Guidelines for All-Gender Restroom and Shower and Changing Facilities in New Construction/Renovations

I.  Purpose/Scope

The purpose of the guidelines is to provide direction on the implementation of all-gender restroom facilities in Stanford University owned buildings. Consistent with the University’s commitment to fostering a more diverse and inclusive community, these guidelines were created to provide safe and private restroom facilities for transgender and gender non-conforming campus community members, individuals with disabilities with special needs and/or with different-gender personal care attendants and family members with different gender children.

In addition, Assembly Bill No. 1732, approved on September 29, 2016, and effective on March 1, 2017, requires all single-user toilet facilities in any business establishment, place of public accommodation or state or local government agency to be identified as all-gender toilet facilities by signage that complies with Title 24 of the California Code of Regulations, and designated for use by no more than one occupant at a time or for family or assisted use.

These guidelines were drafted in collaboration with the University Architect/Campus Planning & Design office (UA/CPD), the Department of Project Management (DPM), and the Diversity & Access Office with input from campus colleagues and community member. These guidelines apply to University-owned facilities as well as rental facilities used for university-related purposes, where feasible. The guidelines address new construction as well as existing facilities, including those undergoing substantial renovation. Campus departments and units with responsibility for planning, developing or operating Stanford owned building spaces are required to comply with these guidelines. If you have any questions regarding the applicability of any portion of these guidelines for your building or project, please contact the Diversity and Access Office at equalopportunity@stanford.edu or (650) 725-0326.

Guidelines shall be consistent with applicable architectural accessibility guidelines, including Title 24 of the current California Building Code (2016) and the 2010 ADA Standards for Accessible Design. Project Managers are responsible for ensuring compliance with all applicable building code requirements.

II.  Terminology

All-Gender Facility (sometimes referred to as a gender-inclusive or gender-neutral facility) is a facility, including but not limited to, restrooms, showers, locker rooms and changing rooms, that is usable by persons of all gender identities and expressions that is not gender specific. The facility shall provide privacy and security for the individual user. [1][2]

Gender-Specific Facility refers to designated space for use by one gender (i.e., male or female).
Restroom is any facility equipped with toilets, lavatories, and in some cases, urinals, which is used by the public for personal hygiene and comfort.

Single-Occupancy Restrooms are facilities with a toilet and/or urinal and sink and which have a locking mechanism to ensure privacy.

Multiple-Occupancy Restrooms are facilities with more than one toilet stall, which more than one person can use at a time. Each toilet stall generally has a locking mechanism to ensure privacy.

Shower and Changing Facility (sometimes referred to as a locker room) includes shower facilities and an area where an individual can disrobe and re-dress. A single-occupancy shower and/or changing area should be in a private space for use by a single occupant and have a locking mechanism to ensure privacy.

Alteration is defined as an architectural change, addition or modification in an existing building due to a change in occupancy or use, or structural repair. Alterations include, but are not limited to remodeling, renovation, reconstruction, historic restoration, changes or rearrangements of the structural parts or elements and changes or rearrangements in the plan configuration of wall and full-height partitions. Normal maintenance, reroofing, painting or changes to mechanical and electrical systems are not generally considered alterations. Restrooms should be evaluated when changes in occupancy and/or use of building occur, such as changing from an administrative to academic space.

III. Guidelines

All-gender facilities shall provide privacy and security for individual users and include spaces and fixtures equivalent to single-occupancy, gender specific facilities. Below are guidelines for all-gender restrooms and shower and changing facilities to assist Schools, Departments, Business Units and their project managers when designing and allocating restroom and locker room facilities in new construction and/or modifying these spaces during renovations.

A. New Construction

For Stanford buildings in the programming phase, DPM, Schools, Departments and Business Units shall ensure the following types of buildings are equipped with the recommended number of all-gender spaces and fixtures:

- **Academic Buildings** Defined as facilities that contain classrooms, seminar rooms, libraries, laboratories, auditoriums and faculty and student-related offices.

  1. **Restrooms** – The construction of at least one single-occupancy, all-gender, restroom per building. Restrooms on multiple floors should be considered for large buildings or those with a high volume of student circulation. Each facility will minimally contain a toilet (no urinal), toilet paper with waste receptacle and lavatory.
2. **Shower and Changing Facility** – When provided, a single-occupancy shower and changing facility shall be identified as all-gender. If multiple-occupancy shower and changing facilities are provided, then a separate all-gender shower and changing facility shall be provided.

