lumens.
 - d. 1.5 gallon-per-minute low-flow showerhead.
 - e. Shower pans with non-skid surface shall include a membrane installed underneath.
 - f. A faucet with hose thread spout and key handles for cleaning work shall be connected to the tempered water supply outside the shower stall.
 - g. Emergency pull cord in shower stall to notify first responders in case of emergency
- D. Recommendations:**
1. Changing Area
 - a. One (1) locker per five (5) employees in building.
 2. Shower Stall
 - a. CCure key card unit to turn on shower faucet.
- E. Construction of Showers – New Construction**
1. The size and layout of commuter shower facilities are dependent upon the quantity of 12-month full-time faculty and staff building occupants as long as the requirements listed above are met.
 2. Showers are ideally a separate room with separate access from restroom facilities.
- F. Construction of Showers – Remodel**
1. All building retrofit or reconstruction efforts must consider commuter showers based on a 1/8 mile distance from existing building with shower.
 2. Previously existing shower facilities will be considered for retrofit and re-use.
 3. Showers shall be located near existing plumbing if possible.
- G. Review (required):**
1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
 2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
 3. The interior remodel or construction of a space within an existing building, as defined in 3408.B.4 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.
- H. Signage (required):**
1. Commuter Shower signage standard in Drawings Index.
 2. Building Entrance Decal Standard (for exterior door or glass panel) in Drawing Index.
- I. References:**
1. US Green Building Council, LEED– Bicycle Facilities
<https://www.usgbc.org/credits/neighborhood-development-plan-neighborhood-development/v4-draft/sllc4>
 2. Commuter showers are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>
 3. All Gender restrooms are consistent with CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>
 4. CSU Commuter Shower Location Map in Drawings Index.

SECTION 3409 – REFLECTION SPACES

- A. **Description:** Creating an inclusive physical campus means accommodating the spiritual and meditative needs of the campus community through spaces that can balance a diversity of religious, spiritual, stress-reducing, and meditative practices. Intentional spaces allow individuals to exercise those expressions free from disruption to their academic or professional pursuits. This space is intended to be flexible to allow for both reflection functions and open public space.
- B. **Location:**
1. Please refer to the Inclusive Physical and Virtual Campus Committee (IPVCC) Reflection Room location map approved by the Master Plan Committee outlining the strategic placement of Reflection Spaces (3409), Reflection Rooms (3410) and Community Reflection Rooms (3411).
 2. New construction and building additions designed to be used as occupied space shall include one (1) Reflection Space if there is not a designated location for a Reflection Room as designated by the Reflection room location map.
 3. An interior remodel that reconfigures eight (8) or more existing rooms within an existing building, OR an interior remodel that includes approximately 25% or more of the building's square footage per floor, shall include one (1) Reflection Space if there is not a designated location for a Reflection Room as designated by the Reflection Room location map (unless an exemption is made through the review process).
 4. Preferred location for Reflection Spaces are open public spaces at the end of hallways that are often used for studying, lounge-type areas where a portion of the space can be divided off by a curtain or portable divider when in use. Ideally, locations include the following considerations:
 - a. Close proximity to a single-stall restroom, certain religious expressions require cleansing before/after their practice.
 - b. Next to an exterior window. Shades are required for exterior windows
- C. **Specifications (required):**
1. Plan dimensions should be no less than 8 feet x 8 feet (64 square feet). A minimum of 4 feet in front of any couch or furniture is required to allow for reflection functions.
 2. Room amenities:
 - a. Retractable curtain or portable divider to divide space in half
 - b. Carpeted floor coverings and rugs (can be rolled up for cleanliness)
 3. Religious iconography or images that depict certain traditions should not be included within the space. Landscape or abstract artwork is appropriate, however no images should contain people or animals.
- D. **Review (required):**
1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
 2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
 3. The interior remodel or construction of a space within an existing building, as defined in 3409.B.4 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.
- E. **Signage (required):**
1. Reflection Room signage standard in Drawing Index.
 2. Content of wayfinding or additional signage must comply with C.4 of this room standard.
- F. **Recommendations:**
1. Muted, calm paint colors
 2. Power outlets to support flexible uses for space.
 3. Wayfinding signage.

