

Planning & Building Unit

## Technical Guidance Document TGD – 021-2

# Guidelines and Standards for Sanitary Facilities in Primary Schools

(1st Edition April 2014)

Planning & Building Unit
Department of Education &
Skills
Tullamore, Co. Offaly.

Telephone: (057) 9324300 Fax: (057) 9351119 Web: www.education.ie

www.energyineducation.ie

PLANNING and BUILDING UNIT

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### 1. INTRODUCTION

### 1.1 Purpose

- (a) This document sets out the required standards of performance to be used in the design of Primary school sanitary facilities with an emphasis on achieving build quality; value for money; safety in design, construction and use; effective management and operation of the building; life cycle costing; and timely completion of the project. The minimum standard is set out in the current <a href="Department of the Environment, Community & Local Government">Department of the Environment, Community & Local Government</a> (DoECLG) Building Regulations Technical Guidance Documents.
- (b) This document, in conjunction with other relevant design guidance, is intended both as a design aid for the Client\* and Design Team and as part of a set of reference documents for the evaluation of design submissions.
  - \* In the case of Community and Comprehensive Schools and some Primary Schools the Minister for Education and Skills is the Client, but for the purposes of this document the term "Client" shall also encompass the School Authorities.

### 1.2 DESIGN GUIDANCE SUITE

(a) This document is part of a suite of <u>Department of Education and Skills (DoES) Technical Guidance Documents</u> (TGDs) for Primary and Post Primary schools. The full DoES suite of Technical Guidance Documents (TGDS) is available on the DoES web-site at <u>www.education.ie</u> and <u>www.energyineducation.ie</u>.

### 1.3 APPLICATION

- (a) This and the above mentioned suite of guidance documents outline the standards for Schools that should be applied to all primary construction projects funded in part or in whole by the DoES (unless otherwise directed by the DoES in writing) and where a decision to commence architectural design and planning has been confirmed in writing by the DoES Planning and Building Unit.
- (b) Where it is proposed to construct a new school these Construction Guidelines and Standards and all associated documents in the suite of <u>DoES Technical Guidance Documents</u> should be consulted and appropriately applied.
- (c) In the case of existing school buildings where an extension, conversion or renovation is proposed, these Construction Guidelines and Standards and all associated documents in the suite of <a href="DoES Technical Guidance Documents">DoES Technical Guidance Documents</a> should apply to all new-build work and so far as is practicable to all alterations and repairs.

### 1.4 FURTHER INFORMATION

- (a) Always check the DoES web-site, www.education.ie for the most up-to-date version.
- (b) For further advice on these guidelines or any other matters relating to this document, please contact:

Planning & Building Unit
Department of Education and Skills,
Portlaoise Road,
Tullamore,
Co. Offaly.
Telephone: (057) 0334300

Telephone: (057) 9324300

Fax: (057) 9325331

### 1.5 TECHNICAL REFERENCE

- (a) The provision of technical references in this document is for guidance purposes only. The list of technical references is not exhaustive and the onus shall be on all the members of the Design Team acting collectively to ensure that all the relevant standards are applied in all instances. The Design Team must ensure that the construction standards used in the design of educational facilities will achieve build quality; value for money; energy efficiency; safety in design, construction and use; appropriate consideration of life cycle costing and timely completion of the project. The design must also facilitate the effective management and operation of the building.
- (b) All references to Acts and Regulations shall be deemed to mean the current Acts and Regulations.
- (c) The Design Team shall also apply, where necessary, any new standards or Acts (and their associated Regulations), relevant to the design and construction process, which may also come into force after the publication of this document.

### 1.6 LAYOUT DRAWINGS & DIAGRAMS

(a) Layout drawings and diagrams provided in this document are intended to clarify and complement the text within this document. They are not to scale and do not represent a fully detailed solutions. Where dimensions are stated, they refer to minimum unless otherwise stated. Allowance should be made for all necessary tolerances and finishes and on-site deviation.

### 2. HEALTH & SAFETY

### 2.1 STATUTORY REGULATIONS

(a) Design Teams must ensure that all current regulations relating to safety, health and welfare at work are taken into account in the design of all building projects. In particular Design Teams are required to comply in full with the Safety, Health & Welfare at Work Act, 2005 and the <u>Safety, Health & Welfare at Work (Construction) Regulations 2006</u>.

