BYU INSTRUCTIONS TO ARCHITECTS AND ENGINEERS
DIVISION 10: SPECIALTIES

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Custodial Facilities

1. A custodial equipment and supply room (see drawing at end of this section), measuring 9' x 10', with a 10' ceiling height, shall be located ON EACH FLOOR of 15,000 gross sq. ft. or less. A suspended ceiling is not necessary in this room. On larger floors, there shall be one 9' x 10' room for each 15,000 gross sq. ft. of floor space. If the length of a building hallway exceeds 250 feet in length, then one of these equipment and supply rooms should be located near each end of the hallway. Each room shall have a floor drain and slop sink not smaller than 2' x 3' and mixer type faucet mounted 2' above the sink. This room needs at least one electrical outlet. Each closet which has a sink should also have check-valves and anti-siphon protection. Lights should include covers. Doors shall have magnetic hold open devices. Air should exhaust to the outside from these rooms. Shelving and hanging boards shall be constructed by the owner for the storage of supplies and tools.

2. Custodial equipment and supply rooms must be separate from any other mechanical or electrical areas. There shall be no electrical panels, telephone junctions, fire alarm boxes, pipe chases or major plumbing junctions located inside these rooms. (Otherwise, since a clear area of at least three feet needs to be maintained in front of these areas, the usable custodial space would be negated.)

3. Each major building (approximately 40,000 sq. ft. and up), shall have one custodial bulk storage room of approximately 200 sq. ft. in addition to the custodial equipment and supply rooms (noted above). In buildings that exceed 150,000 sq. ft., an additional space of approximately 100 sq. ft. shall be provided for each additional 75,000 sq. ft. above 150,000 sq. ft. This additional space may be part of the same room or in an additional room. The location of these rooms is not critical but must be near an elevator as the purpose of these rooms is for bulk storage of chemicals, equipment and paper supplies. In very large buildings, it is preferable to have two rooms, one located on or near the bottom floor and one on or near the top floor. These rooms may be adjacent to electrical or mechanical areas but not be a part of them nor have major junction boxes, fan areas, etc. as part of this space.

4. There shall be a custodial office of approximately 120 sq. ft. of space in each major building located near the service entrance. This room shall have space for a desk, file cabinet, swivel chair, four straight-backed chairs, time clock, computer and phone terminals, and space for part-time employees to secure their coats and valuables while working. Air supply to these rooms should be the same as other offices in the building. In buildings that exceed 150,000 sq. ft. one additional office space of at least 80 sq. ft. shall be provided.

5. In buildings exceeding 150,000 sq. ft. of floor space, one custodial mechanical equipment room shall be provided for large custodial equipment such as floor scrubbers, carpet shampooers and wide track vacuums. This room shall be approximately 150 sq. ft. and shall have a floor drain, slop sink and at least 4 electrical outlets. A location near the loading dock is preferable.

6. Each building shall have a separate storage area for tables, chairs, easels and other items for building support commensurate with the amount of scheduled events planned for the building. The minimum space should be 8' x 10' and have an extra wide door with a magnetic hold open. This storage area needs to be located by the loading dock and the service elevator.

7. Each building which will be used for church services needs to have a separate sacrament preparation area and church storage area of 80 sq ft minimum. Custodial space should not be used for this purpose. This room will require a sink, counter and storage cabinets.
Mail Rooms

1. There shall be one mail room in each building where mail may be delivered and sorted into individual boxes for departments and for professors. This room shall be conveniently located from the service entrance where the mail will be delivered by truck. The number of post office boxes will vary according to the size and occupancy of each building. These post office type boxes shall be located between the mailroom and taken out by unlocking the individual doors from the corridor side. Post office boxes shall be the 6" x 6" size for faculty and 6" x 12" size for the deans, directors and chairpersons. The building programs will indicate the number of each size required.

2. There shall be one or more mail drops in each building located near the post office boxes. Dimensions shall be as follows:

   - Letter Drop: 1" x 12"
   - Package Drop: 7" x 14"

3. In major buildings, it will be necessary to install four mail drops as follows:

   - Building Mail
   - Campus Mail
   - Mail to be Metered
   - U. S. Stamped Mail

Restrooms and Accessories

1. Each restroom shall have individual forced ventilation to the outside of the building.

2. A shelf shall be installed in each restroom where students' books can be placed. Shelves are not to be installed over sinks.

