

November 1, 2010

DRAFT

**Program of Requirements  
Winnipeg Police Service  
Headquarters  
266 Graham Avenue**

Note:

Errors and Omissions      see page 271

- 1)      Executive Change Area  
     Nov.1, 2010
- 2)      Winnipeg Remand Centre Employee  
     Nov.10, 2010

**Program of Requirements  
Winnipeg Police Service  
Headquarters  
266 Graham Avenue**

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**Program of Requirements  
Winnipeg Police Service  
Headquarters  
266 Graham Avenue**

**Divisional Approvals**

Inspector, Division 11	Date
Manager, Division 30	Date
Inspector, Division 31	Date
Inspector, Division 32	Date
Manager, Division 34	Date
Manager, Division 35	Date
Inspector, Division 36	Date
Manager, Division 37	Date
Inspector, Division 40	Date
Inspector, Division 41	Date
Inspector, Division 42	Date
Inspector, Division 50	Date
Executive	Date

**Program of Requirements  
Winnipeg Police Service  
Headquarters  
266 Graham Avenue**

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**Program of Requirements  
Winnipeg Police Service  
Headquarters  
266 Graham Avenue**

**Introduction**

This Program of Requirements is the result of considerable discussions between the client group, the Municipal Accommodations Division and various authorities in the respective fields. This program outlines the physical occupancy needs of the client group. The needs are expressed as an ideal solution and recognize that the ability to solve the needs exactly will be dependant on factors such as the physical constraints of the intended existing facility. The program is written in terms of the operational requirements and makes suggestions toward the anticipated locations of the respective work groups however as design evolves modifications to the conceptual locations may be required but will require the concurrence of the client group.

Every effort has been made to provide the designer with all of the known factors at the time of presentation of the document. During the design process, the designer and the client may discover additional details requiring further exploration.

The area limitations described are generally determined as a result of discussions with the client group and/or by other predetermined factors. If the designer has a requirement to deviate from the described areas, agreement must be made with the building owner and the client group.

**Concept**

In 2009, a significant opportunity emerged that allowed the Winnipeg Police Service to consider relocating their main operations from the Public Safety Building to the Central Post Office on Graham Avenue. The size of the facility allows the centralizing of many functions that currently are housed in facilities in outlying areas of the City. The redevelopment of the Post Office will be a major cost project for the City, the abandonment of other buildings and leases will present saving in operating costs as well as operational costs, in that, travel time and duplication of spaces and activities may be eliminated; resources can be redirected.

This wholesale change to the Police Service physical plant also allows new thinking for the operations of the organization. The occupants are exploring many options. At the time of printing many new concepts have not been assessed/tested. At the time of design, many decisions will have been made. Although alignments of groups or individuals may change, the consensus is that the entire group described herein will fit into the building but the footprint of a specific Divisional group(s) may change.

The locating of the Police to a highly visible area of the downtown will help present an accessible and approachable face for the Police while providing the Police a central location from which their activities can radiate. A highly visible Police presence in the downtown, throughout the day, will help reduce the area of real or perceived crime.

Also to create a friendly face on the Police Service, a general concept is that people who will attend the facility, voluntarily, will be invited to await their appointment or meeting in a "Food Court" environment where they may purchase coffee and sit at café style seating. People will be escorted up as well as down the elevators to the respective areas through a controlled entrance. The control point will ensure that non-Police may not enter the elevators undetected by following in an escorted person.

Further, this downtown location is in close, easy proximity to the Law Courts building so that the transfer of detainees will be from a single central location. Also, the centralizing of most of the Police functions to this location will allow the centralizing of detainees within the building, thereby building on a better Arrest Processing methodology and will better meet the requirements of the Courts while meeting current Police accreditation standards.

The existing Post Office building is comprised of an office tower and an industrial plant and garage for the sorting and distribution of mail. The concept, at the time of printing is to primarily use the industrial plant and garage for the Police Service, however the Police require some main floor presence at the base of the office tower and may also occupy some office areas in the tower.

## **Program of Requirements Winnipeg Police Service**

### **Concept (continued)**

Every attempt will be to provide the maximum amount of natural light throughout the facility. Ideally employees will not be in windowless space and windowless spaces will be for storage, parking and so on.

One of the plant floors requires replacement for structural repairs. This provides an opportunity to possibly relocate the vehicle ramp(s). The ramp location will be based on the best use of available space. Vehicle access is required by delivery and refuse vehicles, cruiser cars with detainees, cruiser cars for storage, vehicles for repair or forensic analysis arriving by tow truck or flat bed transport. The delivery and refuse vehicles are public vehicles and may access only designated areas. All other vehicle access will be via secure access points.

In addition to this office and garage space, the intent is to build an additional floor on the roof top. This space will be developed for a shooting range, armoury and the attendant training rooms associated with those activities. Elevator access by vehicles and heavy equipment will be required. During weapons training old and damaged vehicles are used as mock-up "hiding" shields and the weight of the equipment and materials used in the Armoury will require pallet trucks to transport materials and supplies from the receiving area in the Garage.

This additional floor will anticipate the possibility of landing a (future) helicopter on the roof of the armoury and training rooms there.

The intent is to provide contemporary facilities that can accommodate all the current codes, technology and Police methodology as well as the current gender demographics of the Police Service. The image of the building will be inviting to the public who need Police service and yet it will offer a sense of strength and security for those who may want to impede the Police operations.

The "front" areas of the Police facility will be generally for access by the public on a walk-in basis. To assist the Police employees and to enhance the storefront atmosphere of the front areas, volunteers work meeting the public and assisting in clerical activities where practical. To protect the volunteers, their access to the other areas of the building will be limited and their travel to the other areas such as washrooms and lunchrooms will be via a protected route.

An appealing structure and effective use of interior and exterior materials and colours, in a fully developed, integrated design will present a calm and friendly environment for the public and employees alike, will encourage pride in the facility and will improve the overall image of the Police Service.

The selection of finish materials will be a challenge. The heavy, often abusive use in a Police environment, would suggest hard surfaces that are durable and easy to clean. Noise transmission and reflection is a concern, primarily in the Interview Rooms, however all office areas and work groups requiring extended periods of concentration will appreciate sound absorbing materials. Further, vibration is also a concern. Heavy use corridors over the Interview Rooms, for instance, will also affect recordings, or concentration in various administrative areas. Some of these issues may be addressed in layout and construction such as filled voids in concrete block walls, sound insulation in ceiling spaces, sound protection in mechanical ducting, and door placement so reflected noise is broken up; the remainder of issues will likely be handled with finishes selection.

The existing building has vehicle access points from Smith Street and from Garry Street. The only man-doors are on Graham Avenue, Smith and Garry Streets at the tower end of the development. The client has requested that man-doors be developed at the south east and south-west corners of the building.

The Winnipeg Police Service is scrutinized on an on-going basis with accreditation granted following a three-year audit. The accreditation ensures high standards for all aspects of the Police Service and in particular, for the purposes of this document, the facility effectiveness for the officer, the client and any prospective detainee. Some areas within the facility must be designed to follow specific guidelines and so the related accreditation standards will be available to the designer. This document describes standards that meet the accreditation needs and may exceed the minimums described under current Building Codes. The designer must not deviate from the described areas unless authorized by the client group. In all other aspects the design will adhere to all current codes and bylaws.

## **Program of Requirements Winnipeg Police Service**

### **Concept (continued)**

The population within the building can be confidently predicted with some room for a minor amount of growth. The gender population fluctuates within the entire Police force from shift to shift and from year to year because of transfers. The counts for washrooms and lockers for both genders are the "best guess" at the time of writing but will require verification at the time of design. As these are the most difficult areas to expand in future development, the designer is asked to anticipate possible expansion requirements when laying out the plumbing for the main washrooms, showers and lockers.

The Detainee Interview Rooms is another area that expansion should be anticipated. This group of rooms has special requirements and adding or relocating these will be difficult and expensive.

The Post Office is an existing building with no room for expansion around the perimeter, the only expansion can occur with the planned floor addition on the roof, possibly adding a floor in one high ceiling area and possibly improving of crawl spaces. The latter two are not anticipated at the time of printing.

With the emerging trends in crime, the reality is that attacks are made against Police officers and their property. The design of the building will consider the security of all using the building. A 24-hour operation makes the occupants of the building vulnerable as the exterior lighting changes. The occupants may neglect to drop blinds on windows and they would be visible from the exterior. Exterior elements like gas service heads can be a potential target by some individuals and that too, would jeopardize the occupants. The designer will consider these and other security issues at the outset while trying to create a facility with "curb appeal".

Again, the building exists and has been known as the Post Office for about 50 years. The Police will want their presence known for the public to find them and feel welcome but too, the Police will want to develop pride in their new facility. With this in mind, the designer is encouraged to consider signage, exterior treatments and other design elements such as decorative/protective window security screens, colour treatments, banners etc. as a way to help create a strong identity for the Police.

Within the existing Public Safety Building, there are a number of elements in the public lobby that will need to be removed and placed somewhere in the new facility, perhaps in the museum or again in the public lobby. The items may include: stone wall panel indicating Police members lost in World War I; stone wall panels that indicated the construction of the Public Safety Building (to be verified if this is to be taken), display cabinet with commemorative flag and banner, various plaques and drop box. The designer will include filling the resultant holes in the Public Safety Building with painted drywall.

The existing windows will all be reviewed for the current use. It is expected that the windows on the south end of the plant are serviceable but the windows on the east and west sides of the building will require replacement. This is an opportunity to improve efficiency as well as create a new "face" on an older building.

There is some concern about shooting toward the facility. The designer is encouraged to explore the most current concepts in security relative to building and window treatment. The windows are desirable for the employees but a decorative shield or angled fins/mullions may provide the security needed for employee well being.

In addition to the decorative aspects at the exterior, the design will include signage at the street level as well as near the roof. The intent is to have a simple "Police" sign to be highly visible from greater distances, ideally in terms of miles. In a downtown location, surrounded by tall buildings it may not be possible to have visibility of miles but as many blocks as possible will be the objective.

## **Program of Requirements Winnipeg Police Service**

### **Concept (continued)**

Energy efficiency in building design is a City of Winnipeg mandate and designs will be required to pass scrutiny of Manitoba Hydro representatives who will comment on these aspects and in particular regarding lighting inside and outside the building. Also, ecologically friendly designs including elements such as green roofs and other concepts will be considered favourably. The City of Winnipeg has set the Silver level of LEED Commercial Interiors as the minimum standard for this development. The City of Winnipeg will apply for the Natural Resources Canada's (NRCan) Commercial Building Incentive Program (CBIP). To qualify, the building, building systems, site development must be at least 25% more efficient than if constructed per the 1997 Model Building Energy Code for Buildings (MNECB). The designer is encouraged to improve the efficiency, where feasible, beyond the CBIP criteria.

Ideally, the building would have a continuous band of windows serving the administrative areas, the employee work areas and other employee areas. Secure areas will have no windows or windows creatively placed to allow light but allow no vandalism or breach of security.

Window treatments will be required and will be designed considering the changing light conditions throughout the day, the necessity to protect the occupants from attack and the possibility that at times occupants may forget to shield/cover the windows, thereby making others vulnerable.

The design will anticipate future interior renovations to allow walls to be removed and new walls in different locations to abut the windows, perhaps not "on-mullion". Another ideal would be that office and like walls would be a demountable type that could be easily reconfigured and augmented in the future. The same system will have an integrated wiring system and an acceptable method of abutting windows so that the window frames and mullions will not be a limiting factor in the design. This system of walls will reduce downtime and waste materials during reconfigurations.

It is expected that cameras will be located in many locations inside and on the building face to view any possible offender or attacker. Lighting will be used to assist the camera use and to improve the exterior aesthetics.

The Police Service organization structure is constantly changing. As crime fluctuates, resources are moved from Division to Division and new special task units are formed. As a result, tweaking of layouts or full renovations is a regular occurrence. In itself, this constant movement does not fall in step with green practices, however, the inefficiency of the constant change can be mitigated by the use of easily transformable spaces. Raised floor, demountable walls, modular furniture, integrated electrical and mechanical systems all will be considered favourably.

Ideally and following green practices, the mechanical, electrical and data requirements would be provided by way of a raised floor system. This objective will likely not be appropriate for most of the areas being developed because the building exists and because of the security requirement of many of the spaces. The designer may find that some areas may be suitable for this type of design such as the Computer Rooms and similar spaces. In the remaining areas the mechanical systems will include a perimeter supply for the heating and central, ceiling-fed air conditioning. The mechanical design will provide relatively small HVAC zones with the corner spaces controlled separately, if enclosed as a room or office.

Drinking fountains will be provided beside the washrooms on the respective floor as well as near the Exercise Room and in the detainees' area. The latter will be incorporated into the washroom facility with vandal-proof equipment and mechanisms.

First aid is required throughout the building in varying degrees. On the office floors this may take the form of simple first aid kits but in areas such as the Mechanic's area eyewash stations with kits will be required. In the Garage areas near the Sally Port, will be the construction of officer decontamination rooms. Near the Gymnasium, a panic pull station will alert others for medical assistance. The Arrest Processing Unit will have special requirements and strategies when dealing with detainees. At the time of writing, the strategies are being explored. The Drug Processing Unit will require an eyewash and first aid kit but may also require resuscitation equipment, yet to be determined.



## **Program of Requirements Winnipeg Police Service**

### **Concept (continued)**

There will also be an Infirmary where nominal first aid may be applied but generally is a location where an employee will await ambulance pick-up/service. Eyewash stations, AED machines and First Aid kits will be strategically located throughout the facility.

Organizationally the Department is divided as follows:

Department  
Division  
Unit  
Section

The Police have many methods of describing themselves and their work using both current and outdated terminology. Within the description of components, the various titles that individuals or groups may be called are noted.

The terminology and descriptions of the various shifts/sides of work are described as follows:

Chief	Monday – Friday days only
Deputy Chief	Monday – Friday days only
Superintendent	Monday – Friday days only
Inspector	Monday – Friday days only
Duty Inspector (Comms Centre)	7 days a week, 24 hours
Staff Sergeant	Monday – Friday days only
Staff Sergeant (Comms Centre)	7 days a week, 24 hours
Sergeant	7 days (A & B sides) 3 @ 10 hr. shifts
(Shift Supervisor/Platoon Supervisor, Sergeant of Detectives)	
Sergeant	Monday – Friday days only
(Administrative)	
Patrol Sergeant (Uniformed)/Detective Sergeant (Plain Clothes)	7 days (A & B sides) 3 @ 10 hr. shifts
Constable	All shifts
Clerk – regular	All shifts
Volunteers	Monday – Friday days only

Another terminology category is that the organization has Police employees and Civilian employees. Conversations may note employees as Police or Staff (Civilian).

Operationally, most of the facility will operate on a 24-hour basis with the Station Duty (Police) counter the only area open to the public for the full 24 hours. The Service Counter will only be open to the public during normal daily business hours. Furnishings and finishes selections will reflect this extended and heavy use. Selections will also be made based on ease of maintenance and replacement.

The Communications Centre (Comms Centre also Dispatch and Dispatchers) operates well into an emergency situation. The Comms Centre will be the last to vacate the building and so will require special exiting strategies. Because of this, placement of the Unit is critical.

Also relative to the Comms Centre, the occupants may not leave their post for very long and so the Comms Centre and the floor amenities should be conveniently placed together, namely the Washrooms, the Quiet Room and Lunchroom.

The existing Police facilities are dispersed all over the City and necessarily have had duplication of spaces from one facility to another. This program makes an attempt to blend the spaces at this time. There still are duplications shown here that may be eliminated once the designs begin to emerge. There will be some natural affinities that may become obvious and there will be some that, for the interim, still may require duplication until the facility operates for a period of time. A comfort level for the operators and occupants must be achieved and this may take several steps to optimize the entire facility.

## **Program of Requirements Winnipeg Police Service**

### **Concept (continued)**

Without trying to limit the designer, some high level concepts/objectives include:

- located adjacent on one floor: centralized Arrest Processing (detainee handling), Divisions that are the predominant users of the detainee Holding Rooms and detainee Interview Rooms and Division 31, a support division to those Divisions.

- located adjacent on one floor: Evidence storage and Firearms Hub.

- located together on one floor: Training, Gymnasium, Lockers.

- The Range and Armoury roof addition will be vertically adjacent to the Training components as well as the Employee Lockers and Showers.

- Public will only gain access beyond the main floor if escorted by an employee.

- as far as possible employees will be within windowed space and vehicles will be in non-windowed space

- vehicle access within the building will be for Police vehicles but also private service vehicles such as Refuse trucks, deliveries and tow trucks (including flat bed tow trucks). Private vehicle access will be limited to the areas they are required to attend; ideally all these services can be address on one level. If private vehicles are required to attend other areas, they will be required to have constant employee attendance.

Security for employees, detainees and the public alike is paramount and to that end public access will be limited to the main floor. Any members of the public will require Police escort into the other areas.

Further, detainees will be brought to the Garage and then will travel in a dedicated elevator to the Arrest Processing Unit. Included in the secure Arrest Processing Unit areas will be work areas for the photo and fingerprinting of arrested individuals.

Lunchrooms and Coffee Stands are required throughout however the intent is to minimize the number of these facilities to reduce plumbing requirements to protect documents etc. from accidental spills and to encourage employees to rest/mingle with others who share the same floor. Some work groups have special requirements and may make the case to have separated spaces for themselves. As the location and sizes of the multiple spaces has yet to be determined, the design may offer suggestions. See BC-11 and BC-GA07.

For the purposes of this Program, the spaces are noted as follows, Description, Adjacencies, Amenities and Accessories. Amenities are items constructed or included in the development portions of the project. Accessories are items that are new and are required to be purchased or are currently owned and require movement to the new locations noted.

This is a very large project for the City of Winnipeg. It is expected to be completed in multiple stages and require the duplication of some elements during the transitioning. In some cases the duplications may be furnishings or equipment and in other cases it may be the duplication of services. In the case of furnishings and equipment, it may be possible to reuse or sell any duplicated or redundant items.

In the case of data and transmission products, there may be opportunities to reuse the duplicated equipment in one of the other stations.

## **Program of Requirements Winnipeg Police Service**

### **Site Development**

This existing building will house offices, detainees, warehousing, shipping and receiving, shooting range and armoury, repair garage, and a requisite garage for the storage of vehicles. The total area described is for the building only and it is described in terms of the room requirements. A general "circulation" percentage is applied to attempt to make an allowance for wall thicknesses and circulation within the area. The circulation calculations will vary for the activity within such as warehousing may have 20% applied whereas the detainee areas may require 35%. Vertical circulation is not calculated. An attempt is offered at the Computer, Mechanical and Electrical room area allowance in total for the facility.

The existing facility has all services to the site however, for other considerations, it may be necessary to revisit the services. The added number of people in the space formerly used as an industrial space, the necessity to separate the services between the Police and the Post Office and possible security issues all may affect the sizing, placement and regulating of the various services. In addition there may be a requirement to filter some of the waste water of pollutants and/or contaminants.

Other site development may include the relocation of the entrance to the Police areas at grade, bicycle and motorcycle parking and loading areas may be modified as required. An exterior flag or several flags are a requirement and will form part of the exterior design and may be included in the interior design as well. Lighting will enhance the entrance and is a requirement of national flag protocol. Site furniture, accessories and plantings will also be incorporated as space is available.

Plant materials, if applicable, will be of a type requiring low maintenance and low water consumption. The design will minimize the types of vegetation that may trap litter but maximize the curb appeal.

Traffic control on the site will consider the need for the Police cruiser cars to manoeuvre the property quickly, while other types of traffic may include service, shipping and possibly emergency vehicles. In other areas, pedestrians may be present when the Police vehicles are quickly exiting the building. The designer will be required to develop a method of controlling or closing pedestrian walkways when required.

Electronically controlled access to the garage will be required for the various types of vehicles using the building. There are three access doors and each may require a different electronic access design. As some of the vehicles may be non-Police vehicles other methods of intercom and electronic release will be incorporated.

Accommodations must be made on-site for the piling of snow. Although the building almost fills the lot and it abuts the city sidewalk, some snow piling will be necessary at the areas of the public entries and where courier and public bicycles will be stored. There is only a small amount of area to be cleaned but even less area to stockpile.

All paved areas will have a positive grading to ensure the least ponding and reduce the possibility of ice. Grading will be toward the road. Although most of the paved areas are already developed, this will apply to the possible new Police entrance and in any areas where corrective treatments may be applied.

All exterior areas will be camera monitored.

**Program of Requirements  
Winnipeg Police Service**

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**Main Floor Spaces – includes:**

**Public/Non Secure/Limited/Escorted Access Areas**

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BC-02	General Waiting
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BC-04	Information Desk
BC-05	Gun Drop Off
BC-06	Police Inquiries/Station Duty
BC-07	Customer Service Desk
BC-08	Cash Room
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BC-10	Applicant Processing Room
BC-11	Voluntary Attendants for Fingerprinting
BC-12	Volunteers' Closet
BC-13	Public Washrooms
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BC-15	Meeting Rooms
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BC-16	Media Relations
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BC-17	Human Resources
	See Division 34
BC-18	Museum
	See Division 32
BC-19	Interview Rooms
BC-20	Video Monitoring

## Description of Building Components, Interior

### Public Areas

The limited main floor space is in high demand as this will be the public interaction level. Members of the public will only be allowed further access by Police accompaniment. The first interaction will be at a main counter where general inquiries and payments can be made. An area will be provided where an accident report may be prepared and where individuals may attend for fingerprinting. Media Relations activities and meeting rooms will occur on the main floor. Human Resource applications may be made and interviews carried out. A Police Museum will also be housed on the main floor. Some of the items are noted here and some are described in the respective Police Division with a note indicating a main floor requirement.

BC-01

#### Vestibule

existing or by code

Description: By code requirements, there will be several doors for the purposes of access and egress. During the evening hours, the numbers of doors through which the public may access will be restricted and the space will become a secure transition space and will serve as a security point for the protection of the occupant from a possible follower and for the Police officer from possible intruders. Egress will not be impeded at any time. The "man-trap" effect of the vestibules will also be able to be controlled by employees at the Security Desk or the Police Inquiries Desk(s).

Adjacencies: adjacent to the exterior and the Service Centre where employees may limit further admittance to the facility.

Amenities: bullet-proof glazed vertical elements, transitional temperature control, grille and grit trough, audible cues such as a panic call button, security camera to the Security Desk and the Police Inquiries Desk(s), electronic locks and releases on both sets of doors. Finishing materials will be durable and low maintenance. Floor will include ceramic tile and a metal entrance grate with cleanout trough.

Accessories: N/A

BC-02

#### General Waiting

750 sq.ft.

Description: an area for milling, waiting and reorienting.

Adjacencies: adjacent to the Service Centre, Public Report Writing Public Washrooms, and the controlled access to the remainder of the offices.

Amenities: Chiller-style drinking fountain. Sound attenuation materials used to control noise. Convex mirrors strategically mounted. HVAC controlled at the Service Centre Counter. Electrical, phone, data, cable TV, security camera(s) to the Security Desk and the Police Inquiries Desk.

Accessories: ganged chairs, seating, coffee table and end table to suit layout for 40 visitors, laid out for visual access to the Service Counter employees, brochure rack, bulletin boards children's area with rubber flooring, table toys and television. Depending on decisions about the Coffee Stand area, some of this area may be as for café accommodations, namely small tables and café seating.

BC-03

#### Public Report Writing

210 sq.ft.

Description: area for filing reports or where a customer may call to make an appointment.

Adjacencies: adjacent to the Service Desk and the General Waiting and in close proximity to the Public Washrooms.

Amenities: electrical, internal phone and data. Additional lighting over report writing tables.

Accessories: 2 @ 4' wide computer desks with space between for privacy, 3' x 6' work table, 8 chairs, computers linked to the MPIC.

BC-04

#### Information Desk

(2 @ 70 sq.ft.)

140 sq.ft.

Description: a 24 hr operation, single desk for one, volunteers and/or Police employees where they may direct the visitor to Police Inquiries/Station Duty, Customer Service Desk, Museum or Public Waiting. This station will also have the key to the Public Washrooms.

Adjacencies: Visible from the entry(ies) to become the first, obvious point of contact for the public.

Amenities: two stations each with: raised work area, transaction top, work counter behind, box, box, file pedestal, keyboard arm and tray, monitor arm, 24 hour task chair. Electrical, phone and data. Microphone to the public address system.

Accessories: N/A

BC-05

**Gun Drop Off**

100 sq.ft.

Description: secure room where visiting Police officers may leave their weapon checked into a secure cabinet until attending a training session the next day.

Adjacencies: sole access is via the Security Desk by the Security employee.

Amenities: gun lockers for 30 pistols similar to Fasco Security Products. Electronic pass card entry.

Accessories: N/A

BC-06

**Police Inquiries/Station Duty**

600 sq.ft.

Description: single desk of four workstations where the public may make Police Inquiries or accident reports etc.. Work areas for each station will have a minimum of 48" width between stations (60" preferred).

Adjacencies: clear view of the entry to the building to limit any potentially difficult people. Adjacent to the Public Waiting and in close proximity to the public report writing stations and the Information Desk. May also be in close proximity to the Customer Service Desks.

Amenities: electrical, phone and data. Each workstation to include: transaction tops at 48", raised desks to suit the transaction top height, 42" desk depth, small side return to the worksurface, box, box file and file, file pedestals, keyboard arm and tray, monitor arm, armless 24 hour task chair/stool. Continuous work counter behind all the stations with desk-top multifunction machines (print, copy, Fax and scan), storage drawers and cupboards for supplies and forms. Lexan glazed privacy partition fins on both the employee and guest sides of the counter. Partitions to include accessory rail on the employee side of the counter for paper forms, pencils/pens, task light. Monitor arm may be on the desk or on the accessory rail. Front facing material will be bullet-proof to offer some protection for the officer at the desk. Security cameras and mirrors will monitor the clients being served. Panic buttons will call for additional assistance.

Accessories: N/A

BC-07

**Customer Service Desk**

1,600 sq.ft.

Description: large counter comprised of 8 workstations with an associated work area/counter behind. Attendants will perform employment security checks, alarm permits and receive payments. Fins or dividers will provide some privacy for the customers. Minimum workstation width to be 48" (60" preferred).

Adjacencies: adjacent to the Public Waiting and in close proximity to the Information Desk and the Police Inquiries/Station Duty

Amenities: each station at the desk will include: Sit-to-stand worksurfaces with run-off, box, box file and file, file pedestals, through worksurface/grommet style monitor arm, task light, transaction tops 24 hour task chair. Continuous work counter behind all the stations with desk-top multifunction machines (print, copy, Fax and scan). Glazed privacy partition fins on both the employee and guest sides of the counter that shall incorporate accessory rail on the employee side of the counter, for trays and forms and other accessories. Also included at each station will be: capabilities to receive payments including cash (drawer), Interact and charge cards (phone and data lines). Electronic fingerprint scanners will be included at one desk. Existing BPR stations will be expanded to accommodate additional stations. Existing electronic "serving next" call numbers system will be reviewed and augmented for the additional stations but also to include station identification such as "space available" lights (next customer, similar to that used at the Government of Canada Passport Office). Security cameras and mirrors will monitor the clients being served. Panic button and or bar at each station.

Work area and counter: this area will be for collating, filing, supplies etc. Equipment included will be a large multifunction machine for printing, faxing, copying and scanning. A variety of forms and stationery will be stored.

Accessories: N/A

BC-08

**Cash Room**

150 sq.ft.

Description: secure booth where cash can be taken or retrieved safely. Also employees may tally their cash boxes at the end of shift.

Adjacencies: adjacent but out of view from the public side of the service desks. Access to the room will also be obscured from public view. Must have secure access for the transfer of funds to banks.

Amenities: two raised counters, alarmed safe, stools, open overhead shelf for envelopes and stationery supplies, panic button or bar.

Accessories:

BC-09

**Pre-scanning Station**

- workstation similar to that at the Customer Service Desk see BC-4262

BC-10

**Applicant Processing Room**

- cubicle with 6' partitions, may include a sliding door, as required to provide privacy for the applicant. See BC-4263

BC-11

**Voluntary Attendants for Fingerprints**

- room where individuals attend voluntarily or under court order for fingerprinting and/or photos. See BC-4264

BC-12

**Volunteers' Closet**

65 sq.ft.

Description: secure room where the Volunteer employees may store their coats and personal effects during working hours.

Adjacencies: adjacent to the Service Centre desk but out of view from the waiting clients.

Amenities: 8' length of coat rod/hat shelf/boot rack. Adequate HVAC. Lighting controls within room.

Accessories: four 4-high numbered steel lockers for padlocks, sloped tops or set into the wall, chair.

BC-13

**Public Washrooms**

(2 @ 85 sq.ft. does not incl. circ.)

170 sq.ft.

Description: 2 @ single occupant, accessible washrooms serving both genders.

Adjacencies: adjacent to the General Waiting.

Amenities: included in each washroom: toilet and sink, with all fittings and handrails as noted in the current edition of "Access: A Guide to Accessible Design for Designers, Builders, Facility Owners and Managers". Other accessories to include: fold-out baby change station, toilet paper dispensers, refuse containers, mirrors, liquid soap dispensers, paper towel dispensers, fans, and napkin dispenser and disposal. Door closer, "occupied" lock or light visible by the Service Centre counter employees. Exaggerated drainage to floor drain of sufficient capacity to handle a broken sprinkler head: 58 gallons/minute. Vandal-proof sprinkler head. Pressurized mechanical to control odours. Key access to the room controlled by the Service Centre employees.

Accessories: N/A

BC-14

**Coffee Counter**

250 sq.ft.

Description: This space is under discussion at the time of printing. The intent is to provide a service to employees and/or visitors awaiting further services in the building. This may be an opportunity for a small private vendor. In the event that a vendor solution is not selected the equal area will be provided for a variety of vending machines. This component has caused much debate and has yet to be resolved. Existing Lunchrooms and Coffee Stands are scattered about the Public Safety Building and have evolved out of what happens to be available and what has been done in the past. A well used space is the objective however it is most expected that this area will be used primarily by the public.



Adjacencies: in the main floor lobby space adjacent to the waiting areas.  
Amenities: counter(s) to suit the layout, sink, commercial refrigerator. If a vendor is used, may develop per the design of the vendor into the available space.  
Amenities: to be determined.  
Accessories: N/A. per the vendor's design

BC-15

**Meeting Rooms**

A variety of meeting spaces will be provided on the Main Floor with escorted access only. Refer to BC-GA10, BC-GA12 and BC-GA13.

BC-16

**Media Relations**

The Media Relations rooms and support areas will be located on the main floor. For descriptions, refer to BC-E58

BC-17

**Human Resources**

Various types of Meeting Rooms and Interview Rooms will be available on the main floor for use by the Human Resources Division and or any employee who books the room. The Human Resource offices and support areas will be located on an upper level. For descriptions, refer to Division 34.

BC-18

**Museum**

The exact location of the Museum has yet to be determined but is likely to be located on the main floor. Refer to BC-3275.

BC-19

**Interview Rooms**

(2 @ 100 sq.ft.)

200 sq.ft.

Description: rooms for Interviews or Meetings. Interviews of some victims or witnesses can be carried out on the main floor without taking the people further into the building.

Adjacencies: adjacent to each other and the Video Monitoring Room, BC-20.

Amenities: electrical and data. Cameras and microphones strategically located for the optimum coverage, table and four chairs. The furniture may be required to be bolted to the floor to ensure proper voice and camera coverage.

Accessories: N/A.

BC-20

**Video Monitoring Room**

100 sq.ft.

Description: Secure room where interviews are recorded and where the interviews may be monitored while in progress.

Adjacencies: adjacent to the main floor Interview Rooms and the Consultation Rooms.

Amenities: continuous work counter along one wall, shelves above, three stations, each with monitors on arms and recording devices, electrical and data, ample air conditioning for the number of people and machines that may be in the space, potentially nine people and several machines operating at the same time.

Accessories: 3 operator chairs and 6 guest chairs.

**Other floors/areas**

Depending on the layout, the public may require access to other areas of the building, namely for Victim Services, pick up of detained persons, recovery of lost or stolen goods, employee applications, and other areas. The intent is that these people will be told to wait on the main floor until they are escorted to the other areas of the building. There may be a need to provide additional, dedicated elevators for some of these requirements.

There is a requirement to provide a second barrier between the public areas and the elevator access to ensure only the intended individual can proceed further.

