



## C-01 – ARCHITECTURE

### Space Planning Standards and Processes

In 1998 The University retained Eva Klein & Associates to provide space planning programming/design standards for the University buildings: University of North Carolina at Chapel Hill Space Planning Standards including offices, office support, classrooms, and equipment requirements.

The University continues to adapt its space planning guidelines and area standards to meet the needs of an ever-changing campus and evolving user group needs. Design Teams should expect to coordinate with Facilities Planning and Design for current standards in response to current events and changing needs.

### Space Planning Standards

#### **Housekeeping**

1. Housekeeping/Janitor Closets
  - i. *One basic custodial closet should service every 6,000 square feet of usable building floor space (or portion thereof), with at least one custodial closet per floor. The closet should have room to store the wastebasket (24" x 36" or larger), mop, wringer, and supplies without lifting items to store them in the sink. Housekeeping sinks should be of the built into the floor type, with a low wall surrounding a drain to reduce lifting. Water Requirement: There should be hot and cold water in each Housekeeping closet that has a sink.*
  - ii. *Closets should be spaced throughout the building to avoid moving cleaning equipment long distances. The minimum size for each closet is 36 net square feet. Closets and the other custodial and equipment storage areas are best located close to the building elevator. All closets should have door(s) with minimum 42-inch clear opening.*
  - iii. *This space is for the exclusive use of custodial staff; it must not house plumbing, mechanical or electrical equipment.*
2. Corridors/Stairwells
  - i. *Corridors should be equipped with electrical outlets at least every 40 feet. The outlets should be dedicated.*
  - ii. *Housekeeping Services require electric outlets in each stairwell. They should be on the landing on at least every other floor.*

#### **Toilet Rooms, Bathrooms and Accessories**

- a. Toilet rooms shall not have vestibules.
- b. Toilet rooms with more than 10 fixtures (water closets and urinals) should have a cased opening entrance without doors into the toilet room unless it is off an area where a door is desired (i.e. a waiting, reception or seating area).
- c. Accessible toilet stalls should have a turning space within the stall as defined by the NCBC, (a 60" clear diameter circle).
- d. The accessible paper towel dispenser shall be adjacent to the accessible lavatories.
- e. If only one urinal is provided, it shall be accessible.



## Gender Neutral Toilet Rooms

Refer to A-22 Accessibility.

## Lactation Rooms

The UNC Lactation Support Policy provides resources for nursing parents. This policy provides nursing parents with designated private space within UNC facilities, as required by Federal and State laws.

A minimum of one standard lactation room meeting the requirements below shall be provided in all new facilities, major renovations and building additions. Depending on the building program and use, more than one room, or a multi-person room, may be required. Some building uses, such as housing facilities, may not require a lactation room. The number of lactation rooms will be determined by Facilities Planning & Design in conjunction with the project team during the feasibility study or scoping phases of the project.

### 1. Lactation Rooms: New Construction / Major Renovations

- a. Standard lactation rooms shall meet the following minimum requirements:
  - i. Size: 8'x10' minimum for a single use room, 10' x 14' minimum for a two-station room. Rooms with two or more stations shall have privacy curtains.
  - ii. The room shall be dedicated and signed as "LACTATION ROOM" with the parent/baby pictogram. See sample below.
  - iii. All Lactation Rooms shall meet the current ADA Standards and NC Building Codes.
  - iv. Privacy lock with vacant/occupied indicator shall be provided operated by a One Card swipe. For School of Medicine, locations use the standard SOM card entry system.
  - v. A built-in countertop with a sink shall be provided. Provide knee space below the sink. A minimum of 24" wide by 20" deep countertop with cabinet below shall be provided adjacent to the sink.
  - vi. Furniture specification will be provided by UNC Interiors. Furniture cost to be included in the project's furniture package and paid for by the project.
  - vii. Sound dampening insulation shall be provided in the walls and ceiling.
  - viii. Electrical outlets: One above the countertop, one at 18" AFF for freestanding lamp and one at 42" AFF at table location. Verify room layout with UNC Interiors.
  - ix. Ceiling lights shall be on a dimmer switch.
  - x. Accessories – Provide:
    1. Wall mounted UNC standard soap dispenser.
    2. Wall mounted UNC standard paper towel dispenser.
    3. UNC standard waste receptacle.
    4. Wall mounted mirror above the sink.
    5. Wall mounted cork bulletin board, 2'x 3'.

