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Policy on Standards for Maintenance Closets

Last revised: April 13, 2003

Background and reasons for the policy: Currently, there are a variety of configurations on campus for maintenance closets for custodial services and closets for data/telecommunications networking equipment. In past building planning, these closet spaces have been deemed "optional" or "best case" requirements. Space allocations for these functions have often been subject to "programmatic decisions" by the primary building occupant. Local building support staff (faculty/staff, custodial and/or technical) have sometimes also claimed ownership of such closets for other purposes.

Purpose of Policy: The purpose of this policy is to provide appropriate standards for providing maintenance closets (both wet and dry closets) for custodial services and closets for data/telecommunications networking equipment.

Expected Institutional Outcome: It is expected that adherence to this policy will eliminate the problems associated with the variety of configurations currently in place in both older building and some of the more recently completed construction such as:

- shared closets for both custodial and networking functions (a building code violation if water is adjacent to electronic equipment);
- inadequate space to meet the servicing needs;
- shared use with building occupants who use these as a storage facility;
- shared keyed access to closets between Facilities and Network Engineering, and/or with building occupants.

Applicability of Policy: This policy will be applicable to all new or renovated University facilities except where formally exempted. Ad hoc reconstructions of closet facilities are also to be done to conform to this policy requirement as budgets allow.

Responsibilities: The Vice President for Operations has overall responsibility for this policy.

Policy Statement: Beginning April 1, 2004 in all construction and renovation design planning:

1. All buildings provide for separately housed custodial closets and telecommunications networking closets, minimally one on each building floor, and adequate to meet the support and servicing needs of the building.
2. The construction of such closet will conform to the published standards for such facilities. (See <http://telecom.uconn.edu/files/DGS/DGS0104.pdf> for Telecommunication Rooms standards and <http://www.ucc.uconn.edu/~wwwfmo/BSDSpace.html> for Custodial Space requirements.)

3. These facilities will be considered part of the building infrastructure, not part of the programmable space of the building.
4. Once constructed, these facilities will remain dedicated to their stated purpose unless abandoned by Facilities or Network Engineering respectively.
5. Access to these facilities will be separately keyed and reserved to appropriate staff from Facilities (or from Residential Life custodial personnel in residence halls) or from Network Engineering (all buildings) respectively.

Review of this policy by the Vice President for Operations will occur biennially.

Violations of this policy will result in appropriate disciplinary measures in accordance with University Laws and Bylaws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.