## **Division 11**

District 1, or downtown general Policing, Uniformed Division

### **Administration**

- BC-1101 Inspector
- BC-1102 Staff Sergeant
- BC-1103 Sergeant (Administration)
- BC-1104 Clerks
- BC-1105 Administrative Files
- BC-1106 Crime Statistics Coordinators

### **General Patrol**

- BC-1107 Shift Supervisor Station
- BC-1108 Sergeants' Office (Shift Supervisor)
- BC-1109 Radio and Taser Room
- BC-1110 Patrol Sergeant
- BC-1111 Constables/Typing Room
- BC-1112 Print/Copy/Fax
- BC-1113 Gun Lockers and Unloading Station
- BC-1114 Cubbies and Coats
- BC-1115 Parade/Large Meeting
- BC-1116 Lunchroom/Coffee Stand

### **Detectives**

- BC-1117 Sergeant of Detectives
- BC-1118 Detective Sergeants
- BC-1119 Constable Detectives
- BC-1120 Files and Printer

### **Community Support**

- BC-1121 Sergeant
- BC-1122 Patrol Sergeant
- BC-1123 Constables
- BC-1124 Files/Stationery
- BC-1125 Printers
- BC-1126 Storage

### **Domestic Violence**

- BC-1127 Constables

### **School Resources**

- BC-1128 Constables

### **Bike Unit**

- BC-1129 "Shop Computer" and Printer
- BC-1130 Hanging Bike Racks
- BC-1131 Seating Bench
- BC-1132 Repair Counter
- BC-1133 Mail Slots
- BC-1134 Radios
- BC-1135 Coats

## Division 11

### Administration

#### BC-1101

##### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant and the Clerks.

Amenities: Phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

#### BC-1102

##### **Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerks.

Amenities: Phone, electrical and data.

Accessories: desk, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

#### BC-1103

##### **Sergeant (Administration)**

120 sq.ft.

Description: an office for the Sergeant of Division 11.

Adjacencies: adjacent to the work areas of the Clerks.

Amenities: Phone, electrical and data.

Accessories: an "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 5 – four drawer vertical filing cabinets with one lockable.

#### BC-1104

##### **Clerks**

(2 @ 110 sq.ft. does not incl. circ.)

220 sq.ft.

Description: individual offices for the Administrative Clerk and the Divisional Clerk.

Adjacencies: adjacent to the Inspector, the Staff Sergeant and the Administrative Files and in close proximity to the Photocopier Area.

Amenities: Phone, electrical and data at each station.

Accessories: each office to include: modular work surfaces, box, box, file pedestal and file, file pedestal, overhead storage, , accessory rail, keyboard arm and tray, monitor arm, task light, 24 hour ergonomic task chair, network computer connection and printer.

#### BC-1105

##### **Administrative Files**

75 sq.ft.

Description: area for sorting and storage of Administrative Files.

Adjacencies: adjacent to the Clerk and in close proximity to the Staff Sergeant and the Inspector.

Amenities: N/A

Accessories: 6 @ five drawer lateral filing cabinets.

#### BC-1106

##### **Crime Statistics Coordinators**

110 sq.ft.

Description: a single office shared by two Coordinators working as a team.

Adjacencies: in close proximity to the Clerks and the Inspector.

Amenities: Phone, electrical and data at each station.

Accessories: two desks, each with: 30" x 60" worksurface with 4' bridge box, box, file pedestal and file, file pedestal, overhead storage, , accessory rail, keyboard arm and tray, monitor arm, task light, two 24 hour ergonomic task chairs, two guest chairs, shared 3 drawer lateral file and 3 shelf bookcase, white boards and on all available walls.

## General Patrol

BC-1107

### **Shift Supervisor Station**

250 sq.ft.

Description: a 24-hour office for the Shift Supervisor who oversees all work done and all activities within the Division. This office is shared by six individuals on the various shifts.

Adjacencies: adjacent to the Radar and Radio Room, the Supervisors

Amenities: phone, electrical and data.

Accessories: 2 workstations within the room each including: 6' "U-shaped" desk, with overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hr. ergonomic chairs, box, box, file pedestal to be shared by all and two guest chairs. Under the desks: 6 mobile pedestals, one for each occupant, 2 @ two lateral filing cabinets. Also in the space, two vertical filing cabinets with a minimum of six individually lockable file drawers, lockable cabinet for batteries and other small supplies.

BC-1108

### **Sergeants' Office (Shift Supervisors)**

140 sq.ft.

Description: one office shared by any Shift Supervisor; to be used on overlap hours and days. Will be occupied by one Sergeant at a time.

Adjacencies: adjacent to the Shift Supervisor Station.

Amenities: Phone, electrical and data.

Accessories: "U" shaped desk, with 6' desk and credenza and 4' bridge worksurfaces, box, box, file pedestal and file, file pedestal, 2 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, coat hook, 24 hour ergonomic task chair and two guest chairs. Also in the space one shared 4 drawer lateral file.

BC-1109

### **Radio and Taser Room**

150 sq.ft.

Description: a room or alcove where the Shift Supervisor monitors the Radio and Taser dispensing and the return. Also allows storage of the various types of batteries required for all equipment. This area may also be used for the storage of small supplies. Street Supervisor also requires frequent access to this room. At the time of printing, a centralized equipment and vehicle dispensing area is being considered, where the issuance, charging and maintenance is handled at a single location for all Divisions. At the time of design, the designer will review any current decisions and what Divisions will or will not participate with this new initiative.

Adjacencies: adjacent to the Shift Supervisor and in close proximity to the Street Supervisor.

Amenities: Phone, electrical and data. Specific cupboards and electrical requirements described below. Additional ventilation.

Accessories: one wall will have a 6' length of cupboards with the upper portion to include eight racks for radios and tasers; the lower portion to have lockable drawers. Electrical supply for multiple battery chargers. Space for Cruiser Car key cabinet. The other wall will have an 8' length of counter with bulletin boards above and lockable storage drawers and cupboards below. Space for cart for the transfer of the equipment as required.

BC-1110

### **Patrol Sergeants**

180 sq.ft.

Description: one office shared by four Sergeants at the same time.

Adjacencies: adjacent to the Constables/Typing Room.

Amenities: Phone, electrical and data at each station.

Accessories: the space will be set up with two full workstations and two reduced stations; one full and one reduced station work as one team. Each full station to include: "L" shaped stations, each with worksurfaces to form desk and return, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks. Each reduced station to include: worksurfaces to form desk, box, box, file pedestal and file, file pedestal, overhead storage, task light, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. Also in the office shared 5 drawer lateral file.

BC-1111

**Constables/Typing Room** (24 @ 50 sq.ft. does not incl. circ) 1,200 sq.ft.  
Description: 24 shared workstations for 12 – 28 employees. Each workstation is used by four individuals working on different shifts. These stations are not assigned to the respective Officers but rather, are used as the spaces are available. Cubicle layout may be paired so the work pairs may easily share information. The design may be with a common “meeting table” between the two or may be with each of the pair sharing one wing of their stations so they may view the same material while working. It is also conceivable that the work pair share a common computer and spread their work to either side. Circulation around the individual station is not included here but rather in the total circulation calculation.  
Adjacencies: adjacent the Photocopier area and in close proximity to the Parade Room, the Interview Rooms and the building entry. Ideally the Street Supervisor and the Planned Response Supervisor will have closer access to officers working in their respective areas. Because the two Supervisors share an office it may be necessary to place that office centrally within, or to the side of the Workstations.  
Amenities: Phone, electrical and data at each station. Cable outlet to ceiling mounted televisions.  
Accessories: each station shall include: low portable partitions of varying heights, desk or modular work surface, overhead shelves, under-shelf lights, chair, box/box/file pedestal. Also in the space, six 4-drawer filing cabinets with individually lockable drawers, for notebooks and files of the constables. Scrolling stats and wanted data on wall mounted TV monitor

BC-1112

**Print/Copy/Fax** 150 sq.ft.  
Description: central workroom for the division.  
Adjacencies: centrally located, adjacent to the Constables/Typing Room and the Clerks.  
Amenities: Phone, electrical and data.  
Accessories: large photocopier, fax, network printer, work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment, shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-1113

**Gun Lockers and Unloading Station** 40 sq.ft.  
Description: separated space where officers unload weapons before entering the general space and storage of the weapons and belts in individual gun lockers.  
Adjacencies: adjacent to the entry to the space, in a separated alcove.  
Accessories: floor mounted gun unloading station with individual gun lockers for 40 minimum, above the unloading station. ( 6 tier gun lockers).

BC-1114

**Cubbies and Coats** 120 sq.ft  
Description: area for short term storage of 40 coats and duffle bags of the officers who come in from their vehicles for report writing.  
Adjacencies: adjacent to the entry to the Division.  
Amenities: an alcove with cubbies at the floor level and coat rods and hangers above. Nominal size of each cubbie is 18” wide x 12” high x 24” deep. Cubbies to be stacked two high so they may also serve as a seat. Ample HVAC.  
Accessories: N/A

BC-1115

**Parade/Large Meetings** 750 sq.ft.  
Description: room for dissemination of daily workload and special projects and occasionally for large general meetings.  
Adjacencies: adjacent to the work station areas and accessible by all.  
Amenities: built-in credenzas for hand-outs and other materials, electrical outlets above credenza, HVAC controls within room. Fluorescent and incandescent lighting on dimmer. Cable television outlet. Phone, electrical and data. Bracing and brackets for overhead projector, television.  
Accessories: tables and chairs for 24 that can be arranged for different types of meetings, lectern, whiteboards and bulletin boards, projection screen, overhead LCD display projector, capability for video conferencing.

BC-1116

**Lunchroom**

520 sq.ft.

Description: Divisional Lunchroom.

Adjacencies: centrally located in the Division but removed to limit noise transmission.

Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and two refrigerators, tables and seating for 24.

OR

**Coffee Stand**

125 sq.ft.

Description: Divisional Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.

Adjacencies: centrally located in the Division but removed to limit noise transmission.

Amenities: kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: 2 microwaves, coffee maker, toaster, kettle and two refrigerators. Table and chairs for 6.

Detectives

BC-1117

**Sergeant of Detectives**

120 sq.ft.

Description: an office for the Sergeant of Detectives.

Adjacencies: adjacent to the work areas of the Plain Clothes Detectives and Video Recording/Viewing/Observation Room and in close proximity to the Meeting Room.

Amenities: Phone, electrical and data.

Accessories: an "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 5 – four drawer vertical filing cabinets with one lockable drawer and continuous work top, lockable storage above for storage of small supplies.

BC-1118

**Detective Sergeants**

290 sq.ft.

Description: single office occupied by four sergeants who work as a team.

Adjacencies: adjacent to the Sergeant of Detectives and the Constable Detectives.

Amenities: Phone, electrical and data.

Accessories: four workstations each with: "L" shaped stations, each with work surfaces to form desk and return, box, box, file pedestal and file, file pedestal, 30" wide 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, coat hooks. Also in the space, 36" wide 5 drawer lateral filing cabinet, meeting table and three chairs.

BC-1119

**Constable Detectives**

(10 @ 80 sq.ft. does not incl. circ.)

800 sq.ft.

Description: 10 work stations for use by all Detectives. Circulation around the individual stations is not included here but rather in the total circulation calculation. Detectives will require ready access to the Interview Rooms for continued monitoring and questioning of detainees. Area should be relatively quiet for concentration to detail and to ensure noise control between interview rooms and the writing area.

Adjacencies: adjacent to the Interview Rooms, the Workstations and the Photocopier area and in close proximity to the Shift Supervisor and the building entry.

Amenities: Phone, electrical and data at each station, see below.. Sound proofing and/or masking is critical in the area to control noise transmission in this area and into the Interview Rooms.

Accessories: each station shall include: low portable partitions, desk or modular work surface, overhead shelves, under-shelf lights, chair, dividers between stations, pedestals and or filing cabinets with lockable drawers, one for each occupant of the station. Additional to this area is a network printer and a shredder including the necessary electrical and data lines.

BC-1120

**Files and Printer for Detectives**

120 sq.ft.

Description: area for the general files for the Detectives.  
Adjacencies: adjacent to the workstations of the Detectives.  
Amenities: N/A  
Accessories: six four drawer lateral filing cabinets, network printer, small section of counter for collating material as well as for storage of paper and printer supplies, large capacity refuse container.

Community Support

BC-1121

**Sergeant**

120 sq.ft.

Description: an office for the Sergeant.  
Adjacencies: adjacent to the work areas of the Patrol Sergeants and the Constables.  
Amenities: Phone, electrical and data.  
Accessories: "L" shaped station with worksurfaces to form desk and return, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-1122

**Patrol Sergeant**

140 sq.ft.

Description: one office shared by two Sergeants at the same time.  
Adjacencies: adjacent to the Sergeant and the Constables.  
Amenities: Phone, electrical and data.  
Accessories: the space will be set up with two workstations. Each station to include: "L" shaped stations, each with worksurfaces to form desk and return, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks. Also in the office shared 5 drawer lateral file.

BC-1123

**Constables**

(13 @ 70 sq.ft. does not incl. circ.)

910 sq.ft.

Description: 13 work stations for use by all the Detectives. Circulation around the individual stations is not included here but rather in the total circulation calculation. Detectives will require ready access to the Interview Rooms for continued monitoring and questioning of detainees. Area should be relatively quiet for concentration to detail and to ensure noise control between interview rooms and the writing area.  
Adjacencies: adjacent to the Interview Rooms, the Workstations and the Photocopier area and in close proximity to the Shift Supervisor and the building entry.  
Amenities: Phone, electrical and data at each station.  
Accessories: each station shall include: low portable partitions, desk or modular work surface, overhead shelves, under-shelf lights, chair, dividers between stations, pedestals and or filing cabinets with lockable drawers, one for each occupant of the station. Also in the area, 6 – 8 large whiteboards and three large bulletin boards.

BC-1124

**Files/Stationery**

150 sq.ft.

Description: area for files, stationery and other supplies.  
Adjacencies: centrally located within the Unit, adjacent to the Printers.  
Amenities: N/A  
Accessories: 6 steel storage cupboards, 3 lateral files.

BC-1125

**Printers**

100 sq.ft.

Description: printers for the Community Support Unit.  
Adjacencies: adjacent to the Files/Stationery.  
Amenities: Phone, electrical and data. Work counter with supplies storage above and below.  
Accessories: 2 network printers; one of the printers may be a Printing/Fax/Copy/Scanning multi-function machine.

BC-1126

**Storage**

125 sq.ft.

Description: secure room for the storage of publicity materials, props and products.  
Adjacencies: in a removed area.  
Amenities: N/A  
Accessories: 10 sections of 2' x 4' heavy duty, adjustable shelving for various types of materials.

Domestic Violence

BC-1127

**Constables**

180 sq.ft.

Description: one secure office shared by two Constables who work as a team.  
Adjacencies: within the Division.  
Amenities: Phone, electrical and data at each station.  
Accessories: two "U" shaped desks, with lateral files and overhead storage, task lights and shared 5 drawer lateral files. Bulletin boards, white boards on all other available walls.

School Resources

BC-1128

**Constables**

180 sq.ft.

Description: one office shared by two Constables who work as a team.  
Adjacencies: within the Division.  
Amenities: Phone, electrical and data at each station.  
Accessories: two "U" shaped desks, with lateral files and overhead storage, task lights and shared 5 drawer lateral files. Bulletin boards, white boards on all other available walls.

Bike Unit (located in the garage)

This seasonal Unit is part of Division 11 but by necessity, requires space in the garage with ready access to the exterior. The main activities for these employees are performed out of the building so the employees usually only attend the garage location when they are in the building. They are required to do repairs, paperwork and make appointments within this space. White boards and bulletin boards throughout on available wall space. The components noted below are meant to be within a secure single space within the garage. Floor within the space shall be epoxy coated concrete and have central drain(s). Open grid style rubber mats will allow the water to drain and provide a safe walking surface for the employees. Matting may be throughout or where required.

The employees will require ready access to showers. Ideally they will attend the main shower and locker facilities, but depending on the final layout, it may be necessary to duplicate showers and lockers in this space.

BC-1129

**"Shop Computer" and Printer**

20 sq.ft.

Description: computer station where employees take orders of the day and may access e-mail; not intended as a workstation.  
Adjacencies: in a cleaner area of the space.  
Amenities: electrical and data.  
Accessories: standing height, pedestal for computer and printer similar to Teknion "Outpost".

BC-1130

**Hanging Bike Racks**

200 sq.ft.

Description: designated area for bike storage. Hanging height is kept to a minimum to minimize lifting and twisting motions. Bikes may be dripping wet when hung up so there will be no storage below.  
Adjacencies: in a removed area within the space.  
Amenities: hanging bike racks for 20 bikes, customized hooks and rack as required, fan, dehumidifier within the space. HVAC to dry the bikes and cool the employees who will have had significant exercise when they return to the space. Automated air freshener to control odours.  
Accessories: N/A



BC-1131

**Seating Bench**

100 sq.ft.

Description: area where bicycle employees may assemble at the beginning of the day to receive orders for the day or may return for repairs or simply rest.

Adjacencies: along one wall in a "cleaner" area of the space.

Amenities: 16' wall hung bench with hat shelf and coat hooks for 20 above. Rubber matting for comfort and the let wet footwear drip.

Accessories: N/A

BC-1132

**Repair Counter**

50 sq.ft.

Description: work area for minor bicycle repair and adjustment.

Adjacencies: close to the Hanging Bike Racks.

Amenities: Electrical outlets above the counter.

Accessories: 8' work bench with storage above and below, stool. Task light.

BC-1133

**Mail Slots**

50 sq.ft.

Description: small length of counter where employees may receive and collate materials. in a cleaner area of the open space.

Adjacencies: N/A.

Amenities: 4' counter with supplies below and mail slots for each employee above.

Accessories:

BC-1134

**Radios**

50 sq.ft.

Description: area for storage, charging and signing out of Radios.

Adjacencies: adjacent to the Mail Slots.

Amenities: electrical for charging of batteries

Accessories: 6' section of shelves and counter.

BC-1135

**Coats**

80 sq.ft.

Description: open area for the drying of wet raincoats and gear.

Adjacencies: adjacent to the Seating Bench and the Hanging Bike Racks.

Amenities: 16' of open coat and hat racks, open grid style rubber matting.

Accessories: N/A

### **Division 30**

#### **General support services**

##### **Administration**

BC-3001 Manager of Services  
BC-3002 Assistant Manager of Services  
BC-3003 Lab  
BC-3004 Sergeant of Security  
BC-3005 Supervisor of Custodians  
BC-3006 Divisional Clerk  
BC-3007 Files and Supplies  
BC-3008 Print/Copy/Fax  
BC-3009 Project Room  
BC-3010 Coffee Stand  
BC-3011 Storage

##### **Document Servers**

BC-3012 Patrol Sergeant  
BC-3013 Clerk  
BC-3014 Commissionaires  
BC-3015 General Work Area  
BC-3016 Print/Copy/Fax  
BC-3017 Lockers  
BC-3018 Coat Closet  
BC-3019 Interoffice Mail

##### **Custodians**

BC-3020 Milling Area  
BC-3021 Workshop  
BC-3022 Tools  
BC-3023 Ladder Storage  
BC-3024 Cart and Dolly Storage  
BC-3025 Supplies Storage  
BC-3026 Surplus or Damaged Furniture  
BC-3027 Storage Cupboard  
BC-3028 Refuse/Recycle Bins  
BC-3029 Hazardous Materials  
BC-3030 Custodial Closets

##### **Custodians/Mechanics Shared Amenities**

BC-3031 Lunchroom  
BC-3032 Lockers, Men  
BC-3033 Lockers, Women  
BC-3034 Showers  
BC-3035 Washrooms  
BC-3036 Coats

##### **Mechanics - Vehicle Service**

BC-3037 Supervisor  
BC-3038 Clerk  
BC-3039 Files  
BC-3040 Print/Copy/Fax  
BC-3041 Stationery and Supplies  
BC-3042 Mail  
BC-3043 Foreman  
BC-3044 Manuals Library  
BC-3045 Guest Washroom  
BC-3046 Guest Waiting  
BC-3047 Stores  
BC-3048 Service Bays  
BC-3049 Holding Bays  
BC-3050 Hoist Bay

BC-3051 Speed Test Bay  
BC-3052 Tire Repair  
BC-3053 Used Tire Storage  
BC-3054 Computer  
BC-3055 Parts Washers  
BC-3056 Battery Charging  
BC-3057 Brake Station  
BC-3058 Clean-up Sink  
BC-3059 Pressure Washer  
BC-3060 Shop Tools  
BC-3061 Shop Supplies  
BC-3062 Machine Shop  
BC-3063 Welding Tanks  
BC-3064 Raw Material Storage  
BC-3065 Lube/Fluid Products  
BC-3066 Waste Liquids  
BC-3067 Flammable Goods  
BC-3068 Storage Cages  
BC-3069 Compressor  
BC-3070 Emergency Eyewash and Safety Station  
BC-3071 Janitorial Closet  
BC-3072 Absorbent Containers  
BC-3073 Snow Blower/Shovels  
BC-3074 Electrical Panels  
BC-3075 Storage, Long Term

Evidence Control Unit

Evidence Preparation

BC-3076 Transaction Desk  
BC-3077 Public Waiting Area  
BC-3078 Police Waiting Area  
BC-3079 Work Counter and Supplies  
BC-3080 Bagging Station  
BC-3081 Staging Area  
BC-3082 Print/Copy/Fax  
BC-3083 Clerks  
BC-3084 Video Duplicating Room  
BC-3085 Sergeant

Evidence Storage

BC-3086 Envelopes  
BC-3087 Row Shelving  
BC-3088 Mesh Bins  
BC-3089 Pallet Racking  
BC-3090 Sliding Pallet Racking  
BC-3091 Gun Storage  
BC-3092 Notebook Storage  
BC-3093 Video Shelving  
BC-3094 Bicycle Storage  
BC-3095 Found Property  
BC-3096 Auction Preparation Area  
BC-3097 Refrigerator  
BC-3098 Freezer

Evidence Processing

BC-3099 Unloading Area  
BC-30100 Transfer Counter  
BC-30101 Cages  
BC-30102 Pallets  
BC-30103 Carts/Pallet Jack  
BC-30104 Boxes  
BC-30105 Supplies

Drug Processing

BC-30106 Processors' Office  
BC-30107 Drug Vault  
BC-30108 Drug Lab  
BC-30109 Drug Drying

General

BC-30110 Storage (currently outside at 850 Empress)  
BC-30111 Emergency Dousing Station  
BC-30112 First Aid

DRAFT

### Division 30

This Division has a broad range of responsibilities serving the Winnipeg Police Service. Besides the Administrative aspects, the Division has the following Units that will be included in this facility: Custodians, Vehicle Services, Evidence Control and Document Services and Interoffice Mail. The diversity, size and requirements of the various Units necessitate that this Division may not be housed together but rather in a number of locations within the building. Ideally, the Mechanics and the Custodians will be close or adjacent so they may share amenities. Ideally the loading dock may be shared by the Quartermaster Stores, the Custodians, Evidence Control and the Interoffice Mail. All of these noted Units will be on garage levels; the Administrative group and the Document Servers may be located elsewhere.

#### Administration

BC-3001

##### **Manager of Services**

160 sq.ft.

Description: secure office for the Manager of Services.

Adjacencies: adjacent to the Assistant Manager of Services and the Divisional Clerk and in the close proximity to the other employees of the Administration of the Division.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped executive desk, credenza and bridge, overhead storage, task lights, keyboard arm and tray, monitor arm, ergonomic executive task chair, meeting table and 4 guest chairs, wardrobe, 3 five drawer lateral filing cabinets.

BC-3002

##### **Assistant Manager of Services**

230 sq.ft.

Description: secure oversized office that can temporarily be divided for use by two or more.

Adjacencies: adjacent to the Manager of Services, the Lab and the Divisional Clerk and in close proximity to the Sergeant of Security.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge with overhead storage, task lights, keyboard arm and tray, monitor arm, keyboard arm and tray, monitor arm, 24 hour task chair, 2 guest chairs, 3 drawer lateral file, bulletin boards and white boards.

BC-3003

##### **Lab**

65 sq.ft.

Description: work area where various computer and security programs and equipment may be tested for use as well as the storage of a variety of materials and paraphernalia for use throughout the facility, namely extension cords, data cords etc.

Adjacencies: adjacent to and access via the office of the Assistant Manager of Services.

Amenities: electrical and data.

Accessories: pre-manufactured computer testing lab counter with overhead storage, drawers below the counter, and multiple integrated power outlets for testing, task lights multiple data outlets, stool, 2 steel storage cupboards.

BC-3004

##### **Sergeant of Security**

120 sq.ft.

Description: secure office for the Sergeant of Security.

Adjacencies: adjacent to the Manager and the Assistant Manager of Services and in close proximity to the Divisional Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge with overhead storage, task lights, keyboard arm and tray, monitor arm, keyboard arm and tray, monitor arm, 24 hour task chair, 2 guest chairs, 3 drawer lateral file, bulletin boards and white boards.

BC-3005

##### **Supervisor of Custodians**

110 sq.ft.

Description: secure office for the Supervisor of Custodians.

Adjacencies: adjacent to the Manager and the Assistant Manager of Services and in close proximity to the Divisional Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge with overhead storage, task lights, keyboard arm and tray, monitor arm, keyboard arm and tray, monitor arm, 24 hour task chair, 2 guest chairs, 3 drawer lateral file, bulletin boards and white boards.

BC-3006

**Divisional Clerk**

110 sq.ft.

Description: secure office for the Clerk.

Adjacencies: Adjacent to the manager and assistant Manager of Services and the Files and Supplies and in close proximity to the other employees of the Administrative group of the Division. This Clerk is also required to serve all other employees keys and locker assignments so must be accessible by all other employees.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with work surfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, three drawer lateral file that also serves as the sign-out counter, three key boxes, 5 drawer lateral file, coat hooks.

BC-3007

**Files and Supplies**

85 sq.ft.

Description: central area for the storage of files and supplies for the Administration Unit.

Adjacencies: adjacent to the Clerk.

Amenities: N/A.

Accessories: 4 lockable five drawer lateral files and two heavy duty, lockable steel storage cupboards.

BC-3008

**Print /Copy/Fax**

150 sq.ft.

Description: central workroom for the Division.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-3009

**Project Room**

150 sq.ft.

Description: meeting room for 4-6, may be used as an ad hoc team office.

Adjacencies: adjacent to the Manager.

Amenities: Phone, electrical and data. Map rails.

Accessories: table and chairs for 6, presentation board. White boards on all other walls.

BC-3010

**Coffee Stand**

65 sq.ft.

Description: small coffee station for the Administration Unit.

Adjacencies: centrally located in the Unit.

Amenities: 9' section of kitchen style cabinetry with microwave shelf. Electrical above counter and for the appliances noted on separate circuits. Liquid soap dispenser and paper towel dispenser.

Accessories: Fridge, coffee maker, kettle, toaster, microwave.

BC-3011

**Storage**

100 sq.ft.

Description: a secure room for storage of Divisional materials.

Adjacencies: in a removed area within the Unit.

Amenities: N/A

Accessories: six sections of 4' steel shelving.

#### Document Servers

This group is comprised of civilian (Commissionaires) and Police officers who are out of the office a good portion of the day so the Unit will be enclosed and lockable for the times when there is no one in attendance.

BC-3012

#### **Patrol Sergeant**

120 sq.ft.

Description: an office for the Patrol Sergeant.

Adjacencies: adjacent to the Clerk and the work areas of the Commissionaires.

Amenities: Phone, electrical and data.

Accessories: "L" shaped station with worksurfaces to form desk and return, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-3013

#### **Clerk**

70 sq.ft.

Description: workstation for the Clerk.

Adjacencies: Adjacent to the Patrol Sergeant.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, ergonomic task chair, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks.

BC-3014

#### **Commissionaires**

(8 @ 70 sq.ft. does not incl. circ.)

560 sq.ft.

Description: low cubicles for the Commissionaires who work as a team and may receive their orders for the day as for a Parade Room.

Adjacencies: adjacent to the Patrol Sergeant and in close proximity to all other areas within the Unit.

Amenities: Phone, electrical and data.

Accessories: "L" shaped station with worksurfaces to form desk and return, box, box, file pedestal and file, file pedestal, low partition or clamp-on accessory bar to carry storage accessories, 24 hour ergonomic task chair and a guest chair.

BC-3015

#### **General Work Area**

125 sq.ft.

Description: open area for storage radios and mail slots.

Adjacencies: Adjacent to the Commissionaires and the Photocopy/Print/Fax and in close proximity to the Clerk.

Amenities: Electrical for the various chargers above the cabinets and files. Whiteboards and bulletin boards above the cabinets and files.

Accessories: 3 @ three drawer lateral files, 3 heavy duty steel storage cabinets, and 2 steel bookcases, all at 42" high with toppers as required to make a smooth and continuous counter. Tops of cabinets and files serve as a worksurface for collating materials, an area for mail and for the storage of phone and radio chargers.

BC-3016

#### **Print/Copy/Fax**

100 sq.ft.

Description: work area for photocopier/printer/fax as well as the storage of supplies for the Unit.

Adjacencies: adjacent to the General Work Area and in close proximity to the Clerk and the Commissionaires.

Amenities: 4' length of counter with cupboards and drawers below and cupboard above for the storage of paper products and supplies. Phone, electrical and data.

Accessories: multifunction machine (photocopy/fax/print/scan), large capacity refuse and recycle containers, and 2 heavy duty steel storage cabinets for the storage of other supplies for the Unit.

BC-3017

**Lockers**

75 sq.ft.

Description: alcove area for lockers for the Commissionaires.

Adjacencies: adjacent to the entry to the space.

Amenities: N/A

Accessories: 8 lockers (18" x 18"), complete with hat shelf, boot tray, hooks on three walls, numbered, ventilated doors, sloped tops, space for personal padlocks. Bench.

BC-3018

**Coat Closet**

36 sq.ft.

Description: dedicated closet to take wet coats before the employees places the coat in a locker.

Adjacencies: adjacent to the Lockers for the Unit.

Amenities: 6' length of closet complete with hat shelf, coat rod, hooks on back wall, vented doors, plastic runner or boot tray on floor to take the water.

Accessories: N/A

BC-3019

**Interoffice Mail**

50 sq.ft.

Description: secure room for sorting and disseminating Interoffice Mail. Generally the Commissionaire responsible for the Interoffice Mail will receive any interoffice mail and/or large courier deliveries. In the event that the Commissionaire is not in attendance, the Quartermaster Stores employees will receive the goods.

Adjacencies: adjacent to the Loading Dock for the Quartermaster Stores.

Amenities: 40 segment mail sorter set atop 24"high storage base complete with drawers and cupboards.

Accessories: mail cart(s).

Custodians

The Supervisor of the group will be located with the Administration Unit of the Division and all other spaces for this Unit will be located elsewhere, most likely on the same level and in close proximity to the loading dock. The entire Unit will be contained and secured when employees are not in attendance.

BC-3020

**Milling Area**

250 sq.ft.

Description: open area where employees may receive their tasks for the day, where they may have group meetings and where they may access e-mail and make phone calls as required.

Adjacencies: adjacent to the Lockers for the Custodians and the Workshop.

Amenities: Phone, electrical and data.

Accessories: 2 study carrels for computers and phones, tables and seating for 12, whiteboards and bulletin boards.

BC-3021

**Workshop**

225 sq.ft.

Description: secure room.

Adjacencies: central within the Unit.

Amenities: secure room with 36" x 96" workbench with storage above and below. Layout table, steel storage cupboards with shelves and bins for parts. Steel storage cupboards for building drawings, manuals, contract and warranty documents. Electrical.

Accessories: N/A

BC-3022

**Tools**

75 sq.ft.

Description: alcove for the storage of mobile and hand held tool boxes.

Adjacencies: in close proximity to the Workshop.

Amenities: Electrical outlets at 42" for battery charging while tools are on shelves.

Accessories: maximum number of 2' deep shelves.



BC-3023

**Ladder Storage**

50 sq.ft.

Description: dedicated racks for Ladders  
Adjacencies: in close proximity to the entry to the space.  
Amenities: N/A  
Accessories: storage alcove for 6 stepladders of various heights, dividers between each to allow the retrieval of any one without shuffling the lot. Cords or tie downs as required. Ensure adequate lighting.

BC-3024

**Cart and Dolly Storage**

150 sq.ft.

Description: dedicated alcove for the storage of a variety of carts and dollies along walls and out of the line of travel.  
Amenities: N/A  
Adjacencies: in close proximity to the entry to the space.  
Accessories: floor marking to help identify which carts are out at the moment.

BC-3025

**Supplies Storage**

(2 @ 320 sq.ft.)

640 sq.ft.

