



FEMALE REHABILITATIVE COMMUNITY CORRECTIONAL CENTERS

FACILITY GUIDELINES

July 5, 2006

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Female Offender Programs and Services Unit

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INTRODUCTION

INTRODUCTION TO THE FACILITY GUIDELINES

Background

These Facility Guidelines were developed by staff of the Female Offender Programs and Services Unit and their consultants to guide prospective bidders in developing the building design documents required to respond to the California Department of Corrections & Rehabilitation (CDCR), Request for Proposal for Female Rehabilitative Community Correctional Centers (FRCCC).

The Guidelines are based on the successful facilities of the Family Foundations community programs where female offenders (“participants”) are currently being housed and treated while they participate in a one-year substance treatment program.

However, there are a number of differences between the FRCCC’s and the Family Foundations Programs. These centers will be designed to house 75, 100 or 200 participants. None of the participants will have their children living with them. The length of stay may also be longer.

These Guidelines, then, are based on the operational and architectural program for the Family Foundations treatment program. However, they reflect adjustments made for a different population size and composition and different staffing requirements, as well as some deliberate programmatic and facility changes.

Intention of the Facility Guidelines

These Guidelines are not intended to be strict facility requirements. They are not an architectural program specifically developed for the FRCCC facilities. However, the Guidelines do include operational and spatial information for the basic array of programs and services that CDCR requires to be provided at all of the new FRCCC facilities regardless of size or specific treatment program. It is assumed that a provider may have unique staffing and programmatic requirements, or be renovating an existing structure. As a result, the facility design proposed by the provider will reflect the specific facility requirements of a particular treatment program.

Organization of the Document

This facility guidelines document is divided into eight sections: an Introduction and seven groupings of functional components. These groupings are as follows:

- Administration & Reception
- Program & Treatment
- Housing
- Intake
- Medical Services
- Kitchen/Dining
- Facility Support & Parking

The introduction contains background on the development of the Facility Guidelines, the intention of the Guidelines and an overview of the organization of the document. It also includes a functional area adjacency diagram that reflects adjacency requirements among major functional groupings at each center as well as some adjacency requirements of components within a major group. Additionally, the diagram shows critical circulation patterns on a center site, including pedestrian entries into the building, required vehicle access to specific components, and access points requiring control and/or surveillance.

Each subsequent section includes a narrative operational summary, a data sheet for each functional component and an adjacency matrix that depicts adjacency requirements of spaces within the functional grouping and any required adjacency relationships with other groupings or individual spaces.

The data sheets comprise the bulk of the guidelines document. Each data sheet includes the following sections:

- Users/hours of operation
- Activities/Operations/Security
- Adjacencies
- Area Requirements
- Design Considerations
- Equipment Needs

The information on the data sheets is intended to reflect the operations of a successful treatment program and a facility to support such a program. It should be noted that the area requirements are typically geared to a 75- or 100-bed center. The size and number of many spaces at a 200-bed center may need to be adjusted, based on the increased population and an increase in staff and program areas.

Area Requirements

For most spaces, a net square footage is provided as a guideline. Other spaces are dependent upon site conditions, building design or the provider's staffing or programs. An efficiency (grossing) factor will need to be applied to each space and/or grouping of spaces to account for internal, or intra-departmental, circulation (i.e. circulation within Intake).

Additionally, a building grossing factor will be applied for building structure, corridors, mechanical and electrical rooms, telecommunications and data, security electronics and other similar functions throughout the building.

Design Considerations

Providers should ensure that the centers blend into the community environments in which they are located. Building scale, number of stories, materials and landscaping should reflect those of the neighborhood. The building entry should be open and welcoming. Community support for the FRCCC's is very important, and the building design should attract the community back into the facility, rather than being austere and unapproachable.

Security

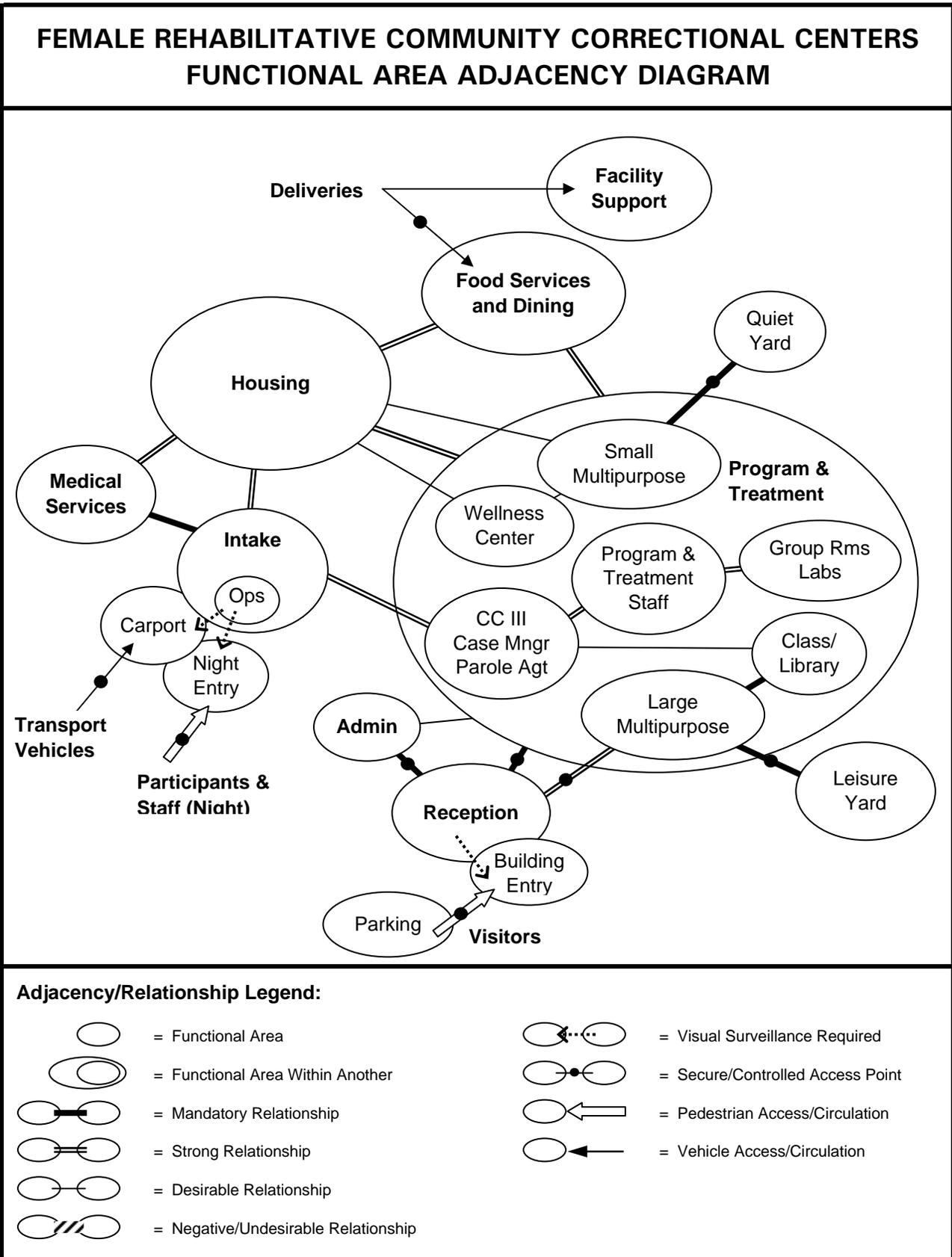
Although the FRCCC's are treatment oriented, they are nonetheless commitment facilities for women remanded to the custody of the CDCR. Safety and security are primary goals of the facility and operations. Key security goals are:

- to protect participants (women) from each other and themselves. Suicide prevention and drug intervention are paramount concerns.
- to ensure staff safety.
- to ensure the safety of the community.
- to discourage unauthorized ingress and egress to and from the facility.

Security depends primarily on the staff and operational procedures (e.g., monitoring movement and conducting bed counts). Substantial reliance will be placed primarily on staff to interact directly with women and to monitor movement into and through the facility. Building design must be sensitive to security needs, providing active or passive security measures such as the following:

- Control of access into and out of the facility (i.e. Lobby acts as a sallyport)
- Interior zoning to control the movement of participants and visitors throughout the facility.
- Good visual surveillance into all areas that participants will be using.
- Electronic security systems will be required to monitor building doors and windows.
- CCTV's will be required to monitor building entrances, exits and other specific areas of interest.

- Outside monitoring systems, i.e. intrusion detection devices, will be monitored at the Operations Control Center.
- Computer systems and phones must be secure.
- Refuge courts will need to be identified to allow for containment and count in emergency egress situations, including when women are in the housing area.
- Exterior lighting should be adequate to allow staff to see around the grounds at night, but not intrude on the neighborhood.
- Although the construction quality of the FRCCC's is not required to meet prison design standards, it must be of heavy-duty commercial construction for durability and maintenance, as well as security reasons.



ADMINISTRATION & RECEPTION

ADMINISTRATION & RECEPTION

OPERATIONAL DESCRIPTION

The administration area will contain offices and support spaces for a number of administrative staff. Conference rooms for staff meetings, conferences and on-site training also will be provided in this area.

The reception area will be the main entry point for staff, families arriving for visiting, public and official visitors, and professional consultants coming to the facility to provide services. Reception will include space for a reception desk and clerical support, lobby/waiting and rest room, phone and lockers for visitors.

Administration

Administration will contain offices for the Program Director, Secretary, Fiscal Officer and Administrative Support. Support areas will include two conference rooms, copier/supply storage, and staff rest rooms.

The Program Director will meet frequently with small groups of staff, participants or visitors. The office is sized for those meetings to occur and should be furnished appropriately. A location near the lobby is preferred so that the Program Director has the ability to easily receive visitors. Adjacency to the secretary is required.

The Fiscal Officer will provide bookkeeping and accountant functions. The need for privacy and file space is critical. A dutch-door or pass-through window arrangement will allow the Fiscal Officer to dispense money to residents and paychecks to staff while maintaining the security of the room.

Other required offices include the Secretary and Administration Support. The Secretary will provide support primarily to the Program Director and be responsible for securing and maintaining confidential files. Proximity to the Program Director and receptionist are important. Administration Support positions and requirements will be determined by the provider. These staff are expected to handle the day-to-day business of the center, managing food services, maintenance, procurement and other related activities.

Two conference rooms will be required. The large conference room will be used for staff meetings, conferences, training sessions and presentations to the public. This room should include a beverage counter, with storage above and below for supplies, and a sink. The small conference room will be used for meetings and interviews. The quality of the rooms should be professional, comfortable and attractive, setting the tone for the entire facility. An adjacency to the lobby and reception areas is important for meeting and greeting the public and directing visitors to the room.

Support areas will include a copy/supply storage room and staff rest rooms.

Reception

The lobby should be as open and welcoming as possible, and should convey a calming and professional atmosphere. Selection of furnishings and finishes, lighting and colors all will enhance the desirable image. Natural light into as many areas as possible is highly desirable. Seating will be provided to accommodate visitors waiting for meetings, appointments, or family visiting with participants. A visitor restroom, pay phone, and locker alcove also will be provided in this area.

The entry door should be directly visible from the reception desk (windows beside and/or in the door are preferred). If possible, the entry door should also be visible from the parking lot and pathways and signage should carefully direct pedestrians to the entry. Access to the lobby will be controlled by staff at the reception desk. An intercom with an annunciator should be provided to notify staff that someone is awaiting entry if the door is locked.

The reception desk will provide two workstations for reception/clerical staff. One of these workstations may be used by a supervised participant to assist with the phones or clerical duties. The Receptionist will control the access door from the lobby to other sections of the building.