G. References:

1. Community Reflection Rooms are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>
2. Inclusive Physical and Virtual Campus Committee Reflection Room location map in Drawings Index.

SECTION 3410 - REFLECTION ROOMS

A. Description: Creating an inclusive physical campus means accommodating the spiritual and meditative needs of the campus community through spaces that can balance a diversity of religious, spiritual, stress-reducing, and meditative practices. Intentional spaces allow individuals to exercise those expressions free from disruption to their academic or professional pursuits. Reflection Rooms have a higher level of privacy than Reflection Spaces and should accommodate 2-6 people simultaneously.

B. Location:

1. Please refer to the Inclusive Physical and Virtual Campus Committee (IPVCC) Reflection Room location map approved by the Master Plan Committee outlining the strategic placement of Reflection Spaces (3409), Reflection Rooms (3410), Community Reflection Rooms (3411).
2. Reflection rooms shall be available within approximately 660 feet (1/8 mile) from one building to another (about an average of a 5 minute walk).
3. New Construction and building additions designed to be used as occupied space shall include one (1) Reflection Room if a building within 660 feet (1/8 mile) does not exist with a reflection room as determined by the Reflection Room location map.
4. An interior remodel that reconfigures eight (8) or more existing rooms within an existing building, OR an interior remodel that includes approximately 25% or more of the building's square footage per floor, shall include one (1) Reflection Room if no other reflection room lies within approximately 660 feet (unless an exemption is approved through the review process). Additional locations should be considered where feasible based on the project manager's working knowledge of the building and space usage.
5. This space should not be located next to noisy, more "public" areas (not next to stairs, building entrances, etc.)
6. Ideal locations are in close proximity to a single-stall restroom, certain religious expressions require cleansing before/after their practice

C. Specifications (required):

1. In new construction and where feasible in remodel space, the door should be located so that the entrance is at the rear of the room or space for those praying to the east.
2. In new construction and where feasible in remodel space, the room should be sited to provide exterior windows
 - a. If the room does not have exterior windows, clerestory windows with a minimum sill height of 6'-0" feet should be included to provide borrowed light.
 - b. A portion of at least one (1) interior wall should be glass, with some portion opaque or the door can include glass. The intent of this is to provide some transparency to how the room is being used without people feeling too exposed.
 - c. Shades are required for exterior windows.
3. Room dimensions should be no less than 10'-0" feet x 16'-0" feet (160 square feet)
4. Room amenities:
 - a. Shoe rack near door entrance (six (6) pairs of shoes minimum)
 - c. Coat hooks near door entrance (six (6) hook minimum)
 - d. Retractable curtain or portable divider to divide room in half
 - e. Carpeted floor coverings and rugs (can be rolled up for cleanliness)
 - f. Dimmable lighting
5. Religious iconography or images that depict certain traditions should not be included within the space. Landscape or abstract artwork is appropriate, however no images should contain people or animals.
6. Muted, calm paint colors

7. Power outlets to support flexible uses for space

D. Review (required):

1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.
3. The interior remodel or construction of a space within an existing building, as defined in 3910.B.4 of this standard, may request an exemption in writing from the IPVCC committee per the review guidelines described in Part II Design Standards Chapter 1 - Administration.

E. Signage (required):

1. Reflection Room signage standard in Drawing Index.
2. Content of additional or wayfinding signage must comply with C.6 of this room standard.

F. Recommendations:

1. Wash station(s) with seat
2. Motion-activated paper towel dispenser where applicable
3. Shelves at entrance
4. Low table
5. Door indicator showing in-use or room-available status
6. Storage options (roll up carpets, meditation bell, LED candles, etc.)
7. Landscape or abstract artwork is appropriate, however no images should contain people or animals.
8. Wayfinding signage.
9. Comfortable furniture that can be moved out of the way but not take up the entire space.
 - a. Floor pillows, kneeling bench, seats, etc.

G. References:

1. Community Reflection Rooms are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>
2. Inclusive Physical and Virtual Campus Committee Reflection Room location map in Drawings Index.