Description: two secure, dedicated rooms for the storage of consumable products. The Quartermaster stores will receive products for the Custodians and the Custodians will be responsible thereafter for the transport of the product from floor to floor. Some products will be on pallets and others in boxes. Products on pallets will include paper towel and toilet paper. Cleaning products, light bulbs and mechanical and electrical supplies are generally received in boxes. Pallet loads will be via a pallet truck, all other loads will make use of hand carts and utility carts.  
Adjacencies: in close proximity to the Quartermaster receiving dock, the Custodial areas and the Cart and Dolly Storage.  
Amenities: 20' of 2' deep, heavy duty, adjustable steel shelving on one wall, space on the opposite wall for palletted products and space in the centre for a pallet jack.  
Accessories: N/A

BC-3026

**Surplus or Damaged Furniture**

(2 @ 320 sq.ft.)

640 sq.ft.

Description: Two secure rooms will be dedicated to the storage of surplus or damaged furniture awaiting repair.  
Adjacencies: may be in a removed location.  
Amenities: heavy duty steel shelving on the long walls.  
Accessories: N/A

BC-3027

**Storage Cupboard**

120 sq.ft.

Description: storage of miscellaneous products and seasonal items.  
Adjacencies: in a removed area of the Unit.  
Amenities: N/A  
Accessories: 2' deep shelving to line all walls.

BC-3028

**Refuse and Recycle Bins**

875 sq.ft.

Description: holding area for one garbage and two recycling, industrial sized dumpsters. These are the responsibility of the Custodians but will be placed in the Garage area that will be accessible by commercial vehicles. Although no area allotment has been noted, each floor will have large capacity (65 gallon) recycle bins and secure shredding bins. Depending on the layout, two of each may be required per floor. A garbage chute is highly desirable.  
Adjacencies: as close as possible to the vehicle entrance to the garage to limit the access into the building by civilian service contractors.  
Amenities: high ceiling to take the pick-up vehicles as well as the overhead activities to empty the bins, thickened drive surfaces and storage surfaces, bollards, epoxy coating on floor and walls, hose bib, extra ventilation.  
Accessories: N/A

BC-3029

**Hazardous Materials**

300 sq.ft.

Description: secure room to store materials that may be noxious or require special handling.  
Adjacencies: in close proximity to the Refuse and Recycle Bins for access by the custodians and civilian service contractors.  
Amenities: extra ventilation, explosion-proof lighting, secure closet/cupboard outside the room for the storage of gloves and masks  
Accessories: N/A.

BC-3030

**Custodial Closets**

(8 @ 100 sq.ft. does not incl. circ.)

800 sq.ft.

Description: service closets located on every level of the building plus an additional closet in the areas of the detainees for specialised or additional products and equipment.  
Adjacencies: on each floor, the closet will be centralized for easy access to all areas. The extra closet in the detainees area will be central within that area.  
Amenities: floor model slop sink with bucket bracket, 6' high shelves along one wall and raised shelves along opposite wall, mop, hooks and cart storage below raised shelves. Electrical outlet.  
Accessories: N/A.

Custodians/Mechanic's Shared Amenities

BC-3031

**Lunchroom**

575 sq.ft.

Description: lunchroom for 28 employees  
Adjacencies: centrally located for both groups.  
Amenities: kitchen style counter with drawers and cupboards below and cupboards with microwave shelf above. Electrical. phone and data.  
Accessories: 2 refrigerators, 2 microwaves, coffee maker, kettle, toaster, dishwasher, electrical for the noted appliances on separate circuits, tables and chairs for 20. Two computer/study carrels.

BC-3032

**Lockers, Men**

300 sq.ft.

Description: male locker facilities for the Custodians and Mechanics.  
Adjacencies: adjacent to the shared Shower and Washrooms and in close proximity to the Lunchroom.  
Amenities: mirror and raised vanity shelf, GFCI outlet for small appliances (hair dryer). Electrical.  
Accessories: lockers and benches for 28,

BC-3033

**Lockers, Women**

90 sq.ft.

Description: female locker facilities for the Custodians and the Mechanics.  
Adjacencies: adjacent to the shared Shower and Washrooms and in close proximity to the Lunchroom.  
Amenities: mirror and raised vanity shelf, GFCI outlet for small appliances (hair dryer). Electrical.  
Accessories: lockers and benches for 6,

BC-3034

**Showers**

(2 @ 60 sq.ft. does not incl. circ.)

120 sq.ft.

Description: lockable, individual shower complete with drying compartment.  
Adjacencies: adjacent to the lockers for the Men and the Women.  
Amenities: shower compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, shampoo shelf, soap shelf, hook, shower rod and curtain, timed heat lamp. Drying compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, hat shelf with multiple hooks below, wooden slat bench, timed heat lamp.  
Accessories: N/A

BC-3035

<b>Washrooms</b>	(3 @ 55 sq.ft. does not incl. circ.)	165 sq.ft.
<u>Description:</u>	three unisex washrooms for the Custodians and the Mechanics.	
<u>Adjacencies:</u>	adjacent to the Lockers, Shower, Lunchroom.	
<u>Amenities:</u>	each washroom to have toilet, toilet paper dispenser, sink, liquid soap dispenser, mirror, waste receptacle.	
<u>Accessories:</u>	N/A	

BC-3036

<b>Coats</b>	50 sq.ft.
<u>Description:</u>	temporary storage of wet coats of the Custodians and Mechanics.
<u>Adjacencies:</u>	adjacent to the Lockers.
<u>Amenities:</u>	4' closet with hat shelf, coat rod, boot tray and ventilated doors.
<u>Accessories:</u>	N/A

#### Mechanics - Vehicle Service

The area comprises two sections, the office-like spaces and the shop spaces. The office spaces are accessible by employees of all Divisions but the shop areas are accessible by the employees of the Unit or by accompanied delivery people.

It is expected that this function will be on a parking floor where vehicles travel through for parking or for delivery to the Forensics and Evidence Control. It is expected that some type of demarcation of the Mechanics' space will be required. A solid demising wall may not be necessary and may even hinder future expansion. Half walls or grille design may allow air movement but may also limit air, temperature and humidity control.

There may be a need to create two access doors, one for regular vehicles/cruisers entering for standard service and repairs and another for vehicles arriving on a tow truck or flat bed. Exiting may be via a single exit. Turning radii for flat bed deliveries and exiting must be considered.

The general layout will be a drive through style with drive-in and back out stalls. The vehicles will be signed out and returned at the Central Equipment and Vehicle Dispensing. Those that are returned that require service or repair will turn into the Mechanics' areas and those in good repair will continue on to the parking areas. For faster return to service, topping up of fluids and air can be done outside the Mechanics' areas, adjacent to the Central Equipment and Vehicle Dispensing.

The Stores area may be in a single central area but may be more effective if segments of the Stores activities are split around the shop. The small parts and equipment may be close to the Shop Foreman but the tire storage and repairs may be better suited close to a specific work bay.

By necessity, the Vehicle Service area will be on the lower level of the building with access/egress via a single ramp and a single overhead door providing the largest vehicles can access the site. This will likely require additional circulation for the added interior movement of vehicles. This single ramp design will necessitate a drive-in/back-out layout for the Service Bays. Because of this type of layout, various components may require additional space.

The drive-in/back-out design may allow for the mechanics' workbenches between the Service Bays or may be at the "front" end of the bay. Regardless of the design, there will be ease of movement between the bays to take the Mechanics' oversized, rolling tool boxes and sometimes rolling parts carts.

At least 4 work bays will have drive through capabilities for vehicles towed in or otherwise un-driveable. The bays and access/egress from those bays will be of sufficient size to allow movement of the tow truck or flat bed.

The area must be secured but accessible to those bringing or retrieving vehicles and/or supplies and by service vehicles of private contractors.

Access is generally via car, motorcycle or vans however delivery trucks, standard tow trucks and vehicles delivered on flat bed trucks will require access.

It is important that throughout the shop, temperature, humidity and air quality control is maintained. Sensors located throughout will activate heat, air conditioning or the exhaust system.

Overhead exhaust ports will also be at every work bay to connect to vehicles but additional exhaust hoods or fans will be at specific work areas for task related air improvement.

Lighting throughout the shop will be bright to ensure a clean safe environment. High output, multidirectional lighting will ensure against shadows and provide the most even coverage possible. Layout will be between and at the front of the work bays to provide the best coverage for the mechanics. Additional task lighting will be required in the form of lighting on portable stands or from retractable trouble lights.

Temperature may be more of a challenge due to the size of the work area and the nature of the large open doors near the ramp. Zoning of the controls is critical and related to the disparate activities throughout the space.

Service bays take all Police vehicle types: motorcycles, cars, trucks and miscellaneous specialty vehicles and equipment. On occasion two vehicles, e.g. motorcycles or equipment, may occupy a single Service Bay.

There may need to be a central area to secure the tool boxes. There is also extra concern for pedestrian safety and maintaining uncluttered spaces. Clearly demarked areas for work, storage and traffic will be required.

In the case of drive-in/back-out layouts the centre space may be used for Mechanics tool boxes, specific tool storage, overhead fluid dispenser location as well as most pedestrian traffic. This style of layout uses additional drive areas and may cause some traffic concerns.

The entire floor will have positive drainage to a drainage and cleanout system complete with cleanout pit of sufficient size to allow a person to stand and shovel out any sediment. Covering grates will be heavy gauge metal to take the heaviest vehicles

Overhead fluids dispensing will be located to serve all bays. The storage and feed barrels are described below. Also all work areas will have retractable electrical reels and compressed air drop ports. The compressor will be complete with a dryer. To reduce noise and employee discomfort, the compressor, fluids dispensing and the pressure washer will be set in a removed location and/or will be set on an anti-vibration platform, approx platform size is 4' x 6' for the compressor and similar for the pressure washer.

Ideally natural light will be available for the workers in this area. Regardless careful consideration will be given to the décor for the space. While it is a utilitarian space, a coordinated colour scheme on any available wall space will help the mood. All surface will be smooth finished and easily cleaned. Walls will likely be concrete but will be coated with epoxy paints to ensure durability.

Tape on floor delineates walking areas and specific storage areas but also aids in safety. Ensure adequate lighting for general illumination and to ensure lighting over aisles.

Demarking spaces helps in safe practices and allows the employees to embark on a weekly cleaning and culling process (see Motor Coach Industries) in a manageable fashion.

Private contractors accessing the Vehicle Services Unit will include parts and supplies deliveries, used oil, used tires and scrap retrieval. It is possible that the used oil, tires and metal could be placed "outside" the space/overhead door providing service vehicles can manoeuvre as necessary.

Vehicles may be seized and may require that they are held for a period of time. During the seizure period the vehicles need to be secured from others who may damage any evidence still in/on the vehicle. It is anticipated that as many as 4 bays will require they be securable.

Some specific areas and/or equipment require ventilation to the exterior. Ideally these will be located close to, but may require some separation from each other. In general, the shop activities and products used produce noxious and sometimes toxic odours. Ventilation within the space will consider the migration of the odours and fumes throughout the facility, including parking and work areas below.

BC-3037

**Supervisor**

120 sq.ft.

Description: an office for the Supervisor of Vehicle Service  
Adjacencies: adjacent to the Clerk.  
Amenities: Phone, electrical and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, ergonomic task chair, two guest chairs, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks.

BC-3038

**Clerk**

70 sq.ft.

Description: workstation for the Clerk.  
Adjacencies: Adjacent to the Supervisor of Vehicle Service and in close proximity to the Foreman.  
Amenities: . Phone, electrical and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tack boards, keyboard arm and tray, monitor arm, ergonomic task chair, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks.

BC-3039

**Files**

45 sq.ft.

Description: general files for the Unit.  
Adjacencies: adjacent to the Clerk and in close proximity to the Supervisor and the Foremen.  
Accessories: 3 laterals, 2 verticals

BC-3040

**Print/Copy/Fax**

90 sq.ft.

Description: central workroom for the Unit.  
Adjacencies: centrally located, adjacent to the Clerk.  
Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment  
Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-3041

**Stationery and Supplies**

50 sq.ft.

Description: area for the storage of stationery and other supplies.  
Adjacencies: adjacent to the Clerk and in close proximity to the Print, Photocopy, Fax.  
Amenities: N/A  
Accessories: 4 steel storage cabinets

BC-3042

**Mail**

25 sq.ft.

Description: mail sorting and dissemination station.  
Adjacencies: adjacent to the Clerk.  
Amenities: counter with specific storage below and mail slots above.  
Accessories: N/A

BC-3043

**Foreman**

110 sq.ft.

Description: secure office for the Shop Foreman. This office has an office function, a receiving function, is a point of contact for officers dropping off vehicles for repair and is also the point where Mechanics may access their supervisor. The latter functions may be via a "Dutch" door.  
Adjacencies: adjacent to the shop floor and in close proximity to Supervisor of Vehicle Services, the Clerk and the Manual Library.  
Amenities: Phone, electrical and data. Sound separation from the noisy shop areas.  
Accessories: "U"-shaped desk, credenza and bridge with overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, keyboard arm and tray, monitor arm, 24 hour task chair, 2 guest chairs, 3 drawer lateral file, lockable key cabinets, bulletin boards and white boards.

BC-3044

**Manuals Library**

65 sq.ft.

Description: library of catalogues and manuals for products, equipment and supplies for the Unit.

Adjacencies: in close proximity to the Foreman and accessible by the Mechanics.

Amenities: N/A

Accessories: 2 sections steel shelving for manuals and catalogues, 4' desk.

BC-3045

**Guest Washroom**

80 sq.ft.

Description: unisex washroom that may be used by anyone, in particular officers dropping off or waiting for a vehicle. Other guests may include suppliers and delivery people.

Adjacencies: adjacent to the garage entry, the Guest Waiting and in close proximity to the Foreman and the Parts Receiving.

Amenities: toilet, sink, mirror, grab bars, toilet paper dispenser, paper towel dispenser, waste receptacle, automated air freshener, coat hooks (minimum 3) of sufficient size to take a parka or an equipment belt.

Accessories: N/A

BC-3046

**Guest Waiting**

120 sq.ft.

Description: an open area where officers awaiting vehicles for pick-up may lounge or check e-mails.

Adjacencies: adjacent to the garage entry, Foreman and the Guest Washroom.

Amenities: two workstations made up from: counter approximately 15' long and two task chairs, electrical, phone and data. Additional in the area will be seating for 3 – 5, coffee and end tables to suit the layout.

Accessories: N/A

BC-3047

**Stores**

1,135 sq.ft.

The Stores area is comprised of receiving and a variety of storage areas that are described separately to ensure the specific requirements for those areas are addressed.

Description: secure space for small tools, parts and supplies used in the repair and maintenance of Police vehicles. Small station for an inventory control computer where employees draw off the inventory and develop the data base for the restocking orders. A receiving counter will be available for delivery shipping, receiving and verifying orders.

Adjacencies: in close proximity to the Foreman, the Clerk and readily accessible to the Mechanics.

Amenities: ventilation, alarms electrical and data.

Accessories: see below:

Parts Receiving (60 sq.ft.)

"L"-shaped, heavy-duty work counter with storage drawers below and shelving above. Electrical and data above counter.

General: (675 sq.ft.)

42 sections of 12" x 36" shelving, 4 sections of 48" shelving, 3 rifle storage safes.

Filters, New and Used: (125 sq.ft.)

Maximum amount of 2' deep shelves, storage cupboards and work trays for new and used filters.

New Tires: (200 sq.ft.)

cage for the storage of several sizes and types of tires and wheel rims.

Light Bars: (75 sq.ft.)

6 sections of segmented shelving to take boxes for light bars

BC-3048

**Service Bays** (8 @ 375 sq.ft. does not incl. circ.) 3,000 sq.ft.  
Requested 15 bays with hoists =5,625 sq.ft., see e-mail Sept 24, 2010  
Description: work bays for general vehicle repair and maintenance.  
Adjacencies: central in the shop areas.  
Amenities: each bay includes: 10,000 lb Rotary Lift, asymmetrical, above ground hoist, heavy duty work benches complete with storage shelf below and machinist's vice, overhead electrical, trouble lamp and air hoses on retractable reels.  
Accessories: large capacity refuse containers throughout.

BC-3049

**Holding Bays** (6 @ 375 sq.ft. does not incl. circ.) 2,250 sq.ft.  
Description: bays generally used for holding vehicles awaiting parts or service. In the future, these bays will be available to have hoists, as for the Service Bays.  
Adjacencies: Adjacent to the other vehicle bays; may be at the end of the Service Bays for future expansion of those activities.  
Amenities: N/A  
Accessories: N/A

BC-3050

**Hoist Bay** 375 sq.ft.  
Description: one bay dedicated to fully lifting large vehicles.  
Adjacencies: adjacent to the other Service Bays.  
Amenities: 4 post, ramp style hoist similar to Rotary-Lift SM30D or 40,000HDL with a 40,000 lb range. Also in the space: heavy duty work bench complete with storage shelf below and machinist's vice, overhead electrical, trouble lamp and air hose on retractable reels.  
Accessories: N/A

BC-3051

**Speed Test Bay** 375 sq.ft.  
Description: single purpose Service Bay with specific speed testing equipment. Existing in-floor Mustang Dynamometer is unlikely to be able to be moved. Designer will explore the possible reuse of that equipment or in the event that the existing equipment cannot be reused, the preference of the Mechanics is to have the same type purchased and installed at the new location. The in-floor design allows the space to be used for other activities, when the equipment is not in use. If the in-floor type cannot be used, the Mechanics will be consulted further to determine the alternatives. If the in-floor equipment can be accommodated, the Speed Test Bay will not be a single purpose bay.  
Adjacencies: adjacent to the other Service Bays.  
Amenities: dynamometer, heavy duty work bench complete with storage shelf below and machinist's vice, overhead electrical, trouble lamp and air hose on retractable reels.  
Accessories: relocate existing specific speed testing equipment, if possible.

BC-3052

**Tire Repair** 375 sq.ft.  
Description: work area for testing, repair, replacement of tires and re-installation on the vehicles.  
Adjacencies: adjacent to the Receiving and Tire Storage of Stores and the Used Tire Storage.  
Amenities: heavy duty, low work bench to carry out tire testing, tub with water and drain source, second, standard, heavy duty work bench complete with storage shelf below and machinist's vice, overhead electrical, trouble lamp and air hose on retractable reels.  
Accessories: N/A

BC-3053

**Used Tire Storage** 100 sq.ft.  
Description: cage or area for storage of used tires awaiting pickup.  
Adjacencies: Adjacent to the Tire Repair bay.  
Amenities: storage racks to accommodate 96 tires of various sizes.  
Accessories: N/A

BC-3054

**Computer** (2 @ 15 sq.ft. does not incl. circ.) 30 sq.ft.  
Description: shop computers where employees receive daily orders, enter job status reports and enter data on supplies used for inventory restocking.  
Adjacencies: placed throughout on the shop floor with easy access by all shop employees.  
Amenities: electrical and data.  
Accessories: protective, standing height, computer cabinet (e.g. Lista Computer cabinets) or pedestal for computer and printer similar to Teknion "Outpost".

BC-3055

**Parts Washers** 100 sq.ft.  
Description: parts washers.  
Adjacencies: centrally located for all shop employees.  
Amenities: water, electrical supply and venting as required.  
Accessories: 2 parts washers: 1 large (approx 3' x 6') and 1 small (approx 2' x 3') with clearance around to limit splashing other tools or work spaces.

BC-3056

**Battery Charging** 180 sq.ft.  
Description: work area for vehicle batteries.  
Adjacencies: may be located near the Stores but readily accessible by the Mechanics.  
Amenities: electrical supply at counter height. Ventilation as required by codes.  
Accessories: heavy duty shelves and work table.

BC-3057

**Brake Station** 150 sq.ft.  
Description: alcove for brake rotor and drum machining.  
Adjacencies: adjacent to the Machine Shop, may be blended with the Machine Shop.  
Amenities: 12' heavy duty (1,000 lbs work top capacity) work bench with storage below, wall storage rack, hooks and cupboards. May relocate existing bench.  
Accessories: Steel storage cupboards.

BC-3058

**Clean-up Sink** 25 sq.ft.  
Description: open area for personal and shop clean up.  
Adjacencies: quick and easy access by all shop employees.  
Amenities: laundry-style sink, cupboard or open shelves for various cleaners and hand cleansers and scrub tools. Hose bib.  
Accessories: N/A

BC-3059

**Pressure Washer** 50 sq.ft.  
Description: enclosed storage space for the stationary pressure washer. High pressure piping feeding quick couplers strategically located in various locations throughout the shop for cleaning all areas as well as for cleaning engines. Overhead storage and dispensing equipment for soaps and waxes. A portable rack will allow a 50' hose to be taken to the respective areas of the shop. A wand brush may also be incorporated. It may be possible that this and the Air Compressor, with similar noise production, can be located together to contain the noise and vibration.  
Adjacencies: may be adjacent to the Clean-up Sink for the water supply but used throughout the shop and may be located with the Compressor and the fluids dispensing equipment.  
Amenities: Hose and reel to serve the entire shop. Cupboard for parts and supplies.  
Accessories: mobile, gas powered, pressure washer uses the water supply from the hose bib at the Cleanup Sink.

BC-3060

**Shop Tools** 100 sq.ft.  
Description: alcove for shared tools.  
Adjacencies: centrally located in the shop.  
Amenities: heavy duty counter, drawers under, cabinets and racks above. Electrical outlets above counter for charging of tool batteries.  
Accessories: N/A



BC-3061

**Shop Supplies**

120 sq.ft.

Description: open area.  
Adjacencies: centrally located in the shop areas.  
Amenities: racks of bins of consumable supplies and small open hardware. Racks may be industrial duty, pre-manufactured, modular type  
Accessories: N/A

BC-3062

**Machine Shop**

750 sq.ft.

Description: separate work area for machining of parts.  
Adjacencies: open but slightly separated from the remainder of the shop areas, adjacent to the Welding Tanks and the Raw Material Storage. Ample space around equipment to allow the feed and manipulation of the materials to be used e.g. In and out feeds as well as front access for break and catch cage behind to take off-cuts. The Brake Station will be adjacent or blended with the Machine Shop.  
Amenities: sloped floor, exhaust hood, welding curtains.  
Accessories: 2 band saws, break, shear, lathe, portable welder, rod oven(s).

BC-3063

**Welding Tanks**

25 sq.ft.

Description: protected area for full and empty welding tanks.  
Adjacencies: adjacent to the Machine Shop.  
Amenities: welding tanks held in a secure rack with bump protection e.g. bollards. Rack(s) may be vertical angle iron with holes that can take tie-downs or other design that will hold tanks until moved from the space.  
Accessories: N/A

BC-3064

**Raw Material Storage**

200 sq.ft.

Description: storage of rod, sheet metal and off cut materials.  
Adjacencies: adjacent to the Machine Shop. Ensure ample space to feed materials into/onto and out/off of the shelves and racks.  
Amenities: shelves and racks for the various materials stored.  
Accessories: N/A

BC-3065

**Lube/Fluid Products**

150 sq.ft.

Description: storage tanks for overhead dispensing and other storage tanks and bottles of engine oil, transmission fluid, washer fluid, specialty fluids.  
Adjacencies: in a removed area of the shop but ensure dispensing equipment and hosing can serve all areas of the shop. Adjacent to the Waste Liquids. May also be located with the Compressor and the Pressure Washer to contain the noise generated by the dispensers.  
Amenities: fluid containment for drum products, mechanized dispensing equipment, 12' heavy duty steel shelves, 500 gallon bulk engine oil tank. Designer will determine the suitability of reusing the existing tanks and containment vessels.  
Accessories: allow 5 @ 50 gallon drums in active use and 10 additional drums.

BC-3066

**Waste Liquids**

100 sq.ft.

Description: cage for the storage of drums: empty and used oil. Space will accommodate 500 gallon double wall, above ground, waste oil tank and piping and 8 @ 45 gallon drums (waste oil, filters, engine coolant, contaminated fuel) Mechanics hand fill used oil into a drum. A contracted service removes the drums.  
Adjacencies: adjacent to the Lube/fluid Products and in close proximity to the access/egress to the shops to limit the areas accessed by non-employees. Access for service vehicles delivering or picking up products.  
Amenities: ventilation per code, electrical to power tank gauge, high level alarm circuit, compressed air supply to the power waste oil pump. Piping/hose from shop areas to tank. Protective bollards or barricades.  
Accessories: 5 @ 50 gallon drums related to the fluids dispensed.

BC-3067

**Flammable Goods**

50 sq.ft.

Description: room with shelving or cabinets to store flammable products.  
Adjacencies: in a removed area of the shop.  
Amenities: secure room, ventilation.  
Accessories: shelving or cabinets along one wall.

BC-3068

**Storage Cages**

500 sq.ft.

Description: secure room to store items retrieved from vehicles for the duration that the vehicles are being serviced.  
100 sq.ft. storage boxes set on heavy duty industrial shelving 2' deep x 4' wide with plastic boxes  
100 sq.ft. tool crib, heavy duty shelving  
125 sq.ft. vehicle equipment on 3' deep shelving and open space for "odd" pieces  
125 sq.ft. open space for bulky equipment and tools  
50 sq.ft. gun and rifle lockers  
Adjacencies: in a removed area but easily accessible by shop employees only.  
Amenities: secure access, possibly electronic control, caging and shelving as noted. Small shelf or table for sign-in/out sheets.  
Accessories: N/A

BC-3069

**Compressor**

250 sq.ft.

Description: compressor sized to take all air tools and clean-up tools as noted and assuming all in use at the same time. Tank is 120 gallons with a stand alone dryer.  
Adjacencies: in a removed area to protect employees from the noise generated and with all areas served by overhead retractable reels and/or wall stations. May be adjacent to the Pressure Washer to contain noise and vibration.  
Amenities: compressor, anti-vibration mounts for the comfort of the employees.  
Accessories: N/A

BC-3070

**Emergency Eyewash and Safety Station**

25 sq.ft.

Description: emergency station for the protection of the employees.  
Adjacencies: centrally located in the shop  
Amenities: pre-manufactured combination unit of eyewash/dousing and first aid cabinet.  
Accessories: N/A

BC-3071

**Janitorial Closet**

175 sq.ft.

Description: room for shop clean-up products and tools.  
Adjacencies: adjacent to the Absorball containers, accessible to all shop employees.  
Amenities: shelving for supplies, tools, open area for equipment. See below. Lock up cage or cabinets for small consumable products.  
Accessories: shop vac, mop pail and large capacity refuse cart, brooms, shovels etc.

BC-3072

**Absorball Containers**

25 sq.ft.

Description: space for shop safety products.  
Adjacencies: adjacent to the Janitorial Closet.  
Amenities: heavy duty shelves, deeper lower shelves for heavy Absorball boxes and upper shelves for lighter weight specialty absorptive products.  
Accessories: 2 @ 4 wheeled for Absorball boxes.

BC-3073

**Snow Blower/Shovels**

50 sq.ft.

Description: snow blower and shovel storage for exterior cleaning-up.  
Adjacencies: near the shop entrance overhead door.  
Amenities: electrical outlet.  
Accessories: rack/hooks for a variety of shovels, open are for snow blowers and melting products.

BC-3074

**Electrical Panels**

75 sq.ft.

Description: large capacity electrical panels and multiple sub-panels clearly identifying the equipment served.  
Adjacencies: in a removed area but accessible by the employees in the shop areas.  
Amenities: panels as required and with consultation of the occupants. Multiple sub-panels will allow employees to reset as required.  
Accessories: N/A

BC-3075

**Storage, Long Term**

464 sq.ft.

Description: storage for a variety of products, new and used for reuse, reinstallation or for resale:  
144 sq.ft. seats, held for reinstallation  
120 sq.ft. light bars, new and used for possible reuse  
200 sq.ft. additional parts such as doors panels.  
Adjacencies: in a removed area.  
Amenities: caging or other method to contain and organize the spaces.  
Accessories: N/A

Evidence Control Unit

Evidence Preparation

BC-3076

**Transaction Desk**

325 sq.ft.

Description: service counter where customers receive recovered items and where items can be brought to the police for further processing. This space will serve the public and Police officers and the two areas of the transaction desk will be separated visually and audibly.  
Adjacencies: adjacent a Public Waiting Area and a Police Waiting area.  
Amenities: raised counter with protective glass. Work counter on the employee side and signing shelf on the customer side. On the employee side: two person desk with space between for another standing person to attend the desk, secure roll-down shutter, each desk portion with run-off, pencil drawers and file drawers, overhead storage, task lighting. Electrical, phone and data, extra electrical at desk height.  
Accessories: N/A

BC-3077

**Public Waiting Area**

100 sq.ft.

Description: small waiting area.  
Adjacencies: adjacent to the public portion of the Transaction a public entrance.  
Amenities: electrical outlets for cleaning and displays.  
Accessories: 3 – 4 chairs, end table, brochure rack, bulleting board.

BC-3078

**Police Waiting Area**

50 sq.ft.

Description: standing waiting area or alcove. Officers generally stand to drop-off items and call ahead for pick-up items.  
Adjacencies: adjacent to the Police portion of the Transaction Desk.  
Amenities: N/A  
Accessories: bulleting boards, brochure rack.

BC-3079

**Work Counter and Supplies**

100 sq.ft.

Description: work area.

Adjacencies: adjacent to the Clerks, the Bagging Station and the Transaction Desk.

Amenities: work counter on both long walls, one counter to have supplies storage drawers below and open supply cubbies above the counter, other counter with large storage cubbies below. Electrical above the counters.

Accessories: N/A

BC-3080

**Bagging Station**

50 sq.ft.

Description: work area.

Adjacencies: Adjacent to the Work Counter and Supplies.

Amenities: work counter, rolled bagging material and heat sealer, drawers below for supplies. Electrical above the counter.

Accessories: N/A

BC-3081

**Staging Area**

50 sq.ft.

Description: work counter for the transfer of evidence.

Adjacencies: adjacent to the Clerks, Work Counter and the Bagging Station.

Amenities: 6' counter with cubbies below and an open area for two wheeled .

Accessories: N/A

BC-3082

**Print/Copy/Fax**

150 sq.ft.

Description: central workroom for the Division.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-3083

**Clerks**

(5 @ 70 sq.ft. does not incl. circ.)

350 sq.ft.

Description: workstation for the Clerks.

Adjacencies: Adjacent to the Transaction Counter and the work areas.

Amenities: Phone, electrical and data.

Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, ergonomic task chair, two drawer lateral file, coat hooks.

BC-3084

**Video Duplicating Room**

200 sq.ft.

Description: secure room.

Adjacencies: in close proximity to the Clerks.

Amenities: electrical, data. Multiple outlets above counter.

Accessories: workstation: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, Also in the room: maximum number of 36 " high custom cabinets with worktops. Custom cabinets for discs, tapes supplies and recording paraphernalia. Equipment in use includes: monitors, disc copiers, tape copiers.

BC-3085

**Sergeant**

120 sq.ft.

Description: an office for the Sergeant.

Adjacencies: adjacent to the Clerks.

Amenities: phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

**Evidence Storage**

The warehousing of evidence materials can be in the form of small shelving for computer discs, book style shelving, shelving for boxes, pallets for large items and vehicles.

Ample corridor space for the movement of carts, pallet jacks and fork lifts. Clearly defined aisles to protect pedestrians.

General lighting will allow ease of retrieval of items. Additional portable task lighting.

The HVAC in the area is critical. Controlled air will add to the comfort of the employees, regulate humidity and limit the dust and odour migration. Dust is ever present and as the evidence is stored and retrieved, dust is continually stirred up. Vacuuming may be possible by way of a central vacuum system with toe-kick ports at the bases of the shelving and possibly with overhead ducting.

Because of the extra height in the spaces, it may be possible to add shelving capacity vertically; however the current design will make use of the existing shelving but will anticipate corridors of sufficient width to take fork lift or other type of stair access equipment.

BC-3086

**Envelopes**

850 sq.ft.

Description: shelving for smaller items. Several envelopes are stored in boxes to help in cataloguing.

Adjacencies: close to the work areas of the Evidence Preparation Areas.

Amenities: N/A

Accessories: 60 sections of 18" deep x 48" long x 84" high shelving for envelope evidence

BC-3087

**Row Storage**

11,000 sq.ft.

Description: shelving for medium sized items in boxes.

Adjacencies: together in one area of the warehouse.

Amenities: N/A

Accessories: 176 sections of 4'x4'x8' h heavy duty shelving with box storage (5 shelves high)

BC-3088

**Mesh Bins**

3,000 sq.ft.

Description: shelving for small and medium sized items of a single case.

Adjacencies: together in one area of the warehouse. Accessed by pallet jacks.

Amenities: N/A

Accessories: 60 stacks of mesh boxes to take bagged evidence. Each mesh box: assume 36" x 42"x 24" high, stackable 4 high.

BC-3089

**Pallet Racking**

3,500 sq.ft.

Description:

Adjacencies: together in one area of the warehouse. Accessed by pallet jacks/trucks

Amenities: N/A

Accessories: 60 sections of heavy duty shelving for pallet storage of very large boxes of evidence.