SECURITY AND SUPERVISION

Offices and other enclosed spaces should all be lockable to protect computers and confidential files when the rooms are not in use. The Fiscal Officer's office needs additional security (a small safe should be included in the furniture complement).

The lobby may operate as a sallyport if needed. At a minimum, the building entry will include an intercom with annunciator to allow communication when the entry door is locked. Doors from the lobby into the rest of the center will be controlled by the reception staff. Visitors will not have free access to administration and will enter other areas of the center as allowed by the receptionist.

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Program Director; 1-3 other staff for meetings; occasionally official visitors and outside consultants●Hours: generally 8-5, Monday-Friday

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Paperwork●Confidential phone calls●Staff meetings●Meeting with the public and community officials

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
150 NSF

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Proximity to Secretary, Fiscal Officer and Administration Support is desirable●Need for privacy/confidentiality high●Quality of the office should convey a sense of professionalism and competence

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer●Desk and chair●Table and 2 to 3 guest chairs●Phone●1 file cabinet●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: 1 secretary●Hours: generally 8-5 weekdays

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Secretarial support to Program Director and other staff as required●Word processing●Paperwork●Answering phones●Other clerical support duties as required●Back-up receptionist●Not easily/casually accessible by the public or visitors (i.e., should have to pass reception first)●Supervision of receptionists●Security: lockable office to protect confidential files.

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
100 NSF

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light desirable●Data connections for LAN●Carpeting desirable; vinyl tile acceptable●Locate near copier/supply storage for easy access●Locate adjacent to reception area to facilitate back-up support and supervision

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer●File cabinet●Desk and chair●Phone●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Fiscal Officer; staff and program participants (at pass-through window or dutch door)●Hours: generally 8-5, M-F

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Accounts payable and receivable●Dispensing money to participants; paychecks to staff●Filing, phone calls●Computer work●Storage of past financial records for audit purposes●Security: need to secure computer, files, safe, etc.

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
120 NSF

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light desirable●Carpeting for sound attenuation●Data connection to LAN●Wall space for bulletin bars and board(s)●Secure room for files, safe●"Dutch door" or pass-through window with counter preferred to allow bookkeeper to dispense money, paychecks, etc., while prohibiting entrance into the office

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer●Desk and chair●Guest chairs●Phone●2 file cabinets●Bookshelf●Small safe for short-term holding of checks, cash

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Admin support staff●Hours: 8 hours daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Prepare program reports, data collection and maintain data bases●Paperwork related to business services, e.g. scheduling, transportation, etc.●Phone calls
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>80 NSF for each position</p> <p><i>Shared office. Number of positions dependent on provider's staffing package</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Wall space for bulletin bars and board(s)●Easy access to Program Director●Data connection to LAN
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture (each workstation):</p> <ul style="list-style-type: none">●Personal computer●Desk and chair●1 guest chair●Phone●1 file cabinet●Bookshelf●Acoustical separation for workspaces● May share one printer per admin support office

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: All staff, occasional visitors from the community ●Hours: most frequent use would be 8-5, Monday-Friday for staff meetings; other hours as scheduled (e.g., meetings with community representatives)

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Staff meetings ●Training sessions for staff ●Presentations to and meetings with community representatives ●Not typically accessible to participants, but may be scheduled for special events

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>375 NSF for 75 and 100-bed centers. <i>(Seating for 15)</i></p> <p>625 NSF for 200-bed center <i>(Seating for 25)</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Natural light required ●Carpeting for sound attenuation ●Wall space for bulletin and dry erase boards ●As this room also will be used for meetings with the community, design it for "show" ●Select washable surfaces (assume spills at sink area) ●Data connections to LAN ●Phone ●Video conferencing or distance learning (if provider desires)

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Bulletin board ●Dry erase boards ●Projection screen ●Built-in beverage area with cabinet storage and counters ●Sink <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Conference table and arm chairs ●TV with VHS/DVD player ●Phone ●Coffee maker

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, outside consultants, official visitors●Hours: typically 8:00 – 5:00 weekdays
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Small meetings/conferences
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>150 NSF <i>Seating for 4 to 6</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Carpeted for sound attenuation●Natural light required●Overhead lighting●Electrical outlets for A/V equipment (e.g., TV, VCR/DVD)●Sized to accommodate 4-6 persons at table with chairs●Data connection to LAN●Phone
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●Dry erase board●Bulletin board(s)Movable equipment/furniture:<ul style="list-style-type: none">●Table and chairs●Bookshelf●Side table for phone and coffee supplies</p>

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff●Hours: generally, 8-5 weekdays
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Photocopying●Sending/receiving facsimiles●Replenishing/drawing office supplies, forms, etc.●Assembling files and other documents
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>120 NSF for 75 and 100-bed centers 150 NSF for 200-bed centers</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Vinyl tile preferred●Good ventilation and temperature controls to reduce heat gain from copier●Power for copier and fax●Natural light not required●Counter or table to accommodate sorting and collating●Lockable cabinets for storage
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●Cabinets for supplies●Counters for document assembly and other tasks●Bulletin board for workplace noticesMovable equipment/furniture:<ul style="list-style-type: none">●Photocopier●Fax machine●Open shelving for paper storage (copy paper, fax paper, forms)●Postage meter●Lockable cabinet for controlled supplies</p>

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff, official visitors attending meetings●Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Personal hygiene

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
50 NSF
<i>Total number of rooms: 2</i>
<i>Single occupancy</i>
<i>Men's and Women's</i>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate near administration offices●Doors marked "staff only"●Must be disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff, participants with supervision●Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Storing cleaning equipment such as mops, brooms, vacuum cleaners and cleaning materials●Lockable

ADJACENCIES
<p><i>No specific adjacency required</i></p>

AREA REQUIREMENTS
<p>35 NSF</p> <p><i>May be located centrally and shared with another component</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Open floor space important for some equipment; others may hang on a rack or be stored on shelving●Good overhead lighting●Concrete floor●Natural light not required●Good ventilation and moisture removal●Service sink (for filling buckets)●Floor drain

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Staff and visitors●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Good visibility from Reception Desk.●Intercom with annunciator to notify receptionist of arrival●Lock entry door with access controlled by staff at Reception Desk.●CCTV monitored at Operations/Control Center
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by design.</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Provide clearly delineated entry with easy visibility from the street and parking areas for both staff and visitors●Intercom with annunciator at front door connected to Reception Desk
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●CCTV cameraMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: Staff, participants' visitors, consultants/professionals not on staff ●Hours: 8-5 daily; occasional evening hours
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Entry for visitors, including families of participants, consultants and official visitors ●Entry for program "graduates" (parolees) returning for scheduled activities ●Seating area for people waiting ●Security: need for clear view from reception desk ●Locked exterior door to prevent unauthorized access from the outside; lobby also functions as a sallyport/entry into the center
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>250 NSF</p> <p><i>Increase size to accommodate additional waiting for 200-bed center</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Provide adequate circulation through the area ●Design the entry to invite people to approach the reception desk ●Calm, open atmosphere, inviting to public ●Use pleasant, soothing colors and finishes ●Natural light desirable ●Carpeting for sound attenuation ●Wall space for bulletin board(s) ●Wall space for art work, display cases ●Generous use of glazing for view of approaching visitors, etc.
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Bulletin board(s) ●Pay phone for visitors ●Lockable, wall-mounted glass-enclosed display <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●4 to 6 comfortable chairs for 75 and 100-bed center, 8 to 10 for 200-bed center. ●Coffee table ●Bookshelf

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: visitors●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Participants' visitors will store items not allowed inside the center
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>50 NSF</p> <p><i>Total number of lockers: 16 for 75- to 100 bed center 24 for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Easily accessible to visitors●Must be clearly visible from receptionist at desk●Half-height lockers, lockable. Designed to look like case work, not metal gym lockers
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Lockers <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Visitors●Hours: During regular visiting hours and special programs
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Personal hygiene
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>60 NSF Unisex/Family Assistance Restroom</p> <p><i>Number of rooms: 2</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate for easy access by visitors in the Lobby, including children●Accessible●Baby changing table●Must be disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●Baby changing table (wall hung, folding)</p> <p>Movable equipment/furniture:<ul style="list-style-type: none">●None</p>

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: up to 2 persons; may include receptionist and participant providing clerical support; other staff occasionally, providing back-up●Hours: primarily 8-5 daily; some evening and weekend hours, as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Greeting, orienting and directing visitors, including families and community representatives●Answering phones, occasional word processing or typing●Other clerical support as needed●Back-up support provided by secretary●Controls entry door providing access into the building.●Controls door providing access from the Lobby/Waiting into the facility●Security: need for clear view of entry door from reception desk and easy access from secretary●Supervised participants providing clerical support will not have access to confidential files or door controls
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>140 NSF</p> <p><i>Depending on provider's staffing, may need to be larger for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Provide reception desk/counter with view of entrance doors●Work stations for two receptionist/clerical positions.●Intercom and door control for door at building entry.●Door control for door allowing access from Lobby into the facility●Use pleasant, soothing colors and finishes●Natural light desirable●Data connections to LAN
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●2 Built-in work stations, including file drawers, personal storage, cubbies and drawers for other storage <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Adjustable-height task chairs●Phones (two) for workstations●Computer and printer for provider's staff

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Staff●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Temporary storage for deliveries of staff and participant mail and canteen orders via FedEx, UPS, postal service, etc.
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>25 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Concrete floor acceptable●Accessible via the reception desk●Provide adequate ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●ShelvingMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

PROGRAM & TREATMENT

PROGRAM & TREATMENT

OPERATIONAL DESCRIPTION

The program and treatment component will contain group rooms, multipurpose rooms, classrooms, staff offices and support spaces. This is the area where the majority of the treatment program and leisure activities will occur. Women will spend the majority of their time during the day in this area, participating in group therapy, individual counseling, house meetings, and leisure activities.

Group rooms, classrooms/labs, staff offices and support areas should be centrally located. Staff offices should not be isolated from the remainder of the treatment program areas, since participants will be encouraged to interact with staff in their offices.

Multipurpose Areas

The large multipurpose room and leisure yard, classroom/library and small group room will be used for activities that include families and visitors. These spaces should be located near the reception area to limit the areas of the facility that are accessible to the public. The large multipurpose room and leisure yard will be used for visiting, special programs and meetings/activities that include the entire facility population. During visiting hours the classroom/library will be available for participants to use in selecting children's books to read with their visiting children. Visitor restrooms should be located in close proximity to these areas.

The small multipurpose room and quiet yard, and the wellness center will be used for participants' leisure time activities. These areas should be located near housing and dining, and will be off-limits to visitors. Participant restrooms should be located in close proximity to these areas.

Yard Areas

The leisure yard will be directly accessible from the large multipurpose room and should contain both grassy areas and paved areas for barbeque and tables. Movable or fixed seating is required to accommodate visiting. Shading should be provided on a portion of the yard by means of trees, awning, roof overhangs, etc. A children's play area is required with play/climbing equipment and a riding area for tricycles, etc. A portion of the play area must also be shaded.

The quiet yard will be directly accessible from the small multipurpose room. This yard will not be used for visiting, but will be available to participants for quiet activities such as reading, sunbathing, etc. Shading should be provided on a portion of the yard by means of trees, awning, roof overhangs, etc.

An open area for a vegetable garden is desirable in the leisure yard. Flower gardens could be provided in both yards. CDCR is interested in having a "Master Gardener" program available to the participants. Both yards may be used as training areas for this program, if provided.

Good visibility is required to allow for visual supervision of all parts of both yards. The yards must be fully fenced and should be located away from the street or parking areas. They may also serve as refuge courts in the event of an emergency situation when evacuation of the building is required.