SECTION 3411 – COMMUNITY REFLECTION ROOMS

- A. Description:** A centralized room that accommodates the communal spiritual and meditative needs of the campus community. A Community Reflection Room shall balance a diversity of religious, spiritual, stress-reducing, and meditative practices. Intentional spaces allow individuals to exercise those expressions free from disruption to their academic or professional pursuits. The room serves as a convening location for larger groups (minimum twenty (20) people) while providing a higher level of privacy. This room can also function as a conference/meeting room when not in use as a Community Reflection Room. However, first priority is given to the room use as a Community Reflection Room and scheduling should reflect this prioritization.

B. Location:

1. Please refer to the Inclusive Physical and Virtual Campus Committee (IPVCC) Reflection Room location map approved by the Master Plan Committee outlining the strategic placement of Reflection Spaces (3409), Reflection Rooms (3410), Community Reflection Rooms (3411).
2. Accessibility to daily populations of students and employees
3. Sited for proximity to multiple campus buildings and resident halls
4. The room shall be a minimum of 1,000 SF.
5. The Length:Width ratio shall not exceed 1.5:1. Rooms square in nature are acceptable.
6. This space should not be located next to noisy, more “public” areas (stairs, building entrances, auditoriums, etc.)

7. Ideal locations are in close proximity to a single-stall restroom. Certain religious expressions require cleansing before/after their practice. Orientation of room within a building needs to allow for western door entrance at the rear of the room, allowing the east facing wall to be available as front of room to support those religious practices that face east for prayer.

C. Specifications (required):

1. This space is not intended to be a standalone building.
2. Orientation of room within a building needs to allow for western door entrance at the rear of the room, allowing the east facing wall to be available as front of room to support those religious practices that face east for prayer.
3. This room shall have a calendaring/scheduling process for pre-determined reflection times for groups (certain religious affiliations have specific times to pray). This scheduling system shall be through Outlook, maintained by Facilities Management, and the building proctor can schedule the room for students or individuals who do not have access to Outlook.
4. In all new construction and when feasible during building remodels, the room should be located to provide exterior windows
5. If the room does not have exterior windows, clerestory windows with a minimum sill height of 6'-0" feet should be included to provide borrowed light.
6. A portion of at least one (1) interior wall should be glass, with some portion opaque or the door can include glass. The intent of this is to provide some transparency to how the room is being used without people feeling too exposed.
7. Shades are required for exterior windows.
8. Room amenities:
 - a. Shoe rack near door entrance (twenty (20) pairs of shoes minimum)
 - b. Coat hooks near door entrance (twenty (20) hook minimum)
 - c. Retractable curtain or portable divider to divide room in half
 - d. Carpeted floor coverings and rugs (can be rolled up for cleanliness)
 - e. Dimmable lighting
9. Religious iconography or images that depict certain traditions should not be included within the space. Landscape or abstract artwork is appropriate, however no images should contain people or animals.
10. Muted, calm paint colors
11. Power outlets to support flexible uses for space
12. Any furniture that serves the function of a meeting space shall be easily movable.

D. Review (required):

1. For new construction, building additions and full building renovations please comply with the review guidelines described in Part II Design Standards Chapter 1 - Administration.
2. For interior remodels please contact the Inclusive Physical and Virtual Campus Committee (IPVCC) for review at (970) 491-0155.

E. Signage (required):

1. Reflection Room signage standard in Drawing Index.
2. Content of additional or wayfinding signage must comply with C.9 of this room standard.

F. Recommendations:

1. Wash station(s) with seat
2. Motion-activated paper towel dispenser where applicable
3. Shelves at entrance
4. Low table
5. Storage options (roll up carpets, meditation bell, LED candles, etc.)
6. Door indicator showing in-use or room-available status
7. Comfortable furniture that can be moved out of the way but not take up the entire space:
 - a. Floor pillows, kneeling bench, seats, etc.

G. References:

1. Community Reflection Rooms are consistent with the CSU Policy #5-0135-002: Inclusive Physical and Virtual Campus <http://policylibrary.colostate.edu/policy.aspx?id=750>
2. CSU Reflection Room Location Map in Drawings Index.