### 2.2 DESIGN TEAM DUTIES

(a) Each Design Team member and the Design Team as a whole must consider safety in the design from acceptance of the commission to handover of the building and the subsequent safe operation of the building by the client thereafter

### 3. COMPLIANCE

### 3.1 BUILDING REGULATIONS

(a) Design Teams are required to comply in full with the prevailing versions of (DoECLG) Building Regulations Technical Guidance Documents, in particular Part G – Hygiene and Part M – Access and Use, international standards and the standards in this document.

### 3.2 Building Control (Amendment) Regulations 2009 (S.I. No. 351 of 2009)

Design Teams should note the following;

- (a) The Disability Access Certificate (DAC) was introduced through SI 351 of 2009 dated 4 September 2009, in order to improve compliance of buildings with <a href="DoECLG Building Regulations Part M">DoECLG Building Regulations Part M</a>. A DAC is required for new buildings other than dwellings (but including apartment buildings) and certain works (as set out in Article 20 D (1) of SI 351) to which the Requirements of Part M apply.
- (b) For Frequently Asked Questions on Disability Access Certificates refer to the following link on the DoECLG website:
  - http://www.environ.ie/en/DevelopmentHousing/BuildingStandards/PublicationsDocuments/FileDownLoad,22972,en.doc
- (c) Note that the DoECLG Building Regulations provide an exemption from payment of fees for Disability Access Certificates/revised Disability Access Certificates in respect of certain primary schools where the maximum number of mainstream teachers employed is or will be 4 or less.

### 3.3 IRISH AND INTERNATIONAL STANDARDS

- (a) All building components used must be manufactured to meet the relevant Irish Standard, or other recognised international Standard where no Irish Standard exists.
- (b) All components and processes for which published national standards or other recognised international standards do not exist must be installed and perform in accordance with the relevant Irish Agrêment Certificate or other recognised International Certification System.
- (c) Building components with no relevant Irish Standard or Agrêment Certificate or recognised International Standard or Certification shall be used.
- (d) The space allowance and installation of all sanitary appliances should fully comply with the requirements of BS 6465: Part 2, and <u>DoECLG Building Regulations Part M.</u>

### 4. GENERAL STANDARD

### 4.1 GENERAL DESIGN STANDARDS

All sanitary facilities and associated works must comply with the DoECLG Building Regulations and in particular the following;

- Part F Ventilation
- Part G Hygiene
- Part H Drainage and Wastewater Disposal
- Part M Access and Use

Guidance on compliance with the various Parts of the Building Regulations is given in the relevant DoECLG Technical Guidance Documents. Where works are carried out in accordance with this guidance, this will, prima facie, indicate compliance with the Building Regulations. However, the adoption of an approach other than that outlined in the guidance is not precluded provided that the relevant requirements of the Building Regulations are complied with.

The following represents the additional requirements of the DoES.

- (a) Water Closets (WCs) with wall mounted cisterns should have a lockable cistern lid. The WC should be dual flush delivering a 6 litre flush and a 4 litre flush. The method of activation of the dual flush should be readily discernible, e.g. separate buttons or pads of different sizes, segmented buttons (two-thirds, one third), etc. Clear and permanent operating instructions should be provided. Accessible WCs should comply with the requirements of <u>DoECLG Building Regulations Part M 1.4.4 Sanitary Facilities – General.</u>
- (b) Design of sanitary fittings and their fixings should be robust and appropriate to the school environment.
- (c) A suitable non-slip easy clean floor finish should be used in all WC areas and lobbies (refer to BS 8300:2009 Annex E).
- (d) Sanitary facility ceilings should not allow easy access into any void above, where items could be hidden, etc. If suspended ceiling tiles are provided then each tile should be firmly clipped to the supporting grid.
- (e) All cubicle door locks should be capable of being opened externally with a screwdriver.
- (f) All sanitary facilities in the school, other than those in classrooms, should be available for use by staff and general public using the school facilities.
- (g) All lockable doors should have an internal thumb-turn override. Care should be taken in the design of the door, frame, and opening mechanism to protect against injury to fingers, etc.
- (h) Bowl or stall urinals should not be specified for student use.
- (i) The doors should be easy to open and close (with pull-handles on the doors at low level suitable for young pupils between 800 & 900mm from floor level). Internal cubicle doors may be undercut to assist air movement. Door transfer grilles are not permitted.
- (j) The provision for hand drying facilities shall be paper towel or cotton/linen towels. Electric hand dryers are not permitted. The sanitary facilities should have adequate space for disposable hand towel dispensers and a refuse bin for the disposal of paper towel.
- (k) Hand towel dispensers, soap dispensers and refuse bin are loose furniture and fittings, and are not part of the construction contract, although their provision is required for full compliance with the Building Regulations. Grab-rails to Universal Access WCs and mirrors are part of the contract.