Support Areas

A number of storage rooms should be dispersed throughout this component. A/V equipment storage should be located near multipurpose rooms, group rooms, classroom/laboratories and house TVs and VCR/DVDs on carts, overhead projectors and other audiovisual equipment. The housekeeping storage room will contain disposable paper supplies and other items. Storage for other miscellaneous equipment (e.g., extra chairs and tables) will also be required.

A clothing storage room will be required to store donated clothing for participants. The room should contain shelving as well as hanging rods for hanging dresses and coats. Personal hygiene items may also be stored here.

Janitor closets should contain a service sink, mops and buckets, brooms and vacuum cleaners. They should be located as required by the design, ensuring that cleaning supplies are distributed throughout the facility.

Access to all storage areas will be controlled by staff.

FUNCTIONAL AREA ADJACENCY MATRIX																						
Functional Areas	Program & Treatment	Asst. Program Director	Supervising Counselors	Family Services Coord	Treatment Counselors	Lic. Clinical Social Wrks	Corr. Counselor III	Case Manager	Parole Agent & PSA	Staff Support	Large Group Room	Small Group Room	Large Multipurpose	Small Multipurpose	Classroom/Library	Literacy Lab	Computer Lab	Wellness Center	Cosmetology/Clothing	Reception/Lobby	Intake	Housing
	Program & Treatment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Asst. Program Director		2	1	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Supervising Counselor			2	2	2	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Family Services Coordinator				1	-	-	-	-	1	1	2	-	-	-	-	-	-	-	-	1	-	-
Treatment Counselors					1	-	1	-	1	1	1	1	1	-	-	-	-	-	-	-	-	-
Lic. Clinical Social Wrks						-	1	-	1	1	1	1	1	-	-	-	-	-	-	-	-	-
Correctional Counselor III								2	-	1	-	-	-	-	-	-	-	-	-	-	1	-
Case Manager									2	1	-	-	-	-	-	-	-	-	-	-	1	-
Parole Agent & PSA										1	-	-	-	-	2	-	-	-	-	-	1	-
Staff Support																						
Large Group Room												1	-	-	-	-	-	-	-	-	-	-
Small Group Room																					1	-
Large Multipurpose Room																					1	-
Small Multipurpose Room																						1
Classroom/Library																						1
Literacy Lab																						1
Computer Lab																						1
Wellness Center																						1
Cosmetology/Clothing Stor																						1
Reception/Lobby																						
Intake																						
Housing																						

Adjacency/Relationship Legend:

- 2 Very Strong Relationship (Direct Adjacency Required)
- 1 Strong Relationship
- Neutral Relationship
- N Negative Relationship (Adjacency Undesirable)

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Assistant Program Director; 1-3 other staff for meetings; sometimes participants●Hours: generally 8-5, Monday-Friday
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Paperwork●Confidential phone calls●Staff meetings with supervisors●Meetings with various treatment and CDCR staff●Interviews with program participants
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>150 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Proximity to supervisors counselors, social workers and family services coordinator desirable●Need for acoustic privacy high
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●NoneMovable equipment/furniture:<ul style="list-style-type: none">●Computer and printer●Desk and chair●Table and 2-3 chairs●Phone●Bookshelf</p>

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Supervising Counselor and other staff occasionally meeting with supervisor●Hours: 8 hours daily

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Confidential paperwork●Confidential phone calls●Conferencing with other staff●Scheduled and unscheduled (drop-ins) appointments with participants●Need for some lockable storage

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
100 NSF <i>May increase from 1 position to 2 in a 200-bed center depending on provider's staffing</i>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Easy access to other program & treatment areas to allow casual drop-ins

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer●Desk and chair●1-2 guest chairs●Phone●1 file cabinet or lockable storage●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Family Services Coordinator; other staff; participants; participants' families; family services resources (Head Start, Reunification, CPS, etc.)●Hours: generally, 8-5, Monday-Friday

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Paperwork●Phone calls●Meetings with other staff, participants, families, community resources●Lockable storage for supplies, including toys●File storage

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
120 NSF

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Locate close to entry for easier access by visitors●Natural light desirable●Data connection to LAN●Carpeting for sound attenuation●Easy access to other program & treatment areas to allow casual drop-ins

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer●Desk and chair●2 guest chairs●Phone●1 file cabinet●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Licensed Clinical Social Workers (LCSW)●Hours: 8 hours daily

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Confidential paperwork●Confidential phone calls●One-on-one meetings with participants●Conferencing with other staff (informally)●Need for some lockable storage

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
100 NSF each workspace
<i>1 office could be shared should there be more than 1 LCSW</i>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Easy access to other program & treatment areas●Acoustical separation of individual workspaces if office is shared

EQUIPMENT NEEDS
Fixed equipment/furniture:
Movable equipment/furniture (each workstation):
<ul style="list-style-type: none">●Computer and printer (printer may be shared if office is shared)●Desk and chair●1 guest chair●Phone●1 file cabinet(s) or lockable storage●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: CCC III, other CDCR staff and treatment staff●Hours: 8 hours, daily

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Managing the overall safety and security of the center, including supervision of the custody officers●Confidential paperwork●Confidential phone calls●Need for some lockable storage●Meetings with other CDCR staff●Preparing for classification committees and annual reviews●Monitoring disciplinary actions and other custody functions●Connection with central data sources for CDCR's OBIS, DDPS, CMIS and RSTS system data

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
150 NSF <i>At the 200-bed center, an additional CC II will be added</i>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Location near Case Manager and Parole Agent●Provide modem link to CDCR's OBIS, DDPS, CMIS and RSTS data systems

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●Computer and printer (may require additional equipment for OBIS, DDPS, CMIS or RSTS)●Desk and chair●Table and 2-3 guest chairs●Phone●2 file cabinets●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: Case Manager (CDCR); 1-3 other staff for meetings; sometimes participants ●Hours: generally 8-5, Monday-Friday

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Manages participant case from intake through discharge from parole ●Paperwork ●Confidential phone calls ●Meetings with CDCR and/or treatment staff ●Conducting risk/needs assessments with participants at intake ●Developing treatment plans with provider ●Connection with central data sources for CDCR's OBIS and RSTS system data

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>120 NSF</p> <p><i>1 Case Manager for 75 & 100 bed centers; 2 Case Managers for 200 bed center</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Natural light required ●Carpeting for sound attenuation ●Data Connection to LAN ●Proximity to other CDCR staff is desirable ●Proximity to staff support area (clinical files) desirable ●Need for acoustic privacy high ●Provide view from office to circulation areas ●Provide modem link to CDCR's OBIS and RSTS data systems

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Computer and printer (may require additional equipment for OBIS or RSTS) ●Desk and chair ●2 guest chairs ●Phone ●Bookshelf ●File storage ●2 file cabinets

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: CDCR staff●Hours: 8 hours, daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Confidential paperwork●Confidential phone calls●Interviews with participants●Work closely with both CDCR and treatment program staff●Communication with field parole agents and community●Preparation to teach re-entry classes
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>180 NSF</p> <p><i>2 persons sharing the office</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Shared office for Parole Agent and Parole Services Assistant●Natural light required●Carpeting for sound attenuation●Data connection to LAN●Need for some lockable storage
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●2 Computers●Shared printer●2 desks and chairs●2 guest chair●Phones●2 file cabinets●Bookshelves

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: staff arriving on their shift or ending their shift ●Hours: 24 hours daily, peak times at shift change

AREA REQUIREMENTS
<p>300 NSF</p> <p><i>Increase size and furnishings for 200-bed facilities with more staff</i></p>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Reading activity logs, making entries ●Conferencing with other staff informally ●Picking up mail ●Reading bulletins on display ●Getting and making coffee, taking breaks ●Updating and storing clinical (not CDCR) files ●Secure storage for clinical files ●Security: lockable room; staff access only

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Natural light desirable ●Vinyl tile preferred ●Wall space bulletin boards ●Not accessible to participants ●Built-in cabinets, counter and sink ●Power at counter-height for coffee maker and microwave ●Data connection for LAN ●Limit other built-in equipment for maximum flexibility

ADJACENCIES
<p><i>See adjacency matrix</i></p>

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Bulletin board ●Cabinets, counter, sink <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Phone, wall-mounted ●Bookshelves ●Round table, 4 chairs ●Mail boxes for staff ●Lockable cabinets for clinical files ●Refrigerator, microwave, coffee maker ●Beverage vending machine

USERS/HOURS OF OPERATION

! Users: up to 25 persons -- women, staff, outside consultants

! Hours: 12-14 hours daily, some evenings and weekends

AREA REQUIREMENTS

500 NSF

Number of rooms dependent on programmatic need; minimum of 1

ACTIVITIES/OPERATIONS/SECURITY

- ! Group therapy
- ! Instructional workshops
- ! Program meetings, e.g. A.A., N.A., etc.

DESIGN CONSIDERATIONS

- ! Carpeted for sound attenuation
- ! Natural light required
- ! Overhead lighting
- ! Electrical outlets for A/V equipment (e.g., TV, VCR/DVD)
- ! Sized to accommodate up to 25 persons at tables with chairs
- ! Data connection to LAN

ADJACENCIES

See adjacency matrix

EQUIPMENT NEEDS

Fixed equipment/furniture:

- ! Dry erase board
- ! Bulletin board(s)
- ! Projection screen and overhead mounted projector

Movable equipment/furniture:

- ! Seating for 25 at folding tables and stacking chairs
- ! TV and VCR/DVD
- ! Bookshelves

- ! Bookshelves

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Up to 6 persons, including participants, staff, outside consultants, official visitors●Hours: 12-14 hours daily, some evenings and weekends
ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●group therapy●small meetings
ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
120 NSF <i>Number of rooms dependent on programmatic need; minimum of 1</i>
DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Carpeted for sound attenuation●Natural light required●Overhead lighting●Electrical outlets for A/V equipment (e.g., TV, VCR/DVD)●Sized to accommodate 6 persons at table with chairs●Data connection to LAN
EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●Dry erase board●Bulletin board(s) Movable equipment/furniture: <ul style="list-style-type: none">●Tables and chairs●Bookshelf

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: 125 to 250 participants, staff and visitors, including visiting children ●Hours: as scheduled for general program use during the day and on weekends and evenings for visiting and special activities

ACTIVITIES/OPERATIONS/SECURITY
<p>As a single large room:</p> <ul style="list-style-type: none"> ●Visiting ●Large events, e.g. graduations, special programs, etc. ●Arts & Crafts (with and without visiting children) ●Religious services <p>When subdivided for group use:</p> <ul style="list-style-type: none"> ●Group therapy ●Instructional workshops ●Program meetings, e.g. A.A., N.A., etc.