3. Restrooms are to be lighted by fluorescent lighting fixtures, and they should have good lighting over the toilet stalls for cleaning purposes.

4. Toilets and urinals are to be of a wall-hung type, and are to be attached to concrete block walls. Urinals shall have a high standing water level, similar to toilets. Toilets shall have a 3" throat. Individual enclosures shall be attached to the wall, floor and ceiling and shall be solid plastic.

5. Plumbing chases shall be a minimum of 24" wide, shall have an access door and shall not have fiberglass insulation.

6. All lavatories shall be wall-hung and shall have mixer-type faucets. No spring-type valves are to be used on lavatories and sinks. All fixtures shall be provided with control stop valves with handles on both hot and cold water supplies.

7. The owner will provide and install surface mounted soap dispensers, paper towel dispensers, toilet paper holders and sanitary napkin dispensers only. All other bathroom accessories are to be provided and installed by the contractor.

8. The architect is requested to specify ADA compliant grab bars and sanitary napkin receptacles.
9. Mirrors (See Division 8).

10. Hard (drywall) ceilings are required in all restrooms with access panels as necessary.

11. Built-in waste receptacles are not to be used; free standing receptacles will be supplied by BYU Custodial Services.

12. Unisex Restrooms – In public common areas of BYU buildings, a unisex restroom should be considered for handicap accessibility on the entry level. In remodeling projects the architect shall work with the owner to determine the feasibility and best location for the restroom. The purpose of the unisex restroom is to allow the spouse to assist his or her partner. In regular ADA restrooms it is not possible for the spouse to enter and assist their partner.

13. Wall mounted baby changing tables shall be provided in at least two men’s and 2 women’s restrooms of major campus buildings. Specify KB100 Koala Kare standard horizontal baby changing stations. (See end of this section for additional information).

14. Ceramic tile shall be installed on all restroom floors and is to run floor to ceiling on all walls. See Division 9 for finish specifications.

15. All toilet partitions are to be solid plastic material.

16. All restrooms (new or remodeled) are to comply with the US Department of Justice Federal Register’s – Americans with Disabilities Act.

Trash and Garbage Removal

1. Trash and garbage is hauled away from each building daily and disposed of off-campus. Incinerators and trash chutes are not to be included in any new building unless specifically called for in the building program.

2. A dock shall be constructed in an inconspicuous place adjacent to the service entrance of each building. This dock should be approximately 30” high.

3. Space near the dock shall be provided for trash boxes. Details as to area, etc., will be included in the program document.

Fire Extinguishers

1. Extinguishers are to be provided in recessed cabinets and will be included in the contract. Cabinets must be sized for the 10 lb extinguisher listed herein. Cabinets must include locks that have a keyway that fits ILCO key 01122. Examples: All-Lock Cam lock code numbers AC8499, AC8599, AC8699. Provide Amerex, Model A456, 10 lb. ABC extinguishers with aluminum heads. BYU will tag new extinguishers.

Lockers

1. Lockers will be provided by the contractor and must be compatible with the following lock, which will be installed by BYU:

   Master Lock #1630 built-in combination for right-hand doors.
Chalkboards

1. All chalkboards and white boards shall be porcelain enamel on steel as manufactured by Alliance Wall Corporation.

Signage and Graphics

1. Generally, all interior and exterior signs and graphics will be provided by the owner. This should be coordinated with the owner at the appropriate time.

Projection Screens

1. All projection screens will be purchased by BYU and installed by the contractor. Contact the BYU Office of Information Technology.

Coat Racks

1. Coat racks are not required in any lecture rooms. Offices and associated rooms are to be equipped with coat hooks, preferably located on the wall behind the door.
MATERIALS:

FDA approved blow-molded high-density polyethylene with Microban® antimicrobial additive. Reinforced full-length steel-on-steel hinge mechanism, with 11-gauge steel mounting plates and mounting hardware included. Molded in graphics and safety messages in six languages and braille. Contoured changing surface area is 442 sq. in (2873 sq. mm) and comes complete with nylon safety straps and bag hooks.