SECTION 3412 – CUSTODIAL STORAGE / EQUIPMENT ROOMS AND JANITOR CLOSETS

- A. The size, location and layout of custodial facilities are dependent upon the size of the building, its use and flooring materials. Most buildings require a central equipment / storage room and a custodial closet on each floor. Most buildings require use of floor machines; janitor closets and equipment storage must be sized accordingly. The Consultant and Project Manager shall confer with CSU Custodial Services during schematic design to establish these parameters.
- B. Passageways, mechanical equipment rooms, pipe chases shall not serve as custodial closets, nor shall elevator controls, electrical panels, telephone equipment, roof access hatches, etc., be located in custodial closets.
- C. **Janitor Closets:**
1. Janitor closets must be sized and designed to accommodate work activities, custodial carts, supplies and portable equipment.
 2. Locate janitor closets not more than 150 feet to areas serviced.
 3. Doors should be minimum 36" wide and swing out.
 4. Floor sinks with splash protection on walls above to 48" AFF. Recessed, curbless design is preferred for rooms servicing floor machines.
 5. Faucet with hose thread swing spout and vacuum breaker.
 6. Swing rod rack over sink for hanging wet rags, pads and mop heads.
 7. Adjustable shelves on wall-mounted standards or wire rack shelf units on locking wheels.
 8. Provide elevation drawings illustrating adequate space and wall blocking for dispensing systems over sinks, wall brackets for backpack vacuum systems, extension cord storage, brooms, mops and other hand equipment. Provide broom and mop racks with positive locking holders.
 9. Small whiteboard and tack board
 10. Electrical circuit and minimum two duplex outlets for charging portable equipment. Fluorescent light fixture with lens. Telecom / data outlet.
 11. Ventilation and separation from other building spaces.
 12. Finished floors, either sealed concrete or VCT. Finished walls and ceilings.
 13. Floor drain with waterless trap guard.
 14. Ventilation with supply and exhaust air.
- D. **Central Custodial Storage / Equipment Room:**
1. Every building should have assigned central storage that is capable of handling bulk supplies, storing equipment, etc. Actual space needed will vary based on the equipment needs for the building. Contact Custodial Services for determination of equipment required, and assistance in determining proper room size.
 2. Equipment rooms for floor machines must be sized to accommodate one or more machines according to the floor materials in the building. Avoid narrow widths; most rooms will store more than one machine or cart and should be sized to allow one to bypass the other.
 3. Doors should be minimum 36" wide and swing out.
 4. Heavy-duty adjustable shelves should be mounted along one entire wall. Provide one 3-foot wide rolling wire rack shelf unit at the end wall.
 5. Provide elevation drawings illustrating adequate space and wall blocking for dispensing systems over sinks, wall brackets for backpack vacuum systems, extension cord storage, brooms, mops and other hand equipment. Provide broom and mop racks with positive locking holders.
 6. Whiteboard and tack board
 7. Eyebolt anchored into solid blocking for securing equipment with a cable and lock.
 8. Ventilation with supply and exhaust air.

9. Provide power outlets for charging battery-powered equipment, fluorescent light fixtures with lenses, telephone and data outlets.

E. Building Maintenance and Custodial Space Report (submit in Design Analysis Report):

DATE _____
 PROJECT NAME _____
 UNIVERSITY PROJECT NO. _____
 PREPARED BY _____

1. Gross square feet in overall project. _____ Sq. Ft.
2. Net square feet in overall project. _____ Sq. Ft.
3. Number of existing dedicated spaces.
 - a. Building maintenance _____
 - b. Custodial Closets _____
4. Number of new-dedicated spaces.
 - a. Building maintenance _____
 - b. Custodial Closets _____
5. Net square feet of existing dedicated spaces.
 - a. Building maintenance _____ Sq. Ft.
 - b. Custodial closets _____ Sq. Ft.
6. Net square feet of new-dedicated spaces.
 - a. Building maintenance _____ Sq. Ft.
 - b. Custodial closets _____ Sq. Ft.
7. Change in net square feet of existing plus new dedicated spaces (E + F).
 - a. Building maintenance _____ Sq. Ft.
 - b. Custodial closets _____ Sq. Ft.

