

This guideline applies to: All Students, Faculty, Staff, Trainees, and Visitors at Washington University School of Medicine and Outside Contractors/Vendors.

## **GUIDELINES:**

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Issued: June 2023

## **PURPOSE:**

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Establish guidelines and standards to facilitate understanding of what the School of Medicine requires of their shared centrally managed bike parking, shower, and locker room space planning and design standards among professionals commissioned by the School to design facilities.

## **PROCESS:**

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## **SUMMARY**

Washington University School of Medicine offers its community multiple transportation options to, from, and on campus. Forty-seven percent of the School of Medicine community use transportation other than single occupancy vehicles. In addition, the Medical Campus received a Silver-level rating from the [League of American Bicyclists](#) as a [Bicycle Friendly Business](#).

The School of Medicine is committed to providing appealing and convenient bicycle parking, locker rooms, and showers on campus. Through these efforts, the Medical Campus has installed approximately 950 bicycle parking spaces, including covered and secure locations. Ninety percent of these are well-used during the work week. Seven campus buildings have shower and locker facilities for cyclists, including all-gender single rooms. In addition, two locked fixit stations are also located under the Clinical Sciences Research Building (CSRB) Bridge and on the southeast side of Olin Residence Hall.

OFMD strives to ensure that new School of Medicine buildings and existing buildings where a complete gut renovation is planned will have these facilities as standard programming as resourcing. Therefore, the following best practices must be considered when planning and designing all new projects and major renovations.

The School is dedicated to incorporating sustainability and wellness into the community culture through our daily activities, programming, and design.

E-bikes are soaring in popularity. New research shows that e-bikes are outpacing electric car sales in the U.S. While WUSM does not have a specific benchmark, e-bike parking and charging capabilities should be considered when a new building or major renovation project is planned.

## **PROGRAM MANAGER**

The current exterior spaces (except the CAM location (54 spaces) managed by BJH) are managed by OFMD.

For any new bicycle parking, the Planner/Project Manager must keep the Transportation and Parking Office involved throughout the project's life.

## **SPACE REQUIREMENTS**

The guidelines for both *Bicycle Parking* and *Shower and Locker Rooms* were developed in reference to both the Bicycle Facilities section of LEED BD+C: New Construction v4.1<sup>1</sup> and the Facilities for Active Occupants section of WELL v2, Q4 2022.<sup>2</sup>

### **Location**

#### *Bicycle Parking*

Short-term bicycle parking must be in a safe and well-lit area within a 200-yard walking or bicycling distance from the future [Brickline Greenway](#) that connects to the rest of campus and the Central West End and Boyle Metro Stations. In addition, the parking location must be within a 200-foot walking distance of any medical campus building entrance.

#### *Shower and Locker Rooms*

Showers with changing facilities are available to occupants within a 650-foot walking distance project/building boundary.

Other considerations for shower and locker rooms include the need for actual and perceived privacy. Please work with the project's OFMD planner and project manager to identify a suitable location without compromising the building function or School mission.

### **Size**

#### *Bicycle Parking*

Please work with an OFMD planner to determine the appropriate amount of parking.

#### *Shower and Locker Rooms*

Provide at least one on-site shower with changing facility for the first 100 regular building occupants and one additional shower for every 150 regular building occupants after that, up to 999 regular building occupants.

- one additional shower for every 500 regular building occupants; for the additional 1,000 – 4,999 regular building occupants
- one additional shower for every 1,000 regular building occupants; for the additional 5,000 + regular building occupants

At least one shower is to be ADA-accessible in the men's, women's, and all-gender shower rooms.

At least five lockers are available for every shower provided. Lockers are co-located with the shower facilities.

## **Flooring**

### *Bicycle Parking*

Exterior paving material should be in context with the immediate surrounding areas. Refer to the Washington University School of Medicine Public Realm Guidelines document for more material descriptions.

### *Shower and Locker Rooms*

Please refer to Washington University School of Medicine [Design Standards](#) for further information on the flooring standards. Section Architectural Standards, Finishes.

## **Signage**

### *Bicycle Parking*

Include appropriate signage on the outside of the bicycle parking area. Contact the Transportation and Parking Office for the correct signage.

### *Shower and Locker Rooms*

Please refer to Washington University School of Medicine [Design Standards](#) for further information on the signage standards. Section Specialties, Signage.