OPERATION:

Concealed pneumatic cylinder and hinge structure provides controlled, slow opening and closing of bed. High-density Polyethylene is easy to clean and resists odors and bacterial growth. Complies with ASTM static load performance requirements when properly installed. Molded-in liner dispenser holds approximately 25 KB150-99 sanitary liners.

Warning: To ensure that the unit supports the intended loads, baby changing stations must be properly installed according to the manufacturer's instructions.

SPECIFICATION:

Baby changing station body shall be durable, high-density polyethylene. Design of unit shall be surface-mounted. Unit shall be equipped with a pneumatic cylinder for controlled opening and closing of bed. Bed shall be secured to back plate with a concealed, full-length steel-on-steel hinge. No hinge structure shall be exposed on interior or exterior surfaces. Unit shall have 11-gauge steel mounting plates with mounting hardware included. Unit shall have Microban® antimicrobial embedded into plastic material. Unit shall conform to ANSI S117.1 Accessible and Usable Building and Facilities, ASTM F 2285-04 Standard Safety Performance Specification for Diaper Changing Tables for Commercial Use, ANSI Z535.4 Product Safety Signs and Labels, ASTM G21 Antifungal, ASTM G22 Antibacterial standards or local code if more stringent installation requirements are applicable for Barrier-Free accessibility. Unit shall comply with ADA regulations when properly installed. Bed shall have smooth concave changing area with a nylon safety strap and two hooks for bags or purses. Unit shall have a built-in Liner Dispenser for use with 3-ply chemical free biodegradable sanitary liners, universal instruction graphics and safety messages in 6 languages and braille. Unit shall be backed by manufacturer's 5-year limited warranty on materials and workmanship and include a provision for replacement caused by vandalism. Unit shall be manufactured in the U.S.A.
INSTALLATION:

To ensure proper installation and compliance to building codes, it is recommended that a qualified person or carpenter perform the installation of the unit. The unit must be properly installed onto a permanent wall that is capable of supporting significant weight and can accommodate the supplied installation hardware. The Koala Kare Products® Baby Changing Station meets ADA regulations when properly installed.

1. Remove changing station from the shipping container and check for any freight damage. Identify the best location for installing the unit. Hold the unit in place and open the bed. Make sure you have taken the operating clearance into consideration.

2. Based upon the type of wall on which you will be mounting the station, determine the best method of mounting. You may have left over hardware when you are finished with installation.

3. The horizontal unit has four mounting holes provided in the back wall of the unit. The four holes are positioned on a 32" (813 mm) stud center. If possible, locate the wood or metal studs for fastening the changing station in the desired location. If the walls do not have studs on center as outlined, make sure at least one side of the unit is installed into the stud. Use toggles (may have to purchase) for holes on the other side.

4. Find the stud where you will be attaching the left side of the changing station to the wall. Measure up from the floor 44" (1118 mm), at the center of the stud and mark the wall. Mark remaining holes using a level and measuring tape to make sure holes are precisely positioned. Hold unit in place to check. Use a 1/8" drill bit to make pilot holes and the four 1/4" x 3" panhead screws with washers (supplied) to attach the unit to the wall studs. This will place the bottom of the station 26½" (673 mm) from the floor and the top of the bed at 33" (838 mm) from the floor.

If the wall surface is masonry or tile over wood studs, use a 7/32" masonry drill bit for the pilot hole until you hit the stud. Change bit to 1/8" regular drill bit. Use the four 1/4" x 3" panhead wood screws with washers (supplied).

If the wall has wood studs that are not on 32" (813 mm) centers, has metal studs or an underlying surface of concrete block, drill with a 1/2" (12 mm) masonry bit. (You may have to purchase toggles before installing.) You must allow a minimum of inside wall space for toggles to turn depending on toggles used. Insert and tighten toggles.

5. Position Koala sign (supplied) on the outside of the restroom door. Fill the built-in dispenser with sanitary bedliners. Replacement parts and additional liners can be purchased from your local distributor or by calling toll free 888.733.3456 or 303.539.8300 in the U.S.

The illustrations and descriptions herein are applicable to production as of the date of this Technical Data Sheet. The manufacturer reserves the right to, and does from time to time, make changes and improvements in designs and dimensions without notice.