- (I) The provision of WCs incorporating concealed cisterns is acceptable provided future maintenance and servicing of the cisterns is not compromised.
- (m) Staff/visitor sanitary facilities should be provided close to the main entrance for both able bodied and disabled persons. The sanitary facilities should have direct access from the circulation area.
- (n) One wash-hand basin (WHB) incorporating a single low pressure drop anti-scald percussion spray tap per WC should be provided. All WC pans (including those for Junior and Senior Infants) should be standard height pans. Where feasible, WHBs should be located back-to-back with the separating wall or partition between.

### 4.2 ACCESSIBLE SANITARY FACILITIES

- (a) In every location where WC facilities are provided, an adjacent (or as close as possible)
  Unisex Universal Access WC (refer to Appendix A: Figure 1 Unisex Universal Access
  Toilet Plan & Elevation below) should also be provided, unless as otherwise stated in this document.
- (b) Where WC cubicles are provided, at least one WC should be provided for ambulant disabled people (refer to Appendix A, Figure 2 Ambulant Disabled Cubicle below).
- (c) Where four or more WC cubicles are provided in a sanitary facility, one cubicle should be an enlarged cubicle. Refer to Appendix A: Figure 3 Enlarged Disabled Cubicle below.
- (d) En-suite Class Toilets shall be as outlined in Appendix A: Figure 4 En-suite Classroom Toilets Plan & Elevations below.
- (e) At least one Toilet/Shower for Assisted Users per floor should be provided in primary school buildings. It should be centrally located and open directly off a main circulation corridor. The ceiling and walls are to be structurally capable of supporting a ceiling or wall mounted track hoist system should it be required at some future point. The shower should be enclosed by half height enclosure doors which are strong, durable and easy to clean (to guard against splashing to the care assistant). This room may also act as a staff shower room. Refer also to Appendix A: Figures 5 Toilet/Shower for Assisted Users Plan & Elevations below.

The travel distance to this WC should be minimized (maximum of 40m from the toilet door to classroom door). If as a result of the school's layout, more than one such toilet is required to ensure that the maximum travel distance (40m) is not broken, then the additional toilet or toilets should be the wheelchair accessible unisex WC (ref to Appendix A: Figure 1 Universal Access Toilet for Independent Use, Plan & Elevation below)

- (f) Accessible sanitary facilities should be located in a convenient and accessible part of the school and be clearly identifiable.
- (g) All fittings, ironmongery, taps, flush handles and light switches, associated with accessible facilities should be capable of being operated using a closed fist.
- (h) Accessible Sanitary Facilities should have outward opening doors. If inward opening doors are provided the size of the area should be increased so that the door swing does not encroach into the wheelchair turning space and the door should have emergency release hinges.
- (i) Grab/hand rails should contrast visually against walls and floors (refer to BS 8300 Annex B).
- (j) If more than one Unisex Universal Access Toilet is provided, layouts should be handed.
- (k) A colostomy changing surface should be provided in all accessible WCs. A flat topped cistern is adequate to provide a colostomy changing surface without the extra requirement for a separate shelf. Otherwise a separate colostomy changing shelf 125 mm to 150 mm deep x 400 mm wide (min), with its surface 950 mm (max) above floor level should be provided.

- (I) Where specific needs dictate, it may be necessary to fit a ceiling/wall mounted track hoist system into Toilets/Showers for Assisted Users and the structure must be capable of supporting a track system and a live load of 100kgs minimum.
  - A ceiling/wall mounted track hoist system will not normally be provided unless specifically sanctioned in writing by the DoES at or prior to Stage 1
  - Where this has been agreed the supply and installation of the hoist will form part of the building contract
  - A power supply to facilitate battery charging of the lift cassette/charger station, at high level in a convenient location must be provided as part of the contract
  - Concealed conduit drops for the changing bench and ceiling hoist should be coordinated to provided economical and workable solution
- (m) Where specific needs dictate, it may be necessary to fit an electronically height adjustable changing bench in Toilets/Showers for Assisted Users.
  - A changing bench will not normally be provided unless specifically sanctioned in writing by the DoES at or prior to Stage 1
  - Where this has been agreed the supply and installation of the changing bench will form part of the building contract
  - The typical size of the changing bench shall be 1600mm in length. The bench must be capable of folding up against the wall when not in use.
  - Concealed conduit drops for the changing bench and ceiling hoist should be coordinated to provided economical and workable solution
- (n) Refer to Appendix A: Figure 5 Toilet/Shower for Assisted Users Plan below for further guidance.
- (o) The school authority will be responsible for entering into maintenance contracts on an annual basis or as specified by the suppliers of any adjustable height changing benches and track hoist systems. This shall be funded from within the schools own resources.
- (p) The importance of signing a maintenance contract should be highlighted by the Design Team at the handover talks on completion of the contract.