### 2. Lactation Rooms: Minor Renovations

- a. If determined by FP&D and the project team that a Lactation Room will be included in the project, it shall meet all the requirements for a Standard Lactation Room except the following:



- i. If providing plumbing to the area is determined to be a hardship and a break room, women’s toilet room or single use toilet room is within 100 feet of the lactation room a sink is preferred, but not required.
- ii. If meeting the electrical requirements is determined to be a hardship, they shall be installed to the maximum extent feasible.
- iii. If existing walls are used for the Lactation Room, the sound dampening insulation is not required.

3. Buildings not required to have a Lactation Room

- a. In buildings not required to have a Lactation Room, a location shall be designated that can be used as a temporary lactation room. It can be an unused office, small conference room, shower rooms (not within a toilet room), etc. FP&D and the project team shall determine the room location during the feasibility study or scoping phases of the project. It shall meet the following requirements:
  - i. Meet the requirements of the current ADA Standards and Accessibility Codes.
  - ii. The door must have a privacy lock.
  - iii. Provide window treatments to insure privacy.
  - iv. Provide a chair and small table if not already provided in the room.
  - v. Be within 200 feet of a sink if one is not already in the room.



Typical Lactation Room Signage



### Electrical Closets

The size and locations of electrical closets for electrical distribution and security systems will be determined in the SD submittal. Where building does not allow flush panels in corridors, electrical closets will provide space for at least one future lighting and appliance sub-panel. Plans will identify floor space for future panel. The main electrical room is to be located on the building perimeter.

### Campus Mail

A central mail exchange point shall be located in each facility on the main or ground floor, or in a location conveniently accessible to those who receive mail. The Designer shall meet with the manager of University Mail Services to program the need of each facility.

### Space Planning for Recycling and Solid Waste Management

Designers are required to work with the University Office of Waste Reduction and Recycling to develop convenient spaces for waste handling containers and service access.

The University is mandated by the “North Carolina Solid Waste Management Act of 1989” and North Carolina *Executive Order 156* on State Government Environmental Sustainability, Reduction of Solid Waste, and Procurement of Environmentally Preferable Products to establish recycling programs and meet waste reduction goals.

Executive Order 156:

<http://www.p2pays.org/ref/03/02221.pdf>

As set forth in *North Carolina General Statute 130A-309.14* all state agencies shall ensure that employees have access to containers for recycling (at a minimum) aluminum cans, high-grade office paper, and corrugated cardboard. All state employees are required to separate identified recyclables materials generated in the course of agency operations and place them in the appropriate recycling containers.

North Carolina General Statute 130A-309.14:

[http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_130A/GS\\_130A-309.14.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_130A/GS_130A-309.14.html)

### Recycling

Design considerations for waste and recycling containers must be based on the building’s usage and occupancy. In addition to indoor recycling, a building must, at a minimum, have access to a dumpster for trash, one for cardboard and outdoor recycling carts.

When the building contains food service operations, containers and exterior space must be allocated for grease collection and food waste recycling. Animal labs and quarters require exterior space for the collection of animal bedding for composting. Theatres, art studios, and maintenance shops often produce bulky waste that cannot be collected in front load dumpsters. Any building containing offices must have loading dock or service area access for paper collection. Residence Halls require extra refuse and recycling containers.

UNC-Chapel Hill collects the following materials for recycling:

3. Animal Bedding—Collected on the interior by the animal lab staff, and then stored outside for pickup
4. Bottles & Cans—Collected throughout the building on a space usage basis and in outdoor carts



(especially in high volume areas like residence halls, catering areas, dining halls, etc.)

5. Cardboard—Housekeeping brings flattened boxes out of the building to dumpsters outside
6. Food Waste—Collected at kitchen areas inside and then stored outside for pick up
7. Grease—Collected at dining facilities and picked up by outside contractors
8. Mixed Paper, Newspaper & Magazines—Collected throughout the building on a space usage basis and in outdoor carts (especially in high volume areas such as residence halls, libraries, etc.)
9. Office Paper—Collected throughout the building on a space usage basis
10. Scrap Metal—Collected at shops and taken to county or in-house facilities
11. Clean Wood Waste—Collected at shops and taken to county or in-house facilities

For a list of UNC-Chapel Hill's recycling programs and detailed information about planning needs for these programs, see the Site and Space Planning section of the OWRR design guidelines:

<http://facilities.unc.edu/design-guidelines/waste-reduction/>. For more information about the recycling and waste collection needs based on building use, please see Needs Based on Building Use within the Site and Space Planning section of the website.