BC-3090	<b>Sliding Pallet Racking</b>	2,500 sq.ft.
	<u>Description:</u> similar to the pallet racking but sliding	
	<u>Adjacencies:</u> together in one area of the warehouse. Accessed by pallet jacks/trucks	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 12 sections of heavy duty shelving with sliding interior shelves.	
BC-3091	<b>Gun Storage</b>	3,500 sq.ft.
	<u>Description:</u> separate secure room.	
	<u>Adjacencies:</u> adjacent to the open warehouse spaces.	
	<u>Amenities:</u> 4' door.	
	<u>Accessories:</u> 16 sections of shelves @ 24" x 48" x 84" h for seized ammunition evidence, 40 sections of 12" x 48" x 6' h racks to hang bags holding rifle and gun evidence, approximately 600 sq.ft. secure cages or rooms for special storage/large exhibits, divided as follows: 1 @ 300, 4 @ 75	
BC-3092	<b>Notebook Storage</b>	1,200 sq.ft.
	<u>Description:</u> secure room.	
	<u>Adjacencies:</u> adjacent to the open warehouse spaces.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 64 sections 30" x 48" x 84" h shelving for Officers' notebooks	
BC-3093	<b>Video Shelving</b>	750 sq.ft.
	<u>Description:</u> shelving for video tapes (commercial).	
	<u>Adjacencies:</u> together within the warehouse.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 52 sections of 12" x 48" x 84" h shelving for video tapes and discs.	
BC-3094	<b>Bicycle Storage</b>	1,500 sq.ft.
	<u>Description:</u> suspended rack storage, may be two levels of storage.	
	<u>Adjacencies:</u> in close proximity to the overhead door entry.	
	<u>Amenities:</u> racks.	
	<u>Accessories:</u> 8 sections of customized racks to suspend hundreds of bicycles, as they accumulate they are removed for annual auction. Additional 4 sections for bicycles held as evidence.	
BC-3095	<b>Found Property</b>	400 sq.ft.
	<u>Description:</u> open area.	
	<u>Adjacencies:</u> in close proximity to the overhead door.	
	<u>Amenities:</u> shelving on one wall.	
	<u>Accessories:</u> N/A	
BC-3096	<b>Auction Prep Area</b>	280 sq.ft.
	<u>Description:</u> work area where data is recorded and items prepared for release to auction.	
	<u>Adjacencies:</u> within the warehouse.	
	<u>Amenities:</u> electrical, phone and data. "L"-shaped work counter with pencil and file drawers, overhead storage.	
	<u>Accessories:</u> 6 sections shelving, open area for carts.	

BC-3097

**Refrigerator**

150 sq.ft.

Description: walk-in refrigerator with a variety of interior shelving.  
Adjacencies: within the warehouse, adjacent to the Freezer.  
Amenities: electrical, ventilation.  
Accessories: N/A

BC-3098

**Freezer**

240 sq.ft.

Description: walk-in freezer with a variety of interior shelving.  
Adjacencies: within the warehouse, adjacent to the Refrigerator.  
Amenities: electrical, ventilation.  
Accessories: N/A

Evidence Processing

BC-3099

**Unloading Area**

1,500 sq.ft.

Description: secure, enclosed space for the transfer of evidence out of vehicles to the loading dock. . This may require review, depending on the development of the Evidence Preparation and Drying Areas.  
Adjacencies: adjacent to the Transfer Counter.  
Amenities: electronic call buttons to notify processing employees to provide access.  
Accessories: overhead door, refuse dumpsters.

BC-30100

**Transfer Counter**

30 sq.ft.

Description: desk where delivery of evidence is accepted and tracking begins. Seizing officers and or Evidence Control employees may use the space to box , document and label items. This may require review, depending on the development of the Evidence Preparation and Drying Areas.  
Adjacencies: adjacent to the Garage/Dock  
Amenities: standing height counter/desk.  
Accessories: N/A

BC-30101

**Cages**

510 sq.ft.

Description: evidence holding before processing.  
Adjacencies: adjacent to the Garage/Dock and the Transfer Counter. Also in close proximity to the Evidence Preparation and Drying Room.  
Amenities: 3 secure, concrete block rooms for holding sensitive materials prior to processing @ approx. 7' x 10' with drop off counter along the long wall; 3 cages, approx 10' x 10' for larger evidence; each cage to take 4 @ 4' x 4' pallets.  
Accessories: N/A

BC-30102

**Pallets**

100 sq.ft.

Description: stacks of pallets  
Adjacencies: adjacent to the Garage/Dock.  
Amenities: N/A  
Accessories: N/A

BC-30103

**Carts/Pallet Jack**

150 sq.ft.

Description: storage area for carts and pallet jacks/trucks.  
Adjacencies: adjacent to the Garage/Dock.  
Amenities: N/A  
Accessories: two pallet jacks, approx 6 carts

BC-30104

**Boxes**

100 sq.ft.

Description: stacks of new and used flattened boxes used in the warehouse  
Adjacencies: adjacent to the Garage/Dock.  
Amenities: N/A  
Accessories: N/A

BC-30105

**Supplies**

50 sq.ft.

Description: storage cupboard for various supplies used for the transfer process.  
Adjacencies: adjacent to the Transfer Counter.  
Amenities: 3 steel storage cabinets.  
Accessories: N/A

Drug Processing

Although in an already secure warehouse the Drug Processing is in a higher security area with added ventilation and humidity control. At the time of printing, the Drug Lab and Drug Drying are being reviewed and being considered to be blended with the Exhibit Receipt Area, described in the General Areas (BC-GA03, BC-GA04). There is duplication on these items to "reserve" the space until actual workings are fully explored, accreditation review and operational approval is given.

BC-30106

**Processors' Office**

500 sq.ft.

Description: secure, office shared by 4.  
Adjacencies: adjacent to the Drug Vault.  
Amenities: glazing to allow visibility to others so the occupants are not so removed from the other employees. Electrical, phone and data at each station.  
Accessories: 4 "L"-shaped workstations each with: B,B,F pedestal, F,F pedestal, overhead storage, task light, keyboard and tray and arm, monitor arm. Also in the space: 8 lateral files, 3'x8' work counter with storage below, in the centre of the room. Multiple bulletin boards and white boards

BC-30107

**Drug Vault**

1,200 sq.ft.

Description: glazed, secure room contains:  
Work Counter 16' standing height counter with computer station for data entry, knee space, stool or raised chair, storage above and below,  
Storage 60 sections of 18" x 36" x 7' high shelving,  
40 sections of 24" x 36" x 7' high shelving  
Transfer cage 4' x 6' cage to hold exhibits prior to, or after, processing.  
Adjacencies: adjacent to the Drug Processing area  
Amenities: electrical, phone and data outlets above counter, extra exhausting  
Accessories: N/A

BC-30108

**Drug Lab**

825 sq.ft.

Description: secure room with glazing Lab includes:  
Fume hood stations each includes:  
4 @ 3' x 8' x 36" high work counters  
Fume Hood,  
2 drawer towers under each station,  
electrical above counter inside the hood area and outside the hood for various equipment/appliances.  
Computer workstations 2 shared "L" shaped workstations for data access/entry  
Storage cabinets 4 @ 30" x 42" cabinets, lateral filing cabinets and custom cabinets, storage lockers  
Work counter 4' x 16' work counter with knee space and storage below, electrical outlet pedestals on counter  
Adjacencies: adjacent to the Drug Processing area.  
Amenities: 4' door to take various carts, Extra ventilation.  
Accessories:



BC-30109

**Drug Drying**

200 sq.ft.

Description: secure room for drying herbaceous drug materials.  
Adjacencies: adjacent to the Processors and the Drug Lab  
Amenities: isolated ventilation and air purifiers to contain odours, open wire shelving, 24" deep, 2 shelves high. Shelves to take oversized fibreglass mesh totes.  
Air dryer/furnace at floor with ducting to disperse heated drying air, filtered exhausted air for odours. Mechanical design to optimize the heat/air.  
Accessories: N/A

Evidence Control Unit - General Use

BC-30110

**Storage (currently outside at 850 Empress)**

18,000 sq.ft.

Description: secure compound, for the storage of large evidence such as vehicles and other types that do not require weather or temperature protection. Included in the space:  
Bin 500 sq.ft. approx 10' x 50' bin for storage requiring weather protection but no temperature control  
Flammables 100 sq.ft. caged area for flammable products storage, protected from vehicle damage with caging and possibly bollards  
Adjacencies: in a removed area within Evidence Control.  
Amenities: fences, cages and bins.  
Accessories: N/A

BC-30111

**Emergency Dousing Station**

50 sq.ft.

Description: emergency station for employee safety  
Adjacencies: within the Evidence Storage.  
Amenities: post style dousing station and supplies cupboard.  
Accessories: N/A

BC-30112

**First Aid**

100 sq.ft.

Description: first aid station for minor injuries or to await transfer by ambulance  
Adjacencies: within the Evidence Storage.  
Amenities: over-sized door, cot, chair, small section of cupboards with storage above and below  
Accessories: N/A

### **Division 31**

Detainee handling and processing, records

#### Administration

- BC-3101 Inspector
- BC-3102 Receptionist
- BC-3103 Waiting Area
- BC-3104 Administrative Files
- BC-3105 Print/Copy/Fax
- BC-3106 Lunchroom/Coffee Stand
- BC-3107 Staff Sergeant, Records
- BC-3108 CPIC Coordinator
- BC-3109 CPIC Supervisor
- BC-3110 CPIC Training Coordinator
- BC-3111 Shift Leaders
- BC-3112 CPIC Clerks
- BC-3113 Correspondence Clerks
- BC-3114 Files
- BC-3115 Police Inquiry Stations
- BC-3116 Staff Sergeant, Reporting

#### Records Compilation Unit

- BC-3117 Supervisor of Records Compilation
- BC-3118 Clerks
- BC-3119 Storage

#### Direct Voice Entry (DVE) Unit

- BC-3120 DVE Administrator
- BC-3121 DVE Training Coordinator
- BC-3122 DVE Shift Leader
- BC-3123 DVE Operators
- BC-3124 Scanner Station
- BC-3125 Printer/Copy/Fax
- BC-3126 Storage
- BC-3127 Outside DVE Entry

#### Arrest Processing Unit

- BC-3128 Sergeant
- BC-3129 Patrol Sergeants
- BC-3130 Constables
- BC-3131 Service Counter
- BC-3132 Secure Elevator
- BC-3133 Gun Lockers and Unloading Station
- BC-3134 Sallyport
- BC-3135 Personal Search Alcove
- BC-3136 Print/Copy/Fax
- BC-3137 Emergency Eyewash
- BC-3138 Holding Rooms
- BC-3139 Detainee Property Lockers
- BC-3140 Seized Clothing
- BC-3141 Video Recording Interview Rooms
- BC-3142 Consultation Rooms
- BC-3143 Video Interview Monitoring
- BC-3144 Video Equipment Server Room
- BC-3145 Breathalyser
- BC-3146 Detainee Washrooms
- BC-3147 Maintenance Closet
- BC-3148 Chair Closet
- BC-3149 Storage Closet
- BC-3150 Booking/Bail Hearing Room
- BC-3151 Coffee Stand

#### Central Reading, Central Reporting and Court Unit

#### Central Reading and Reporting

- BC-3152 Sergeant
- BC-3153 Patrol Sergeants

BC-3154 Central Reading Constables  
BC-3155 Files  
BC-3156 Central Reporting, Constables  
BC-3157 Files/Stationery/Supplies  
BC-3158 Print/Copy/Fax  
Court Unit  
BC-3159 Senior Clerk  
BC-3160 Clerks  
BC-3161 Officer Conduct Clerks  
BC-3162 Files and Supplies  
BC-3163 Library  
BC-3164 Storage  
BC-3165 Lunch/Coffee Stand

DRAFT

### Division 31

This group is a service to the Department, acquiring, processing and maintaining information that is used by all Divisions and the Public.

The major activities involve transcribing officers' notes, preparing, checking and retrieving the files of cases and individuals as well as the preparation of documents as required for officers, who will appear in court

In addition, members of this group, the Bureau of Police Records, perform security checks for the public for their employment documents. These people will be located on the main floor, in an effort to contain the public on the main floor.

Division 31 will require that the Arrest Processing Unit (APU) be removed from the remainder of the Division. This will allow the APU to take over the responsibility of housing monitoring of detainees and later perform any further processing of the detainees into the court system via video court appearances and delivery to a longer term holding facility, by others. The Detainee Interview Rooms will also be part of the Unit but used by Detectives. This requirement will necessitate the APU being placed in the centre of the floor plan surrounded by the various Detective Units.

There is a requirement to fingerprint and photograph detainees and although this responsibility falls under Division #42, this room will within the secure area of APU, for the security of all concerned. The Division #42 employee will attend the space as required, at scheduled times.

Also within the secure area of the APU but "outside" the detainee area will be interview rooms where questionable detainees may be interviewed and either released or placed in Holding, following the interview.

Ideally, all the Units of Division 31 will be together or in very close proximity. This Division serves all other Divisions but primarily deals with the Detective groups who require research of files and cases and the entry of documents gained through the interview process occurring in the Arrest Processing Unit.

#### Administration

BC-3101

##### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant and the Police Clerk and in close proximity to the other employees, where practical.

Amenities: Phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC-3102

##### **Receptionist**

70 sq.ft.

Description: desk to serve as control point and for the receiving and disseminating of mail.

Adjacencies: adjacent to the entry to the Division and in close proximity to the CPIC work groups.

Amenities: electrical, phone, data.

Accessories: reception desk with transaction top, "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, and mail slots above credenza portion, task lights, tackboards, keyboard arm and tray, monitor arm, ergonomic task chair, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks.

BC-3103

##### **Waiting Area**

144 sq.ft.

Description: waiting area for the Division.

Adjacencies: adjacent to the entry to the Division and in close proximity to the Inspector.

Amenities: coat closet, electrical, feature lighting.

Accessories: couch, chairs coffee and end tables for 4 to suit layout, display artwork or Police memorabilia with feature lighting.

BC-3104

**Administrative Files**

60 sq.ft.

Description: area for sorting and storage of Administrative Files.  
Adjacencies: adjacent to the Clerk and in close proximity to the Inspector.  
Amenities: N/A  
Accessories: 6, five drawer lateral filing cabinets.

BC-3105

**Print/Copy/Fax**

300 sq.ft.

Description: work area for the employees of the Division. This space will necessarily be duplicated for the groups that are removed from the main work group.  
Adjacencies: centrally located within the workgroup but in close proximity to the Receptionist Clerk who monitors and maintains the machine(s).  
Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment  
Accessories: 2 large multifunction machines (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-3106

**Lunchroom**

520 sq.ft.

Description: Divisional Lunchroom.  
Adjacencies: centrally located in the Division but removed to limit noise transmission.  
Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and two refrigerators, tables and seating for 24.

OR

**Coffee Stand**

125 sq.ft.

Description: Divisional Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.  
Adjacencies: centrally located in the Division but removed to limit noise transmission.  
Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and two refrigerators. Table and seating for 4.

For this group, if the coffee stand style is selected, there will be duplication, likely one for the main group, one for the APU and possibly one on the main floor for the Clerks attending for the records check activities. therefore will require  $3 \times 125 = 375$  sq.ft.

BC-3107

**Staff Sergeant, Records**

140 sq.ft.

Description: office for the Staff Sergeant.  
Adjacencies: adjacent to the Inspector and the CPIC Coordinator and in close proximity to the CPIC Clerks.  
Amenities: Phone, electrical and data.  
Accessories: desk, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-3108

**CPIC Coordinator**

120 sq.ft.

Description: an office for the CPIC Coordinator.  
Adjacencies: adjacent to the Clerks.  
Amenities: Phone, electrical and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3109

**CPIC Supervisor**

120 sq.ft.

Description: an office for the Supervisor of CPIC Supervisor.

Adjacencies: adjacent to the Clerks.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3110

**CPIC Training Coordinator**

120 sq.ft.

Description: an office for the CPIC Training Coordinator. Classrooms shared with the Academy.

Adjacencies: adjacent to the Clerks.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3111

**Shift Leaders**

140 sq.ft.

Description: a single office shared by four employees. Generally the office is occupied by one employee but on overlap times there will be two using the space.

Adjacencies: adjacent to the Clerks.

Amenities: electrical, phone and data.

Accessories: included in the room: one full station: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, guest chairs, two drawer lateral files. One short term station: double pedestal work station complete with box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. Also in the room 4 @ five drawer lateral files, coat hooks.

BC-3112

**CPIC Clerks**

(10 @ 70 sq.ft. does not incl. circ.)

700 sq.ft.

Description: 10 workstations shared by 24 employees on various shifts.

Adjacencies: adjacent to the Shift Leaders and the Police Inquiry counter.

Amenities: electrical, phone and data.

Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks. Existing furniture may be used or new, similar furniture may be selected. The existing stations have corner worksurfaces that have integrated sit-to-stand keyboards. They may be reused however the current monitors are flat screen models and are no longer limited to corner placement. Decision as to furniture type will be determined at the time of design.

BC-3113

**Correspondence Clerks**

(4 @ 70 sq.ft. does not incl. circ.)

280 sq.ft.

Description: workstations for the Correspondence Clerks.

Adjacencies: adjacent to the other CPIC employees.

Amenities: electrical, phone and data.

Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, coat hooks.

BC-3114

**Files**

1,200 sq.ft.

Description: high density filing area, divided according to the security required. Shared among CIPC, Records Compilation and Direct Voice Entry (DVE)

Adjacencies: centrally located in the Division and in close proximity to the Print/Copy/Fax/Scanner.

Amenities: flooring preparation for high density filing, ample lighting for all filing configurations throughout the day. High density filing divided into securable areas with specific closed and open cabinets per the occupants.

Accessories: high density filing system for files of the respective groups as well as the stationery storage and supplies. Allowance is included for the separation of the types of files by groups or security level. Approximately 100 lateral files, 15 steel storage cabinets and tolerance for expansion to the system

BC-3115

**Police Inquiry Stations**

(2 @ 80 sq.ft. does not incl. circ.)

160 sq.ft.

Description: secure area for Police inquiries.

Adjacencies: adjacent to the Files, CIPC Clerks and Records Compilation Clerks.

Amenities: electrical, phone and data.

Accessories: each station will include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair.

BC-3116

**Staff Sergeant, Reporting**

140 sq.ft.

Description: office for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerks.

Amenities: Phone, electrical and data.

Accessories: desk, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

**Records Compilation Unit**

BC-3117

**Supervisor of Records Compilation**

120 sq.ft.

Description: an office for the CPIC Training Coordinator. Classrooms shared with the Academy.

Adjacencies: adjacent to the Clerks and in close proximity to the Files and the Print/Copy/Fax for the Division.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3118

**Clerks**

(14 @ 70 sq.ft. does not incl. circ.)

980 sq.ft.

Description: workstations for the Clerks.

Adjacencies: adjacent to the Supervisor and in close proximity to the Files and Print/Copy/Fax for the Division.

Amenities: electrical, phone and data.

Accessories:

BC-3119

**Storage**

25 sq.ft.

Description: storage for the Records Compilation Unit.

Adjacencies: adjacent to the Clerks of the Unit.

Amenities: N/A

Accessories: 2 steel storage cabinets.

#### Direct Voice Entry (DVE) Unit

This group requires a removed, secure location for sound containment and protection. The Clerks type out written Police reports and audio recordings of Police reports and interviews. Whiteboards and Bulletin boards will be placed for view by all in the Unit.

BC-3120

##### **DVE Administrator**

120 sq.ft.

Description: an office for the DVE Administrator.

Adjacencies: adjacent to the Police Clerk and the remainder of the DVE Unit.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3121

##### **DVE Training Coordinator**

120 sq.ft.

Description: an office for the DVE Training Coordinator.

Adjacencies: adjacent to the Police Clerk and the remainder of the DVE Unit. Classrooms will be shared with the Academy.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3122

##### **DVE Shift Leaders**

140 sq.ft.

Description: a single office shared by four employees. Generally the office is occupied by one employee but on overlap times there will be two using the space.

Adjacencies: adjacent to the Clerks.

Amenities: electrical, phone and data.

Accessories: included in the room: one full station: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, guest chairs, two drawer lateral files. One short term station: double pedestal work station complete with box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. Also in the room 4 @ five drawer lateral files, coat hooks.

BC-3123

##### **DVE Operators**

(10 @ 70 sq.ft. does not incl. circ.)

700 sq.ft.

Description: 10 workstations shared by 30 employees on various shifts.

Adjacencies: adjacent to the Shift Leaders and the Police Inquiry counter.

Amenities: electrical, phone and data.

Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, three drawer lateral file that also serves as the sign-out counter, 5 drawer lateral file, coat hooks. Existing furniture may be used or new, similar furniture may be selected. The existing stations have corner worksurfaces that have integrated sit-to-stand keyboards. They may be reused however the current monitors are flat screen models and are no longer limited to corner placement. Decision as to furniture type will be determined at the time of design.



BC-3124

**Scanner Station**

50 sq.ft.

Description: shared workstation where employee scans Police notebooks and other materials as part of the record keeping of cases. As technology changes, the station may be replaced by the use of a large multi-function machine (see below).

Adjacencies: adjacent to the DVE Operators.

Amenities: electrical, phone and data.

Accessories: "L"-shaped workstation with digital scanner, 24 hour ergonomic task chair, task light.

BC-3125

**Printer/Copy/Fax**

180 sq.ft.

Description: work area for the employees of the Unit.

Adjacencies: adjacent to the DVE Operators. May replace the Scanner Station.

Amenities: counter with drawers and cupboards below and cupboards above. Electrical, phone and data.

Accessories: large multi-function machine, shredder, large capacity refuse and recycle bins, 4 steel storage cabinets for forms and supplies..

BC-3126

**Storage**

30 sq.ft.

Description: miscellaneous storage for the group.

Adjacencies: in a removed area for this Unit.

Amenities: shelving along one wall.

Accessories: N/A

BC-3127

**Outside the DVE Unit Entry**

25 sq.ft.

Description: area with secure drop off for Police notebooks.

Adjacencies: adjacent to the entry door

Amenities: large capacity secure mailbox may require customization or may utilize an evidence drop box.

Accessories:

**Arrest Processing Unit (APU)**

This group will be removed from the remainder of the Division and will be located with the detainee interview and holding areas, a secure space in the centre of the floor, surrounded by the Detectives of other Divisions. The APU is a secure area comprised of Holding Rooms, Interview Rooms and the support areas for the detainees and the employees who monitor and process the detainees. Within this secure area will also be an ICA photo and fingerprint room and 6 Consultation Rooms.

The APU monitors those in holding and escorts detainees to Interview Rooms and any Identification activities. Further, those detainees proceeding into the Court system and on to the Provincial Remand Centre, will be processed in the Booking Room, through a video link to a judge prior to transfer to the Remand Centre.

Detectives of each Division require access to the detainees, often repeatedly, for interviews. They will use the Interview Rooms closest to their respective work areas but the rooms are generally not specifically dedicated to any group. Banks of ten gun lockers will be in the respective Divisions at their entries to the APU.

As a detainee enters the facility, they are brought from the garage Sally Port and taken to the Arrest Processing Unit on another floor. By accreditation rules, and for the safety of all concerned, the officers must disarm before retrieve a detainee from the cruiser in the Sally Port or entering closed environments with a detainee. Once disarmed, the officers take the detainee to the Search Areas where the personal effects of the detainee are taken and recorded for safe keeping until release or transfer to another jurisdiction. The detainee and their recorded personal effects are then taken by the sole purpose elevator to the APU. APU employees then take control of the detainee and the personal effects with the detainee then moved to a Holding Room and their personal effects moved to the personal effects locker immediately outside the respective Holding Room. Once the transfer is complete, the arresting officers will return to retrieve their guns from the lockers in the Sally Port and to move the cruiser from the Sally Port.

Direct elevator access from the secure Sally Port in the Garage will serve only these two areas.

Detainees' photos, DNA and fingerprinting will be carried out by Division 42 Forensics employees in a room located within the Arrest Processing Unit. Refer to BC-4263.

Within the corridors of the Holding and Interview room, phones with receivers on long cords will be made available to the detainees.

#### BC-3128

##### **Sergeant**

120 sq.ft.

Description: an office for the Sergeant of Arrest Processing Unit.

Adjacencies: adjacent to the Patrol Sergeants and in close proximity to the Constables.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

#### BC-3129

##### **Patrol Sergeants**

125 sq.ft.

Description: one office shared by four Sergeants on separate shifts. On overlap times, the office will be shared by two officers.

Adjacencies: adjacent to the Sergeants and the Constables.

Amenities: Phone, electrical and data at each station.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, one end of the worksurfaces will allow another officer to work during overlap times, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

#### BC-3130

##### **Constables**

(12 @ 70 sq.ft. does not incl. circ.)

840 sq.ft.

Description: workstations for 12 Constables.

Adjacencies: adjacent to the Service Counter and the Patrol Sergeants.

Amenities: electrical, phone and data.

Accessories: each station to include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks.

#### BC-3131

##### **Service Counter**

200 sq.ft.

Description: work counter where 2 Constables receive Detainees.

Adjacencies: adjacent to the entrance to the space via secure elevator. Elevator "vestibule" will be secure so that the held person cannot proceed past that point, in the event that they escape from the Police escort.

Amenities: built-in intake counter and work credenza, bulletin and whiteboards, attendance whiteboards and check table and various cabinets for specialty storage e.g. Keys, first aid, etc. Behind the counter will be 42" high filing cabinets and storage cupboards with counter surface, mail slots. Additional to the space will be storage cupboard for property bags for possessions of the detainees.

Accessories: N/A

#### BC-3132

##### **Secure Elevator**

54 sq.ft.

Description: secure, dedicated elevator travelling between the Sally Port and the Arrest Processing Unit

Adjacencies: enter/exit at the Sally Port and the entry to the Arrest Processing Unit.

Amenities: elevator with interior finishes and hardware ensuring the safety of the Police and the detainees, camera monitoring, panic button.

Accessories: N/A

BC-3133

**Gun lockers and Unloading Station** (2 @ 50 sq.ft.) 100 sq.ft.  
(one at the Sallyport level and one set at the APU level)  
Description: gun unloading and lockers.  
Adjacencies: adjacent to the entry to the space.  
Amenities: three 6 tier gun lockers, floor mounted gun unloading station.  
Accessories: N/A

BC-3134

**Sally Port (within Garage)** 2,500 sq.ft.  
Description: secure space for picking-up and/or drop off detainees and for transport to/from the Arresting Processing Unit. Includes parking for 2 APU vans and 4 cruisers.  
Adjacencies: in the garage space adjacent to the secure entry ramp and the Detainee Search Areas.  
Amenities: secure cage with secure overhead cage door, alarms, ample lighting, camera, strobe lights, elevator access to the Arrest Processing Unit, 4 integrated or built-in gun lockers for the officers to remove guns prior to removing detainees from the vehicle, gun unloading station.  
Accessories: no obstructions that could be hazardous to a detainee or an employee.

BC-3135

**Personal Search Alcoves** 2 x (4 @ 100 sq.ft. does not incl. circ.) 800 sq.ft.  
(one set of 4 on the garage level and one set of 4 on the APU level)  
Description: a semi-private space for the searching of the detainee and the cataloguing of the retrieved items on the provided counter. On occasion a strip search may be necessary and a privacy curtain will be drawn. There is a requirement to duplicate this space on the garage level and the Arrest Processing level.  
Adjacencies: in the garage space, adjacent to the Sally Port and the gun lockers and a duplicate space adjacent to the secure elevator on the Arrest Processing Level.  
Amenities: each alcove to include: three recessed shackle ports set a different heights to handcuff the detainee, stainless steel counter with rounded edges, approximately 18" x 48" set at 36" above finished floor, clear of any visible protrusions or mounting mechanisms, privacy drape on a concealed track and vertical "closet" so the drape cannot be a source of weapon or injury. Drape will be shorter than to the floor. Intercom to the Shift Supervisor. Cameras. Hose bib and floor drains for cleaning of the alcoves, exaggerated drainage, ensure a safe footing by use of anti-slip floor  
Accessories: N/A

BC-3136

**Print/Copy/Fax** 200 sq.ft.  
Description: work area for the employees of the Unit.  
Adjacencies: adjacent to the Service Counter.  
Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment  
Accessories: large multifunction machines (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, 4 steel storage cupboards for stationery supplies.

BC-3137

**Emergency Eye Wash** 25 sq.ft.  
Description: emergency eye wash station  
Adjacencies: adjacent to the detainee washroom for water supply.  
Amenities: pre-manufactured eyewash station.  
Accessories: N/A

At the time of printing these rooms are required as to room types however the numbers of each type is under review

**Holding Rooms** (does not include circulation) 2,200 sq.ft.

Description: secure and sound isolated detainee holding rooms:

**Room Type "A"** (25 @ 7' x 8' sq.ft) = 1,400 sq.ft.

Amenities: each room will include: on the "back" wall a poured concrete bench with recessed tie-down hooks incorporated. Concrete block walls with epoxy or similar coating applied after installation to minimize vandalism to the walls, epoxy coated concrete floor. Vandal-proof floor drain.

**Room Type "B"** (15 @ 8' x 10' sq.ft.) = 800 sq.ft.

Accessories: each room will include: 4' sturdy table with stainless steel top, with protected edges, bolted to the floor, two seats bolted to the floor, on opposite sides of the table, concrete block walls with epoxy or similar coating applied after installation to minimize vandalism to the walls, epoxy coated concrete floor, floor drain with vandal-proof cover.

Adjacencies: adjacent to the Interview Rooms and the Detainee Washrooms.

Amenities: Adjustable signage on the outside of each door will indicate age and gender of the occupants, for the separation of the various groups of detainees. Refer to each room type for interiors. All walls to extend to the under-side of the structure. All ceiling heights to be 13' minimum. Accessories for all include: "piped in"/recorded music (Muzak or similar) with controls outside each room. All Holding Rooms will have "live" feed cameras for monitoring. Four Holding Rooms (scattered throughout) will have hidden cameras and microphones for recording. All Holding Rooms to have outward swinging doors. Location of the various rooms may be linear or may radiate around the a/v recording rooms. Mechanical system that can be controlled for each room, outside said room. Locks and down-facing finger pull plates. Hinges on doors to all Holding Rooms to have "ball catch" tapered security hinges (Stanley "CB" hinges were used in the Public Safety Building). Viewing window on doors with sliding door. Sound seal on doors. The viewing windows on walls if applicable, will require shielding for privacy. In concept, windows with mini blinds between the panes may be an appropriate solution if the required glass thicknesses can be incorporated. Any glazed elements will be double paned with the detainee side of the glazing to have Lexan and the exterior pane to be GWG or other "detention" glass of an appropriate thickness for the size of the opening, allowing the replacement of the inner layer as required. Convex mirrors as required in the corridors to aid in security. Small closet for cleaning equipment such as mop and pail, may incorporate a slop sink. Hose bib(s) in the halls between the Holding and Interview Rooms for cleaning. Ensure the lighting in all rooms and the corridors is sufficient for the video recording of the activities without glaring the faces of the occupants, switching outside each room. Pre-action sprinkler heads in each Holding or Interview Room with shut-offs outside each room. Sprinklers for the Holding and Interview Room areas to be on separated "loop" with shut-off valves for the cluster. Smoke detectors in the ducts to minimize tampering. Baffles in ducts to minimize noise between rooms. Kick bar panic alarms in corridor, monitored by the Patrol Sergeants. Ceiling perforated metal panels with insulation above to limit noise transmission between rooms. Metal ceiling panels may also require plywood backing to reduce damage as well as to prevent escape. In all cases, furnishings, fittings, hardware etc. shall be selected from products made specifically for prisons. Vandal-proof floor drains and covers. Drain size to take 58 gal./min from broken sprinkler heads as required. Floor drains are required throughout the APU area but the designer will discuss in detail, with the clients, the placement of multiple drains to ensure the drains are not vandalized and adequately serve the area required. Sloped floors in each holding room will ensure the drainage occurs outside each room. Designer will note that the door sound seal on the floor will impede the drainage operation resulting in a slipping hazard for the officers. The design will require thorough investigation to determine the best compromise. A variety of wall finishes have been tested now with the suggested finish being painted epoxy coated concrete block that can be re-coated as required.

Accessories: see specifics above.

BC-3139

**Detainee Property Lockers**

160 sq.ft.

Description: 40 @ 12" x 24" lockers for detainees' personal property held secure while the detainee is held in custody. Keys and paperwork will travel with the detainee to the APU. It may be necessary to duplicate a portion of this room in the APU for detainees that do not arrive via the Sally Port.

Adjacencies: adjacent to the Sally Port, Gun Lockers and Unloading Station, and the Search Rooms.