### 4.3 REQUIREMENTS FOR WASTE AND WATER SERVICES

- (a) All soils and wastes (above ground) are the remit of the Building Services Consulting Engineer and should be included in the Mechanical & Electrical (M&E) section of the tender contract documents. The provision of sanitary ware and associated taps, traps and fixing brackets are the remit of the Architect with agreement of the Building Services Consultant Engineer and should be covered in the main building section of the tender documentation.
- (b) Wastes shall include sufficient blank caps and cleaning doors for access for cleaning rods. Where possible all services should be enclosed but accessible. All vents shall be provided with cowls. PVC pipe sleeves with puddle collars shall be fitted as required
- (c) Waste pipe upstands rising from the sub floor are to be provided individually for all WCs. Back-to-back and multiple pairs of WHBs may share a single waste pipe upstand.
- (d) In the interest of safety, long term maintenance and aesthetics it is critical that there is no routing of water and waste services pipe work at low level in sanitary facilities.
- (e) The cold water supplies in a school must be gravity based; pumped systems are not permitted as the school WCs must be capable of operation in the event of a power failure.
- (f) All WHBs should be fitted with a single percussion spray tap only and this tap should deliver a temperature controlled water supply via a thermostatic mixing valve.

- (g) Push type percussion spray taps require the user to push down gently on the tap head to deliver flow. The tap automatically closes off after a delay period. Aerators restrict the flow of water from the tap without reducing water pressure. All automatic shut-off taps must be of a commercial quality suitable for use in schools and must be suitable for the system head pressure available. Note that it is possible to get percussion taps with different pressure drops and if taps with a particularly high pressure drop are specified then they may not work with a gravity system. The typical flow rate required from a wash hand basin tap is 0.1 litres per second; this is the same as 6 litres per minute.
- (h) Thermostatic mixing valves (TMVs) shall be fitted on all hot water outlets (excluding the Cleaner's Store sinks) and are to be located such that a <u>maximum dead leg of 1 linear metre of pipe only</u> is achievable on the mixed water supply. This is to minimise the potential risk of Legionella. It is not acceptable to locate the TMV above the ceiling with a single pipe drop to the tap below or above; TMVs must be easily accessible from the room or adjacent room where they are located.
- (i) All TMVs must be of TMV3 standard. They must be fail safe and lockable and be capable of limiting the outlet temperature to 42 / 43° Celsius. Where WHBs are adjoining or back-to-back these shall be fed via a single TMV unit in accordance with manufacturer's instructions. All TMVs must:
  - Be suitable for the system head pressure available
  - Comply with IS EN 1287 for low pressure
  - Be suitable for under basin installation
  - Provide safe thermostatic shutdown
  - Be complete with isolation valves on all inlets, check valves and easily removable strainers
  - Have tamper proof temperature adjustment and lockdown.

TMVs serving WHBs should be selected to give a flow rate of 0.1 litres per second at an inlet head of 1.5m. All TMVs must be tested for shut-off in the event of loss of the cold water supply and test certificates included in the handover documentation. TMVs must never be connected to the mains water supply; they must only be connected to the hot water distribution services and the cold water distribution services.

- (j) So as not to contaminate the mains water supply, a manual mixing tap (where the hot and cold water only mixes on exiting the spout outlet) must only be used with mains water. On all sinks, with the exception of sink in Cleaner's Stores, the temperature controlled mixed supply should be taken from the under sink TRV outlet to the hot water inlet on the manual sink mixer, a mains water supply shall be connected to the cold water inlet side on the same manual sink mixer tap.
- Where rainwater harvesting is used to serve the WCs the rainwater distribution pipe work must be fitted with proprietary labeling identifying the connecting pipe as a rainwater supply pipe, in accordance with the prevailing British Standard. Design Team members should refer to the guidance on rainwater harvesting given in <a href="DoECLG TGD Part H">DoECLG TGD Part H</a>
  Section 1.3.10 Greywater Recovery Systems and BS 8515. Such systems should be designed to reduce the risk of cross contamination and should comply with the requirements of IS EN 1717 Backflow Prevention and the National Annex to this standard.