ADJACENCIES
<p><i>See adjacency matrix</i></p> <p><i>Direct adjacency to leisure yard is required</i></p>

AREA REQUIREMENTS
<p>1,875 NSF for 75- and 100-bed center <i>(Seating for 125 in chairs, 75 at tables)</i></p> <p>3,750 NSF for 200-bed center <i>(Seating for 220 in chairs, 150 at tables)</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Locate and lay out room for easy access by visitors from the lobby ●Natural light and overhead lights required ●Room dimensions should allow for subdivision into three separate rooms using heavy-duty movable partitions. Each subdivision requires a door off the corridor. ●Room configuration should allow flexible furniture arrangements and a variety of activities for visiting, including sitting on the floor and circulation ●View and access to the outdoor visiting area (leisure yard) required ●Furnished with durable yet comfortable stacking chairs and folding tables ●Provide children’s play area ●Counter with sink and lockable storage for arts and crafts materials. Locate adjacent to children’s play area (in same third of room) ●Vinyl flooring or carpet. Provide some finishes for sound attenuation ●Washable wall surfaces ●Electrical outlets for TV and VCR/DVD

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Bulletin Boards (each third) ●Dry erase boards (each third) ●Projection screen and overhead mounted projector for use in large group activities <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Folding tables and stackable chairs ●Child size tables and chairs for children in play area

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: Participants, staff, visitors (including children) ●Hours: as the program permits; peak times on weekends and during visiting hours
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Relaxing ●Interacting with other participants and staff ●Visiting with families ●Separated from other outdoor areas (maintenance, bulk storage and delivery areas) and shielded from street ●Fenced
<p>ADJACENCIES</p> <p><i>Locate directly adjacent to large multipurpose room</i></p>

<p>AREA REQUIREMENTS</p> <p>Yard should be as large as site and building design allows</p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Yard should include grassy area and a covered patio for conversation and visiting with families ●Locate with view and access from the Large Multipurpose Room (visiting room) ●Provide an overhead cover for the patio and covered play area for visiting children. Consider roof overhang or more aesthetic treatment such as a trellis. ●Access to hose bibs (cleaning patio) ●Consider the use of landscaping (non-toxic to children) to define areas, provide shade and shield from view of street or other outdoor areas ●Provide play areas for children who visit, including areas for riding wheel toys, climbing structure, sand tables, etc. ●Leave some open area for flexibility, including space to barbeque and create vegetable/flower garden
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Patio ●Benches near children’s play area <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Picnic tables ●BBQ grill ●Durable lawn/patio furniture

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: Up to 50 persons, women, staff and occasional outside consultants ●Hours: primarily 12-14 hours daily for program activities; other hours as permitted for leisure use
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Group therapy ●Relaxing, reading, other quiet activities during leisure time; primary living room ●House meetings
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>1,000 NSF</p> <p><i>Number of rooms dependent on programmatic need; minimum of 1</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Natural light required ●View and access to the access to the quiet yard required ●Furnished with durable yet comfortable couches, tables and chairs ●Shelving for reading materials ●Carpeted for sound attenuation ●Washable wall surfaces ●Overhead lights ●Electrical outlets for TV, VCR/DVD and table lamps ●Sized to accommodate 50 persons in groupings of comfortable furnishings ●Room configuration should allow flexible furniture arrangements, as well as sitting on the floor and circulation
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Built-in bookshelves <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●A combination of the following: <ul style="list-style-type: none"> - sofa, loveseats, side chairs, coffee tables, end tables, etc. ●1 TV with VCR/DVD, in a lockable cabinet ●Folding tables (stored in A/V storage)

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Participants, staff●Hours: as the program permits; peak times on weekends and during visiting hours
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Relaxing●Interacting with other participants and staff, especially by participants to use during visiting time if they do not have visitors●Separated from other outdoor areas (maintenance, bulk storage and delivery areas) and shielded from street●Fenced
ADJACENCIES <p><i>Locate directly adjacent to small multipurpose room</i></p>

AREA REQUIREMENTS <p>Yard should be as large as site and building design allows</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Yard should include grassy area and a covered patio for conversation. Consider roof overhang or more aesthetic treatment such as a trellis.●Locate with view and access from the Small Multipurpose Room.●Access to hose bibs (cleaning patio)●Consider the use of landscaping to define areas, provide shade and shield from view of street or other outdoor areas●Provide garden area for growing vegetables●Leave some open area for flexibility
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Picnic tables●Durable lawn/patio furniture

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Staff; participants with permission from staff●Hours: when yard is open or being used

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Leisure Yard: Storing recreational equipment such as volleyball poles and net, equipment for vegetable garden, visiting children's play equipment (tricycles, balls, pull toys, sand table, etc.) and other movable equipment●Quiet Yard: Storing patio furniture and other movable equipment●Shed should be lockable and waterproof

ADJACENCIES
<p><i>Locate directly adjacent to or within the leisure yard or quiet yard</i></p>

AREA REQUIREMENTS
Leisure Yard: 150 NSF
Quiet Yard: 80 NSF

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Consider a metal building of durable yet inexpensive construction●Stand-alone building preferred●Lockable to prevent unauthorized access●Waterproof●Centrally located in leisure yard area for movement of equipment to resident and visiting children's areas

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●Shelving
Movable equipment/furniture: <ul style="list-style-type: none">●Patio equipment●Sports equipment●Children's play equipment and toys (tricycles, balls, etc.)

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: Up to 15 residents and instructor (Parole Agent); outside resources as appropriate for re-entry planning and implementation; up to 10 participants using library materials during non-instructional hours ●Hours: 4-6 hours of scheduled instruction or use; other hours as determined by program

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Re-Entry education for participants preparing to enter the community ●Leisure reading for participants ●Quiet place for journal writing and completing program assignments ●Other instruction or use as determined ●Use of room & equipment requires staff supervision

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>450 NSF</p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●15 student at tables with chairs ●Dry erase board on wall ●Workstation table for instructor ●Lighting appropriate for classroom setting ●Carpeting preferred; vinyl tile is acceptable ●Storage for files, manuals and supplies ●Locate shelving for library materials around the perimeter of the room, including children's books to be used in the large multipurpose room during visiting ●Provide area for magazine racks ●Phone

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Dry erase board ●Bulletin board(s) ●Bookshelves ●Projection screen and overhead mounted projector <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●15 student tables and chairs ●1 instructor workstation and chair ●Supply cabinet ●1-2 file cabinets ●Magazine racks

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: 12 Women and literacy instructor or facilitator ●Hours: 4-6 hours of scheduled instruction or use; other hours as determined by program

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Individualized literacy educational programs ●Other instruction or use as determined ●Use of room & equipment requires staff supervision

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>325 NSF</p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●12 computer workstations (students) with chairs ●Bulletin boards and dry erase board on wall ●Workstation table for instructor ●Provide student LAN within literacy lab only for student computers. ●Data connection to building and student LANs for instructor's computer ●Lighting appropriate for computer work ●Conditioned space ●Carpeting preferred; vinyl tile is acceptable ●Storage for files, manuals and supplies ●Phone

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Dry erase board ●Bulletin board(s) ●Projection screen and overhead mounted projector. <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●12 student computers, workstations and chairs ●1 instructor computer, printer, workstation and chair ●Shared printer for students ●Supply cabinet ●1-2 file cabinets ●Bookshelves

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: 12 participants and computer educator or workshop facilitator ●Hours: 4-6 hours of scheduled instruction or use; other hours as determined by program

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Word processing instruction and practice ●Educational programs ●Resume and letter writing ●Basic computer instruction ●Other instruction or use as determined ●Use of room & equipment requires staff supervision

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>325 NSF</p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●12 computer workstations (students) with chairs ●Bulletin boards and dry erase board on wall ●Workstation table for instructor ●Provide student LAN within computer lab only for student computers. ●Data connection to building and student LANs for instructor's computer ●Lighting appropriate for computer work ●Conditioned space ●Carpeting preferred; vinyl tile is acceptable ●Storage for files, manuals and supplies ●Phone

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Dry erase board ●Bulletin board(s) ●Projection screen and overhead mounted projector. <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●12 student computers, workstations and chairs ●1 instructor computer, printer, workstation and chair ●Shared printer for students ●Supply cabinet ●1-2 file cabinets ●Bookshelves

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Up to 20 participants, some staff●Hours: Scheduled as part of treatment program during mornings, evenings, weekends
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●individual fitness activities using equipment, e.g. rowing machines, stationary bicycles, treadmills, universal machines●group aerobics activities●yoga●other fitness activities suitable to programmatic and population needs
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>800 NSF</p> <p><i>Adjust size as suitable for equipment, program and number of beds at the center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Carpeted for comfort and sound attenuation●Appropriate ventilation●Good overhead lighting●Provide appropriate storage for exercise mats, AV equipment mats, etc.
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Bulletin board(s) <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">● Exercise equipment, e.g. treadmills, stationary bicycle, rowing machines, universal machine●Exercise mats●Television and VCR/DVD player for activities instruction

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Up to 4 participants●Hours: evenings and weekends, as program permits
ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Hair cutting●Security: use of room and equipment requires staff supervision
ADJACENCIES
<i>See adjacency matrix</i>

AREA REQUIREMENTS
120 NSF
DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Must comply with applicable codes for design and operation of hair cutting facilities●Two hair cutting stations with chair, mirror, cart or counter●Two hair washing stations●Lockable storages for supplies●Lockable storage for hair cutting tools
EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●2 Barber sinks●2 barber chairs Movable equipment/furniture: <ul style="list-style-type: none">●secure tool storage cabinet●secure supply cabinet

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff, women under supervision●Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Storing donated clothing for women●Lockable

ADJACENCIES
<p><i>Near housing. No specific adjacency required to other program & treatment components</i></p>

AREA REQUIREMENTS
<p>100 NSF</p> <p><i>Increase size for 200-bed center</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Room layout should permit shelving and a closet pole for hanging dresses and coats●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation and moisture removal

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Closet poles for hanging clothes●Shelving <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing audio/visual supplies such as TVs and VCR/DVD machines on carts, overhead projectors, etc.●Lockable
ADJACENCIES <p><i>Proximity to group rooms, multipurpose rooms and classrooms/labs required</i></p>

AREA REQUIREMENTS <p>50 NSF</p> <p><i>Increase size for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Some shelving required for equipment●Open floor space critical; most things will be stored on carts rather than shelves●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●TVs and VCR/DVD machines on carts●Overhead projectors●Slide projectors●Other miscellaneous A/V equipment

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff, women with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Storing various housekeeping supplies, such as extra linens, toilet paper, paper towels, etc.●Lockable
ADJACENCIES
<i>No specific adjacency required</i>

AREA REQUIREMENTS
60 NSF <i>Increase size for 200-bed center</i>
DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Room layout should permit shelving and open floor space for items best stored on the floor●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation
EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●Shelving Movable equipment/furniture: <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff and participants, with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing miscellaneous supplies and equipment (e.g. chairs, folding tables, easels, etc.)●Lockable
ADJACENCIES <p><i>No specific adjacency is required</i></p>

AREA REQUIREMENTS <p>100 NSF</p> <p><i>Increase size for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room layout should permit shelving and open floor space for items best stored on the floor (extra chairs, for example)●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving, 16" deep, open on all sides <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Lockable storage cabinets

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Visitors●Hours: During regular visiting hours and special programs
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Personal hygiene
ADJACENCIES <p><i>Locate directly adjacent to large multipurpose room</i></p>

AREA REQUIREMENTS <p>Capacity, size and location as needed to meet design and occupancy requirements</p> <p><i>Total number of rooms: 2 Multiple occupancy Men's and women's</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate for easy access by visitors in the Large Multipurpose Room, including children●Porcelain plumbing fixtures●Stainless steel toilet accessories●Disabled accessible
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Baby changing table (wall hung, folding) in both rest rooms <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Participants●Hours: As needed during program, treatment, visiting hours and special programs
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Personal hygiene
ADJACENCIES <p><i>Locate centrally in Program & Treatment as well as near the dining room</i></p>

AREA REQUIREMENTS <p>Capacity, size and location as needed to meet design and occupancy requirements</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate for easy access to group and multipurpose rooms●Must be disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●NoneMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

USERS/HOURS OF OPERATION

- Users: staff only
- Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY

- Personal hygiene

ADJACENCIES

Centrally located in program & treatment area, especially near staff offices

AREA REQUIREMENTS

Capacity, size and location as needed to meet staffing and occupancy requirements

*Total number of rooms: 2
Multiple occupancy
Men's and women's*

DESIGN CONSIDERATIONS

- Natural light not required
- Vinyl tile or ceramic tile
- Mirror for grooming
- Locate near staff offices and program areas.
- Doors marked "staff only"
- Must be disabled accessible
- Porcelain plumbing fixtures
- Stainless steel toilet accessories

EQUIPMENT NEEDS

Fixed equipment/furniture:

- None

Movable equipment/furniture:

- None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing cleaning equipment such as mops, brooms, vacuum cleaners and cleaning materials●Lockable
ADJACENCIES <p><i>No specific adjacency requirements. Locate centrally in Program & Treatment</i></p>

AREA REQUIREMENTS <p>35 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Open floor space important for some equipment; others may hang on a rack or be stored on shelving●Good overhead lighting●Natural light not required●Good ventilation and moisture removal●Service sink (for filling buckets)●Floor drain
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●ShelvingMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

HOUSING

HOUSING

OPERATIONAL DESCRIPTION

Living Quarters

The living quarters will provide an opportunity for participants to live together in a semi-residential environment within the larger facility. The living quarters will be comprised of bedrooms, bathroom(s) and a vestibule that will also serve as a small group living area. Each bathroom will include a toilet (enclosed separately), a shower/dressing area (enclosed separately) and a counter with storage and two sinks.