- **Public Use Buildings** Defined as buildings that contain a high volume of student and public circulation, including sports facilities, concert halls, museums, restaurants and café’s, etc).
  
  1. **Restrooms** – The construction of at least one single-occupancy, all-gender, restroom per building. It is recommended that buildings of this type contain more than one all-gender restroom. The facility will minimally contain a toilet (no urinal), toilet paper with waste receptacle and lavatory.
  
  2. **Shower and Changing Facility** – When provided, a single-occupancy shower and changing facility shall be identified as all-gender. If multiple-occupancy shower and changing facilities are provided, then a separate all-gender shower and changing facility shall be provided. It is recommended that buildings of this type that are used heavily by performers and sports teams contain more than one all-gender shower and changing facility, particularly in spaces offering public (patrons/guests) and private (performers, sports teams, etc.) use.

- **Administrative Buildings** Defined as facilities that primarily house business and administrative units and are not open to the public. These buildings do not have a high volume of student circulation and do not contain student auditoriums or classrooms.
  
  1. **Restrooms** – The construction of at least one single-occupancy, all-gender restroom per building. The facility will minimally contain a toilet (no urinal), toilet paper with waste receptacle and sink.
  
  2. **Shower and Changing Facility** – When provided, a single-occupancy shower and changing facility shall be identified as all-gender. If multiple-occupancy shower and changing facilities are provided, then a separate all-gender shower and changing facility shall be provided.

- **Residential Buildings** Defined as facilities where undergraduate and graduate students reside and where restrooms and shower/changing facilities are shared.
  
  1. **Restrooms** – The construction of at least one single-occupancy, all-gender restroom per building. For larger dorms, it is highly recommended that one such facility is provided per wing or floor. The facility will minimally contain a toilet (no urinal), toilet paper with waste receptacle and sink. The presence of multiple-occupancy, all-gender restrooms does not negate the need for a single-occupancy facility. *In student residences where members of the public access common use areas, there shall be at least one all-gender restroom for public use.*
  
  2. **Shower and Changing Facility** – The construction of at least one single-occupancy, all-gender shower and changing facility per building. For larger dorms, it is highly
recommended that one such facility is provided per wing or floor. The presence of multiple-occupancy, all-gender shower and changing facilities does not negate the need for a single-occupancy facility.

B. Alterations and Renovations

Project managers overseeing alterations/renovations to Stanford buildings/spaces shall evaluate existing conditions of nearby restrooms and shower and changing facilities to determine if modifications are necessary to meet newly established University guidelines pertaining to all-gender restroom and shower and changing facilities. Department of Project Management (DPM) and school and department project managers responsible for managing their own construction projects should notify the Diversity & Access Office if any of the following conditions exist within the building and/or space being renovated/altered:

1. No single-occupancy restroom exists in the building;
2. Existing multi-stall shower and changing facilities are present in the building, but there are no single-occupancy shower and changing facilities;
3. Single-occupancy, gendered (men’s women’s) restrooms exist in the building;
4. Single-occupancy restrooms are available in the building (men’s, women’s and/or “unisex”), but existing signage does not meet the current all-gender restroom signage standard (see UA/CPD website for more details).

The Diversity & Access Office will address the applicability of the guidelines to the existing project and evaluate if additional University funds can be administered in order to upgrade restrooms and shower and changing facilities to the new University standard. Please contact the Diversity & Access Office at (650) 725-0326 or equalopportunity@stanford.edu for additional assistance.

Any Stanford building undergoing a total renovation shall include all-gender restrooms and single-occupancy shower and changing facilities (when applicable) applying the following standards:

- **Restrooms** – Design at least one single-occupancy, all-gender restroom per building. The facility will minimally contain a toilet (no urinal), toilet paper with waste receptacle and lavatory.

- **Shower and Changing Facility** – When a shower and changing facility will be provided as part of the renovation, design at least one single-occupancy, all-gender shower and changing facility per building.