#### 4.4 REQUIREMENTS FOR LIGHTING & POWER SERVICES

- (a) In single sanitary facilities one high frequency fitting or an appropriate LED fitting shall be specified.
- (b) Ordinary sanitary facilities should have a light level of 120 lux at 700mm above finished floor level.

- (c) All Disabled WC's should have lighting levels of 200 lux at 700mm above finished floor level.
- (d) Lighting switches in accessible facilities should be capable of being operated using a closed fist.
- (e) Lighting controls in en-suite toilets shall be based on manual "On/Off" switching (located on the classroom side of the door) with automatic absence detection only.
- (f) Lighting controls in all other sanitary facilities shall be based on manual "On/Off" switching with automatic absence detection only.
- (g) Low level switch strips shall be provided on emergency assistance alarms in Universal Access Toilets and Toilets/Showers for Assisted Users. Refer to Fig 1: Unisex Universal Access Toilet for Independent Use, Plan & Elevation and Fig 5: Toilet/Shower for Assisted User in Appendix A below. These shall be installed as per the manufacturer's instructions on all walls in these spaces and at a suitable height above finished floor level.
- (h) Power points for final connection to a height adjustable bench and to facilitate charging of the lift cassette/charger station on a ceiling/wall mounted overhead tracked hoist system shall be provided in suitable locations in the Toilet/Shower for Assisted Users. Refer to Appendix A, Figure 5 Toilet for Assisted Users below

### 4.5 REQUIREMENTS FOR VENTILATION SERVICES

- (a) Ventilation in compliance with DoECLG Building Regulations, Part: F shall be provided in sanitary facilities in primary schools.
- (b) All sanitary facilities inclusive of en-suite classroom toilets in primary schools should
  - Be provided with general (background) ventilation of 5000mm<sup>2</sup> equivalent area for sanitary facilities of up to 10m<sup>2</sup> in area. For facilities greater than 10m<sup>2</sup> in area, 500mm<sup>2</sup> equivalent area per additional m<sup>2</sup> of floor area should be provided.
    - Be provided with intermittent extract ventilation with the following ventilation rates
      - Shower areas 15 litres per second per shower
      - Toilets 6 litres per second per WC.

In a facility that contains both a shower and WC then the larger sized value only should be applied

- Have purge ventilation via opening windows equal to 1/20<sup>th</sup> of sanitary accommodation floor area.
- (c) En-suite classroom toilets in primary schools shall contain a suitably sized window on the external wall along with background ventilation. In addition intermittent extract ventilation should be provided via a suitably sized mechanical extract fan incorporating a run-on timer set to 5 minutes. It should be manually controlled by a local switch on the wall above the light switches. The switches shall be labelled "Ventilation".
- (d) In single/multiple cubicle WCs (other than en-suite classroom toilets) with windows on external walls intermittent extract ventilation shall be provided via a suitably sized mechanical extract fan incorporating a run-on timer set to 5 minutes and controlled by a local switch.
- (e) If design conditions dictate that internal sanitary facilities must be provided then these spaces should be ventilated via a mechanical extract fan incorporating a run-on timer set to 15 minutes and should be controlled via the local light switch.
- (f) There should be no need for treated mechanical supply air to internal sanitary facilities spaces. Make up air should be via natural means assisted if necessary by the extraction system. Ventilation extraction shall be via wall or ceiling grilles.

- (g) Floor grilles or door transfer grilles shall not be used in school projects; where make up air is required to spaces this should be achieved by undercut doors or high level wall transfer grilles of at least 7000mm² equivalent area.
- (h) Ventilation systems should in general be localised with minimum ducting and local wall exhaust louvers; not through the roof.
- (i) Ventilation systems should be tested and commissioned at completion so that the systems and their controls are left in the intended working order and can operate effectively and efficiently. A way of demonstrating compliance would be to commission and test in accordance with the CIBSE commissioning codes in order to verify that the systems perform in accordance with the specification.
- (j) Detailed information on the installation and commissioning of ventilation systems is provided in "Installation and Commissioning of Ventilation Systems for Dwelling Achieving Compliance with Part F" (to be published)" and DoECLG Building Regulations Part F, Section 1.2 Dwellings, Par 1.2.1.7.