Three different configurations for living quarters are anticipated:

- Typical Living Quarters will house eight women in two-person rooms. Each pair of rooms (four women) will share a bathroom. The vestibule will be shared by all eight women.
- ADA Living Quarters will house eight women in two-person rooms. Each pair of rooms (four women) will share a bathroom. One of the bedrooms and the associated bathroom will be designed for disabled accessibility. The vestibule will be shared by all eight women.
- One-Person Living Quarters will house four women in one-person rooms. These women will share one bathroom and a vestibule.

Living quarters will be collocated in groups or pods which could house all 75 in the smaller facility, and approximately 50 participants in the 100 and 200-bed facilities. The specific mix of types of living quarters will be determined by the provider. However, it is expected that one ADA Living Quarters will be provided in each pod.

Support Areas

Housekeeping storage will provide access to extra towels, personal hygiene items, bed linens, and other similar supplies. A janitor's closet will hold cleaning supplies and equipment. Miscellaneous storage will provide space to store large items needed on an occasional basis, such as extra mattresses.

A laundry room will be required for women to launder their clothing and linens. Each laundry room will contain three heavy-duty commercial washing machines and dryers. It will also provide counters or tables for folding clothes, ironing boards, a utility sink and storage.

At a minimum, one of each type of support area is required in each pod or on each floor if the building is multi-story. All rooms will be lockable and controlled by staff.

Officer Station and Night Facility Manager

Custody staff will be assigned to Housing on the evening and night shifts. In addition, the provider may also assign a night facility manager. These staff will share an office and will be responsible for count, ensuring that the "lights out" policy is enforced, monitoring movement and providing general supervision and security of the participants. A staff restroom will be located directly adjacent to the Officer Station.

Participant phones will also be located directly adjacent to the Officer Station. Custody staff will maintain the sign-up sheet and monitor phone usage.

Depending on design there may be only one or two Officer Stations. In general one station is required for up to 100 participants. For 200 participants, or if housing is on more than one floor, a second officer station will be required. The facility night manager will only require workspace in one of the officer stations.

DESIGN CONSIDERATIONS

The housing area must maintain a residential quality as much as possible, given the size of the facility and the number of occupants. Features such as color, texture, natural light, and even the type of furnishings provided by the provider should enhance the residential quality. The exterior of the building must blend in as much as possible with the neighborhood in which it will be located.

To achieve a residential quality in the housing area, the design should emphasize warmth, comfort, natural light and flexibility (for personalization of spaces). Wayfinding should be easily accomplished, yet avoid an institutional look. The use of color and texture will be important to avoid a pristine environment and sensory deprivation so common to large residential facilities. Finishes and furnishings, however, must also be durable and easily cleaned. Stain-resistant carpeting, for example, is recommended.

Natural light is required in each bedroom. However, bedroom windows will not be operable.

SECURITY

The housing area should be incorporated into the facility's "passive" security operation. For example, exterior doors alarms should be provided to prevent casual entrance by unapproved visitors. Exterior doors should be designed to alert staff when people enter the building (e.g., a bell or buzzer should sound when the door is opened). At night, all doors should be alarmed so that staff will be aware if anyone leaves without authorization. Doors to bedrooms and vestibules will not be lockable; i.e., people may come and go freely, except as prohibited or restricted by program policy. The balance between this passive security system and the residential quality of the environment will be a delicate one. Casual access, visual or physical, by unauthorized visitors is a serious concern and should be addressed by a combination of program policy, staffing and design.

FUNCTIONAL AREA ADJACENCY MATRIX																						
Functional Areas	Housing	Living Quarters	Bedrooms	Bathroom(s)	Vestibule	Officer Station	Correctional Officer	Facility Night Mngnr	Participant Phones	Laundry Room	Housekeeping Storage	Misc. Storage	Staff Rest Room	Janitor Closet	Program & Treatment	Small Multipurpose Room	Quiet Yard	Wellness Cnt/Cosmetology	Kitchen/Dining	Dining	Medical Services	
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	-	1	1	-
Living Quarters			-	-	-	2	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Bedrooms				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bathroom(s)					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vestibule						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Officer Station							-	-	2	-	-	-	2	-	-	-	-	-	-	-	-	-
Correctional Officer								-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Night Facility Manager									-	-	-	-	-	-	-	-	-	-	-	-	-	-
Participant Phones										-	-	-	-	-	-	-	-	-	-	-	-	-
Laundry Room											-	-	-	-	-	-	-	-	-	-	-	-
Housekeeping Storage												-	-	-	-	-	-	-	-	-	-	-
Misc. Storage													-	-	-	-	-	-	-	-	-	-
Staff Rest Room														-	-	-	-	-	-	-	-	-
Janitor Closet															-	-	-	-	-	-	-	-
Program & Treatment																-	-	-	-	-	-	-
Small Multipurpose Room																	-	-	-	-	-	-
Quiet Yard																		-	-	-	-	-
Wellness Ctr/Cosmetology																			-	-	-	-
Kitchen/Dining																						
Dining																						
Medical Services																						

Adjacency/Relationship Legend:

- 2 Very Strong Relationship (Direct Adjacency Required)
- 1 Strong Relationship
- Neutral Relationship
- N Negative Relationship (Adjacency Undesirable)

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Hours: primarily from "lights out" to breakfast, daily. Increased use on weekends, holidays. Other times as permitted by program policy. ●Users: participants, either one or two per bedroom
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Sleeping ●Dressing ●Journal/letter writing, reading ●Security: access for count by staff (open door and look in). Doors not lockable.
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <ul style="list-style-type: none"> ●140 NSF for Typical 2-Person Bedroom ●180 NSF for ADA 2-Person Bedroom ● 90 NSF for 1-Person Bedroom ● <i>Typical Living Quarters includes: 4, 2-person typical bedrooms; 2 typical bathrooms; and vestibule</i> ● <i>ADA Living Quarters includes: 3, 2-person typical bedrooms; 1 ADA 2-person room; 1 regular bathroom; 1 ADA bathroom; and vestibule</i> ● <i>1-Person Living Quarters includes: 4, 1-person bedrooms, 1 bathroom; and vestibule</i>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Closet with pole for hanging full-length items; two poles for short items ●Shelving in closet for personal storage ●Durable carpet for noise reduction ●Natural light and view of the outside ●Wall space for bulletin boards for personalization of space ●Washable surfaces ●Windows blinds for privacy and screening ●Entry to each bedroom from vestibule ●Overhead light and outlets for bedside table lamps
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Built-in shelving in closet, beside and above clothes poles ●1 Bulletin board per person for displaying personal items <p>Movable equipment/furniture (per person):</p> <ul style="list-style-type: none"> ●Twin bed, dresser, shelving unit, night stand and lamp

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: typically, 1 participant at a time; shared by 4 participants ●Hours: as needed, primarily before and after program hours.

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Personal hygiene and grooming for residents. ●Security/supervision: as needed.

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>100 NSF for Typical Bathroom 200 NSF for ADA Bathroom</p> <p><i>Bathroom accommodates four participants</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Bathrooms for each living quarters may be adjacent to each other. ●Bathroom access must be from Vestibule, not bedrooms. ●Bathroom will consist of three separate rooms: <ul style="list-style-type: none"> - tub/shower/dressing area - toilet - sinks ●Washable surfaces, typical residential finishes and fixtures. ●Personal storage (cabinet or shelves) for each person. Not shared. ●Natural light desirable, not required ●Vinyl tile flooring preferred ●Bathroom located with ADA bedroom must meet ADA requirements, including clearance, turn-arounds, etc. This bathroom will have a shower/dressing room, but not a tub. ●Exhaust fan or other means of venting odors and moisture from all areas.

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Minimum of 1 towel rack per person <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: 4 participants. Staff, intermittently.●Hours: infrequent (typically, leisure hours only) or whatever hours program policy dictates.
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Circulation to bedrooms and bathrooms.●Seating area for reading, talking with 1 or 2 others, and other leisure activities. (TV watching not permitted here)●Supervision/security: casual, intermittent. Doors not lockable.
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>Dependent on design.</p> <p><i>Functions as both small living room and circulation space to bedrooms and bathrooms.</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Design for efficient circulation to adjacent rooms●Carpeting for sound attenuation●Provide some wall space for furniture arrangement●Overhead lighting●Wall outlets for table lamps or small appliance (e.g., radio)
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●1-2 comfortable chairs or a sofa and chair●End table and lamp●Coffee table●Shelving unit

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: CDCR Housing Unit Officer and Treatment Program Night Facility Manager●Hours: 8-16 hours daily, primarily swing and graveyard shifts

AREA REQUIREMENTS
150 NSF <i>share space</i>
<i>At 200-bed center, an additional officer station will be staffed during these hours; provide 80 NSF for that station. If housing is located on more than one level, each level will require an officer station</i>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Confidential paperwork●Confidential phone calls●Monitoring activity in the Housing area during evening and night shifts●Observing participant during phone call periods●Need for some lockable storage

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light required●Carpeting for sound attenuation●Provide power and conduit for future LAN●View of corridor(s) required; window in corridor wall may be needed●Phones

ADJACENCIES
<i>See adjacency matrix</i>

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●Bulletin board
Movable equipment/furniture: <ul style="list-style-type: none">●2 Computer●Shared printer●2 Desks and chairs, or counter workstations●2 Phones●File cabinets or lockable storage●Bookshelves

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: Participant●Hours: as determined by program policy

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Participants may make collect phone calls to approved family members●Phones should be easily visible by evening/night Custody Officer

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
15 NSF per station <i>Recommended minimum number of stations: 3 per 50 participants</i>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Phone stations should be separated by partition for some privacy, but not enclosed●Accessible to participants●One phone must be disabled accessible●Phone station must include a writing surface

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None Movable equipment/furniture: <ul style="list-style-type: none">●Chair or stool may be provided

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: 3-4 participants at a time ●Hours: as permitted by program policy; typically, weekends and leisure hours
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Washing & drying clothes, bedding and linens ●Folding and ironing clothes ●Security/supervision: intermittent supervision
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <ul style="list-style-type: none"> ●200 NSF <p><i>Provide one laundry room for 75-bed centers. Provide a minimum of one laundry room per 50 participants; provide minimum of one laundry room per floor if building is multi-story</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Due to heavy use, provide space and utilities for heavy-duty (commercial) washers & dryers ●Vent dryers appropriately ●Provide outlets for irons and floor space for boards ●Fully enclose the room for sound attenuation ●Avoid locating adjacent to bedrooms unless sound barrier can be provided ●Provide storage for irons, boards and supplies. ●Provide automatic detergent system for washers. ●Floor: vinyl tile or concrete
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Commercial size and quality washers & dryers, 3 each ●Utility sink <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●2 folding tables, irons, ironing boards ●Consider built-in counter for folding clothes in lieu of tables ●Stacking chairs or other movable seating