C. Priorities and Plans for Existing Facilities

Groups across the University are asked to address changes to facilities based on the guidelines above. Changes to restrooms in Zones managed buildings for non-formula schools will be addressed through a centrally funded, DPM managed program starting in February 2017. Formula schools and auxiliaries are asked to fund and implement these guidelines based on the same priorities. Please contact the Diversity and Access Office and/or UA/CPD to request available data on existing facilities and assistance with
prioritizing signage conversion and/or upgrading facilities to meet current guidelines for all-gender restroom and shower/changing facilities.

The priorities are two-fold: First based on the type of facility and change required and second based on building use.

1. **Single-Occupancy, Gender-Specific Restrooms** – The first step is to include the conversion of single-occupancy gender-specific restrooms to all-gender restrooms (per recommendations above) indicated by appropriate signage. Existing fixtures (urinals, sanitary dispensers, etc.) need not be removed. All-gender signage will replace existing signage. These conversions shall not be considered renovations. *Due to recent legislation (AB1732), it is important that these changes be planned and implemented as soon as possible.*

2. **Restrooms in Buildings That Do Not Contain Single-Occupancy Restrooms** – If a building does not contain a single-occupancy restroom that can be readily converted to an all-gender restroom, it will be added to a priority list for renovation. Minimally, the building will install directional signage in a conspicuous location, near the main entrance and/or first floor building directory or at the first bank of restrooms, to identify the nearest all-gender restroom. The style of signage should be consistent with other building signage.

3. **Shower Facilities and Changing Rooms in Buildings That Contain these Facilities, but not as Single-Occupancy Facilities** – If a building has gender-specific single and/or multiple occupancy shower and changing facilities but does not contain a single-occupancy option for conversion to an all-gender shower facility/changing room, it will be added to a priority list for renovation. Minimally, the building will install directional signage in a conspicuous location near the existing shower/changing facility identifying the nearest all-gender shower/changing facility.

Within each of the above priorities is a set of priorities based on building use.

1. **Public Facing Buildings** – These are larger buildings whose primary use is identified as Commons, Auditorium, Library, and Museum.

2. **Buildings of Specific Interest** – Buildings in which the local community has expressed a compelling need to expedite the inclusion of these facilities.

3. **Class/Lab/Meeting Buildings** – These are buildings with extensive classroom, class lab, or meeting space. At first cut, this is defined as buildings with either 12 or more such spaces or with at least one such space over 1,500 sf.

Maps and Records, with assistance from the University Architect/Campus Planning & Design Office shall maintain an accurate list of all-gender facilities, including restrooms and shower and changing facilities. In addition, this information will be available on various campus websites and will include a narrative summary and/or a map identifying spaces.
Project managers, zone managers, building managers, Residential & Dining Enterprises, Department of Athletics, Physical Education, and Recreation, and other schools, departments and/or business units shall notify Maps & Records of changes as soon as they are made so that an updated list and map can be circulated annually.

D. Signage

All-gender restrooms will be identified using the existing campus standard provided on the UA/CPD website. The standards include the requirements set forth in Title 24 of the current California Building Code and the 2010 ADA Standards for Accessible Design for restroom signage. The door of the facility will contain a triangle within a circle of contrasting color, without any pictograms. The International Symbol of Accessibility shall be included as applicable. In addition, the adjacent wall signage will identify the facility as an “All-Gender Restroom” and may or may not include a toilet pictogram. Shower and changing facilities will be identified with similar signage (alternate pictogram optional) including “All-Gender Shower/Changing Room.”

E. Accessibility

Project Managers shall consult current Title 24, California Building Code requirements pertaining to all-gender restrooms and shower/changing facilities:

- Toilet Rooms and Bathing Facilities – CBC 11B-213
- Locker Rooms – CBC 11B-222
- Toilet and Bathing Rooms – CBC 11B-603
- Water Closets and Toilet Compartments – CBC 11B-604
- Lavatories – CBC 11B-606
- Shower Compartments – CBC 11B-608
- Dispensers – CBC 11B-604.7
- Signs – CBC 11B-216 and 11B-703

F. Feedback

Any concerns, suggestions or recommendations related to these guidelines should be submitted to the Diversity & Access office at 650.725.0326. Likewise, any inquiries concerning facility construction, maintenance or repair should be directed to the Diversity & Access Office.