## **Privacy**

### *Bicycle Parking*

When an enclosed space is designed for employee use, include a stand-alone card reader at each enclosed parking location entry door. Please refer to Washington University School of Medicine [Design Standards](#) for the current make/model and vendor.

### *Shower and Locker Rooms*

Install a stand-alone card reader at the entrance to each room. Please refer to Washington University School of Medicine [Design Standards](#) for the current make/model and vendor.

Perimeter walls should reach the structure above to minimize sound transmission over them into adjacent spaces. Install sound attenuation in walls to reduce sound transmission. In addition, please refer to Washington University School of Medicine [Design Standards](#) for further information on wall finishes. Section Architectural Standards, Finishes.

## **Plumbing Fixtures**

### *Bicycle Parking*

N/A

### *Shower and Locker Rooms*

Provide a sink and faucet combination, toilet, and shower with proper drainage.

## **Lighting and HVAC**

### *Bicycle Parking*

Please refer to Washington University School of Medicine [Design Standards](#) for further light and HVAC information—section Electrical, Exterior Lighting.

### *Shower and Locker Rooms*

Please refer to Washington University School of Medicine [Design Standards](#) for further light and HVAC information—section Electrical, Interior Lighting.

Adequate HVAC service, including a thermostat, should be provided. Overhead lighting and well-placed electrical outlets are appropriate. Network connections and DAS for the room are also recommended to increase worker safety and productivity. Accessibility guidelines should be met for all the features of the room.

## **Accessories**

### *Bicycle Parking*

WUSM's standard bike rack is [Madrax – Heavy Duty Challenger](#), powder coated black and surface mounted. This style can park 3-21 bikes per rack. The option of bike quantities offers configuration flexibility and allows space planners to maximize the space. When the parking count is a minimum of 25 spaces, installing a fix-it station is recommended. The standard is [Dero Fixit Plus](#) with preferred [Air Kit](#).

Please refer to the Washington University School of Medicine Public Realm Guidelines document for more material descriptions.

### *Shower and Locker Rooms*

Include a trash receptacle, a paper towel dispenser, a soap dispenser, toilet paper, coat hooks, a bench, and a full-length mirror. In addition, menstrual products and sanitary disposal are also available in women's and all-gender shower and locker rooms.

Please refer to Washington University School of Medicine [Design Standards](#) for further information on accessories standards. Section Architectural Standards, Accessories.

## SHARED FACILITIES MANAGEMENT

Shared facilities include:

- Locker/shower rooms
  - Taylor Avenue Building 1<sup>st</sup> floor (lockers and showers)
    - Requires [registration](#); OFMD Access Control provides access to those who request it, and Custodial Services cleans the room.
  - Northwest Tower (2<sup>nd</sup> floor)
    - Managed by the Department of Pediatrics. All WUSM staff, faculty, and students with an ID badge can enter the Northwest Tower shower room.
  - Olin Basement (lockers and showers located in the restrooms)
    - WUSM Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students can enter the room.
  - CSRB 3rd-10th floor (showers only, no lockers, located in the restrooms)
    - WUSM Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students can enter the room.
  - Biotech 1st floor (lockers only, no showers, located in the restrooms)
    - OFMD Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students can enter the room.
  - 4444 4th Floor (showers only, no lockers, located in the restrooms)
    - OFMD Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students can enter the room.
  - MPRB 3rd-10th floor (lockers only, no showers, located in hallways)
  - MCC Basement (lockers and showers located in the restrooms)
    - OFMD Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students with ID badges can enter the rooms.
  - Couch basement (lockers and showers located in the restrooms)
    - OFMD Custodial Services cleans the restrooms.
    - All WUSM staff, faculty, and students can enter the room.
    - All WUSM staff, faculty, and students with ID badges can enter the rooms.

- Bicycle parking
  - All WUSM staff, faculty, and students with an ID badge can access the bicycle parking areas

Please contact [Michelle Lewis](#), Director of Administration, Transportation & Parking, regarding any questions about locker/shower rooms or bicycle parking.

Please contact [Mariah Harris](#), Director of Space Programming, regarding any questions or suggestions on these Bicycle Parking, Shower and Locker Room Space Guidelines.

## RESOURCES

<sup>1</sup> [USGBC - LEED BD+C: New Construction v4.1 - LEED v4.1 – Bicycle Facilities](#)

<sup>2</sup> [WELL v2, Q4 2022 – Facilities for Active Occupants](#)