SECTION 3413 – GROUNDS SERVICES CLOSET

- A. Where appropriate, provide a closet of at least 80 square feet with exterior entrance for Facilities Management Grounds Services. Provide grounded duplex outlet, power for sprinkler controller and telecom / data outlet.

SECTION 3414 – ROOF ACCESS

- A. All roofs shall have permanent and ample means of access for service. Comply with OSHA requirements for ladders and roof hatches.

SECTION 3415 – OVERSTOCK STORAGE

- A. When overstock is specified in any specification Division, the Consultant shall incorporate a specific overstock storage space into the project design. Overstock shall not be stored in chases or mechanical / electrical / elevator rooms. Verify compliance with relevant building and fire code. Provide calculations demonstrating that the quantity and volume of materials will fit neatly in the overstock storage space with adequate room for safe access. Specify freestanding storage shelving capable of accommodating the volume and weight of overstock. Provide lighting.
- B. See the relevant Division in Part III of the Standards and verify with Project Manager what overstock should be provided or omitted from the project. Typical overstock materials include:
 1. Paint - verify compliance with fire safety code
 2. Ceramic Tile
 3. Resilient Tile and Base
 4. Carpet Tile and roll remnants
 5. Ceiling Tile
 6. HVAC filters

7. Lamps
8. Custom light fixture parts
9. Custom signage parts
10. Fixed furniture parts and fabric

SECTION 3416 - CHILD CARE AND PRE-SCHOOL

- A. Conform to regulations of Colorado Department of Human Services, Division of Child Care.

SECTION 3417 - SWIMMING POOLS

- A. Conform to Colorado Department of Public Health and Environment (CDPHE) Water Quality Control Division Regulations Pertaining to Swimming Pools and Mineral Baths (Chlorine).
- B. Conform to Uniform Swimming Pool, Spa and Hot Tub code.
- C. Plans for installations, renovations or remodeling shall be approved by Environmental Health Services and the CDPHE through the University Representative.

SECTION 3418 – CHEMICAL LABORATORIES

- A. Conform to NFPA-45, OSHA 29 CFR 1910.1450, applicable OSHA standards if an OSHA regulated substance is involved and the University Biosafety Handbook.

SECTION 3419 – CHEMICAL STORAGE ROOMS

- A. Conform to OSHA 29 CFR 1910.1450, NFPA 1 and NFPA-30
- B. Rooms shall be suitable to type of materials stored (NFPA-45[1991]) in regards to specific temperature, absence of light, humidity or avoidance of any moisture, explosive conditions, ventilation, blast walls, etc.

SECTION 3420 – PESTICIDE STORAGE

- A. Conform to NFPA 400.

SECTION 3421 – BATTERY ROOMS

- A. Conform to NFPA 1, OSHA 29 CFR 1910.178 (g), 29CFR1926.441 and NEC.

SECTION 3422 – ANIMAL QUARTERS

- A. Conform to University Biosafety Handbook available from the University Representative.
- B. Conform to USDA animal care.
- C. Shall be reviewed by Director of Lab Animal Resources through the University Representative.

SECTION 3423 – BIOHAZARD LOCATIONS AND CONTAINMENT FACILITIES

- A. Conform to the University Biosafety Handbook available through the University Representative

SECTION 3424 – SPRAY PAINTING ROOMS / BOOTHS

- A. Conform to OSHA 29 CFR 1910.107, NFPA 1, NFPA-30 and NFPA-33.

SECTION 3425 – WELDING SHOPS

- A. Conform to NFPA-51, 51A and 51B, and OSHA 29 CFR 1910 subpart Q.

SECTION 3426 – COMPRESSED GAS CYLINDER STORAGE

- A. Conform to NFPA-45 and OSHA 29 CFR 1910.101.

SECTION 3427 – HYPERBARIC AND HYPOBARIC CHAMBERS

- A. Conform to NFPA 99 and OSHA Code of Federal Regulations 29 CFR 1910.430 (f).

SECTION 3428 – SEMICONDUCTOR FABRICATION FACILITIES

- A. Conform to NFPA 318.

END OF CHAPTER 34