### 5. ROOM LAYOUTS

### 5.1 CLASSROOMS

- (a) Two Ambulant Disabled Accessible WCs should be provided en-suite to each classroom (refer to Appendix A: Figure 4 En-suite Classroom Toilets Plan & Elevation below). These sanitary facilities should, unless unavoidable, be located on an external wall.
- (b) The classroom sanitary facilities should be separated from the general classroom space by a full height wall/partition with no gaps at the top or bottom, and a self-closing door. A similar wall / partition should separate male from female WC's.

#### 5.2 GENERAL PURPOSE ROOM

- (a) The General Purpose Room Toilet Suite should consist of male toilets and female toilets and a wheelchair accessible unisex WC (refer to Appendix A: Figure 1 Universal Access Toilet for Independent Use Plan & Elevation below).
- (b) The General Purpose Room Toilet Suite should be located adjacent to the GP Room with access directly from a circulation route. This sanitary facility is intended for the use by the staff and visitors during school hours, and for after hours activities when the main body of the school is closed.
- (c) If more than one toilet cubicle is being provided for male or females then at least one cubicle should be suitable for ambulant users and should be separated by a division which is 2.2m high and may have a maximum gap of 50mm at the bottom.
- (d) One wash hand basin (WHB) incorporating a single low pressure drop anti-scald percussion spray tap per WC is required. It is recommended that all WC pans be standard height pans. Where feasible, WHB should be located back-to-back on partition walls.

TABLE 1 – Minimum Provision of Sanitary Appliances for Female Staff

Number of Female Staff	Number of WCs	NUMBER OF WASHBASINS	
1 to 5	1	1	
6 to 15	2	2	
16 to 30	3	3	
31 to 45	4	4	
46 to 60	5	5	
61 to 75	6	6	
76 to 90	7	7	
91 to 100	8	8	
Above 100	8, plus 1 WC and WHB for every unit or fraction unit of 25 perso		

The ratio of male to female staff members should be taken to be 35% males to 65% females.

### **APPENDIX A: LAYOUT DRAWINGS**

### **SCHEDULE OF LAYOUT DRAWINGS**

FIGURE NO	DRAWING
1	Universal Access Toilet for Independent Use Plan & Elevation
2	Ambulant Disabled Cubicle
3	Enlarged Disabled Cubicle
4	En-Suite Classroom Toilets Plan & Elevation
5	Toilets for Assisted Users (with Changing Bench) Plan & Elevations

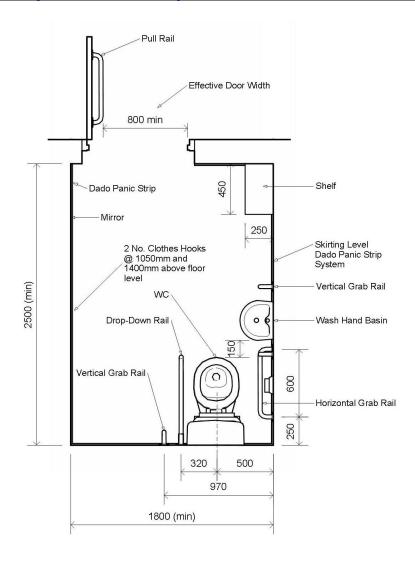


Figure 1 (Plan) - Unisex Universal Access Toilet for Independent Use

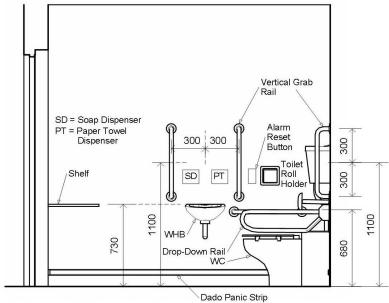
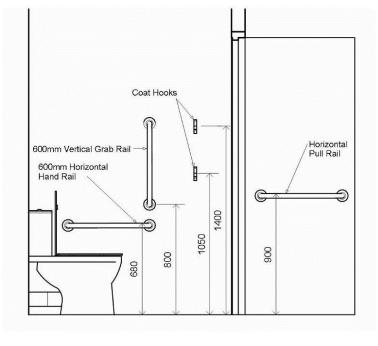


