Part 1 General

1.1 Summary

1 Unless otherwise indicated, follow the standards below when planning for Staff Rooms. These standards are not intended to restrict or replace professional judgment.

2 These guidelines should be read with the specific technical sections of McGill’s Building Design and Technical Standards.

1.2 Design Requirements for Staff Rooms

1 Staff rooms

1 Staff rooms shall be located:

1 in close proximity to the working area of the employees it is intended for or,

2 in close proximity to the employees’ building access door if intended for employees working in multiple locations.

2 The dimensions of staff rooms and number of equipment/fixtures in these rooms are project specific. Verify with the Project Manager if the dimensions of staff rooms and number of equipment/fixtures are beyond the requirements of the Règlement sur la Santé et Sécurité au Travail.

2 Staff locker rooms

1 There shall be gender dedicated locker rooms: male, female, gender neutral.

2 Male and female locker rooms shall include:

1 One locker per employee (lockers shall be corrosion resistant).

2 Washrooms.

3 Showers.

4 At least one floor drain, more if layout dictates.

5 A bench in the locker area [length proportionate to the number of lockers, at least 915mm (36”)].

6 Card reader lock at corridor door.

3 Gender neutral locker room shall be fitted with one shower, one sink, one toilet and at least two lockers (to be coordinated with the Project Manager).

4 Washrooms area of locker room shall be accessible from corridor and adjacent, but separated, from lockers and showers areas. (See also “Washrooms” in “Special Building Areas”).

5 Showers area shall be adjacent, but separate, from lockers area.

6 In locker rooms that are not adjacent to a janitor’s closet with a service sink, bibs (hot and cold) with key stops shall be installed for custodial use. The preferred location of bibs is 450mm (18”) from the finish floor, under a lavatory. If such location is not possible, bibs shall be installed in a recessed space protected with a metal access door with key lock.
.3 Shower room

.1 In multiple-fixtures washrooms, individual ceiling hung cubicles shall be provided for each shower. Showers shall share a common drainage trench.

.2 Shower stalls shall have a door and comprise a changing/drying space separated from the shower area with a shower curtain. Shower stalls shall also have a wall mounted soap dish and a clothes hanging hook.

.3 Finishes shall be water resistant.

.4 Typically, ceramic tile with colored grout will be used for floors and walls (or parts of walls).

.5 In shower stalls, ceramic on the walls shall at least reach the top of the cubicle partitions.

.6 At a minimum, water-resistant gypsum boards shall be used for ceilings and walls.

.7 Waterproofing membranes shall be installed under bathroom floors’ finish (all surface), behind showers’ wall finish and behind wall bases. Waterproofing shall be continuous and reinforced at every surface junction.

.8 There shall be no metal access doors above shower stalls.

.4 Staff lunch room

.1 Staff lunch rooms shall be separated from locker room, supplies storage, custodial or any other such areas.

.2 See through windows to the exterior shall be provided in staff lunch rooms whenever possible. Windows at ground floor level shall be secured to prevent intrusion.

.3 The dimensions of the staff lunch room shall be based on the maximum number of employees to use it at a given time. Coordinate with the Project Manager.

.4 Staff lunch room shall be equipped with a small kitchenette. Kitchenette shall accommodate:

.1 Tables and chairs.

.2 A message board.

.3 A free-standing full or half size refrigerator.

.4 A micro-wave oven.

.5 Base and wall mounted cabinets. Space between base and wall mounted cabinets shall be finished with an easily cleaned, waterproof material.

.6 A sink with hot and cold tap.

.1 Sink shall be fitted with a hot water dispenser.

.2 Sink shall be fitted with a fixed strainer to prevent drain blockage from food scraps.

.7 An under-counter light above sink space.

.8 Minimum free countertop space shall be 915mm (36”).

.9 Space dedicated to waste bins (recycling, regular waste, composting).

.10 Card reader lock at corridor door.

.11 Some of this equipment might be provided by McGill, coordinate with the Project Manager.

.5 Stove or cooking surface shall not be installed in staff kitchenettes.
.6 Electrical outlets in kitchenettes shall support multiple electrical appliances working at the same time (kettle, crock-pot, toaster, etc.).

.7 Kitchenettes shall be ventilated to prevent the spreading of odors to other areas of the building.

.5 Refer to Division 22 for specific Plumbing Fixtures requirements.

.6 Refer to Division 23 for specific HVAC requirements.

Part 2 Related Technical Sections

The technical sections of the McGill Building Design and Technical Standards should be consulted with the current document, most notably (but not limited to) the following:

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