Amenities: 40 keyed lockers, storage cupboard for documentation forms, supplies and "evidence" bags, suit bags, etc., shelf to perform documentation.

Accessories: N/A

BC-3140

**Seized Clothing**

(2 @ 84 sq.ft.)

168 sq.ft.

Description: two rooms where detainees will be required to be photographed and their clothing seized. The detainee is given a Tyvec suit. Room size to be 7' x 14', to accommodate camera distances.

Adjacencies: adjacent to the ICA rooms and the Personal Search Alcoves.

Amenities: ample adjustable lighting for photography, lockable closet for the storage of supplies such as plastic bags and Tyvec suits. Closet may be shared between the rooms and/or may be accessed from the corridor and shared with the Personal Search Alcoves, as the design permits.

Accessories: N/A

BC-3141

**Video Recording Interview Rooms (32 @ 64 sq.ft. does not incl. circ.)**

2,048 sq.ft.

Description: secure and sound isolated rooms for video recording interviews. It is critical to control sound progression into and between rooms.

At the time of printing, the children's service areas are being considered to be relocated off-site and shared with the Province. For the purposes of this Program, the Family Room will be provided within Division 41, with access off of the main corridor. The 3 associated interview rooms and 1 monitoring room for children and victims will be across the hall, accessed off the main corridor. In the event that these activities move off-site, the Family Room will become a common meeting room, shared by all and the access points to the children's interview rooms and monitoring room will be relocated to the "back" of those rooms, off of the secure corridor inside the Arrest Processing areas.

Adjacencies: within the APU secure areas. These rooms will be evenly dispersed within and will be easily accessible to the Divisions.

Amenities: 2 concealed wall or ceiling mounted video recording heads, wall or ceiling mounted microphone, designer will consult with Police representatives for equipment specifications and placement of the equipment. "Sound Systems" acoustical wall covering (or similar), electrical for equipment above suspended ceiling, plywood above acoustical ceiling, audio/video recording equipment outside room. Fluorescent lighting and incandescent lights on dimmer controlled outside room. The flooring in the room is required to be durable and easily maintained given the high degree of wear that can be expected. Sound reflection is a problem during the recording in the interview rooms. Ceiling space must be secured to ensure the suspended ceiling system used to assist in the recording process does not allow the escape of detainees. Consideration will be given to acoustical materials and/or perforated metal panels. Sprinkler heads will be vandal proof. Suggested flooring is Lees Neofloor or similar. Other flooring may include: sheet vinyl with some sound considerations. Walls may be clad in sound absorbing materials above the 9' height. Below 9', textured concrete may be used or wall fabrics in the rooms where the detainees are not left unattended. To minimize noise and distractions outside these rooms, a strobe light outside each of these rooms to indicate an interview in progress. For the children/victim Interview Rooms, strobe lights will be used in the corridor.

Accessories: each room will include: 18" x 24" wheeled table, wheeled chair for the interviewer, straight, non-wheeled chair for the detainee.

BC-3142

**Consultation Rooms** (6 @ 110 sq.ft. does not incl. circ.) 660 sq.ft.  
Description: witness/victim interview rooms.  
Adjacencies: these rooms will be within the secure areas of APU but isolated from all other areas. Those attending these rooms will be escorted from the main floor. The results of the interview may allow the individual to be escorted to the exterior or may require that they are detained further in the Holding Rooms.  
Amenities: lighting, cameras and microphones. Finishes will present a gentler, home-like atmosphere. Standard operating doors.  
Accessories: meeting table and two chairs, coat closet.

BC-3143

**Video Interview Monitoring** 600 sq.ft.  
Description: estimated 11 secure rooms each capable of monitoring 3 Interview Rooms. Within each room: three work stations where two employees may watch/observe recorded interviews.  
Adjacencies: in close proximity to the Interview Rooms.  
Amenities: sound control to limit sound migration out of the room but also within the room to allow multiple teams to work within the space. Electrical for all equipment, phone and data. Wiring at desk height to allow ease of access as required. Verify the exact placement of the specific equipment that will be used. Adjustable lighting over each station controlled in that station via remote control, and ample HVAC to accommodate multiple machines and people in the space at one time. Cameras and microphones in the Interview Rooms are fed to these recording locations and the recording equipment will be in the Video Equipment Server Room.  
Recording of the security cameras for other areas such as the exterior and in the building general, will be on a separate system  
Accessories: 33 workstations total. Within each of the 11 rooms: each workstation will be somewhat divided from the others to allow concentration and reduce noise from one observation station to the other. Each workstation with: straight-line workstation with sound absorptive panels, box, box, file pedestal, multiple head monitor arm, overhead shelf for several recorders, two 24 hour task chairs, Also in each room, two lockable steel storage cupboards for supplies and DVD and tape storage,

BC-3144

**Video Equipment Server Room** 240 sq.ft.  
Description: secure room for the various equipment serving the camera equipment for all Holding and all Interview Rooms as well as the recording equipment in all Interview Rooms and Bail/Hearing Room.  
Adjacencies: in a removed area in the APU secure areas.  
Amenities: shelving, pre-manufactured work counter with drawers below and shelves above similar to TAB tech lab equipment. Electrical and data.  
Accessories: N/A

BC-3145

**Breathalyser** (2 @ 8' x 10') 160 sq.ft.  
Description: breath testing and interview rooms.  
Adjacencies: ideally close to the entry and to the Detainee Washrooms.  
Amenities: solid single bench with connected stainless steel table, lockable closet, and electrical outlet for equipment. Epoxy coated concrete floor with exaggerated drainage to a central vandal-proof floor drain.  
Accessories: N/A

BC-3146

**Detainee Washrooms** (3 @ 40 sq.ft. does not incl. circ.) 120 sq.ft.  
Description: handicapped, secure washroom facilities. Flushing mechanisms on the exterior of the rooms.  
Adjacencies: adjacent to the Interview Rooms.  
Amenities: security fixtures complete with toilets, lavatories, drinking fountain, and mirrors similar to Bradley combination units. Grab bars, liquid soap dispensers, paper towel dispensers and waste receptacle. In the selection of the materials and the products used in these spaces, the designer must be cognizant that detainees may hide elements, vandalize and/or develop a strategy to harm themselves or the officer serving them.  
Accessories: N/A

BC-3147

**Maintenance Closet** 15 sq.ft.  
Description: secure room for immediate access to clean up Interview and Holding areas.  
Adjacencies: in the APU to serve all Holding and Interview Rooms. It may be necessary to duplicate the space.  
Amenities: shelves, mop sink with plumbing and hose bib, wall hooks for tools, light and exhaust fan in the room.  
Accessories: N/A

BC-3148

**Chair Closet** (2 x@100 sq.ft.) 200 sq.ft.  
Description: storage of interview chairs not in use.  
Adjacencies: in the APU readily accessible to any officer attending to the Holding and/or the Interview Rooms.  
Amenities: N/A  
Accessories: approximately 60 wheeled, 24 hour stacking chairs, loose and on the floor.

BC-3149

**Storage Closet** 25 sq.ft.  
Description: secure closet for the storage of various clean supplies and products such as blankets and Tyvek suits.  
Adjacencies: adjacent to the Maintenance Closet in the APU.  
Amenities: shelves.  
Accessories: N/A

BC-3150

**Booking/Bail Hearing Room** 120 sq.ft.  
Description: room for the video court where employee escorts a detainee who sits in view of a camera video link to the Provincial court judges for bail or booking.  
Adjacencies: adjacent to the APU Service Counter and in close proximity to the Video Equipment Server Room.  
Amenities: fixed bench or chair at the preset distance to the camera, camera, microphone, recording equipment securely stored in cabinet, work counter with drawers below for pens, forms and supplies, etc.  
Accessories: N/A

BC-3151

**Coffee Stand** 150 sq.ft.  
Description: APU Coffee room where employees get coffee or prepare meals.  
Adjacencies: in close proximity to the APU Service Counter but enclosed to limit noise transmission.  
Amenities: kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: microwave, coffee maker, toaster, kettle and refrigerators. Tables and seating for 6.

#### Central Reading, Central Reporting and Court Units

These Units are associated with the Arrest Processing Unit however the space in the APU is limited and will necessitate these Units be placed outside the APU main area.

#### Central Reading and Reporting

BC-3152

**Sergeant** 120 sq.ft.  
Description: an office for the Sergeant of Central Reading and Reporting Unit.  
Adjacencies: adjacent to the Patrol Sergeants and in close proximity to the Constables.  
Amenities: Phone, electrical and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-3153

**Patrol Sergeants** (4 @ 110 sq.ft. does not incl. circ.) 440 sq.ft.  
Description: 4 offices for the Patrol Sergeants.  
Adjacencies: adjacent to the Sergeants and the Constables.  
Amenities: Phone, electrical and data at each station.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-3154

**Central Reading Constables** (12 @ 70 sq.ft. does not incl. circ.) 840 sq.ft.  
Description: workstations for 12 Constables shared by 18 Constables.  
Adjacencies: adjacent to the Sergeant and the Patrol Sergeants.  
Amenities: electrical, phone and data.  
Accessories: each station will include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-3155

**Files** 45 sq.ft.  
Description: open file area within the Unit.  
Adjacencies: adjacent to the Constables.  
Amenities: N/A  
Accessories: 6 five drawer lateral files.

BC-3156

**Central Reporting Constables** (6 @ 70 sq.ft. does not incl. circ.) 420 sq.ft.  
Description: workstations for 6 Constables shared by 14 Constables.  
Adjacencies: adjacent to the Sergeant and the Patrol Sergeants.  
Amenities: electrical, phone and data.  
Accessories: each station will include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-3157

**Files/Stationery/Supplies** 60 sq.ft.  
Description: files and stationery supplies for the Unit, may be blended with the Central Reading Files.  
Adjacencies: adjacent to the Central Reading Files and the Print/Copy/Fax for the combined Units.  
Amenities: N/A  
Accessories: 4 @ 5 drawer lateral files and 2 steel storage cupboards.



BC-3158

**Print/Copy/Fax**

150 sq.ft.

Description: work area for the employees of the Unit.  
Adjacencies: centrally located within the Central Reading and Reporting and the Court Units.  
Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment.  
Accessories: large multifunction machines (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, 4 steel storage cupboards for stationery supplies.

Court Unit

BC-3159

**Senior Clerk**

110 sq.ft.

Description: secure office for the Senior Clerk.  
Adjacencies: in close proximity to the other employees of the Court Unit  
Amenities: Phone, electrical and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 5 drawer lateral file, coat hooks.

BC-3160

**Clerks**

(12 @ 70 sq.ft. does not incl. circ.)

840 sq.ft.

Description: workstations for the Clerks.  
Adjacencies: adjacent to the Senior Clerk.  
Amenities: electrical, phone and data.  
Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, printer, coat hooks.

BC-3161

**Officer Conduct Clerks** (3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: three cubicles each with a sliding barn door. At the time of printing, there have been discussions around relocating this function under the Executive Division, Professional Standards Unit. At the time of design and construction, the designer will verify the decision.  
Adjacencies: in a removed area of the Court Unit.  
Amenities: electrical, phone and data at each station.  
Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks.

BC-3162

**Files and Supplies**

160 sq.ft.

Description: files for the Court Unit.  
Adjacencies: adjacent to the Clerks and in close proximity to the Shared Print/Copy/Fax. May be blended with the Library.  
Amenities: N/A  
Accessories: 12 – 16 five drawer lateral files and 2 – 4 steel storage cabinets.

BC-3163

**Library**

50 sq.ft.

Description: library of regulations texts.  
Adjacencies: adjacent to the Clerks.  
Amenities: N/A.  
Accessories: 3 sections shelving.

BC-3164

**Storage**

25 sq.ft.

Description: closet for general storage for the Court Unit.  
Adjacencies: in a removed area of the Unit.  
Amenities: N/A  
Accessories: shelving.

BC-3165

**Lunch or Coffee Stand**

160 sq.ft.

Description: Coffee room for the Central Reading and Reporting and Court Units.  
Adjacencies: within the Unit, in close proximity to the APU Service Counter but enclosed to limit noise transmission.  
Amenities: kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: microwave, coffee maker, toaster, kettle and refrigerators. Table and seating for 6.

## **Division 32**

Personnel management and training

### Administration

BC-3201 Inspector

BC-3202 Staff Sergeant

### Research and Development

BC-3203 Sergeant

BC-3204 Divisional Clerk

BC-3205 Files

BC-3206 Storage

### Strategic Initiatives Unit

BC-3207 Sergeant

BC-3208 Patrol Sergeants

BC-3209 Constable

BC-3210 Files

### Audit Unit

BC-3211 Constables

BC-3212 Files

### Accreditation Unit

BC-3213 Patrol Sergeant

BC-3214 Clerk

BC-3215 Files

### Research and Development Unit

BC-3216 Analysts

BC-3217 Storage

### Shared Components for Smaller Units of Division 32

BC-3218 Print/Copy/Fax

BC-3219 Lunch/Coffee Stand

BC-3220 Storage

### Training Unit

### Training, Administration

BC-3221 Inspector

BC-3222 Staff Sergeant

BC-3223 Sergeants

BC-3224 Training Administrator

BC-3225 Training Unit Clerk

BC-3226 Waiting

BC-3227 Print/Copy/Fax

BC-3228 Files

BC-3229 Stationery Supplies

BC-3230 Trainers

BC-3231 Common Work Space

BC-3232 Audio/Visual Production Studio

### Physical Fitness

BC-3233 Coordinator

BC-3234 Instructor

BC-3235 Student Instructor

BC-3236 Clerk

BC-3237 Files

BC-3238 Stationery Supplies

BC-3239 Waiting

BC-3240 Library

BC-3241 Study Carrels

BC-3242 Appraisals

BC-3243 Repair

BC-3244 Repair Storage

BC-3245 Gymnasium (includes POPAT)

BC-3246 Fitness Gym

BC-3247 Boxing Ring

BC-3248 Combat Mat Room

BC-3249 Combat Storage

BC-3250 Shoe Bench  
BC-3251 Physical Classroom  
BC-3252 Defibrillator Station  
BC-3253 Vending Machines  
Classrooms  
BC-3254 Super Room  
BC-3255 Multi-purpose Rooms  
BC-3256 Standard Rooms  
BC-3257 Mock Interview/Holding  
BC-3258 Communications Centre Training  
BC-3259 Break-out Rooms  
BC-3260 Classroom Storage  
BC-3261 Secure Storage  
BC-3262 Mock-up Scenario Rooms  
Range and Armoury  
BC-3263 Classroom  
BC-3264 Visiting Instructors' Office  
BC-3265 Photocopier Area  
BC-3266 Supervisor and Armourer  
BC-3267 Coffee Stand  
BC-3268 Library  
BC-3269 Storage  
BC-3270 Guest Lockers  
BC-3271 Guest Shower  
BC-3272 First Aid  
BC-3273 Target Preparation  
BC-3274 Gun Lockers  
BC-3275 Gun Cleaning Room  
BC-3276 Armoury Workshop  
BC-3277 Magazine  
BC-3278 Weapons Vault  
BC-3279 Equipment Storage  
BC-3280 Buffer Vestibule  
BC-3281 Shooting Range  
BC-3282 Instructors' Booth  
BC-3283 Observation Deck  
BC-3284 Trap/Backstop  
Museum  
BC-3285 Museum

## Division 32

Amalgamating the currently dispersed groups will help administratively and will realize some efficiencies

### Administration

BC-3201

#### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant, Sergeant and Divisional Clerk and in close proximity to the small Units of Division 32: Strategic Initiatives, Audit, Accreditation and Research and Development.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 @ 2 drawer lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC-3202

#### **Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerks.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

### Research and Development

BC-3203

#### **Sergeant**

120 sq.ft.

Description: an office for the Sergeant of Research and Development.

Adjacencies: adjacent to the work areas of the Clerks.

Amenities: Phone, electrical and data.

Accessories: an "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 5 @ four drawer vertical filing cabinets.

BC-3204

#### **Divisional Clerk**

110 sq.ft.

Description: secure office for the Divisional Clerk.

Adjacencies: in close proximity to the other employees of the Research and Development and Strategic Initiatives Units.

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with work surfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 5 drawer lateral file, coat hooks.

BC-3205

#### **Files**

125 sq.ft.

Description: files for the Unit.

Adjacencies: adjacent to the Divisional Clerk.

Amenities: N/A

Accessories: 12 five drawer lateral files.

BC-3206

#### **Storage**

100 sq.ft.

Description: secure room for storage of miscellaneous items.

Adjacencies: in a removed area of the Unit or may be in an area to group all storage rooms.

Amenities: maximum amount of shelving to line all walls.

Accessories: N/A

Strategic Initiatives Unit

BC-3207

**Sergeant**

120 sq.ft.

Description: an office for the Sergeant.

Adjacencies: adjacent to the other employees of the Unit.

Amenities: Phone, electrical and data.

Accessories: an "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 5 @ four drawer vertical filing cabinets.

BC-3208

**Patrol Sergeants**

110 sq.ft.

Description: office for the Patrol Sergeant.

Adjacencies: adjacent to the Sergeant and the Constables.

Amenities: Phone, electrical and data at each station.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-3209

**Constable**

70 sq.ft.

Description: workstations for the Constable.

Adjacencies: adjacent to the Sergeant and the Patrol Sergeants.

Amenities: electrical, phone and data.

Accessories: each station will include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-3210

**Files**

45 sq.ft.

Description: area for the files for the Unit.

Adjacencies: adjacent to the Constables.

Amenities: N/A

Accessories: 6 @ five drawer laterals.

Audit Unit

BC-3211

**Constables**

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: workstations for the Constables.

Adjacencies: adjacent to the Files and in close proximity to the members of the Accreditation Unit.

Amenities: electrical, phone and data.

Accessories: each station will include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-3212

**Files**

45 sq.ft.

Description: area for the files for the Unit.

Adjacencies: adjacent to the Constables.

Amenities: N/A

Accessories: 6 @ five drawer laterals.

## Accreditation Unit

BC3213

### **Patrol Sergeant**

110 sq.ft.

Description: office for the Patrol Sergeant.

Adjacencies: adjacent to the Clerk and in close proximity to the Audit Unit.

Amenities: Phone, electrical and data at each station.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-3214

### **Clerk**

70 sq.ft.

Description: workstation for the Clerk.

Adjacencies: adjacent to the Patrol Sergeant.

Amenities: electrical, phone and data.

Accessories: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks.

BC-3215

### **Files**

100 sq.ft.

Description: open area for files.

Adjacencies: adjacent to the clerk but accessible to all of the Accreditation Unit.

Amenities: N/A

Accessories: existing: 2 vertical cabinets (4 drawers each), 6 lateral cabinets (4 drawers each), 2 lateral cabinets (2 drawers each). Allow 10 lateral filing cabinets, in total.

## Research and Development Unit

BC-3216

### **Analysts**

(8 @ 110 sq.ft. does not incl. circ.)

880 sq.ft.

Description: offices for the Analysts.

Adjacencies: adjacent to the storage

Amenities: electrical, phone and data.

Accessories: each office to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks

BC-3217

### **Storage**

100 sq.ft.

Description: secure room for storage of miscellaneous items.

Adjacencies: in a removed area of the Unit or may be in an area to group all storage rooms.

Amenities: maximum amount of shelving to line all walls.

Accessories: N/A

## Shared Components for the Smaller Units of Division 32

BC-3218

### **Print/Copy/Fax**

150 sq.ft.

Description: work area for the employees of the Unit.

Adjacencies: centrally located within the Central Reading and Reporting and the Court Units.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment.

Accessories: large multifunction machines (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, 4 steel storage cupboards for stationery supplies.

BC-3219

**Lunch or Coffee Stand**

160 sq.ft.

Description: Coffee room for the smaller Units of the Division.  
Adjacencies: in close proximity to the smaller Units of the Division.  
Amenities: kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: microwave, coffee maker, toaster, kettle and refrigerator. Table and seating for 6.

BC-3220

**Storage**

100 sq.ft.

Description: secure room for storage of miscellaneous items.  
Adjacencies: in a removed area of the Unit or may be in an area to group all storage rooms.  
Amenities: maximum amount of shelving to line all walls.  
Accessories: N/A

**Training Unit**

The Training Unit is comprised of Classrooms, Mock-up Rooms, Audio/Visual Studio, Physical Fitness Testing and Training as well as the Shooting Range and Armoury. Some of the components generate significant noise and possibly vibration; some of the spaces require there be no sound or vibration affecting their spaces. It may be necessary to separate some aspects of the Division. The Armoury and the Range are to be an addition on the roof of the existing building. In addition, the design will consider the noise and vibration generated by the Training Unit. The Executive will not appreciate the noise and vibration and the recordings done in the Interview Rooms in the Arrest Processing Unit will be deemed inadmissible in court if the recordings are in any way corrupted by noise and or vibration. Placement of these spaces in relation to each other is critical.

Administration

BC-3221

**Inspector**

160 sq.ft.

Description: office for the Inspector.  
Adjacencies: adjacent to the Staff Sergeant, Sergeant and Divisional Clerk and in close proximity to the small Units of Division 32:Strategic Initiatives, Audit, Accreditation and Research and Development.  
Amenities: Phone, electrical and data.  
Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3@ 2 drawer lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC3222

**Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.  
Adjacencies: adjacent to the Sergeants, Acting Administrator and the Clerk.  
Amenities: Phone, electrical and data.  
Accessories: "U"-shaped desk, credenza and bridge, overhead shelves and hutches, under-shelf lights, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 two drawer lateral filing cabinets.

BC-3223

**Sergeants**

(2 @ 120 sq.ft. does not incl. circ.)

240 sq.ft.

Description: offices for the Sergeants.  
Adjacencies: adjacent to the work areas of the Clerks.  
Amenities: Phone, electrical and data.  
Accessories: each office to include: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.



BC-3224

**Training Administrator**

110 sq.ft.

Description: office for the Administrator.

Adjacencies: adjacent to the Files, the Training Unit Clerk others in the Training Unit Administration.

Amenities: Electrical, phone and data.

Accessories: "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, four drawer lateral filing cabinets.

BC-3225

**Training Unit Clerk**

100 sq.ft.

Description: workstation for the Clerk. This position also serves as the Receptionist for the Unit. A portion of the space allows other employees to attend the counter for inquiries. This position is also responsible for the administrative files, to attend to supplies and the maintenance of the photocopy, print and fax machines.

Adjacencies: adjacent to the entry to the Unit, the Training Administrator and the Print/Copy/Fax. Access to the Print/Copy/Fax will not be via the Training Unit Clerk's workspace.

Amenities: Electrical, phone and data.

Accessories: "U"-shaped desk with transaction counter/gate that extends beyond the desk to allow a standing employee to attend to inquiries from the adjacent Waiting area. Desk portion to include, box, box, file and file, file pedestals, overhead storage, task lights, tack boards, accessory rail, keyboard tray and arm, monitor arm, ergonomic task chair.

BC-3226

**Waiting**

72 sq.ft.

Description: waiting area for visitors.

Adjacencies: adjacent to the entry and the Training Unit Clerk.

Amenities: electrical.

Accessories: four lounge chairs and end tables.

BC-3227

**Print/Copy/Fax**

300 sq.ft.

Description: work area for the employees of the Unit. This is a high activity space with large projects and multiple employees working at the same time.

Adjacencies: adjacent to Training Unit Clerk who monitors and maintains the machine(s) and supplies and readily accessible to the other employees. Access by the other employees will not be via the Training Unit Clerk's workspace.

Amenities: Phone, electrical and data. Double sided work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: 2 large multifunction machines (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins.

BC 3228

**Files**

100 sq.ft.

Description: secure files.

Adjacencies: adjacent to the Training Unit Clerk. May be part of the Print/Copy/Fax space and the Stationery Supplies.

Amenities: N/A

Accessories: 10 secure, five drawer lateral filing cabinets.

BC-3229

**Stationery Supplies**

110 sq.ft.

Description: space for stationery products and printed materials.

Adjacencies: adjacent to the Training Clerk. May be part of the Print/Copy/Fax space and Files.

Amenities: N/A

Accessories: 4 sections of shelving and 4 steel storage cabinets.

BC-3230

**Trainers** (28 @ 90 sq.ft.) 2,520 sq.ft.  
Description: secure area for workstations for 28 trainers: Training Unit (9 Instructors, 1 Communications Centre Training Coordinator), Officer Safety Section (1 Patrol Sergeant, 3 Constables), Firearm Training Section, on the Range level (1 Patrol Sergeant, 6 Constables) and Police Vehicle Operations Section (1 Patrol Sergeant, 3 Constables) and 2 WPS visiting Instructors.  
Adjacencies: ready access to the Administrative portions of the Unit and the Classrooms.  
Amenities: electrical, phone and data  
Accessories: each workstation to include: cubicles with lockable doors, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. The occupants may choose to have the cubicles configured to form teams such as a single door to two cubicles or other configurations; to be verified at time of design. Cubicles to be 7' high with lockable swing doors.

BC-3231

**Common Work Space** 350 sq.ft.  
Description: common open meeting area.  
Adjacencies: adjacent and readily accessible to all the Trainers.  
Amenities: electrical, whiteboards with map rails.  
Accessories: table and seating for 10, 3 @ 42" high book cases.

BC-3232

**Audio/Visual Production Section** total area approx. 1,500 sq.ft.  
A single secure space. Subdivide accordingly: Workstations, Audio/Visual Studio, Editing Desk, Props and Equipment Closet, Changing Room and Waiting/Observing space. The entire space will be in a quiet, removed area of the facility to ensure clear recordings; safe from sound, light and vibration. Multiple types and controlled lighting will be in the spaces. See below.

Entrance/Waiting/Observing 86 sq.ft.  
Description: entry, coats and seating and end tables for three. Employees and/or actors may wait and observe productions.  
Adjacencies: at the entry to the space.  
Amenities: coat closets.  
Accessories: 3 chairs, 2 end tables.

Workstations (3@ 70 sq.ft. does not incl. circ.) 210 sq.ft.  
Description: workstations for the Technicians  
Adjacencies: workstations together within the space.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

Audio/Visual Studio 500 sq.ft.  
Description: open area.  
Adjacencies: adjacent to the Editing area, Change Room and the Props and Equipment Room.  
Amenities: multiple types of lighting on several controls, ample power outlets throughout the space and at ceiling height, mid wall and at base of wall, sound baffling such as that of Quiet Room Products.  
Accessories: ceiling mounted bars and rails for lighting, freestanding lighting, backdrop panels, various equipment

Props and Equipment Closet 200 sq.ft.  
Description: Closet for a variety of equipment, backdrops and supplies, clothes and paraphernalia.  
Adjacencies: adjacent to the Audio/Visual Studio.  
Amenities: 3' deep shelving on wall and shelving to line other walls.  
Accessories: N/A

**Change Room**

120 sq.ft.

**Description:** 3 change stalls at 5' x 8'.**Adjacencies:** adjacent to the Audio/Visual Studio.**Amenities:** each stall to include: toilet partitioning and door to suit, wood slat bench at one end, shelves and hooks along one wall.**Accessories:** N/A**Editing Desk**

200 sq.ft.

**Description:** two station work area with shared console and worksurfaces.**Adjacencies:** adjacent to the Audio/Visual Studio and the Workstations and in close proximity to the Props and Equipment Closet.**Amenities:** Activity specific custom console and workstation such as provided by Sound Construction and Supply. Sound baffling such as that of Quiet Room Products. Electrical, data to suit the equipment and additional electrical for portable equipment that may be used, multiple types of lighting on several controls.**Accessories:** two 24 hour chairs, task lights, accessory rails as required, carts for equipment.**Physical Fitness**

The Physical Fitness areas include a gymnasium as well as testing facilities and fitness maintenance. Some physical fitness activities directly relate to Police activities such as Mat Room activities where Trainees may learn to deal with street fighting and other real-life encounters.

The designer will plan for a future running track on the roof.

There is a clerk and instructors in this unit and to avoid working alone environments, it is advisable that these space be located with the Trainers and the Divisional Clerk. This also allows the sharing of the Print/Copy/Fax facilities.

BC-3233

**Coordinator**

140 sq.ft.

**Description:** office for the Coordinator.**Adjacencies:** adjacent to the Instructor and in close**Amenities:** Electrical, phone, data.**Accessories:** "U"-shaped desk, credenza and bridge, overhead shelves and hutches, under-shelf lights, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 two drawer lateral filing cabinets.

BC-3234

**Instructor**

90 sq.ft.

**Description:** workstation for the Instructor.**Adjacencies:** adjacent to the Clerk and the Student Instructor and in close proximity to the Coordinator. May be included with the Trainers (above)**Amenities:** electrical, phone and data.**Accessories:** workstation to include: cubicle with lockable doors, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks

BC-3235

**Student Instructor**

65 sq.ft.

**Description:** open workstation for the Student Instructor.**Adjacencies:** adjacent to the Clerk and the Instructor. May be included with the Trainers (above)**Amenities:** electrical, phone and data.**Accessories:** "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks

BC-3236

**Clerk**

70 sq.ft.

Description: workstation for the Clerk.

Adjacencies: adjacent to the Waiting, Files, Stationery Supplies, Instructor and Student Instructor and in close proximity to the Coordinator, the Library and Study Carrels.. Ideally will be close to the Training Unit Clerk and the Print/Copy/Fax

Amenities:

Accessories: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks

BC-3237

**Files**

40 sq.ft.

Description: files of employee fitness and testing data.

Adjacencies: adjacent to the Clerk.

Amenities: N/A

Accessories: 4 secure lateral files.

BC-3238

**Stationery Supplies**

40 sq.ft.

Description: storage of stationery.

Adjacencies: adjacent to the Clerk and may be combined with the Files.

Amenities: N/A

Accessories: 4 secure steel storage cupboards.

BC-3239

**Waiting**

150 sq.ft.

Description: waiting area for those awaiting testing or result consultation.

Adjacencies: adjacent to the Clerk and in close proximity to the Library and Study Carrels.

Amenities: electrical.

Accessories: lounge seating for 4, coffee and end tables to suit the layout, brochure racks.

BC-3240

**Library**

50 sq.ft.

Description: small library on fitness and physical training.

Adjacencies: adjacent to the Study Carrels and the Waiting and in close proximity to the Clerk.

Amenities: N/A

Accessories: 3 sections of book shelves.

BC-3241

**Study Carrels**

90 sq.ft.

Description: reference desks with computers for physical training research.

Adjacencies: adjacent to the Library and in close proximity to the Clerk.

Amenities: electrical and data.

Accessories: 4 study carrels, computers with Internet access.

BC-3242

**Appraisals**

275 sq.ft.

Description: a divided space with an "open" area with a work counter and combination model for height and weight measurement. The adjacent space will be for three curtain divided spaces for individual testing.

Adjacencies: in close proximity to the POPAT Testing Gym and the Instructor and the Coordinator.

Amenities: hospital curtained cubicles. Electrical, ample HVAC: temperature to control chills and air to rid the space of odours. Work shelves in each space: by the height/weight machine and in each cubicle. Wall mounted Sphygmomanome (blood pressure monitor)

Accessories: digital health care scale with measuring scale, each cubicle to have exercise bike.

BC-3243

**Repair**

400 sq.ft.

Description: secure workroom for the repair of fitness equipment

Adjacencies: adjacent to the POPAT Gym.

Amenities: 3' x 8' work bench with drawers below and cupboards above, electrical at work bench and various places in the room. 2' deep storage cupboards along one wall each with shelves and parts bins. Opposite wall to have racks and parts and storage of equipment being repaired. Lighting and task lighting. Compressor on anti-vibration mat or platform.

Accessories: N/A

BC-3244

**Repair Storage**

150 sq.ft.

Description: storage for damaged items awaiting repair in house or by contractors.

Adjacencies: adjacent to the Repair.

Amenities: N/A

Accessories: N/A

BC-3245

**Gymnasium (includes POPAT)**

8,000 sq.ft.

Description: 70' x 114' gymnasium. Size is approximate; configuration may vary. The designers will consult with the client. The POPAT portion of the gym is 20' x 80' with additional space required for wall and column padding for protection of the users of the space. Ideally there will also be clear space of approximately 60'x90' (min.) for use of force training "blitzes". There will be a gymnasium drape to obscure the view of the POPAT area from the remainder of the space. The design will plan for the installation of a second drape that further bisects the remaining space.

Adjacencies: adjacent to the Fitness Gym, the Boxing Ring and the Locker Rooms, washrooms and Showers and in close proximity to the Instructor and the Coordinator.

Amenities: sound deadening materials above the 8' height, basketball nets, wall hooks for mat storage, mats, gymnasium drape(s).

Accessories: N/A

BC-3246

**Fitness Gym**

4,000 sq.ft.

Description: open area with two main areas: Cardio Section and Weight Training.