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing various housekeeping supplies, such as extra linens, toilet paper, paper towels, personal hygiene items●Lockable
ADJACENCIES <p><i>No adjacency requirements</i></p>

AREA REQUIREMENTS <p>60 NSF</p> <p><i>Provide 1 for 75-bed facility. For others, provide a minimum of 1 housekeeping storage room per 50 participants; provide minimum of 1 on each floor if building is multi-story</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room may be located anywhere in housing●Room layout should permit shelving and open floor space for items best stored on the floor●Good overhead lighting●Sealed concrete floor●Natural light not required●Good ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff and participants, with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing miscellaneous supplies and equipment (e.g. blankets, linens, etc.)●Lockable
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>100 NSF</p> <p><i>Provide 1 for 75-bed center, For others, provide a minimum of 1 miscellaneous storage rooms per 50 participants; provide minimum of 2 on each floor if building is multi-story</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room layout should permit shelving and open floor space for items best stored on the floor●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving, 24" deep open on all sides <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Lockable storage cabinets

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff only●Hours: as needed

AREA REQUIREMENTS
50 NSF
<i>Total number of rooms: 1 Unisex</i>
<i>At 200-bed center, provide another staff rest room near additional officer station</i>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Personal hygiene

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate near Housing Office Station & Night Facility Manager●Doors marked "staff only"●Must be disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories

ADJACENCIES
<i>See adjacency matrix</i>

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None
Movable equipment/furniture: <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION

- Users: staff, participants under supervision
- Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY

- Storing cleaning equipment such as mops, brooms, vacuum cleaners and cleaning materials
- Lockable

ADJACENCIES

No adjacency requirements

AREA REQUIREMENTS

35 NSF

Provide 1 janitor closet for 75-bed center. For others, provide a minimum of 1 janitor closet per 50 participants; provide minimum of 1 on each floor if building is multi-story

DESIGN CONSIDERATIONS

- Open floor space important for some equipment; others may hang on a rack or be stored on shelving
- Good overhead lighting
- Concrete floor
- Natural light not required
- Good ventilation and moisture removal
- Service sink (for filling buckets)
- Floor drain

EQUIPMENT NEEDS

Fixed equipment/furniture:

- Shelving

Movable equipment/furniture:

- None

INTAKE

INTAKE

OPERATIONAL DESCRIPTION

Intake will be the entry point to the facility for all participants. The intake area will consist of intake/waiting, a participant processing room, a processing rest room (for urinalysis samples and searches), a secure storage room, a carport/garage/sallyport, a participant/night entry, an operations control center and a staff rest room. Intake will also serve as the departure point for participants who are leaving for medical or court appointments, work assignments, or parole. It also will serve as the night entry.

Intake procedures will vary from provider to provider, but in all cases will follow CDCR policy. New arrivals will generally be transported to the center by county law enforcement; some may be transported by CDCR or the provider's staff. Participants will disembark in a sallyport that may be a covered carport or an enclosed garage. The carport should be shielded from the building entry and street view, and should be large enough for at least a 15-passenger van. An adjacent exterior staging area should accommodate a second transport vehicle, which may include a CDCR transportation bus. Staff in the Operations Control Center will control the vehicle access into the sallyport (carport or garage), as well as the door between the sallyport and the Intake/Waiting Room.

A participant will enter the intake waiting room where a staff member will meet her and sign appropriate paperwork acknowledging that the woman has arrived. Law enforcement or other non-provider transportation staff will then depart. Entry interviews will be conducted in the participant processing room. Women also may be searched and required to provide a urinalysis sample in the adjacent restroom. Samples will be held in a container for pick up by a drug testing vendor.

A small secure storage room nearby will contain a supply of clothing so that women who may be inappropriately dressed (or who may be in jail clothing) can change. Any property that is not allowed in the facility will be stored in that same room temporarily, until it can be processed for mailing out. Evidence also will be stored there.

The participant/night entry will be located in conjunction with the carport/garage/sallyport. This entrance will be used by participants returning to the facility from work assignments, off-site appointments, community schools, etc. It will also be used by staff when the main building entry is closed. The participant/night entry will be a pedestrian door or gate that allows access into the carport or garage. A buzzer/intercom will be used to notify staff in the Operations Control Center that someone wishes to enter. Staff in the Operations Control Center will control the pedestrian access into the sallyport (carport or garage), as well as the door between the sallyport and the Intake/Waiting Room.

The Operations Control Center is the primary custody/control room for the facility. CDCR custody staff will be located in the operations center 24 hours a day. They will receive and process count as well as monitor security alarms, fire alarms and CCTV cameras. They also will monitor and record participants' phone calls in accordance with CDCR policy. CDCR staff will control access into the facility through the carport or the participant/night entry.

SECURITY AND SUPERVISION

The Operations Control Center must have direct view and control of the carport and participant/night entry. Staff must also have visual surveillance of the intake waiting room.

Law enforcement staff arriving at the carport/garage/sallyport with weapons will either be directed to return to their vehicles to deposit them or will be required to deposit them into secure lockers outside before entering the facility. The Operations Control Center should have visual surveillance of the weapons lockers.

USERS/HOURS OF OPERATION
<p>Users:</p> <ul style="list-style-type: none"> ● Intake worker, as assigned ● New arrivals (5-10 women at 75- & 100-bed centers; 10-15 at 200-bed centers) ● Law enforcement staff ● Participants returning from community passes ● Other staff (consultants) <p>Hours: 8:00 – 5:00; weekdays for Intake Night Entrance for center</p>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ● Women awaiting interview and assessment ● "Body receipt" paperwork exchange with law enforcement officer ● Supervision/security: lockable door to protect equipment ● Provide view from Operations Control Center

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>250 NSF</p> <p><i>Increase size for additional waiting area for 200-bed centers</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ● Locate near vehicle entry (carport/garage/sallyport) ● Avoid any visual or invitational access to public and especially visiting areas ● Carpeting for sound attenuation ● Natural light desirable ● Staff desk (or counter) for transportation officers to complete paperwork ● Phone at staff desk ● Doors between Waiting and the carport/garage, Operations Control Center and entry to the facility will be controlled by the Operations Control Center. ● Provide doors between Waiting and Participant Processing and Participant Rest Room ● Serves as night entrance, controlled by Operations Control Center.

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ● None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ● Staff desk and chair ● 10-chairs for new arrivals at 75 and 100-bed centers, 15 at 200-bed center

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff and women●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Debriefing women returning from passes or appointments in the community●Space for intake interviews/processing
ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
80 NSF
DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Fully enclosed, private room●Directly adjacent to Participant Rest Room●Natural light desirable●Carpeting●Access to rest room within this room●This space is not intended as a permanently assigned office; however, provide phone and data connection for LAN for the use by staff during processing interviews
EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None Movable equipment/furniture: <ul style="list-style-type: none">●Desk and chair●Computer and printer●Phone●2 side chairs●Small cabinet for forms storage

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: Participants -- new arrivals and participants returning from passes ●Hours: as needed

AREA REQUIREMENTS
80 NSF

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Personal hygiene for new arrivals ●Participants who leave the center on passes or for appointments in the community may need to undergo a urinalysis ●May be used for searches ●Not accessible to visitors

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Single occupancy ●Disabled accessible ●2 interlocking doors; provide access from both Participant Processing room and from Waiting ●Provide counter space for holding samples temporarily ●Provide window between rest room and Participant Processing so staff can monitor urinalysis testing ●Porcelain plumbing fixtures ●Stainless steel toilet accessories

ADJACENCIES
<p><i>See adjacency matrix</i></p>

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none"> ●Counter or shelf ●Clothes hooks Movable equipment/furniture: <ul style="list-style-type: none"> ●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Staff, especially intake worker●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Short-term storage of unauthorized property, prior to being mailed out, returned to family, etc.●Emergency storage of clothing for women who arrive inappropriately dressed●Evidence storage (temporary)●Secure short-term storage for valuable property that may not be allowed in the facility●Security: lockable, to protect evidence and valuables
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>80 NSF</p> <p><i>Increase size for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required or desirable●Secure door●Good overhead lighting required●Vinyl tile or sealed concrete acceptable●Good ventilation in the room and in the secure closet (to remove odors)●Provide secure closet within the storage room for evidence storage●Clothing storage including both hanging clothes and shelving for emergency clothing (e.g. sweats and underwear)●Small counter for paperwork, assembling boxes
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">● Open shelving, 18" deep for box storage <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Lockable cabinet for valuables●Small hanging rod for hanging clothes●Evidence storage locker (vented) inside secure closet

USERS/HOURS OF OPERATION
<p>Users:</p> <ul style="list-style-type: none"> ● Law enforcement and other transportation staff ● New arrivals, typically one or few at a time <p>Hours: as needed</p>

AREA REQUIREMENTS
<p>Size for 15-passenger van delivering new residents</p> <p><i>Provide staging space for another vehicle waiting to deliver women immediately outside the carport area. Staging area should be large enough to accommodate a CDCR transportation bus (also plan path-of-travel for bus to turn-around on site)</i></p>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ● Disembarking from county or state law enforcement transportation (sedans or vans) or facility van ● Entering county or local law enforcement transportation for return to jail or prison ● Depositing weapons in secure lockers (official and personal weapons of law enforcement personnel), visible from Operations Control Center ● Security: Need to shield from direct view of street/neighborhood and from program and treatment areas ● Security: All entries and exits controlled by staff in the Operations Control Center

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ● Shelter from the weather; at a minimum, provide a roof or overhang; may be fully enclosed ● Appropriate lighting for night arrivals ● Sheltered/shielded from street ● Paved for 1 parked vehicle (maximum size: 15 passenger van) ● Intercom at exterior gate or door to alert Operations Control Center of arrivals ● Intercom to Operations Control Center at door between carport/garage/sallyport door and Intake/Waiting ● Provide CCTV coverage of all gates or doors (monitored in the Operations Control Center) ● All gates or doors are controlled by staff in the Operations Control Center

ADJACENCIES
<p><i>See adjacency matrix</i></p>

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ● Secure weapons lockers for law enforcement transportation officers in carport/garage/sallyport <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ● None

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: CDCR custody staff ●Hours: 24 hours per day

AREA REQUIREMENTS
150 NSF

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●Control center of facility ●Monitor alarms, phones, CCTV, doors to facility, ●Takes count ●Storage for facility keys ●Monitor movement into and throughout the facility ●Monitor arrival of vans with new arrivals ●Secure; not accessible to participants or visitors ●Controls exterior gates or doors in Intake, including carport/garage/sallyport and participant night entrance ●Controls interior doors between Intake/Waiting and carport/garage/sallyport and the door into facility ●Night call center ●Connection with central data sources for CDCR's OBIS system data

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Natural light required ●Carpeting for sound attenuation ●Data connection for LAN ●Wall space for bulletin board(s) ●Direct visual surveillance of Carport/ Garage/Sallyport ●Direct visual surveillance of Intake/Waiting ●Direct visual surveillance of weapons locker in carport/garage/sallyport ●Provide secure key storage ●Monitors for building perimeter alarms ●Monitors for fire/life safety alarms ●Monitors for CCTV cameras ●Recording/monitoring for participant phones ●Provide modem link to CDCR's OBIS data system

ADJACENCIES
<i>See adjacency matrix</i>

EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none"> ●Work counters ●Monitors for all alarm systems ●Bulletin board(s) ●Key storage (lockable)
Movable equipment/furniture: <ul style="list-style-type: none"> ●Computer(s) and printers(s) ●Desk and chair ●Phone

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: staff only; center staff and transportation officers●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Personal hygiene
ADJACENCIES
<i>See adjacency matrix</i>

AREA REQUIREMENTS
50 NSF <i>Total number of rooms: 1 Unisex</i>
DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●2 inter-locking doors between Operations Control Center and Intake/Waiting●Doors marked "staff only"●Must be disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories
EQUIPMENT NEEDS
Fixed equipment/furniture: <ul style="list-style-type: none">●None Movable equipment/furniture: <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Participants returning to the center; staff entering at night●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Good visibility from Operations Control Center.●Intercom with annunciator to notify custody staff of participant arrival●Gate or door into carport/garage/sallyport controlled by staff in Operations Control Center.
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by design.</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Provide clear and well-lighted path and entry for participants●CCTV camera to monitor activity at entry gate or door
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●CCTV cameraMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

MEDICAL SERVICES

MEDICAL SERVICES

OPERATIONAL DESCRIPTION

Medical services will include an examination/treatment room, a nurse's office, a doctor's office, a medication storage room, a rest room, quiet rooms, medical storage and a janitor closet. Nursing staff will be available full time, 24 hours per day, seven days per week. A doctor will be available half-time on a scheduled basis. Other services, including dental care and vision care, will be provided off site by local health care providers.