Figure 1 (Elevation) - Unisex Universal Access Toilet for Independent Use



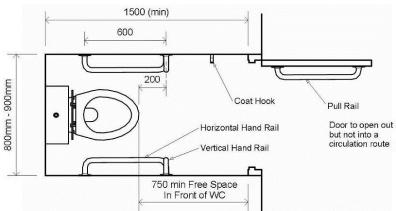


Figure 2 - Ambulant Disabled Cubicle

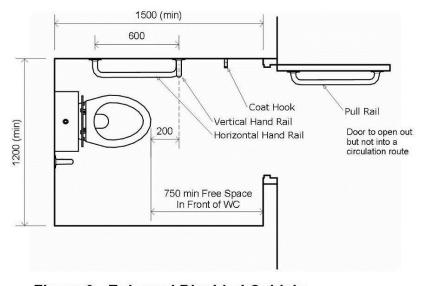


Figure 3 - Enlarged Disabled Cubicle

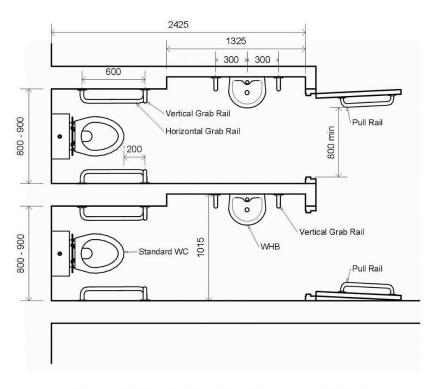


Figure 4 (Plan) - Ensuite Classroom Toilets

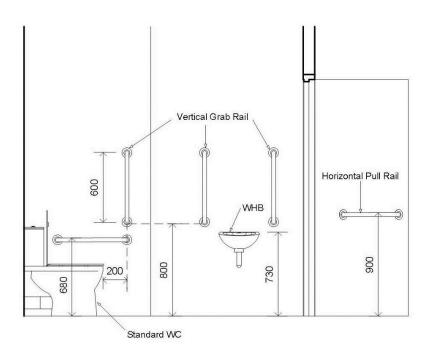


Figure 4 (Elevation) - Ensuite Classroom Toilets

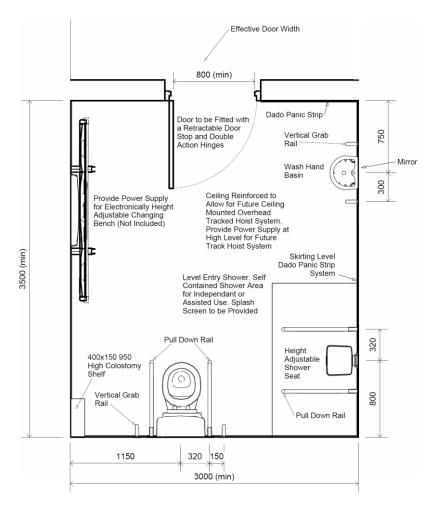


Figure 5 (Plan) - Toilet / Shower for Assisted Users

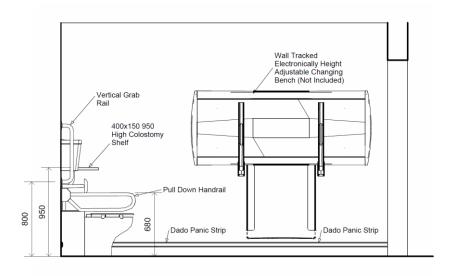


Figure 5 (Elevation 1) - Toilet / Shower for Assisted Users

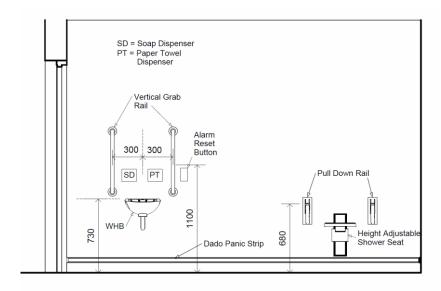


Figure 5 (Elevation 2) - Toilet / Shower for Assisted Users

### **APPENDIX B: SCHEDULE OF MINOR REVISIONS**

REVISION	DATE	SECTION	CHANGE
1			
2			
3			
4			
5			
6			
7			
8			

(Last updated: \*\*\*\*\*\*\*\*\*)