Adjacencies: adjacent to the Lockers, Washrooms and Showers.

Amenities: mirrored walls bulletin boards, whiteboards, water cooler, paper cup dispenser, water bottle storage. Ideally natural light. HVAC. Electrical for the various machines with cords protected from trip hazard. Rubber flooring. Mats on walls behind machines such as treadmills

Accessories: 20 pieces of cardio machines and 20 pieces of weight training machines. At time of design, equipment numbers and pieces to be verified by the Fitness Instructor.

BC-3247

**Boxing Ring**

375 sq.ft.

Description: open area within the Gymnasium.

Adjacencies: adjacent to the Lockers, the Washrooms and the Showers.

Amenities: raised, 18' x 18' boxing ring with all necessary posts and ropes, matting and 2' perimeter matting.

Accessories: N/A

BC-3248

**Combat Mat Room**

1,600 sq.ft.

Description: "softened" room where employees learn street fighting and how to deal with this type of fighting.

Adjacencies: adjacent to the Combat Storage, Gymnasium and the Lockers, Washrooms and Showers.

Amenities: matting on floor and all walls. HVAC

Accessories: N/A

BC-3249

**Combat Storage**

225 sq.ft.

Description: room accessed inside the Combat Mat Room for the storage of additional mats and protective equipment e.g. knee and elbow pads.

Adjacencies: adjacent to the Combat Mat Room

Amenities: shelf above, hooks for mats on one wall, mats, various shelves and multiple hooks on all other walls for knee and elbow pads. 3 sections 3' x 4' shelving

Accessories:

BC-3250

**Shoe Bench**

50 sq.ft.

Description: area where employees remove and store shoes; shoes must not be worn in the Mat Room.

Adjacencies: adjacent to the entry to the Mat Room.

Amenities: 8' bench with storage under for shoes.

Accessories: N/A

BC-3251

**Physical Classrooms**

(2 @ 500 sq.ft. does not incl. circ.)

1,000 sq.ft.

Description: two rooms where employees take part in self directed training or small group training.

Adjacencies: adjacent to the Lockers, Washrooms and Showers.

Amenities: mats, mirrors, electrical, large screen TV and DVD player.

Accessories: N/A

BC-3252

**Defibrillator Station**

25 sq.ft.

Description: highly visible station for the safety equipment to be used by any trained personnel, as required.

Adjacencies: in close proximity to the high activity training areas but accessible to employees of all areas. Additional machines may also be recommended by health and safety officers.

Amenities: Hardware as required.

Accessories: N/A

BC-3253

**Vending Machine**

25 sq.ft.

Description: large vending machine for a variety of drinks.

Adjacencies: adjacent to the high activity areas.

Amenities: electrical.

Accessories: vending machine.

Classrooms

There is a wide variety of room types and uses. They will be used primarily by the Training Unit but booking of the rooms will allow the and other groups and Divisions to use the rooms as required.

BC-3254

**Super Room**

1,800 sq.ft.

Description: classroom for up to 120 in theatre layout, but will be used in a variety of arrangements.

Adjacencies: adjacent to other Classrooms and in close proximity to the Trainers and Instructors.

Amenities: instructor lectern, ceiling mounted projector with power and data at ceiling, generous sized seating with flip tables on the arms, white boards, smart board, map rails, flip charts, projection screen(s). Various types of lighting for general lighting and for note-taking during projected presentations.

Accessories: N/A

BC-3255

**Multi-purpose Rooms**

(3 @ 800 sq.ft. does not incl. circ.)

2,400 sq.ft.

Description: three equally sized rooms that can be used as a desk and chair classroom or as a floor activity classroom for courses such as first aid training or combinations of activities.

Adjacencies: adjacent to the other Classrooms and in close proximity to the Trainers and Instructors.

Amenities: each room to include: instructor's table, maximum tables and generous sized stackable seating, approximately 40 sq.ft. closet for supplies and equipment, Smart Board, TV carts white boards, tack boards, map rails, racks and hooks for mats and equipment as required. Electrical, data. A variety of lighting for general purpose and for note taking in the dark. Black out drapes if applicable.

Accessories: N/A

BC-3256

**Standard Rooms**

(3 @ 1,500 sq.ft. does not incl. circ.)

4,500 sq.ft.

Description: three equally sized standard classrooms.

Adjacencies: adjacent to the other Classrooms and in close proximity to the Trainers and Instructors.

Amenities: each room to include: instructor's desk, tables and generous sized ergonomic seating for 48 plus up to 10 "observers", approximately 25 sq.ft. closet for supplies and equipment, Smart Board, TV carts white boards, tack boards, map rails. Electrical, data at every desk, electrical throughout, which may be achieved with quick connect harnesses fed from desk to desk in an attached under surface raceway. A variety of lighting for general purpose and for note taking in the dark. Black out drapes if applicable.

Accessories: N/A

BC-3257

**Mock Interview/Holding**

800 sq.ft.

Description: within the space:

- 4 interview rooms with audio and video recording equipment, each approx. 100 sq.ft.
- 4 Video monitoring stations each with 6' console with monitors and seating and standing space for others to watch/supervise the work.
- one search room.
- additional circulation around these interior rooms.

Adjacencies: adjacent to the other Classrooms and in close proximity to the Trainers and Instructors. Actors are used as Detainees for training purposes.

Amenities:

- each interview room to include: audio and video recording equipment, wall mounted bench, finish materials similar to the APU interview and holding rooms
- each video monitoring station to include console of sufficient size to allow 2 participants and observers
- search area to be set up similarly to the actual search area with sufficient space for a few observers. Shackles.
- additional walls and circulation are required to include these spaces within one "Classroom"

Accessories:

- each interview room to include: wheeled chairs.
- each video monitoring station to include: 2 @ 24 hour task chairs

BC-3258

**Communications Centre Training**

1,300 sq.ft.

Description: mock-up training of the 911 call centre, training for 12.

Adjacencies: adjacent to the other Classrooms and in close proximity to the Trainers and Instructors.

Amenities: 12 mock-up 911 "live" consoles with call identification light and recording equipment., Instructor's console, whiteboards tackboards, 4 steel storage cabinets for supplies and equipment. Electrical, phone and data.

Accessories: each station to include 24 hour task chair.

BC-3259

**Break-out Rooms** (10 @ 100 sq.ft. does not incl. circ.) 1,000 sq.ft.  
Description: ten equally sized rooms for small task oriented groups, generally used in conjunction with training sessions but may be booked for use by others in the building.  
Adjacencies: adjacent to the Classrooms.  
Amenities: lighting for general use and for note taking during presentations. Electrical. White boards, tack boards, map rails.  
Accessories: table and chairs for 4-6.

BC-3260

**Classroom Storage** 500 sq.ft.  
Description: storage for simulation equipment and guns, equipment totes and tool boxes.  
Adjacencies: in close proximity to the Classrooms.  
Amenities: 6 sections of 2' x 4' steel shelving  
Accessories: N/A

BC-3261

**Secure Storage** 100 sq.ft.  
Description: secure storage room for arms and ammunition.  
Adjacencies: adjacent to the Trainers and the Combat Room/"Use of Force" Room.  
Amenities: heavy duty shelving. Ventilation. Alarm on the door.  
Accessories: N/A

BC-3262

**Mock-up Scenario Rooms** (2 @ 750 sq.ft. does not incl. circ.) 1,500 sq.ft.  
Description: two large spaces that can be further divided or modified to create specific types of environments such as apartment, convenience store, workshop, etc.  
Adjacencies: adjacent to the Classrooms and in close proximity to the Trainers  
Amenities: electrical, a variety of lighting with multiple controls.  
Accessories: residential furnishings such as couch, chairs, a variety of tables, dining tables and chairs, service counter, televisions, clothes, etc.

## Range and Armoury

The existing Range is a stand-alone facility and the Armoury is in the basement of the Public Safety Building. The move to the Post Office Building will allow some synergies with the two activities blended; those are reflected here. As the design develops there may be more efficiency that can be realised. It is intended that the Range will be in a purpose-built floor addition on the roof. The floor will be complete with vehicle capacity elevator access, stairwells and washrooms. The current codes will be met including washroom facilities for the occupants and participants.

To have the Shooting Range, the Armoury and the Classrooms together at a single location will improve the overall effectiveness of the Police force to train, in general and in particular in firearms and use of force techniques.

Expansion should be anticipated in the Armoury and Magazine.

The floor addition is envisioned with a continuous band of windows serving the classroom and employee spaces but the secure areas will have no windows. Magazine room will be built to meet Explosive Storage Regulation act based on information from Natural Resources Canada.

The mechanical system will be required to maintain a comfortable temperature and humidity level but also must condition the air by filtering any contaminants and pressurizing the system to ensure fumes and contaminants are contained at the target end of the range.

Operationally, most of the facility will operate 365 days a year. Furnishings and finishes selections will reflect this extended and heavy use. Selections will also be made based on ease of maintenance and replacement. The Range and Armoury are particularly "dirty" from dust. Finishes will anticipate this and surfaces will be chosen for their ease of cleaning.



### **Range Design Considerations Introduction**

The range consists of: the backstop, side walls, target retrieval systems, shooting booths, and a firing line. Each of these is important and need to be considered carefully.

Five of the twenty targets are on target retrieval system whereas the remaining twenty targets are stationary. The targets move back and forth via a target retrieval system. Design considerations for an indoor range must include impenetrable walls, floor and ceiling, adequate ventilation, lighting to approximate near daylight conditions, sufficient space and acoustical treatment for sound attenuation.

### **Backstops and Bullet Traps**

The backstop or bullet trap must be designed according to acceptable standards to reduce back splatter and ricochets.

The design of a backstop or bullet trap is also a contributing factor to the service life of the unit. There are many different types of back stops ranging from a steel trap to a rubber trap. The required back trap will be design for 308 calibre rounds. Snailtrap, or similar, steel back trap includes a circular deceleration chamber with a life cycle of at least 50 years.

### **Baffles/Deflectors/Shields**

Baffles on indoor ranges protect lighting fixtures, ventilation and heating ducts, ceilings and target carrier apparatus. Baffles are designed to protect against the occasional errant bullet but not for repeated bullet strikes. Baffles must extend the entire width of the range and downward to cover or protect vulnerable ceiling areas or range fixtures.

The steel portion of the baffles will be covered with a minimum of 1 inch of soft wood to trap the projectile. Baffles will be installed at an angle to protect the occupants, trainers and the trainees.

Deflectors, unlike baffles, are installed vertically and horizontally and perform the task of redirecting wide angle shots into the backstop area. Deflector shields protect pilasters, leading edges of sand traps, bottom edges of backstops, doorways, windows, ventilation registers along the wall, etc. The last 10 meters of the side walls will be treated with deflectors/deflecting materials.

### **Target Carriers and Turning Mechanisms**

An indoor range can be operated much more efficiently and safely by installing a target transport system by eliminating the need to walk down range to replace targets. Out of 25 positions, only 5 positions require target retrieval system.

Target carriers will be equipped to handle the various target heights as dictated by the shooter's position. Design will incorporate detachable extension rods of varying lengths, so that the target center is located at the proper height and the angled plate backstops target heights will be adjustable.

All turning mechanism should have edge, face, in and out capability.

### **Lead Collection System**

Currently, the Winnipeg Police Service generally uses lead ammunition and to reduce costs reloads the spent casings. For a variety of reasons, the use of lead ammunition is being studied against frangible ammunition. Some areas of consideration include: new-to-new purchase costs, reloading, lead as a contaminant, weight of lead (floor loading), building considerations (wall thicknesses, wall and ceiling cladding and associated weight) delivery and recovery of lead residuals, mechanical requirements, workplace health and safety considerations and LEED requirements.

Regardless of the choice of ammunition in the Range there is still a need to have some lead recovery in the firearms Hub, as a minimum, where testing of seized arms and ammunition will be carried out. As well, there will be some lead recovered from any and all Gun Unloading stations.

Currently the Range operators pick up shell casings using sweeper equipment (about the size of a lawn mower) and it is expected that two will be required. In addition they use brooms, shovels and snow scoops. There is also a requirement for some cleaning supplies.

The lead retrieval company cleans up lead in the traps and the "field" (inside range) using brooms, shovels and steel buckets. The loads will be taken to the garage via the elevator on dollies or pallets and jacks.

### **Range Communication and System**

A wireless and/or wired system to control range systems, lighting and operation including bi-directional dual running man. The running man system will be variable speed with various options including manual control. Included will be built in security in case of power failure.

### **Sound Level**

Sound control on indoor ranges includes two distinct components, sound levels within the range, and sound levels in adjoining, occupied rooms. To minimize amplification of sound within the range by reflection, apply acoustical material to walls and ceiling. To reduce transmission of sound to adjoining rooms, seal air leaks with air-tight insulation around doors, windows, ceiling, and walls, and line ventilation and heating ducts with acoustical material.

Sound levels on indoor ranges require a communications system capable of relaying range commands that are distinct and separate from the sounds generated by shooting activities. As most shooters will be wearing hearing protection, a back-up method of communications such as visual aids like flashing lights, or 110dB buzzers.

Design will consider the sound pressure level of 25 simultaneous 308 rounds as well as of sonic boom created by projectile traveling faster than the speed of sound in order to facilitate occupancy in adjacent spaces.

### **Lighting**

Adequate lighting is necessary for safety and usefulness of a range. The lighting design must relate to the particular use of the range. A range must be free of excessive glare and major differences in light levels. This means that the walls, floor and ceiling must be able to reflect light.

Range lighting involves three systems: general lighting, local lighting, and semi-direct lighting.

- General lighting provides uniform light levels over the entire range and adjoining areas and should be installed in a symmetrical arrangement designed to blend with the architecture.
- Local lighting supplements general lighting where extra light is needed. It is particularly important to provide better visibility along the firing line for loading and firing.
- Semi-direct lighting calls for 60 percent to 90 percent to be focused on the target and a small upward component to reflect from the ceiling to soften shadows and improve range brightness. When ceilings are white, lighting fixtures mounted too close to the ceiling may create too much glare.

Lamp specifications for general lighting should provide 30 foot-candles to 50 foot-candles of luminance measured at a point 4 feet above the floor. Local lighting should produce 40 foot-candles to 60 foot-candles of luminance on the firing line and the semi-direct lighting on the targets should achieve 100 foot-candles of luminance. Eliminate or reduce glare by incorporating pastel colors in the interior design.

Range master or the trainer should have the ability to dim lights by banks to suit training needs.

### **Ventilation and Filtering Systems**

The primary reason for ventilation on firing ranges is to protect occupants from overexposure to airborne particulate lead. This system also prevents the migration of any contaminants into adjoining spaces within the building. Another reason is to prevent the build-up of smoke which will interfere with the vision of persons on the range.

A range ventilation system is not the typical heating and cooling system. These systems are typically special equipment and typically use larger motors for moving the air flow. The supply system will need filters to filter the outside air and to keep the equipment free of debris. The system also should have a dust collector.

The primary reason for ventilation on firing ranges is to protect occupants from overexposure to airborne particulate lead. This system also prevents the migration of any contaminants into adjoining spaces within the building. Another reason is to prevent the build-up of smoke which will interfere with the vision of persons on the range (negative pressure so air does not escape).

### Ventilation System Guidelines

- The supply air is introduced uniformly across the back wall or as close to the back wall of the range as possible, at the ceiling line.
- Next select the horizontal air flow velocity (75 FPM is optimal). This velocity will be across the open space of the shooting stall, at the shooters location.
- The exhaust system on a recirculation range should remove approximately 20 to 40 percent of the air down range of the firing line. The air needs to be removed uniformly across the width of the range at the outlets above the ceiling baffles. These outlets are located 15 to 20 feet forward of the firing line. This removes the greatest majority of the gun gas and airborne lead particulate.
- Remove the remainder of the exhaust uniformly across the width of the trap end of the range.
- Introduce fresh outside air into the recirculation system with balancing capabilities (using adjustable dampers).
- Filter the mixed outside air, the recirculated air and add climate conditioning as required. In other words either heat or cool the air as necessary to maintain a comfortable range.

(push & pull air 85 seconds, complete air change 25% fresh air)

### Supply Air Equipment

The outside air must be filtered to protect the distribution device and equipment.

A range ventilation system is not an office heating and cooling system. These systems are typically special equipment and typically use larger motors for moving the air flow. The supply system will need filters to filter the outside air and to keep the equipment free of debris.

### Exhaust Air Equipment

The exhaust fan must be able to handle the additional resistance of the filters.

The filter selection must filter the air to meet all applicable codes.

Pre-filters are added to offer longer life to the final filters.

### Dampers

Designer must add all appropriate dampers to properly balance the system.

The exhaust must have a means of compensating for loaded filters to maintain a negative pressure in the range.

### Distribution

Laminar (even) air flow/distribution is critical, particularly at the firing line. The designer will select a proven system and equipment that has been used elsewhere and the client can discuss the effectiveness with the other owners. It is believed that an engineered radial diffuser placed 10' from the back wall to the firing line will provide the best laminar air flow and will move all contaminants down range from the firing line.

### Smoke Test at the Firing Line

System will allow occupants to perform smoke tests and to activate the systems or auxiliary systems as required.

(If supply air shuts off, exhaust should shut off so you can open the door)

### **Technical Considerations**

Additional considerations for the police training range are:

Police training programs often require firing from other than the standard competition distances. These may include arms-length from the target. Range and target construction should be such that the target can be positioned anywhere on the range from the maximum distance available to touching distance. Firing should be conducted no closer than 10 yards to the backstop in order to avoid shooters being struck by back-splatter.

Police training often incorporates the use of common objects to simulate protective cover.

Police training may include firing at multiple targets. This will increase the angle at which the shooter may fire so side panels must be added to the backstop to avoid damage to the walls. The maximum angles of fire must be regulated to ensure that all rounds are contained by the backstop.

Police training may include moving targets. Targets will move laterally as well as up and down range on a track system on floor or overhead. Moveable targets will cause the design of the direct fire zone to change, and must be considered during the planning and design phase.

Artificial lighting must be designed to allow dim and bright light firing. Lighting levels must be maintained so that firing activities are conducted safely. Since fluorescent and other non-incandescent lighting systems are not generally compatible with dimming controls, police ranges will require the use of incandescent lamps capable of producing all desired levels of light.

#### Firing Line

The firing line must be parallel to the target line and at the specified distance. In training exercises, it may be desirable to move the firing line, but it is always necessary to maintain a relationship with the target and the backstop so that every round fired will be properly contained.

The firing line must be marked by a brightly coloured stripe.

#### Firing Points

Firing points should be a minimum of 8 feet wide, which allows sufficient room for training and competition activities.

#### Turning Target Mechanisms

Turning target mechanisms with the ability to face targets 90 degrees away from the shooter are usually obtained from commercial sources and come in standard sizes. Fixed target frames may be used for approved tournaments. Registered tournaments require turning mechanisms.

#### Backstop

Backstops are required and must be able to contain the most powerful ammunition scheduled for use on the range. Backstops should be constructed from the floor to the ceiling with additional baffle systems to prevent any bullet from exiting through the floor, the ceiling, or the walls.

#### Ventilation

Law enforcement range facilities are defined by the Occupational Safety and Health Administration (OSHA) as work place environments. Such operations must abide by applicable local, state and federal regulations.

#### Lighting

Adequate lighting is necessary for safety and usefulness of a range. The lighting design must relate to the particular use of the range. The walls, floor and ceiling must be able to reflect light but must be free of excessive glare and major differences in light levels.

Range lighting involves three systems: general lighting, local lighting, and semi-direct lighting.

- General lighting provides uniform light levels over the entire range and adjoining areas and should be installed in a symmetrical arrangement designed to blend with the architecture.
- Local lighting supplements general lighting where extra light is needed. It is particularly important to provide better visibility along the firing line for loading and firing.
- Semi-direct lighting calls for 60 percent to 90 percent to be focused on the target and a small upward component to reflect from the ceiling to soften shadows and improve range brightness. When ceilings are white, lighting fixtures mounted too close to the ceiling may create too much glare.

General lighting should provide 30-to-50 foot-candle luminance measured at a point 4 feet above the range floor.

Local lighting should produce 40-to-60 foot-candle luminance on the firing line and the semi-direct lighting on the targets should achieve 100 foot-candle luminance.

Eliminate or reduce glare by incorporating pastel colors in the interior design. Colors should be manufactured into a product, rather than added by painting. Many acoustic materials lose effectiveness if painted.

### Range Control

A control booth will house the controls for the target mechanisms and the loudspeaker system. The control booth will be elevated to give the range officer a clear view of the entire firing line area.

The control booth will be an enclosed booth separated from the range by bullet proof glass protects the range officer. The control booth will allow easy access into the range proper via a door. Some of the windows will be operable.

BC-3263

**Classrooms** (2 @ 1,600 sq.ft.) 3,200 sq. ft.  
Description: Positions for up to 30 students at one time. Instructor table at front of class large enough for two instructors at one time. May be tables with access aisle on left right and centre aisles. Theatre style seating.  
Adjacencies: Adjacent to Instructors office and supervisor's office.  
Accessories: Two large 4x8' white boards at front of class, bulleting boards and coat/hat racks.

BC-3264

**Visiting Instructors Office** (2 @ 65 sq.ft. does not incl. circ.) 130 sq.ft.  
Description: semi-private work stations for 2 visiting instructors from outside organizations e.g. RCMP.  
Adjacencies: adjacent to the Classroom and Supervisor office  
Amenities: work stations positioned to facilitate person to person conversation. Electrical, data and phone at each station. Lighting at each station to be controlled by occupant. 2 lockable vertical filing cabinets. Small drawer storage at work stations.

BC-3265

**Photocopier Area** 100 sq. ft.  
Description: an area where multiple people can use a variety of machines such as network printer, photocopier, fax and where material may be collated, mail sorted and distributed.  
Adjacencies: adjacent to Instructors office and Supervisors Office  
Accessories: a portion to have galley-style configuration with one large capacity photocopier and fax machine on one side and continuous length of counter on the opposing side for collating materials. All machines will have separate circuits. Phone lines and data lines to suit the layout. Additional outlet under counter for the paper shredder. Space under a portion of the counter for paper shredder and multiple large capacity refuse containers. Remainder of space under counter to be storage cupboards for paper supplies. Cabinet design will accommodate extra height of the network printers. Client may determine that some cabinets require locks.

BC-3266

**Supervisor and Armourer** (2 @ 90 sq.ft. does not incl. circ.) 180 sq.ft.  
Description: office with two workstations for the Supervisor and Armourer. Allowance for shared meeting table and files.  
Adjacencies: may be located with the other Trainers. Ease of access to the Shooting Range and the Armoury. Convenient to shared Print/Copy/Fax.  
Amenities: electrical, phone and data.  
Accessories: each station to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks. Also in the space, meeting table and seats for 4, 5 drawer lateral file.

BC-3267

**Coffee Stand** 100 Sq.ft.  
Description: coffee stand for those using the Range and Armoury.  
Adjacencies: adjacent to the Classrooms.  
Amenities: 12' of upper cupboards and lower drawers and cupboards, sink, refrigerator, dishwasher with water connections, electrical for the large and small appliances indicated located conveniently for use. Liquid soap dispenser, paper towel dispenser, large capacity refuse container, recycling container. Space and electrical for a drink vending machine.  
Accessories: coffee maker and kettle.

BC-3268

**Library**

120 sq.ft.

Description: library of manuals and catalogues.  
Adjacencies: adjacent to the Supervisor and Armourer.  
Amenities: N/A  
Accessories: 3 sections of book shelving, 3 steel storage cupboards, table and 2 chairs.

BC-3269

**Storage**

40 sq.ft.

Description: archive storage  
Adjacencies: in close proximity to the Supervisor and Armourer.  
Amenities: N/A  
Accessories: 3 @ 5 drawer lateral files.

BC-3270

**Guest Lockers**

150 sq.ft.

Description: locker facilities for employees who do not work in the downtown facility. Estimate 20 male and 5 female, single lockers. Gender specific washrooms will be included on this level per code.  
Adjacencies: adjacent to the other Locker Rooms, Washrooms and Showers.  
Amenities: single lockers and benches.  
Accessories: N/A

BC-3271

**Guest Shower**

(2 @ 60 sq.ft. does not incl. circ.)

120 sq.ft.

Description: lockable, individual shower complete with drying compartment. Gender specific washrooms will be included on this level per code.  
Adjacencies: adjacent to the lockers for the Men and the Women.  
Amenities: shower compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, shampoo shelf, soap shelf, hook, shower rod and curtain, timed heat lamp. Drying compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, hat shelf with multiple hooks below, wooden slat bench, timed heat lamp.  
Accessories: N/A

BC-3272

**First Aid Room**

100 sq.ft.

Description: secure room only to be used for First Aid. First Aid kits will be located throughout the building (approximately 8).  
Adjacencies: may be close to the shooting Range and Armoury, the Lockers and the Gym.  
Amenities: cot, cabinetry with sink, drawers and cupboards AED device.  
Accessories: first aid supplies.

BC-3273

**Target Preparation**

450 sq.ft.

Description: to provide a safe area for target preparation and examination before and after shooting.  
Adjacencies: adjacent to the entry/exit to the Range.  
Amenities: rubber flooring, racks for used targets.  
Accessories: oversized tables to prepare targets, chairs

BC-3274

**Gun Lockers**

275 sq.ft

Description: gun locker area for 96.  
Adjacencies: adjacent to the Shooting Range.  
Amenities: gun lockers for 96. May also include coat hooks and bench with open storage below.  
Accessories: N/A

BC-3275

**Gun Cleaning Room**

300 sq.ft.

Description: facilities for 30 to clean guns in a secure area.  
Adjacencies: adjacent to the Target Preparation area and the Range.  
Amenities: forced fresh filtered air to limit contaminants. Unloading station.  
Accessories: estimate 6 large tables for multiple people to work, 30 chairs.

BC-3276

**Armoury Workshop**

900 sq.ft.

Description: secure area for loading ammunition and weapon repair.  
Adjacencies: magazine and weapon vault.  
Amenities: 2' x 20' work benches, task lights, flooring to take heavy loading equipment and to minimize the noise and vibration, temperature and humidity control within the area, unloading station. Electrical throughout and at bench.  
Accessories: loading machinery.

BC-3277

**Magazine**

560 sq.ft.

Description: secure area for the storage of ammunition. Many items are stored and/or delivered on pallets and have extra weight. Space will accommodate 10 pallets with a variety of products as well as boxed products. These requirements are being verified relative to bulk ordering and requirements for other Divisions, namely Division 50 and other areas of Division 32.  
Adjacencies: adjacent to the Armoury Workshop and heavy duty elevator to serve that floor.  
Amenities: pallet storage, double door access to take pallets and pallet jack, heavy duty shelving to store items not on pallets. Temperature and humidity control.  
Accessories: N/A

BC-3278

**Weapons Vault**

320 sq.ft.

Description: secure weapons storage. Depending on the layout, the space may be in an open configuration with racking lining the walls and double sided racks through the middle or the storage may be within secure cabinets.  
Adjacencies: adjacent to the Armoury and Magazine.  
Amenities: alarms, security coded entry.  
Accessories: racks and shelves for the various weapons of all sizes, may be on track system to increase capacity. May include optional accessory racks/compartments. Suggested racking: Dasco Data Products (DDP) secure weapon storage racking and cabinets, or similar.

BC-3279

**Equipment Storage**

1,000 sq.ft.

Description: storage of student training equipment.  
Adjacencies: adjacent to the Range.  
Amenities: oversized doors to take vehicles.  
Accessories: raised shelving on some walls for various equipment and supplies.

BC-3280

**Buffer Vestibule**

100 sq.ft.

Description: noise buffering, air and air pressure vestibule  
Adjacencies: between the Range and adjoining Armoury and Training areas.  
Amenities: security.  
Accessories: N/A

BC-3281

**Shooting Range**

26,912 sq.ft.

Description: 25 shooting positions @165' (50 m) x 6'-6" wide.  
Adjacencies: adjacent to the Target Preparation area and Equipment Storage Room.  
Amenities: high ceiling to reduce ricochet factor and to allow vehicles to enter the range areas. Smooth line from any shooting position; any projections will be baffled. Bullet trap can be passive flow, rubber pellet or capture steel type, to safely catch all bullets discharged and prevent any return fragments. Must prevent against any spalling and clad-cover floor to ceiling with steel or other materials capable of sustaining .223 calibre fire. The object is to provide realistic firearms

training beyond static shooting and to provide decision making training in the form of computer controlled reactive moving targets. These targets will have ability to move and turn in all directions: up/down and side/side. There must be a minimum of 30 targets. Depending on the system selected, may require additional electrical supply. Must have cladded ceiling and walls to prevent ricochet and damage to walls near the bullet trap. Ceiling baffles and wall cladding (floor to ceiling) from bullet trap back toward the shooting position 150'. Must be able to withstand .308 calibre fire. To reduce noise, clad ceiling baffles and steel walls. Install rubber floor at shooting line and staging area. Computer controlled adjustable lighting to simulate multiple lighting scenarios, individually controlled. Proper and efficient ventilation to remove all airborne lead from the range. Area controlled air conditioning with ability to circulate out of the Range. Motorized brass sweep to empty brass from the shooting area. Allowance for vehicles to be driven into the range for training exercises. Proper floor drain to allow for water drainage. Will require water source on range to facilitate wet surface training. Ability to drain any ceiling leaks etc. Depending on the ballistics used drained off water may require treatment prior to discharge into the sewer system. Additional to the space will be a 100 sq.ft. closet or room for the clean-up and brass casing retrieval equipment and products.

Accessories: N/A

BC-3282

**Instructors' Booth**

160 sq.ft.

Description: secure room from which two Instructors operate the equipment and observe the activities.

Adjacencies: adjacent to the range and the Observation Deck, centered and above the shooters.

Amenities: sound insulated booth with glazing to view activities in the Range and on the Observation Deck. Some windows will be operable to allow audible instruction as required. Loudspeaker public address system, ample HVAC to allow for people and equipment in the space. Built-in work console with all necessary operating equipment. Ergonomic task chairs.

Accessories: N/A

BC-3283

**Observation Deck**

550 sq.ft.

Description: raised platform where non-participating trainees can observe training session of another shooting group.

Adjacencies: adjacent to the Instructors' Booth and the Range.

Amenities: glazed wall to the Range and the Instructors' Booth.

Accessories: chairs for 25.

BC-3284

**Trap/Backstop**

estimated

500 sq.ft.

Description: continuous "Snailtrap" bullet trap.

Adjacencies: at the target end of the range with cleanup runway for the majority of the ammunition remnants. Cleanup equipment and supplies will be adjacent and in a protected area.

Amenities: continuous Snailtrap, or similar, bullet trap.

Accessories: N/A

Museum Unit

The Museum is currently housed at the existing Training Centre and is routinely visited by the public. It is recognised to be an asset in presenting the friendly face of the Police force. As the Training Centre is anticipated to be located on an upper floor in this new development, and a security strategy is to maintain the public to the main floor, it is most probable that the Museum will necessarily split from their traditional connection with the Training Unit.

The intent is to have the Museum available to the public for guided and self guided tours but because of the main floor constraints, the museum may be located on the second level and if that is the case, it will require a dedicated elevator access. This elevator will be of sufficient capacity to take the historic vehicles in the Museum collections.

The Museum houses vehicles, elements of buildings, memorabilia, photos, and articles etc of the Winnipeg Police Service from the time of its inception. The concept of the operation has yet to be determined and can range from fully guided tours to self guided tours. The designer will discuss with the operators of the Museum to determine the final concept at the time of design.



BC-3285

**Museum**

6,000 sq.ft.

Description: museum of Police Service photos, mementos, historic equipment, vehicles and paraphernalia.

Adjacencies: adjacent to the main floor Lobby. **Please note** that exact placement of this function has yet to be determined as space on the main floor is limited.

Amenities: electrical, a variety of lighting, display cabinets with lighting and sound equipment. May include audio tours of the space.

Accessories: See attached list, Appendix "A".

DRAFT

**Division 34**

Human resources and recruiting

- BC-3401 Waiting
- BC-3402 Reception Counter and Gate
- BC-3403 Mail and Forms
- BC-3404 Print/Copy/Fax
- BC-3405 Clerks
- BC-3406 Files
- BC-3407 Interview Rooms
- BC-3408 Sergeant, Recruiting
- BC-3409 Detective Sergeants, Recruiting
- BC-3410 Temporary Assigned Background Investigators
- BC-3411 Constables
- BC-3412 Recruiting Files and Stationery
- BC-3413 Clerks
- BC-3414 Administrative Files
- BC-3415 Storage
- BC-3416 Staff Sergeant
- BC-3417 Sergeant, Staffing
- BC-3418 Manager
- BC-3419 Manager's Files
- BC-3420 Manager's Waiting
- BC-3421 Divisional Storage
- BC-3422 Divisional Archival Storage

### Division 34

This group recruits, tests and maintain records of recruits and employees. Because a large amount of the traffic to their spaces is the public applying for employment, the group should be located on the main floor, to limit public access further into the building.