Minor health care services and routine exams will be provided on site by the medical staff on a scheduled basis. The nurse also will follow an open-door and drop-in policy, providing individual instruction in nutrition, AIDS education, contraception and other self-care topics.

The medical staff may also assist in conducting urinalyses as part of the intake process, especially for participants who have been out in the community for work assignments, medical appointments or court hearings.

Quiet rooms will be provided to accommodate participants who are ill or who have other needs. Generally, women will not be allowed to remain in the housing unit during the day. In this situation, a woman who has the flu or some other illness requiring bed rest will be temporarily moved to a quiet room during daytime programming hours. She will then return to her room in the evening.

SECURITY AND SUPERVISION

Medical services will be located directly adjacent to Intake to accommodate the needs of the intake process, as well as to take advantage of the 24-hour custody staff in monitoring women in the quiet rooms.

The medication storage room must be lockable, with access directly from the nurse's office.

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: Medical staff, participants ●Hours: generally 8-5, M-F; other hours as needed
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Routine medical exams and screening ●Individual counseling on nutrition, prenatal care, AIDS education, contraception, etc. ●Outpatient medical procedures
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>150 NSF</p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Natural light preferred, but should not compromise security ●Vinyl tile ●Layout room to allow access to exam table on 3 sides and adequate circulation throughout ●Power outlets above and below counter level ●Phone ●Data connections for LAN ●Direct access to participant rest room. ●Provide gurney access
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Hands-free sink ●Built-in cabinets with lockable storage ●Bulletin board ●Overhead examination light ●Charting area at counter <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Exam table ●Various medical supplies and equipment ●Sterilizer (autoclave, counter top) ●Secure container for used syringes ●Doctor's stool

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: Nursing staff, participants ●Hours: 24 hours daily
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Charting (medical records) ●Phone calls, making appointments ●Individual counseling on nutrition, prenatal care, AIDS education, etc. ●Security: need to secure medical records
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>180 NSF</p> <p><i>Full-time Nursing staff. Nurse Practitioner day-shift on weekdays, and a Registered Nurse all other shifts.</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Direct access to Medical Exam through Nurse's office ●Direct access to Medication Storage through Nurse's office ●Close proximity to Quiet Rooms ●Natural light preferred, but should not compromise security ●Vinyl tile ●Medical records typically are placed in a 2" binder for each participant; storage should be lockable ●Data connection to LAN
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Built-in cabinets with lockable storage for forms, patient files, etc. ●Bulletin board <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●2 desks and chairs ●2 side chairs ●2 phones ●2 Computers and shared printer ●Bookshelf (or built-in)

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Medical staff, participants●Hours: generally 8-5, M-F; other hours as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Charting (medical records)●Phone calls, making appointments●Individual counseling on nutrition, prenatal care, AIDS education, etc.
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>100 NSF</p> <p><i>Half-time doctor</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Close proximity to Medical Exam●Close proximity to Medication Room●Close proximity to Quiet Rooms●Natural light preferred, but should not compromise security●Vinyl tile●Data connection to LAN
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Built-in cabinets with lockable storage●Bulletin board <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Desk and chair●2 side chairs●Phone●Computer and printer●Bookshelf (or built-in)

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Medical staff●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Secure medication storage●Preparation for distribution of medications
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>50 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Window onto corridor for distributing medications and accessible through nurse's office.●Refrigerated/freezer storage for medication and dietary supplements●Counter and sink, with lockable cabinets above and cabinets/drawers below for medication and supplies.●Provide counter with sink at window for medication set up●Data connection to LAN
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●Lockable cabinets and drawersMovable equipment/furniture:<ul style="list-style-type: none">●1 refrigerator/freezer for medications and ice●Separate refrigerator for dietary supplements●Lockable cabinets for medications●Phone</p>

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: Participants●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Personal hygiene for participants in medical area for exams●Providing lab specimens as needed●May be used as secondary location for urinalysis and search for participants at intake or returning from work/appointments outside the facility.
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>80 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Directly adjacent to exam room●2 interlocking doors, provide access from both Medical Exam room and Nurse's office●Porcelain plumbing fixtures●Stainless steel toilet accessories●Provide counter space for holding samples temporarily
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●Counter or shelf●Clothes hooksMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

USERS/HOURS OF OPERATION
<ul style="list-style-type: none"> ●Users: Participants, staff monitoring ●Hours: As needed

AREA REQUIREMENTS
<p>80 NSF</p> <p><i>Provide 2 quiet rooms at 75- & 100- bed centers; provide 4 quiet rooms at 200-bed center</i></p>

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none"> ●"Lay-in" room. Participants may not be allowed in housing area during the day, so need a place to rest, if sick ●Participants may need to be isolated for a short period, due to contagious illness or need for "quiet room" ●Security: Visual surveillance of room ●Lockable room

DESIGN CONSIDERATIONS
<ul style="list-style-type: none"> ●Quiet room ●Vinyl tile ●Close proximity to Nurse's office and Doctor's office ●Close proximity to Intake area for additional staff supervision or back-up in emergency situations ●One must be disabled accessible

ADJACENCIES
<p><i>See adjacency matrix</i></p>

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Toilet and lavatory in alcove area <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Single bed on wheels

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: medical staff●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing medical supplies and equipment (e.g. strong blankets, gurney, wheelchair, etc.)●Lockable
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>60 NSF</p> <p><i>Increase size for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room layout should permit shelving and some open floor space for movable equipment●Good overhead lighting●Sealed concrete floor acceptable●Natural light not required●Good ventilation
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving, 16" deep, open on all sides <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storing cleaning equipment such as mops, brooms, vacuum cleaners and cleaning materials●Lockable
ADJACENCIES <p><i>Must be located near the Quiet Rooms</i></p>

AREA REQUIREMENTS <p>35 NSF</p> <p><i>May be shared with Intake, but must be located in Medical Services near the Quiet Rooms</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Open floor space important for some equipment; others may hang on a rack or be stored on shelving●Good overhead lighting●Natural light not required●Good ventilation and moisture removal●Floor drain●Service sink (for filling buckets)
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Shelving <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●None

KITCHEN/DINING

KITCHEN/DINING

OPERATIONAL DESCRIPTION

A central kitchen and dining room will provide meals and snacks for the participants who will reside here. On special occasions or holidays, families may also be served a meal or snacks.

The kitchen will operate approximately 10 to 12 hours daily, and will be supervised by at least one senior cook on two shifts. Women will be assigned to work in the kitchen on a rotating basis. The kitchen will be off-limits to women, except for those assigned to work there or attending cooking classes. A "Master Chef" program is offered at some CDCR facilities, and should be considered for the FRCCCs.

The dining room will be furnished with round tables to encourage family-style eating and interactions. Women may sit at any table randomly, or be assigned a table with their housing or treatment group, depending on the policy of the contract provider. Dining rooms should be sized for a maximum of 100 participants, plus some staff. A serving line will be provided in each dining room.

A household-size refrigerator will be located in the dining room(s) to hold snacks and beverages. The refrigerator needs to be in the dining room so that women can access it without having to enter the kitchen.

DESIGN CONSIDERATIONS

The kitchen area should be as open as possible to allow staff easy supervision of all areas. It should also be designed to accommodate teaching in addition to general meal preparation.

Storage areas should be located adjacent to one another and close to the exterior loading area. Pick-up trucks and delivery vans (not semi-trailers) are anticipated in the loading area. Proximity to the trash and recycling enclosure is recommended. The exterior door leading to the loading area should be wide enough to permit the movement of pallet jacks and hand trucks.

The dining room(s) should be directly adjacent to the kitchen with a serving line between, including a lockable shutter that can be closed when dining is not occurring. A lockable door should also be located between the kitchen and the dining room(s) to discourage casual access by unauthorized persons.

Natural light and a view of the outside will be important in the dining room. Room finishes should be comfortable, durable and easily cleaned, while avoiding an institutional look.

SECURITY

The exterior door leading to the loading area should be lockable to prevent unauthorized access from the outside. An intercom should be connected from the exterior door to the office and somewhere accessible in the cooking area. Storage cabinets and rooms should be lockable to prevent pilferage.

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none">●Users: 75 to 100 residents per dining room; 5-6 staff at a time; occasionally, some visitors●Hours: 10-12 hours daily, at scheduled times
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none">●Dining●The dining room also may be used for special presentations or ceremonies●Beverage counter and refrigerator●Snacks available in dining room
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>2800 NSF 2750 for dining; 50 GSF for beverage counter and refrigerator (snacks)</p> <p><i>Provide a single dining room at the 75 and 100-bed centers</i></p> <p><i>Provide two dining rooms at the 200-bed centers</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none">●Natural light required●Easily cleaned, non-skid flooring●Wall space for display cases or bulletin boards●Power on several walls for TV/VCR/DVD●Adjacent to and separate from kitchen●Provide serving line for participants●Locate a snack bar area with beverage counter and household refrigerator in dining room for healthy snacks
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Beverage counter <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Round folding tables, seating for 6●Stacking chairs

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: 1 food service staff per shift; women assigned as kitchen workers; occasionally, cooking teacher & students ●Hours: 10-12 hours daily; as scheduled for cooking, classes and demonstrations
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Preparing food: cutting, slicing, mixing, baking, roasting, etc. ●Cleaning food prep area ●Occasionally, cooking demonstrations and classes may be offered ●The office should have a view of cooking area and as much of the rest of the kitchen as possible ●Security needed for knives, etc. ●All storage cabinets should be lockable
<p>ADJACENCIES</p> <p><i>See adjacency diagram</i></p>

<p>AREA REQUIREMENTS</p> <p>As determined by kitchen designer.</p> <p><i>Provide additional capacity for the 200-bed centers</i></p>
<p>DESIGN CONSIDERATIONS</p> <p>Kitchen should be arranged with the following areas, at a minimum:</p> <ul style="list-style-type: none"> ●cooking ●prep tables (1-2) ●cook's refrigerator ●hot and cold food carts ●serving line between dining room(s) ●shelf storage ●lockable utensil storage ●secure storage for knives ●Durable, easily cleanable surfaces, non-skid floors ●Storage for garments and linens
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Stove, oven(s), grill, pot racks ●Hand sinks ●Exhaust hood ●Other kitchen equipment as required <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Carts ●Prep tables ●Hot and cold food carts ●Other kitchen equipment as required

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: 1 food service staff per shift; women assigned as kitchen workers; occasionally, cooking teacher & students●Hours: meal times
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Traying food
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by kitchen designer.</p> <p><i>Provide one serving line per dining room.</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Provide shutter to close off serving line and kitchen between meal times.●Open tray line (not blind feeding)
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●Tray line <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●carts for dishes, trays, cups, glasses, etc.