BC-3401

#### **Waiting**

275 sq.ft.

Description: waiting area for the Division.

Adjacencies: adjacent to the entry and the Reception Counter.

Amenities: electrical.

Accessories: seating for 16, coffee and end tables to suit the layout, brochure racks and displays.

BC-3402

#### **Reception Counter and Gate**

150 sq.ft.

Description: control point to limit further access by the public. Electronic release on gate. The standing counter is served by three Clerks, adjacent.

Adjacencies: adjacent to the Waiting and the Clerks.

Amenities: counter with stationery storage on the employee side, gate on electronic release. Electrical at counter, feature lighting.

Accessories: N/A

BC-3403

#### **Mail and Forms**

15 sq.ft.

Description: sorting of mail and storage space for additional forms, if required.

Adjacencies: adjacent to the Reception Counter and Gate.

Amenities: N/A

Accessories: steel storage cupboard with mail slots above.

BC-3404

#### **Print/Copy/Fax**

150 sq.ft.

Description: work area for printers, copy and fax machines.

Adjacencies: centrally located, easily accessible by the Clerks attending the Reception Counter.

Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment

Accessories: multifunction machine, shredded, large capacity refuse and recycle bins.

BC-3405

#### **Clerks**

(3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: workstations for the Clerks who attend the Reception Counter and control further entry into the space..

Adjacencies: adjacent to the Reception Counter and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone, data.

Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks.

BC-3406

#### **Files**

150 sq.ft.

Description: files used by the Reception Clerks.

Adjacencies: adjacent to the Clerks and in close proximity to the Print/Copy/Fax.

Amenities: N/A

Accessories: 2 lateral files, 2 storage cupboards, 3 vertical files and open area for storage of display items.

BC-3407

**Interview Rooms** (6 @ 110 sq.ft. does not incl. circ.) 660 sq.ft.  
Description: six equally sized Interview Rooms  
Adjacencies: adjacent to but behind the Reception Counter.  
Amenities: electrical phone and data.  
Accessories: table and seating for 4, suggest 48" hexagonal table.

BC-3408

**Sergeant, Recruiting** 140 sq.ft.  
Description: office for the Sergeant.  
Adjacencies: adjacent to the Detective Sergeant and in close proximity to the Investigators (temporary) and the Interview Rooms.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3409

**Detective Sergeant, Recruiting** 120 sq.ft.  
Description: office for the Detective Sergeant.  
Adjacencies: adjacent to the Sergeant of Recruiting and the Investigators (temporary) and in close proximity to the Interview Rooms.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3410

**Temporary Assigned Background Investigators** (15 @ 70 sq.ft. does not incl. circ.) 1,050 sq.ft.  
Description: workstations for the Investigators, temporarily assigned to the Division.  
Adjacencies: adjacent to the Detective Sergeant and in close proximity to the Interview Rooms.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: cubicles with lockable doors, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks. The occupants may choose to have the cubicles configured to form teams such as a single door to two cubicles or other configurations; to be verified at time of design. Cubicles to be 7' high with lockable swing doors.

BC-3411

**Constables** (2 @ 70 sq.ft. does not incl. circ.) 140 sq.ft.  
Description: workstations for the Constables as required.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, phone and data.  
Accessories: each station will include "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, coat hooks.

BC-3412

**Recruiting Files and Stationery** 125 sq.ft.  
Description: temporary filing for the Investigators.  
Adjacencies: adjacent to the Investigators  
Amenities: N/A  
Accessories: 12 vertical files and 2 steel storage cabinets.

BC-3413

**Clerks** (10 @ 70 sq.ft. does not incl. circ.) 700 sq.ft.  
Description: workstations for the Clerks and the Assistant to the Manager, three cubicles with doors.  
Adjacencies: adjacent to the administrative employees and the Administrative Files and in close proximity to the Print/Copy/Fax.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Three cubicles will be 7' high with lockable swing doors.

BC-3414

**Administrative Files** 375 sq.ft.  
Description: general filing.  
Adjacencies: adjacent to the Clerks. If the layout permits, the secure Manager's Files may be incorporated into the rolling file system.  
Amenities: verify floor loading to take the rolling file system and tracks.  
Accessories: 10 rows of 4 files with capacity for expansion.

BC-3415

**Storage** 75 sq.ft.  
Description: storage closet for general use.  
Adjacencies: in a removed area of the Division.  
Amenities: maximum amount of shelving.  
Accessories: N/A

BC-3416

**Staff Sergeant** (2 @ 140 sq.ft. does not incl. circ.) 280 sq.ft.  
Description: offices for the Staff Sergeants.  
Adjacencies: adjacent to the Manager.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, small meeting table. three guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3417

**Sergeant, Staffing** 120 sq.ft.  
Description: office for the Sergeant.  
Adjacencies: adjacent to the Staff Sergeant and in close proximity to the Investigators (temporary) and the Interview Rooms.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3418

**Manager** 160 sq.ft.  
Description: office for the Manager.  
Adjacencies: adjacent to the Assistant to the Manager, the Clerks and the Staff Sergeants.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, meeting table. 6 guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3419

**Manager's Files**

65 sq.ft.

Description: files and work area.  
Adjacencies: adjacent to the Manager and the Assistant to the Manager clerk.  
Amenities: N/A  
Accessories: 6 @ three drawer lateral files with work top.

BC-3420

**Manager's Waiting**

40 sq.ft.

Description: waiting area.  
Adjacencies: adjacent to the Manager and the Assistant to the Manager.  
Amenities: electrical.  
Accessories: seating for 3, end table.

BC-3421

**Divisional Storage**

200 sq.ft.

Description: secure room for general Divisional storage.  
Adjacencies: in a removed area of the Division.  
Amenities: shelving on all walls.  
Accessories: N/A

BC-3422

**Divisional Archival Storage**

1,000 sq.ft.

Description: secure storage for the Division.  
Adjacencies: in a removed area.  
Amenities: approx. half the space will have high density files on rolling racks and the remaining space to have pallets to raise boxes off floor.  
Accessories: N/A

## **Division 35**

### **Finance**

#### **Administration**

- BC-3501 Waiting
- BC-3502 Reception Desk
- BC-3503 Print/Copy/Fax
- BC-3504 Office Supplies
- BC-3505 Files
- BC-3506 Library

#### **Administrative Clerks**

- BC-3507 Clerks
- BC-3508 Clerks, Payroll
- BC-3509 Alarm Coordinators
- BC-3510 Alarm Coordinators' Files
- BC-3511 Controller
- BC-3512 Accountants
- BC-3513 Coats
- BC-3514 General Storage

#### **Quartermaster Stores**

- BC-3515 Garage
- BC-3516 Loading Platform
- BC-3517 Receiving
- BC-3518 Staging/Pick-up Counter
- BC-3519 Computer Workstation
- BC-3520 Shipping Desks
- BC-3521 Recyclable Boxes
- BC-3522 Refuse and Recycling
- BC-3523 Cart Storage
- BC-3524 Dolly Storage

#### **Storage Areas**

- BC-3525 Bulk Storage, Clothing
- BC-3526 Clothing Racks
- BC-3527 Clothing Shelves
- BC-3528 Layout Table
- BC-3529 Recruit Prepping Work Counter
- BC-3530 Fitting Rooms
- BC-3531 Belt Equipment Assembly Counter
- BC-3532 Bulk Storage, Stationery
- BC-3533 General Stationery Storage
- BC-3534 Additional Storage, Pipe Band Storage

#### **Office Areas**

- BC-3535 Waiting
- BC-3536 Reception Counter
- BC-3537 Shared Workstation
- BC-3538 Forms and Supplies Counter
- BC-3539 Print/Copy/Fax
- BC-3540 Supervisor
- BC-3541 Storekeeper VI
- BC-3542 Meeting Room
- BC-3543 Coats
- BC-3544 Employee Lunch
- BC-3545 Washrooms

### Division 35

Division 35 is the Finance Division who prepares budgets, manage cash payments but also address private Alarm Permits and payments and the Quartermaster Stores. The Administrative functions are as for any office and deal primarily with the senior administration of the Department. The cashiers deal with citizens making payments of fines. The Alarm permits require citizens fill applications and then make payment for the permit. The Quartermaster Stores is primarily for Police employees although public access is made by supply delivery trucks. Because of the diverse types of activities and the high demand for main floor and garage space, it is likely that the Division will necessarily be divided according to the areas they serve.

#### Administration

BC-3501

##### **Waiting**

75 sq.ft.

Description: waiting area for visitors to the Finance administration area.

Adjacencies: adjacent to the entry.

Amenities: electrical.

Accessories: 3 lounge chairs and end table to suit layout.

BC-3502

##### **Reception Desk**

75 sq.ft.

Description: reception desk for the Clerk.

Adjacencies: adjacent to the Waiting and in close proximity to other Clerks to ensure against the "working alone" policy.

Amenities: electrical phone and data.

Accessories: "U"-shaped reception desk with transaction top, overhead cupboards and mail slots. Worksurfaces with box, box, file pedestal and box, box, file pedestal. Keyboard tray and arm, monitor arm, task lights, 24 hour task chair, coat hooks.

BC-3503

##### **Print/Copy/Fax**

150 sq.ft.

Description: work area for printers, copy and fax machines.

Adjacencies: centrally located, easily accessible by the Clerks attending the Reception Counter.

Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment

Accessories: multifunction machine, shredded, large capacity refuse and recycle bins.

BC-3504

##### **Office Supplies**

50 sq.ft.

Description: office stationery and supplies.

Adjacencies: adjacent to the Print/Copy/Fax.

Amenities: N/A

Accessories: 3 steel storage cupboards.

BC-3505

##### **Files**

110 sq.ft.

Description: files for the administrative areas of the Division. May be incorporated with the Library.

Adjacencies: adjacent to the various Clerks and the Print/Copy/Fax.

Amenities: N/A

Accessories: 10 lateral files.

BC-3506

##### **Library**

30 sq.ft.

Description: small library.

Adjacencies: in close proximity to the Clerks and may be incorporated with the Files.

Amenities: N/A

Accessories: 2 sections of book shelves.



### Administrative Clerks

The Clerks in the area can be together in a large cluster but may planned individually or may be configured in teams of 2 or 3, by specific activity.

BC-3507

**Clerks** (4 @ 70 sq.ft. does not incl. circ.) 280 sq.ft.  
Description: workstations.  
Adjacencies: adjacent to the other administrative Clerks.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Cubicles may be all mid height walls or may be low between the Clerks and higher to surround the team.

BC-3508

**Clerks, Payroll** (2 @ 70 sq.ft. does not incl. circ.) 140 sq.ft.  
Description: workstations  
Adjacencies: adjacent to the other administrative Clerks.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Cubicles may be all mid height walls or may be low between the Clerks and higher to surround the team.

BC-3509

**Alarm Coordinators** (2 @ 70 sq.ft. does not incl. circ.) 140 sq.ft.  
Description: workstations  
Adjacencies: adjacent to the other administrative Clerks.  
Amenities: electrical, phone and data.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Cubicles may be all mid height walls or may be low between the two Clerks and higher to surround the team.

BC-3510

**Alarm Coordinator Files** 50 sq.ft.  
Description: open area.  
Adjacencies: adjacent to the Alarm Coordinators.  
Amenities: N/A  
Accessories: 4 lateral files.

BC-3511

**Controller** 160 sq.ft.  
Description: office for the Controller.  
Adjacencies: adjacent to the Revenue Accountant, the Budget Accountant and the Clerks.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, meeting table. 6 guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3512

**Accountants**

(2 @ 140 sq.ft. does not incl. circ.)

280 sq.ft.

Description:

offices for the Budget and Revenue Accountants.

Adjacencies:

adjacent to the Controller and the Clerks.

Amenities:

electrical, phone and data.

Accessories:

"U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, meeting table. 4 guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3513

**Coats**

60 sq.ft.

Description:

coat closet for the civilian employees of the administrative areas of the Division.

Adjacencies:

in close proximity to the entrance to the administrative areas of the Division.

Amenities:

coat closet with hat shelf and heavy duty rod, vented doors.

Accessories:

N/A

BC-3514

**General Storage**

75 sq.ft.

Description:

secure room.

Adjacencies:

in a removed area within the administrative areas of the Division.

Amenities:

maximum amount of various shelving.

Accessories:

N/A

**Quartermaster Stores**

This portion of the division receives, stores and distributes consumable products and supplies. The highest activity is by Police delivery vehicles, and contracted supplies vehicles. The other activities involve recruits and employees who arrive to pick up uniforms, accessories and equipment. At this new location, these activities will occur within the garage areas at a specifically designated loading dock. Recruits and employees may use the Loading Dock area. For periods with anticipated large distributions, such as for new Recruits' uniform sizing and distribution, a separate area, off-site may be set for this heavy activity period to limit the number of vehicles in the Garage and to limit vehicle exhaust migration into the office areas.

The entire space will have office-like finished spaces and natural light exposure. Relatively few people work in the area however there are two distinctive areas of activity. Serving and tracking the outfitting of the employees and recruits and the shipping and receiving of packaged products. Ideally all employees would be close to each other with the shelving and package activities occurring "behind".

Police members attend a service counter for clothing and equipment. The members attend and the Quartermaster employee assists in sizing. Change Rooms are available for trying on the clothes. In the case of coats and jackets, additional sizing may be required and the member is escorted to the specific area.

In addition, a gun unloading station and a set-up counter will be available for the members to add or modify holders on their equipment belts.

Generally, the Stores employees will deliver products to the Divisions, however other Police members may, on occasion, pick up deliveries for their Division "at the back", so access to these areas is also required either within the building or via the garage.

The flooring in the entire space will be carpet and/or soft rubber to help with noise and for the comfort of the employees who stand a significant amount of the day.

Aisles between shelving will be a minimum of 48" to allow the passage of various types of carts and .

The Interoffice mail and larger courier deliveries will be adjacent to the Loading dock space. Generally the mail will be received by the designated Commissionaire. In the event that the Commissionaire is not in attendance, the Quartermaster Stores can receive the product for later pick up by the Commissionaire.

BC-3515

**Garage**

600 sq.ft.

Description: vehicle loading space. Space is also used to store the Quartermaster Stores delivery van.  
Adjacencies: within the Garage, adjacent to the Loading Platform for the Quartermaster Stores.  
Amenities: positive drainage, ample lighting.  
Accessories: N/A

BC-3516

**Loading Platform**

250 sq.ft.

Description: platform for shipping and receiving.  
Adjacencies: within the Garage, dedicated area for Quartermaster Stores. Adjacent to Receiving and Staging/Pick-up Counter  
Amenities: raised dock, bumpers, may include dock curtains to limit migration of fumes from the garage to the office areas. Ladder as required for access between the dock activities and the vehicles. Overhead door(s).  
Accessories: N/A

BC-3517

**Receiving**

300 sq.ft.

Description: open area for the storage of approximately 40 boxes @ 18" x 30" x 30" shipments for incoming or outgoing products.  
Adjacencies: interior but adjacent to the Loading Platform, and the Staging/Pick-up Counter.  
Amenities: large 3' x 8' counters with drawers and shelves below and with knee space, shelves and a variety of racks or shelves above for tapes dispensers, string spools, cutters. Electrical.  
Accessories: N/A

BC-3518

**Staging/Pick-up Counter**

175 sq.ft.

Description: large standing height service counter where the employees record and check incoming and outgoing shipments. External delivery also get the delivery papers approved. Also is employees assemble orders for the various Divisions within or outside the facility. Pick-up may be by any Division or contractor(for used materials/products) or may be delivered by Quartermaster Stores employees by cart/dolly within the building or by vehicle to outlying facilities.  
Adjacencies: interior side, adjacent to the Loading Platform, the Receiving and the Loading Platform and in close proximity to the Shipping Desks and the Recyclable Boxes.  
Amenities: large standing height desk, two sided, "L-shaped on each side. Shelving and drawers under, overhead storage for a variety of forms and supplies. Electrical.  
Accessories: lean-on stools.

BC-3519

**Computer Workstation**

100 sq.ft.

Description: oversized single workstation where shipping information is input and/or confirmed, packing slip[s] collated etc.  
Adjacencies: adjacent to the Staging/Pick-up Counter and the Shipping Desks.  
Amenities: electrical, phone and data.  
Accessories: "L"-shaped workstation with 3 box, box, file pedestals, accessory rail, overhead storage, task lights. Keyboard tray and arm, monitor arm. 24 hour task chair. Computer and printer.

BC-3520

**Shipping Desks**

125 sq.ft.

Description: single space with two work counters where employees pack or unpack materials and supplies.  
Adjacencies: adjacent to the Receiving area and the Staging/Pick-up Counter.  
Amenities: large 3' x 8' counters with drawers and shelves below and with knee space, shelves and a variety of racks or shelves above for tapes dispensers, string spools, cutters. Electrical.  
Accessories: lean-on stools.

BC-3521

**Recyclable Boxes**

75 sq.ft.

Description: storage of collapsed, reusable boxes.  
Adjacencies: adjacent to the Shipping Desks.  
Amenities: 3 sections of 2' x 4' shelving.  
Accessories: N/A

BC-3522

**Refuse and Recycling**

100 sq.ft.

Description: large capacity refuse and recycle bins.  
Adjacencies: adjacent to the Receiving and the Loading Platform.  
Amenities: N/A  
Accessories: 3 wheeled type, large capacity, commercial (plastic) refuse and recycle bins.

BC-3523

**Cart Storage**

225 sq.ft.

Description: ganging area for carts used to assemble orders and for the unloading of materials and supplies. For orders to be delivered within the building, the carts will be used for deliveries and for those orders for external delivery the carts will be taken to the Shipping Desks and the Receiving area.  
Adjacencies: in close proximity to the Shipping Desks.  
Amenities: N/A  
Accessories: 15@ 3' x 5'(approx) assembly carts.

BC-3524

**Dolly Storage**

100 sq.ft.

Description: ganging area for various sizes of two wheeled and four wheeled dollies.  
Adjacencies: adjacent to the Cart Storage.  
Amenities: N/A  
Accessories: various .

**Storage areas**

Open area with a variety of storage types and sizes. Police clothing and equipment will be stored apart from the consumable products and materials such as stationery supplies etc.

BC-3525

**Bulk Storage, Clothing**

300 sq.ft.

Description: open area to receive bulk shipments of boxed clothing, set atop a 4" raised wooden platform to limit moisture.  
Adjacencies: adjacent to the clothing shelves and in close proximity to the Receiving.  
Amenities: 4" raised platform.  
Accessories: N/A

BC-3526

**Clothing Racks**

1,100 sq.ft.

Description: 2' x 4' sections of steel shelving with hanging rods with shelf below and shelves above:

Dress Uniforms	8 sections
Buffalo Coats	1 section
Coats	10 sections
Patrol Jackets/Parkas	15 sections
Slickers	3 sections
Retired/Used products	6 sections

Adjacencies: within the Clothing Shelves.  
Amenities: Shelving as noted plus additional for expansion.  
Accessories: N/A

BC-3527

**Clothing Shelves**

2,500 sq.ft.

Description: 2' x 3' steel shelving with mesh backing and dividers as required.

Adjacencies: adjacent to the Clothing Racks.

Amenities: 144 sections of shelving with mesh backs and dividers as required.

Accessories: N/A

BC-3528

**Layout Table**

75 sq.ft.

Description: work area for the gathering of clothing to outfit each specific recruit and the make fitting adjustments (done off site)

Adjacencies: adjacent to the Recruit Prepping Work Counter, Clothing Shelves and Racks.

Amenities: 36" high, 3' x 8' work table with walk around space.

Accessories: N/A

BC-3529

**Recruit Prepping Work Counter**

50 sq.ft.

Description: work counter for fitting tools and minor tools to be used in conjunction with the Layout Table.

Adjacencies: adjacent to the Layout Table.

Amenities: 36" high counter with drawers and cupboards below, overhead storage, task light, electrical above the counter.

Accessories: N/A

BC-3530

**Fitting Rooms**

75 sq.ft.

Description: two toilet stall compartments for fittings.

Adjacencies: adjacent to all areas of the Clothing storage areas.

Amenities: two toilet stall compartments, each with bench, overhead shelf and a variety of hooks for hangers and belts, mirror.

Accessories: N/A

BC-3531

**Belt Equipment Assembly Counter**

100 sq.ft.

Description: counter where employees may add tools and accessories to equipment belts.

Adjacencies: adjacent to the Fitting Rooms.

Amenities: 36" high counter, hooks above for coat and belts, gun unloading station and 6 gun lockers.

Accessories: N/A

BC-3532

**Bulk Storage, Stationery**

200 sq.ft.

Description: area to take large shipments for sorting or delivery set atop 4" raised wooden platforms to limit moisture.

Adjacencies: adjacent to the General Stationery Shelving.

Amenities: 4" platform.

Accessories: N/A

BC-3533

**General Stationery Storage**

1,000 sq.ft.

Description: 2'x3' steel shelving with mesh backing and dividers as required.

Adjacencies: adjacent to the Bulk Storage, Stationery and in close proximity to the Receiving area and the Shipping Desks.

Amenities: 66 sections of shelving with mesh backs and dividers.

Accessories: N/A

BC-3534

**Additional Storage, Pipe Band Storage**

110 sq.ft.

Description: secure room.

Adjacencies: in a removed area within the Quartermaster Stores area.

Amenities: 5 sections @ 2' x 3' steel shelving, two will have hanging rod, open area for large items. Also in the room, gun locker(s).

Accessories: N/A

Office areas

There are few employees serving the space and ideally all of the employees will be located near one another. Depending on the layout, the same employees can serve those arriving by elevator and those arriving by the loading dock.

BC-3535

**Waiting**

165 sq.ft.

Description: waiting area for employees awaiting service for clothes, equipment or supplies

Adjacencies: adjacent to the entry.

Amenities: electrical.

Accessories: seating for 8, coffee and end tables to suit layout, brochure rack.

BC-3536

**Reception Counter**

150 sq.ft.

Description: single reception desk with workstations for two.

Adjacencies: adjacent to the entry by elevator.

Amenities: raised service counter for two including two raised, "L"-shaped desks, transaction top and display cabinet for smaller items. Overhead storage of supplies, task lights. Electrical, phone and data.

Accessories: keyboard tray and arm, monitor arm, 24 hour stool,

BC-3537

**Shared Workstation**

70 sq.ft.

Description: additional workstation for the Reception employees

Adjacencies: adjacent to the Reception Counter, the Forms and Supplies Counter and the Print/Copy/Fax.

Amenities: electrical, phone and data.

Accessories: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair.

BC-3538

**Forms and Supplies Counter**

30 sq.ft.

Description: work counter with storage above and below for a variety of forms and Reception supplies.

Adjacencies: adjacent to the Reception Counter.

Amenities: N/A

Accessories: 2 @ 36" high steel storage cabinets, additional cabinets for forms, above.

BC-3539

**Print/Copy/Fax**

150 sq.ft.

Description: work area for printers, copy and fax machines.

Adjacencies: centrally located, easily accessible by the Clerks attending the Reception Counter.

Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment

Accessories: multifunction machine, shredded, large capacity refuse and recycle bins.

BC-3540

**Supervisor**

120 sq.ft.

Description: office for the Supervisor.  
Adjacencies: adjacent to the Storeskeeper IV and in close proximity to the Reception Counter.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3541

**Storeskeeper VI**

(2 @ 110 sq. ft. does not incl. circ.)

220 sq.ft.

Description: offices for the Storeskeepers.  
Adjacencies: adjacent to the Supervisor and in close proximity to the Reception Counter.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3542

**Meeting Room**

100 sq.ft.

Description: small meeting room where the employees can meet sales reps.  
Adjacencies: adjacent to the Storeskeepers.  
Amenities: electrical.  
Accessories: table and seating for 4, whiteboard, coat hooks.

BC-3543

**Coats**

60 sq.ft.

Description: coat closet for the employees of the Quartermaster Stores.  
Adjacencies: adjacent to the Employee Lunch.  
Amenities: hat shelf, coat rod, ventilated door.  
Accessories: N/A

BC-3544

**Employee Lunch**

175 sq.ft.

Description: small Lunchroom for the employees of the Quartermaster Stores.  
Adjacencies: in a removed area.  
Amenities: electrical on separate circuits. kitchen style counter, drawers and cupboards below and cupboards above, sink, fridge.  
Accessories: microwave, coffee maker, kettle, toaster.

BC-3545

**Washrooms**

(2 @ 64 sq.ft. does not incl. circ.)

128 sq.ft.

Description: two accessible, single occupant, unisex washrooms.  
Adjacencies: adjacent to the Employee Lunch  
Amenities: each washroom to include: toilet, lav, accessible mirror, toilet paper dispenser, paper towel dispenser, refuse container, accessible grab bars to suit layout.  
Accessories: N/A

**Division 36**

## Communications

Administration

BC-3601 Inspector  
BC-3602 Clerk  
BC-3603 Files  
BC-3604 Print/Copy/Fax  
BC-3605 Sergeant  
BC-3606 Supervisor/Manager of Communications  
BC-3607 Offices  
Communications Centre (Comms Centre)  
BC-3608 Duty Inspector Duty Office  
BC-3609 Duty Inspector Workroom  
BC-3610 Senior Communications Operators  
BC-3611 Police Communications Operators  
BC-3612 Call Takers  
BC-3613 Dispatchers  
BC-3614 SPCO Office  
BC-3615 Files and Stationery  
BC-3616 Print/Copy/Fax  
BC-3617 Cart Storage  
BC-3618 Library  
BC-3619 Gun Lockers  
BC-3620 Shared Offices  
BC-3621 Task Force Office  
BC-3622 Coats



### Division 36

This Division is comprised of administration, support and training for the 911 call takers and dispatchers. The Administrative function are separated but are in close proximity to the Communications Centre

#### Administration

BC-3601

##### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Clerk and the Sergeant.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, meeting table. 6 guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3602

##### **Clerk**

110 sq.ft.

Description: workstation for the Divisional Clerk.

Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-3603

##### **Files**

65 sq.ft.

Description: files for the Division.

Adjacencies: adjacent to the Clerk.

Amenities: N/A

Accessories: 6 lateral files

BC-3604

##### **Print/Copy/Fax**

150 sq.ft.

Description: work area for printers, copy and fax machines.

Adjacencies: centrally located, easily accessible by the Clerks attending the Reception Counter.

Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment

Accessories: multifunction machine, shredded, large capacity refuse and recycle bins.

BC-3605

##### **Sergeant**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Staff Sergeant and in close proximity to the other Administrative employees of the Division.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3606

**Supervisor/Manager of Communications**

120 sq.ft.

Description: office for the Supervisor/Manager of Communications.

Adjacencies: in close proximity to the Comms Centre and the other Administrative employees of the Division.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3607

**Offices**

(4 @ 110 sq.ft. does not incl. circ.)

440 sq.ft.

Description: offices for: Policy/Procedure Officer, Staffing Officer, Quality Assurance Officer and Training Coordinator.

Adjacencies: in close proximity to the other Administrative employees of the Division.

Amenities: electrical, phone and data.

Accessories: each office to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

**Communications Centre (Comms Centre)**

This is a high activity and high stress area. There are all levels of employees with constant oversight of all the employees. Supervisors are in the same environment with the same equipment and can step into a problem situation seamlessly. Noise and call lights maintain the pressure on those receiving the 911 calls. When the stress is too high, the employees step away at the end of a situation and de-stress in a Quiet Room. The calming effect can allow the employee to return to take calls for the remainder of their shift. The designers are encouraged to review the consoles and conditions in the back-up 911 Call Centre as the configurations have been operational for a few years and can be the starting point for the new Comms Centre in the new facility.

This is an open area where the space is generally divided into four groups:  
911, Call Takers, Dispatch, Supervisors

Calls are received by 911 Operators, calls are then forwarded to the appropriate Call Taker and as calls are completed they are forwarded to the Dispatch Operators, Supervisors oversee all. The Duty Inspector oversees all activities and makes decisions if calls escalate.

In addition, the Comms Centre is adjacent to the Alternate Call Response Unit. Separation will be with a glass wall and door. The activities are similar and can run along side the Comms Centre activities.

A raised access floor may be the most practical style of construction for the significant amount of wiring required as well as to possibly handle the mechanical in the area quietly and effectively. Also, if practical, a raised floor system will be used in the Comms Centre, the Comms Server Room and the Audio Logger room.

This space requires separate air handling and special fire exiting accommodations as these spaces will be the last to vacate in the case of an emergency.

Because of the critical nature of this space, built-in redundancy is required for the safety of the employees and the citizens of Winnipeg. A Redundant Generator and Un-interrupted Power Source (UPS) designed to anticipate additional capacity at the outset will protect the people and the equipment. The design will be to a minimum run time of 3 hours for the UPS. The Redundant Generator will be designed for a fuel run time of 3 days running at full load.

Redundant air conditioning will also be required and will run off the back-up generator.

Further, there will be a requirement for redundant fibre and copper installations from the telephone companies

Additional requirements for the area:

- WWVB or other synchronization clock,
- Emergency City-wide Coverage Repeater
- Back-up Radio complete with associated antenna and cabling
- Video conferencing units, ISDN & IP capable
- installation of all radio and communications equipment and network
- Bonding, Grounding and Lightning protection
- 3 @ 37" LC, 1 @ 32" monitors complete with accessory packs and installation
- Video cable
- Smart Board
- credenza
- 3 Queue status indicator
- 3 Headsets and amplifiers
- 1 Calltaking CML Terminal equipment package
- 14 Call playback/call checks (1 per station)

Recording Room requirements include:

- 72 channel logger
- Raid 5, 96000 hrs
- portable DVD player
- all associated warranties and installations

BC-3608

**Duty Inspector Duty Office**

200 sq.ft.

Description: office for the Duty Inspector who oversees the Comm Centre. Ideally this office will be on a raised floor and will have glazed walls to see the various Operators and Dispatchers.

Adjacencies: within the Comm Centre and in close proximity to the Duty Inspector Work Room.

Amenities: large computer command console with multiple monitors on adjustable mounts. Credenza-like work surface with 2 @ box, box, file pedestals and 3 @ 2 drawer lateral filing cabinets below, overhead storage, task lights, tackboards and whiteboards, keyboard arm and tray.

BC-3609

**Duty Inspector Workroom**

160 sq.ft.

Description: single office where the Duty Inspector, from any shift, may access e-mails and carry out any required paperwork. On occasion, this room may also be used by the Staff Sergeant as well. The room will be design for two workstations.

Adjacencies: in close proximity to the Duty Inspector Duty Office but is not to be part of the Comm Centre.

Amenities: electrical, phone and data.

Accessories: two workstations, each to include: "L"-shaped workstation with keyboard arm and tray, overhead storage, box, box, file pedestal and task light. Also in the room: 4 @ 5 drawer lateral files, whiteboards and tackboards.

BC-3610

**Senior Communications Operators**

(4 @ 100 sq.ft. does not incl. circ.)

400 sq.ft.

Description: four oversized call centre consoles for the Police and Civilian Senior Communications Officers.

Adjacencies: adjacent to all other consoles but set on a raised platform with ramp access, Raised vantage point allows a visual access to all the employees.

Amenities: electrical phone and data. Note phones and computers have specialized equipment.

Accessories: each console will be as for the other consoles. Additional to the consoles will be drop-off desk and shared printer between the four stations. 24 hour task chair.

BC-3611

**Police Communications Operators**

(16 @ 70 sq.ft. does not incl. circ.)

1,120 sq.ft.

Description: 16 @ 24 hour call consoles shared by 45 employees; 4 "pods" of 4 consoles  
Adjacencies: adjacent to all Operators, Call Takers and Dispatchers.  
Amenities: electrical, phone and data. Note special phone and data connections.  
Accessories: for each workstation: designer will examine the existing call consoles at the Back-up Call Centre and replicate precisely only modifying on the direction of the occupants, 24 hour task chair.

BC-3612

**Call Takers**

(8 @ 70 sq.ft. does not incl. circ.)

560 sq.ft.

Description: 8 @ 24 hour call consoles shared by 23 employees; 2 "pods" of 4 consoles.  
Adjacencies: adjacent to all Operators, Call Takers and Dispatchers.  
Amenities: electrical, phone and data. Note special phone and data connections.  
Accessories: for each workstation: designer will examine the existing call consoles at the Back-up Call Centre and replicate precisely only modifying on the direction of the occupants, 24 hour task chair.

BC-3613

**Dispatchers**

(4 @ 70 sq.ft. does not incl. circ.)

280 sq.ft.