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, participant workers with supervision●Hours: 10-12 hours daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storage for dry foods that don't require refrigeration, such as flour, vegetables, sauces, etc.●Storage for paper products, serving pans, etc.●Needs temperature controls to retard growth of microorganisms●Lockable●Separate, lockable storage area for 10-day emergency food supplies
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by kitchen designer</p> <p><i>Provide additional storage for 200-bed centers</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room arrangement should permit deep shelving and good circulation for hand trucks●Good overhead lighting●Temperature controls and ventilation as required per code●Lockable to prevent theft●Natural light not required or desirable●Provide a separate, lockable area within the dry goods storage room for the emergency food supplies. Can be separated by fencing or other means.
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Stainless Steel Shelving

USERS/HOURS OF OPERATION

- Users: staff, women with supervision
- Hours: 10-12 hours daily

ACTIVITIES/OPERATIONS/SECURITY

- Refrigerated storage for perishable foods
- Defrosting frozen foods
- Lockable

ADJACENCIES

See adjacency matrix

AREA REQUIREMENTS

As determined by the kitchen designer

Provide additional cooler space for the 200-bed centers

DESIGN CONSIDERATIONS

- Room arrangement should permit deep shelving and good circulation for hand trucks
- Good overhead lighting
- Lockable to prevent theft

EQUIPMENT NEEDS

Fixed equipment/furniture:

- None

Movable equipment/furniture:

- Stainless Steel Shelving

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: 10-12 hours daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Frozen storage for perishable foods●Lockable
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by the kitchen designer</p> <p><i>Provide additional freezer space for the 200-bed centers</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Room arrangement should permit deep shelving and good circulation for hand trucks●Good overhead lighting●Lockable to prevent theft
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Stainless Steel Shelving

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff only●Hours: 10-12 hours daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storage for items requiring extra security, including yeast, sugar, etc.●Needs temperature controls to retard growth of microorganisms●Lockable
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>50 NSF</p> <p><i>Provide additional storage for 200-bed centers</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Good overhead lighting●Temperature controls and ventilation as required per code●Lockable to prevent theft●Natural light not required or desirable
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Stainless Steel Shelving

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: women assigned as dishwashers (1-2); 1 staff intermittently, supervising●Hours: 10-12 hours daily
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Scraping, washing and stacking dishes, pots and pans●Holding and staging area for carts, holding soiled dishes
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>As determined by the kitchen designer</p> <p><i>May need to increase for 200-bed center</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Partially screened from food prep area to prevent splashing●Good drainage and ventilation●Includes cart staging area to hold soiled dishes●Use materials that resist rust●Provide custom fabricated, stainless steel countertops, shelving and tables, with 3 compartment sink and dishwasher
EQUIPMENT NEEDS <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Carts or trolleys with 2-3 shelves

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: 1 staff per shift ●Hours: 10-12 hours daily
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Paperwork: inventory, ordering supplies ●Supervising kitchen area while in office ●Phone calls ●Developing menus and recipes ●Lockable ●Maintaining files
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>100 NSF</p> <p><i>Increase the staff office at the 200-bed center to provide space for both the Food Manager and the Asst. Manager</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Locate for best view of kitchen, especially the food prep area; provide window in wall or door if necessary ●Natural light desirable but not required ●Good overhead lighting ●Lockable to prevent theft ●Intercom to exterior door for deliveries ●Data connection to LAN
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●Bulletin board <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Desk and chair ●Computer and printer ●Phone ●File cabinet ●Bookshelf

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: kitchen staff and workers●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Personal hygiene
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>50 NSF</p> <p><i>Total number of rooms: 2 one for staff (unisex) one for participant kitchen workers</i></p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Natural light not required●Vinyl tile or ceramic tile●Mirror for grooming●Locate for easy access by staff and kitchen workers●Not intended for use by people in dining room●Unisex design●Disabled accessible●Porcelain plumbing fixtures●Stainless steel toilet accessories
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●None</p> <p>Movable equipment/furniture:<ul style="list-style-type: none">●None</p>

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff; residents under staff supervision●Hours: as needed
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Storage of cleaning equipment such as mops, brooms, cleaning materials, detergents, etc.●Lockable
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>35 NSF</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Required for the kitchen (per code); may not be shared with other components●Locate for easy access to the kitchen and dining●Open floor space important for some equipment; others may hang on a rack or be stored on shelving●Good overhead lighting●Natural light not required●Good ventilation and moisture removal●Service sink (for filling buckets)●Floor drain
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●ShelvingMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

USERS/HOURS OF OPERATION <ul style="list-style-type: none">●Users: staff, women with supervision●Hours: anytime, including hours kitchen is not operating
ACTIVITIES/OPERATIONS/SECURITY <ul style="list-style-type: none">●Unloading kitchen supplies and perishable foods
ADJACENCIES <p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS <p>Paved area large enough for a pick-up truck or delivery van (semi-trailers not anticipated)</p>
DESIGN CONSIDERATIONS <ul style="list-style-type: none">●Locate near the kitchen for ease of transporting supplies on pallet jacks or hand trucks●May be contiguous to other large vehicle areas, such as trash, bulk storage and maintenance, but not parking●Intercom at exterior door of kitchen to office and food prep area●Good lighting for deliveries after dark●Clearly marked for vendors and to guide visitors away from the area●Exterior door will require an intercom to kitchen and secretary in Administration to notify staff of delivery
EQUIPMENT NEEDS <p>Fixed equipment/furniture:<ul style="list-style-type: none">●NoneMovable equipment/furniture:<ul style="list-style-type: none">●None</p>

FACILITY SUPPORT & PARKING

FACILITY SUPPORT & PARKING

OPERATIONAL DESCRIPTION

These areas are anticipated to be in a separate building. However, depending on design, they may also be incorporated into the main building.

Bulk Storage

A building should be provided for storing miscellaneous bulk items, such as donated or broken furniture, extra bed frames and mattresses, and other items. A simple metal building will suffice. The building should be lockable and preferably out of sight of the neighborhood and the yard area. It should be close to the maintenance/grounds shed for easy access by maintenance staff. A paved area for a delivery truck to load and unload should be provided.

Maintenance and Groundskeeping Workshop/Storage

A building containing maintenance equipment (including table saws and other equipment) and groundskeeping equipment should be provided near the bulk storage building. A simple metal building would suffice, with appropriate utilities for a rest room and office for maintenance staff. The staff office should be enclosed from the workshop to protect computer equipment and paperwork. A phone also will be required. A rest room should be provided, unless the building is within easy access of a staff rest room inside the main building. It would be preferable, however, for maintenance staff and workers to avoid having to enter the main building to prevent tracking mud and dirt into the building. Groundskeeping equipment that will be stored here may include mowers, rakes, hedge clippers, grass edgers, and the like. The maintenance workshop and groundskeeping storage may be contiguous and do not have to be separated within the building. A paved area is necessary to allow a pick-up truck to load and unload materials.

Trash and Recycling Enclosure

An enclosure for a trash dumpster and recycling bins should be provided, and may be located near the maintenance and bulk storage area. Proximity to the kitchen is desirable. The enclosure should be high enough to shield a dumpster from view and allow a trash truck to pull up and pick up the dumpster. Access to water for cleaning the area is required.

Staff And Visitor Parking

Parking should be provided near the main building entry. Provide adequate parking for staff, ensuring that there are adequate spaces for shift change to avoid staff taking up neighborhood parking areas. Ensure compliance with disabled accessible parking requirements. No separate visitor parking is required. Visiting will typically occur on the weekends when a smaller number of staff will be working.

Parking will also be required for facility vehicles such as passenger vans and maintenance trucks. Ideally, parking for these vehicles should be in a secure location near the facility support areas of the building.

Security

Other than staff and visitor parking, the facility support areas should be located away from the street. Although the FRCCC will not be surrounded by prison-like high security fencing with barbed tape, the facility support areas should be able to be secured at night with chain-link fencing and a lockable gate. This fenced area may also provide a refuge court in emergency situations where the building must be evacuated at night.

Night lighting should be provided in a manner that will provide visibility for security staff, yet not affront the neighborhood.

USERS/HOURS OF OPERATION
<ul style="list-style-type: none">●Users: authorized staff and women under supervision●Hours: as needed

ACTIVITIES/OPERATIONS/SECURITY
<ul style="list-style-type: none">●Storage of donated items (including furniture) and bulk supplies too large for storage rooms inside the main building●Lockable to prevent theft●Should not be visible from street and should be separated from parking●Storage of emergency supplies, e.g. bottled water, etc.

ADJACENCIES
<p><i>See adjacency matrix</i></p>

AREA REQUIREMENTS
<p>800 GSF</p> <p><i>Provide additional storage for 200-bed centers</i></p>

DESIGN CONSIDERATIONS
<ul style="list-style-type: none">●May be integral to the building or a separate freestanding building located away from main building but near other stand-alone buildings (maintenance and trash enclosure)●Locate away from leisure and quiet yards, and parking●Shield from view of street●Allow for pick-up truck access●Good overhead lighting inside; adequate lighting available outside at night●Good drainage and ventilation, humidity control●Not intended for food storage●May be combined with maintenance●Consider a metal building of durable yet inexpensive construction

EQUIPMENT NEEDS
<p>Fixed equipment/furniture:</p> <ul style="list-style-type: none">●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none">●Shelving

<p>USERS/HOURS OF OPERATION</p> <ul style="list-style-type: none"> ●Users: maintenance staff and residents assigned to work there ●Hours: generally, 8-5, Monday-Friday
<p>ACTIVITIES/OPERATIONS/SECURITY</p> <ul style="list-style-type: none"> ●Repair and maintenance tasks that require workshop equipment ●Storage of groundskeeping equipment ●Lockable when not in use ●Paperwork, ordering supplies and materials ●Storage of tools, supplies and materials ●Storage of groundskeeping tools and equipment
<p>ADJACENCIES</p> <p><i>See adjacency matrix</i></p>

<p>AREA REQUIREMENTS</p> <p>885 NSF (525 SF for workshop; 100 SF for office; 50 SF for rest room; 300 SF for groundskeeping)</p> <p><i>May need to increase office to accommodate two staff for the 200-bed centers</i></p>
<p>DESIGN CONSIDERATIONS</p> <ul style="list-style-type: none"> ●Enclose the office to protect computer, paperwork and phone from dust ●Provide a window in office for view of shop ●Utilities needed for office functions and rest room in addition to typical maintenance workshop utilities ●Good overhead and task lighting ●Roll-up doors (garage-type) ●Door to groundskeeping area should permit easy movement of tools and equipment ●Consider a metal building of durable yet inexpensive construction ●May be combined with bulk storage
<p>EQUIPMENT NEEDS</p> <p>Fixed equipment/furniture:</p> <ul style="list-style-type: none"> ●None <p>Movable equipment/furniture:</p> <ul style="list-style-type: none"> ●Workbench ●Table saw, other typical workshop equipment ●Desk, chair, file, bookshelf, phone ●Typical gardening and groundskeeping tools and equipment (lawn mowers, rakes, wheelbarrow, etc.) ●Lockable storage cabinet for flammable materials.