Description: 4 @ 24 hour consoles shared by 16 employees, one pod of 4 consoles.  
Adjacencies: adjacent to all Operators, Call Takers and Dispatchers.  
Amenities: electrical, phone and data. Note special phone and data connections.  
Accessories: for each workstation: designer will examine the existing call consoles at the Back-up Call Centre and replicate precisely only modifying on the direction of the occupants, 24 hour task chair.

BC-3614

**SPCO Office**

132 sq.ft.

Description: shared use of a single office, shared by the Supervisors.  
Adjacencies: part of/adjacent to the Communications Centre and the Duty Inspector  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3615

**Files and Stationery**

65 sq.ft.

Description: open area for files.  
Adjacencies: part of/adjacent to the Communications Centre.  
Amenities: N/A  
Accessories: 4 lateral filing cabinet and 2 steel storage cabinets.

BC-3616

**Print/Copy/Fax**

150 sq.ft.

Description: work area for printers, copy and fax machines.  
Adjacencies: centrally located, easily accessible by the Clerks attending the Reception Counter.  
Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment  
Accessories: multifunction machine, shredded, large capacity refuse and recycle bins.

BC-3617

**Cart Storage**

25 sq.ft.

Description: open area for the storage of two 4 wheeled carts.  
Adjacencies: in a removed area of the Comms Centre.  
Amenities: N/A  
Accessories: two 4-wheeled carts.

BC-3618

**Library**

25 sq.ft.

Description: small library of training and reference books  
Adjacencies: adjacent to the Comms Centre consoles.  
Amenities: N/A  
Accessories: 2 sections of library shelving.

BC-3619

**Gun Lockers**

100 sq.ft.

Description: gun unloading and lockers.  
Adjacencies: adjacent to the entry to the space.  
Amenities: two 6 tier gun lockers, floor mounted gun unloading station.  
Accessories: N/A

BC-3620

**Shared Offices**

(3 @ 110 sq.ft. does not incl. circ.)

330 sq.ft.

Description: offices that may be used as required.  
Adjacencies: in close proximity to the Inspector.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3621

**Task Force Office**

140 sq.ft.

Description: office.  
Adjacencies: in close proximity to the SPCO office.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-3622

**Coats**

40 sq.ft.

Description: coat storage.  
Adjacencies: adjacent to the entry to the space, may be divided.  
Amenities: hat shelf, boot shelf, coat rod, vented doors.  
Accessories: N/A

**Division 37**

Computer Technology

Information Technology Solutions Division

BC-3701 Manager  
BC-3702 Offices, Level 2  
BC-3703 Offices, Level 3  
BC-3704 Clerk  
BC-3705 Files  
BC-3706 General Storage  
BC-3707 Print/Copy/Files  
BC-3708 Programmers/Help Desk/Webwriters  
BC-3709 Work Counter/Test Bench  
BC-3710 Cart Storage  
BC-3711 Storage, New Product  
BC-3712 Storage, Used Product  
Computer and Communications Facility  
BC-3713 Computer Room  
BC-3714 Comms Centre Server Room  
BC-3715 Video Server Room  
BC-3716 Computer Test Lab/Project Room  
Radio Shop  
BC-3717 Transmitter Room  
BC-3718 Radio Shop  
BC-3719 Parts Closet/Cage  
BC-3720 Computer Wiring Risers  
BC-3721 Main Data/Telecommunications Room

## Division 37

### Information Technology Solutions Division

This group may be located in any area of the building but will require quick access to all areas of the facility for data and technological service. The groups work with the Computer Rooms as well as Radio Shops.

This group is also responsible for the associated services and the radio "antenna farm" on the roof.

#### Administration Unit

##### BC-3701

###### Manager

160 sq.ft.

Description: office.

Adjacencies: adjacent to the Clerk.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, meeting table and chairs for 4, extended credenza with lateral files under, wardrobe.

##### BC-3702

###### Offices, Level 2

(7 @ 120 sq.ft. does not incl. circ.)

840 sq.ft.

Description: offices for Project Leaders (2), Project Coordinator, Server System Specialist, Firewall Network Specialist and Overlap System Specialist.

Adjacencies: together and in close proximity to the Manager.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 5 drawer lateral file, coat hooks

##### BC-3703

###### Offices, Level 3

(5 @ 110 sq.ft. does not incl. circ.)

550 sq.ft.

Description: offices for Business Analyst, 2 Firewall/Network System Specialist and Database Developer.

Adjacencies: together and in close proximity to the Level 2 offices.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 5 drawer lateral file, coat hooks

##### BC-3704

###### Clerk

70 sq.ft.

Description: workstation.

Adjacencies: adjacent to the Manager.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 5 drawer lateral file, coat hooks.

##### BC-3705

###### Files

80 sq.ft.

Description: file area

Adjacencies: adjacent to the Clerk.

Amenities: N/A

Accessories: 6 lateral files, lockable bookcase, steel storage cupboard.

BC-3706	<b>General Storage</b>	100 sq.ft.
	<u>Description:</u> secure room.	
	<u>Adjacencies:</u> in a removed area of the Division.	
	<u>Amenities:</u> maximum number of 2' deep shelves.	
	<u>Accessories:</u> N/A	
BC-3707	<b>Print/Copy/Fax</b>	250 sq.ft.
	<u>Description:</u> work area.	
	<u>Adjacencies:</u> centrally located in the Unit.	
	<u>Amenities:</u> Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment	
	<u>Accessories:</u> large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.	
BC-3708	<b>Programmers/Help Desk/Webwriters</b>	
	(16 @ 70 sq.ft. does not incl. circ.)	1,120 sq.ft.
	<u>Description:</u> workstations.	
	<u>Adjacencies:</u> adjacent to the Work Counter/Test Bench, Cart Storage and Computer Storage.	
	<u>Amenities:</u> electrical, phone and data.	
	<u>Accessories:</u> each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 2 drawer lateral file, coat hooks.	
BC-3709	<b>Work Counter/Test Bench</b>	150 sq.ft.
	<u>Description:</u> work area.	
	<u>Adjacencies:</u> adjacent to the IT workstations.	
	<u>Amenities:</u> 24' long work counter with storage above and below, multiple electrical and data outlets above counter, task lighting.	
	<u>Accessories:</u> N/A	
BC-3710	<b>Cart Storage</b>	75 sq.ft.
	<u>Description:</u> open area	
	<u>Adjacencies:</u> adjacent to the IT Storage Rooms.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> variety of computer carts.	
BC-3711	<b>Storage, New Product</b>	300 sq.ft.
	<u>Description:</u> storage of new products to be "set up".	
	<u>Adjacencies:</u> adjacent to the Work Counter and the IT workstations and in close proximity to the Radio Shop.	
	<u>Amenities:</u> maximum number of 2' and 3' deep shelves	
	<u>Accessories:</u> N/A	
BC-3712	<b>Storage, Used Product</b>	300 sq.ft.
	<u>Description:</u> storage of used products to be sold off.	
	<u>Adjacencies:</u> adjacent to the Quartermaster Stores.	
	<u>Amenities:</u> maximum number of 2' and 3' deep shelves	
	<u>Accessories:</u> N/A	



#### Computer and Communications Facility

These are raised access floor areas that will require ramps to the various spaces.

BC-3713

##### **Computer Room**

1,700 sq.ft.

Description: computer room environment.

Adjacencies: may be in a removed area of the building, incorporating the Comms Centre Server Room and the Video Surveillance Server Room.

Amenities: access floor, redundant uninterrupted power source (UPS) and back-up generator, back-up air conditioning as well, per 911 industry standards.

Accessories: various computers, servers and dedicated ICE server, network termination racks, 6 closed racks, tape library.

BC-3714

##### **Comms Centre Server Room**

250 sq.ft.

Description: separate room for the specific server.

Adjacencies: adjacent to the Computer Room and in close proximity to the Comms Centre.

Amenities: extend the finishes and environment of the Computer room into the Comms Centre Server Room. Each room to have APC Four Post Racks or similar, server racks with shelves and accessory shelves and trays to perform on-board testing as required.

Accessories: N/A

BC-3715

##### **Video Server Room**

250 sq.ft.

Description: separate room for the specific server.

Adjacencies: adjacent to the Computer Room.

Amenities: extend the finishes and environment of the Computer room into the Comms Centre Server Room. Each room to have Wright Line Four Post Racks or similar, server racks with shelves and accessory shelves and trays to perform on-board testing as required.

Accessories: N/A

BC-3716

##### **Computer Test Lab/Project Room**

350 sq.ft.

Description: secure room to test and train on hardware and software.

Adjacencies: adjacent to the Computer Room.

Amenities: access floor, generator and UPS power, work benches to line walls with centre tables for training sessions. Each bench with integrated power and data outlets, drawers, overhead storage and task lights. Also in the space: two sections of heavy duty steel shelving and two steel storage cabinets, whiteboards, overhead digital projector.

Accessories: ergonomic task chairs.

#### Radio Shop

BC-3717

##### **Transmitter Room**

100 sq.ft.

Description: secure room for the transmitters.

Adjacencies: adjacent to the Radio Shop.

Amenities: access floor, generator and UPS, air conditioning and back-up air conditioning. Securely mounted Police radio transmitters.

Accessories: N/A

BC-3718

##### **Radio Shop**

900 sq.ft.

Description: secure room.

Adjacencies: adjacent to the Transmitter Room and in close proximity to the Computer Room.

Amenities: electrical, phone and data. Integrated workbenches, storage and assembly spaces such as North American Steel Easy-Up shelving, drawers and accessories and heavy duty workbenches with drawers. 6 workbenches @ 3'x 8' with multiple electrical and data outlets, storage below and overhead storage. Variety of types and sizes of storage: open shelves, incorporated heavy duty drawers and plastic bins. Additional 3' deep, heavy duty shelving for large items such as generators etc. Space for a variety of carts, 9 lockers. Two "L"-shaped stations each with: worksurfaces to form desk, and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair

Accessories: carts and dollies.

BC-3719

**Parts Closet/Cage**

160 sq.ft.

Description: secure area.

Adjacencies: adjacent to the Radio Shop.

Amenities: cage or room. Maximum number of drawers and shelves. May be in steel storage cabinets with customised interiors or may be North American Steel, Easy-Up shelves with incorporated shelves and drawers. Lighting over aisles.

Accessories:

BC-3720

**Computer Wiring Risers**

(estimated: 11 closets @ 100 sq.ft. does not incl. circ.)

1,100 sq.ft.

Description: computer wiring room for each floor or portion of the floor, as follows:

Basement (Lowest level Garage)	1 closet for future use
Level 1	2 closets
Partial Main Floor Plan	1 closet
Level 2	2 closets
Level 3	2 closets
Mezzanine	1 closet
Level 4	2 closets
Level 5	1 closet

Closets will be to provide technical wiring to all areas of the building. Multiple closets on given floors will aid in on-going service to all areas of the building. Wiring between floors will be via protected environments and wiring sleeves as required.

Adjacencies: closet locations will be selected for the capability of continuous, protected vertical penetrations from floor-to-floor.

Amenities: each closet to include: Wright line (or similar) four post server racks with accessory shelves and drawers as require. Card access.

Accessories: N/A

BC-3721

**Main Data/Telecommunications Room**

200 sq.ft.

Description: secure room for two service entry points, within the same room, for data and telecommunications, also known as Point of Presence Room.

Adjacencies: usually in the basement at the point were the various data, phone and cable services enter the building. Card access.

Amenities: connections to: City fibre, MTS, Shaw, Bell/Tellus

## **Division 40**

Homicide and major crime

### Administration

BC-4001 Inspector  
BC-4002 Staff Sergeants  
BC-4003 Clerk  
BC-4004 Visitors' Typing Stations  
BC-4005 Secure Files  
BC-4006 Files and Stationery  
BC-4007 Print/Copy/Fax  
BC-4008 Project Rooms  
BC-4009 Storage and Tapes  
BC-4010 Gun Lockers  
BC-4011 Coffee Stand  
BC-4012 Vending  
BC-4013 Equipment Storage and Charging

### Group 1

#### Cold Case Unit

BC-4014 Detective Sergeant  
BC-4015 Investigator  
BC-4016 Files

#### Homicide Unit

BC-4017 Sergeants  
BC-4018 Investigators  
BC-4019 Temporary Assignments  
BC-4020 Printer  
BC-4021 Files and Stationery  
BC-4022 Storage

#### Major Crimes Unit

BC-4023 Sergeants  
BC-4024 Investigators  
BC-4025 Printer  
BC-4026 Video Review Room  
BC-4027 Files and Stationery  
BC-4028 Storage

#### Major Crime Analysis

BC-4029 Investigator

### Group 2

#### Organized Crime Unit

BC-4030 Sergeants  
BC-4031 Detective Sergeants/Investigators  
BC-4032 Technical Assistants  
BC-4033 Printer  
BC-4034 Intelligence Officer and ACIIS Clerk  
BC-4035 Files and Stationery  
BC-4036 Printer  
BC-4037 Uniforms/Takedown Gear  
BC-4038 Tool Cupboard  
BC-4039 Cubbies  
BC-4040 Storage

#### Violent Offender Risk Analyst

BC-4041 Investigator

#### Major Case Management /Supertext Scanning Unit

BC-4042 Administrator  
BC-4043 Clerks  
BC-4044 Files  
BC-4045 Printer

#### Crime Stoppers Unit

BC-4046 Detective Sergeants/Investigators  
BC-4047 Secure Storage  
BC-4048 Printer

Drug Unit, Vice Unit  
BC-4049 Sergeant  
BC-4050 Files and Stationery  
BC-4051 Printer  
BC-4052 Radio Storage/Battery Charging  
BC-4053 Computer Room

Drug Unit (Green Team)  
BC-4054 Detective Sergeants  
BC-4055 Investigators  
BC-4056 Work Area  
BC-4057 Ventilated Cupboard  
BC-4058 Uniform/Takedown Gear

Vice Unit  
BC-4059 Detective Sergeant  
BC-4060 Investigators  
BC-4061 Undercover Attire  
BC-4062 Tool Cupboard  
BC-4063 Cubbies

#### Division 40

This is a Detective Division that requires offices adjacent to the Arrest Processing Unit Holding and Interview Rooms.

Detainees will be brought to the Arrest Processing Unit via the Garage Sally Port. On those occasions, guns will be unloaded and stored in the Garage Sally Port. For any other occasions the members are to unload and store guns within the Gun Lockers of the Division.

This Division has an administrative group and two main work groups, Group 1 and Group 2. Ideally the layout will have the two Staff Sergeants will be close to the Inspector and then the two groups will be adjacent to their respective Staff Sergeant. Ideally the entire Group 1 will be together and the entire Group 2 will be together. There is no necessity to have the groups isolated from each other.

#### Administration

##### BC-4001

###### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant and the Police Clerk and in close proximity to the other employees, where practical.

Amenities: Phone, electrical and data, alarms.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker. Floor safe on raised plinth.

##### BC-4002

###### **Staff Sergeants**

(2 @ 140 sq.ft. does not incl. circ.)

280 sq.ft.

Description: offices for the Staff Sergeants. (Group 1 and Group 2)

Adjacencies: adjacent to the Inspector and the Clerk. Depending on the layout, it may be necessary to separate these offices to be close to the Units they supervise.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

Radios and chargers may be located here or with the centralized equipment and vehicle control; yet to be determined. If it is determined that Radios and Chargers will be within the Division, space of approximately 40 sq.ft. will be required with all necessary electrical outlets and shelves for approximately 40 radios and chargers.

##### BC-4003

###### **Clerk**

110 sq.ft.

Description: workstation for the Divisional Clerk.

Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

##### BC-4004

###### **Visitors' Typing Stations**

(2 @ 30 sq.ft. does not incl. circ.)

60 sq.ft.

Description: two small typing stations where investigators from outlying District Offices may bring their related cases and paraphernalia to this central location.

Adjacencies: within the Division, most likely in close proximity to the Clerk.

Amenities: electrical and data. "L-shaped" computer desk with adjustable keyboard arm and tray task chair.

Accessories: N/A

BC-4005	<b>Secure Files</b>	150 sq.ft.
	<u>Description:</u> open area with secure cabinets adjacent to the Clerk.	
	<u>Adjacencies:</u> adjacent to the Clerk.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 12 secure lateral filing cabinets, on rolling tracks with capacity for additional files.	
BC-4006	<b>Files and Stationery</b>	250 sq.ft.
	<u>Description:</u> open area.	
	<u>Adjacencies:</u> adjacent to the Clerk but accessible to all employees of the Division.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 8 lateral filing cabinets and 8 steel storage cabinets.	
BC-4007	<b>Print/Copy/Fax</b>	150 sq.ft.
	<u>Description:</u> work area for printers, copy and fax machines.	
	<u>Adjacencies:</u> centrally located, easily accessible by the Clerks attending the Reception Counter.	
	<u>Amenities:</u> electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment	
	<u>Accessories:</u> multifunction machine, shredder, large capacity refuse and recycle bins.	
BC-4008	<b>Project Rooms</b> (2 @ 350 sq.ft.)	700 sq.ft.
	<u>Description:</u> two meeting rooms that can be secured for specific projects as required.	
	<u>Adjacencies:</u> centrally located in the Division.	
	<u>Amenities:</u> electrical, phone, data, overhead projector, projection screens, whiteboards, tack boards, Smartboard.	
	<u>Accessories:</u> tables and chairs for 16 - 20.	
BC-4009	<b>Storage and Tapes</b>	150 sq.ft.
	<u>Description:</u> general storage room.	
	<u>Adjacencies:</u> in a removed area of the Division.	
	<u>Amenities:</u> shelving to line all walls.	
	<u>Accessories:</u> N/A	
BC-4010	<b>Gun Lockers</b>	200 sq.ft.
	<u>Description:</u> two gun unloading and locker areas for the Division..	
	<u>Adjacencies:</u> adjacent to the entry to the space. Two areas may be adjacent.	
	<u>Amenities:</u> 16 banks, minimum of 6 tier gun lockers = 78 guns, two floor mounted gun unloading stations.	
	<u>Accessories:</u> N/A	
BC-4011	<b>Coffee Stand</b>	60 sq.ft.
	<u>Description:</u> Coffee Stand for the Division.	
	<u>Adjacencies:</u> central within the Division.	
	<u>Amenities:</u> kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.	
	<u>Accessories:</u> microwave, coffee maker, toaster, kettle and two refrigerators.	
BC-4012	<b>Vending</b>	50 sq.ft.
	<u>Description:</u> area for 2 vending machines.	
	<u>Adjacencies:</u> adjacent to the Coffee Stand.	
	<u>Amenities:</u> electrical.	
	<u>Accessories:</u> N/A	

BC-4013

**Equipment Storage and Charging**

100 sq.ft.

Description: secure room for the storage and charging of radios and Tasers. The concept of a centralised location for this function is currently being reviewed and if accepted, this room will be eliminated and combined into the central location.

Adjacencies: in close proximity to the Sergeant's office, entry to the Divisional space and the Gun Lockers.

Amenities: shelving to line the two long walls with 2' depth to 36" height and 12" depth above for the radio stands and chargers.

Accessories: small work table and stool.

**Group 1**

Cold Case Unit

The components of this Unit will be enclosed within a single room for security and concentrated efforts. Cold Case Unit to be adjacent to the Homicide Unit.

BC-4014

**Detective Sergeant**

70 sq.ft.

Description: workstation for the Detective Sergeant.

Adjacencies: adjacent to the Investigator.

Amenities: phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4015

**Investigator**

(3 @ 70 sq.ft.)

210 sq.ft.

Description: workstations for the Investigators.

Adjacencies: adjacent to the Detective Sergeant.

Amenities: electrical, phone and data.

Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4016

**Files**

100 sq.ft.

Description: secure files.

Adjacencies: adjacent to the Detective Sergeant and the Investigator.

Amenities: N/A

Accessories: 3 lateral filing cabinets and 3 sections of 2' x 3' shelving.

Homicide Unit

Adjacent to the Cold Case Unit.

The entire Unit is enclosed unto themselves for concentrated efforts and for security.

The Sergeants will be in a single office and all other components in the Unit will be in one open space to allow the area to become an open briefing space, walls lined with whiteboards and bulletin boards, ceiling mounted projector and projection screen, ceiling mounted TVs, electrical and data at the ceiling where required, SmartBoard.

BC-4017

**Sergeants**

250 sq.ft.

Description: single shared office used by two Sergeants.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, phone and data.

Accessories: for each Sergeant: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks, steel storage cabinet.

BC-4018

**Investigators** (10 @ 70 sq.ft. does not incl. circ.) 700 sq.ft.  
Description: workstation for the Investigators.  
Adjacencies: adjacent to the Sergeants.  
Amenities: electrical, phone and data.  
Accessories: stations to be set up in pairs, each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4019

**Temporary Assignments** (4 @ 50 sq.ft. does not incl. circ.) 200 sq.ft.  
Description: workstations.  
Adjacencies: adjacent to the Investigators, may be in one large cubicle or 4 separate cubicles.  
Amenities: electrical, phone and data.  
Accessories: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair.

BC-4020

**Printer** 30 sq.ft.  
Description: printer station.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.  
Accessories: N/A

BC-4021

**Files and Stationery** 85 sq.ft.  
Description: file area.  
Adjacencies: adjacent to the Investigators.  
Amenities: 6 special lateral files for tapes and specialty products and N/A  
Accessories: 6 lateral files, 2 steel storage cabinets.

BC-4022

**Storage** 40 sq.ft.  
Description: miscellaneous storage.  
Adjacencies: in a removed area of the Homicide Unit.  
Amenities: N/A  
Accessories: 3 @ steel storage cabinets.

#### Major Crimes Unit

The entire Unit is enclosed unto themselves for concentrated efforts and for security.  
The Sergeants will be in a single office and all other components in the Unit will be in one open space to allow the area to become an open briefing space, walls lined with whiteboards and bulletin boards, ceiling mounted projector and projection screen, ceiling mounted TVs, electrical and data at the ceiling where required.

BC-4023

**Sergeants** 360 sq.ft.  
Description: one large office shared by 3 Sergeants.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, phone and data.  
Accessories: for each Sergeant: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2 @ two drawer lateral files, coat hooks.



BC-4024

**Investigators** (18 @ 70 sq.ft. does not incl. circ.) 1,260 sq.ft.  
Description: workstation for the Investigators.  
Adjacencies: adjacent to the Sergeants.  
Amenities: electrical, phone and data.  
Accessories: each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4025

**Printer** 30 sq.ft.  
Description: printer station.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.  
Accessories: N/A

BC-4026

**Video Review Room** 300 sq.ft.  
Description: 4 workstations @ 70 sq.ft. within the room  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, phone and data.  
Accessories: each station to have: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, continuous counter with custom lateral files under to take computer discs.

BC-4027

**Files and Stationery** 85 sq.ft.  
Description: file area.  
Adjacencies: adjacent to the Investigators.  
Amenities: N/A  
Accessories: 6 lateral files, 2 steel storage cabinets.

BC-4028

**Storage** 40 sq.ft.  
Description: miscellaneous storage.  
Adjacencies: in a removed area of the Homicide Unit.  
Amenities: N/A  
Accessories: 3 @ steel storage cabinets.

Major Crimes Analysis

BC-4029

**Investigator** 110 sq.ft.  
Description: office.  
Adjacencies: adjacent to the Homicide and Major Crimes Units.  
Amenities: phone, electrical and data at each station.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

## Group 2

### Organized Crime Unit

Separated area from other groups

Open areas with the Investigators set up in pairs, area becomes open briefing space, walls lined with whiteboards and bulletin boards, ceiling mounted projector and projection screen, ceiling mounted TVs, electrical and data at the ceiling where required.

BC-4030

#### Sergeants

240 sq.ft.

Description: single shared office used by two Sergeants.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, phone, data and alarm.

Accessories: for each Sergeant: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks. Also in the room a floor safe on a raised plinth.

BC-4031

#### Detective Sergeants/Investigators

(26 @ 70 sq.ft. does not incl. circ.)

1,820 sq.ft.

Description: workstation for the Detective Sergeants and Investigators.

Adjacencies: one area.

Amenities: phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4032

#### Technical Assistants

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: work stations.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, phone and data.

Accessories: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair.

BC-4033

#### Printer

30 sq.ft.

Description: printer station.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.

Accessories: N/A

BC-4034

#### Intelligence Officer and ACIIS Clerk

200 sq.ft.

Description: office.

Adjacencies: adjacent to the Investigators.

Amenities: phone, electrical and data.

Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, coat hooks. Intelligence Officer to have two guest chairs and 2@ two drawer lateral files. Clerk will have one @ 2 drawer lateral file.

BC-4035

#### Files and Stationery

100 sq.ft.

Description: file area.

Adjacencies: adjacent to the Clerk and Intelligence Officers.

Amenities: N/A

Accessories: 6 lateral files, 3 steel storage cabinets.

BC-4036

**Printer**

30 sq.ft.

Description: printer station.

Adjacencies: adjacent to the entry to the Unit.

Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.

Accessories: N/A

BC-4037

**Uniform/Takedown Gear**

60 sq.ft.

Description: 3 closets, adjacent.

Adjacencies: adjacent to the entry to the Unit.

Amenities: two closets with hat shelf, boot shelf, coat rod, vented doors. One closet with shelves.

Accessories: N/A

BC-4038

**Tool Cupboard**

30 sq.ft.

Description: closet.

Adjacencies: adjacent to the entry to the Unit.

Amenities: One closet with shelves and hooks.

Accessories: N/A

BC-4039

**Cubbies**

170 sq.ft.

Description: an alcove for "cubbies" used by officers for the storage of their brief cases and duffle bags.

Adjacencies: convenient to the employees of the Unit.

Accessories: 30 cubbies at 18" x 18" x 24" deep. May be steel shelving with appropriate divisions. Additional HVAC to ensure adequate ventilation around equipment that may have been outside in the weather over the course of the shift. Cubbies may serve as a seat. Coat hooks above.

BC-4040

**Storage**

75 sq.ft.

Description: miscellaneous storage.

Adjacencies: in a removed area of the Organized Crime Unit.

Amenities: N/A

Accessories: 6 sections of 2' x 4' steel shelving.

Violent Offender Risk Analyst

BC-4041

**Investigator**

70 sq.ft.

Description: workstation.

Adjacencies: within Group 2.

Amenities: phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral files, coat hooks.

Major Case Management/Supertext Scanning Unit

BC-4042

**Administrator**

110 sq.ft.

Description: office.

Adjacencies: adjacent to the Clerk.

Amenities: electrical, phone, data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 5 drawer lateral file, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-4043

**Clerks**

200sq.ft.

Description: 2 workstations @ 70 sq.ft. within the room.  
Adjacencies: adjacent to the Administrator.  
Amenities: electrical, phone and data.  
Accessories: each station to have: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, continuous counter with custom lateral files under to take computer discs.

BC-4044

**Files**

60 sq.ft.

Description: file area.  
Adjacencies: adjacent to the Clerk.  
Amenities: counter with custom shelving for transfer boxes, bulletin and white boards above.  
Accessories: N/A

BC-4045

**Printer**

30 sq.ft.

Description: printer station.  
Adjacencies: adjacent to the Clerks.  
Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.  
Accessories: N/A

Crime Stoppers Unit

BC-4046

**Detective Sergeants/Investigators**

(3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: workstations for the Detective Sergeants and Investigators.  
Adjacencies: one area.  
Amenities: phone, electrical and data. Additional secure phone line.  
Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4047

**Secure Storage**

75 sq.ft.

Description: secure room.  
Adjacencies: within the Crime Stopper Unit.  
Amenities: electrical and alarm.  
Accessories: 2 custom Lateral filing cabinets to take disc storage, 4 sections of 2' x 3' steel shelving.

BC-4048

**Printer**

30 sq.ft.

Description: printer station.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.  
Accessories: N/A

Drug Unit, Vice Unit

Two Units under the supervision of a single Sergeant.

BC-4049

**Sergeant**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the employees of both Units.

Amenities: phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4050

**Files and Stationery**

100 sq.ft.

Description: file area.

Adjacencies: adjacent to the Clerk and Investigators.

Amenities: N/A

Accessories: 6 lateral files, 3 steel storage cabinets.

BC-4051

**Printer**

30 sq.ft.

Description: printer station.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, data. Counter with storage below for products used for the Printer, tackboard.

Accessories: N/A

BC-4052

**Radio Storage/Battery Charging**

30 sq.ft.

Description: shelves and electrical outlets to charge 30 batteries for tools, and 24 radios

Adjacencies: in close proximity to the Sergeant.

Amenities: shelving for recharging radios and tool batteries on custom shelving as necessary. Ample electrical outlets to take all equipment.

Accessories: N/A

BC-4053

**Computer Room**

250 sq.ft.

Description: secure room with 2 workstations @ 70 sq.ft. and combined work area.

Adjacencies: in close proximity to the Sergeant.

Amenities: electrical, phone and data. Additional electrical and special data for added computers and equipment.

Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2 @ two drawer lateral files, coat hooks. Large work table(s) where materials can be spread out.

#### Drug Unit (Green Team)

The layout of the group is envisioned as a general open area with a central work table that will allow officers to array materials.

BC-4054

##### **Detective Sergeant**

110 sq.ft.

Description: office.

Adjacencies: adjacent to the Detective Sergeants/Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, two drawer lateral files, coat hooks.

BC-4055

##### **Investigators**

(6@ 70 sq.ft. does not incl. circ.)

420 sq.ft.

Description: workstations for the Investigators.

Adjacencies: one area.

Amenities: phone, electrical and data.

Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4056

##### **Work Area**

175 sq.ft.

Description: open work area.

Adjacencies: adjacent to the Investigators.

Amenities: electrical, phone and data, tack boards, whiteboards.

Accessories: N/A

BC-4057

##### **Ventilated Cupboard**

100 sq.ft.

Description: single or multiple cupboards to allow employees to air out uniforms used during a drug confiscation. Included in the space, separate closet for jump suits, the employee may use to travel to their personal locker.

Adjacencies: adjacent to the Green Team, Uniform Takedown Gear

Amenities: secure cupboards with ventilation exhausted to the exterior. Separate secure closet for supplies.

Accessories: N/A

BC-4058

##### **Uniform/Takedown Gear**

100 sq.ft.

Description: 5 closets, adjacent.

Adjacencies: adjacent to the entry to the Unit.

Amenities: three closets with hat shelf, boot shelf, coat rod, vented doors. Two closet with shelves.

Accessories: N/A

#### Vice Unit

BC-4059

##### **Detective Sergeant**

110 sq.ft.

Description: office.

Adjacencies: adjacent to the Detective Sergeants/Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, two drawer lateral files, coat hooks.

BC-4060

**Investigators** (6 @ 70 sq.ft. does not incl. circ.) 420 sq.ft.  
Description: workstations for the Detective Sergeant and Investigators.  
Adjacencies: one area.  
Amenities: phone, electrical and data.  
Accessories: each station to include: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4061

**Undercover Attire** 150 sq.ft.  
Description: room where undercover officers may dress in prepared costumes to suit the application. Primarily used by Vice Unit but may be used by others.  
Adjacencies: adjacent to the Detective Sergeants/Investigators.  
Amenities: continuous counter with mirrors and lighting above, additional shelves and cupboards above, drawer pedestals below and two make-up stations. Maximum clothing racks with hat shelves.  
Accessories: wig and hat stands, coat trees, 2 chairs.

BC-4062

**Tool Cupboard** 30 sq.ft.  
Description: closet.  
Adjacencies: adjacent to the entry to the Unit.  
Amenities: One closet with shelves and hooks.  
Accessories: N/A

BC-4063

**Cubbies** 170 sq.ft.  
Description: an alcove for "cubbies" used by officers for the storage of their brief cases and duffle bags.  
Adjacencies: convenient to the employees of the Unit.  
Accessories: 30 cubbies at 18" x 18" x 24" deep. May be steel shelving with appropriate divisions. Additional HVAC to ensure adequate ventilation around equipment that may have been outside in the weather over the course of the shift. Cubbies may serve as a seat. Coat hooks above.

## **Division 41**

Vulnerable persons

### Administration

BC-4101 Inspector  
BC-4102 Staff Sergeant  
BC-4103 Sergeant (Support)  
BC-4104 Clerk  
BC-4105 Files and Supplies  
BC-4106 Analyst  
BC-4107 Print/Copy/Fax  
BC-4108 Storage  
BC-4109 Gun Lockers  
BC-4110 Coffee Stand

### Sex Crimes/Child Abuse Unit

BC-4111 Sergeants  
BC-4112 Investigators  
BC-4113 Child Abuse/Youth Crime Coordinator  
BC-4114 Files

### Child Exploitation Unit (ICE)

BC-4115 Supervisor/Detective Sergeant  
BC-4116 Investigators  
BC-4117 ICE Storage  
BC-4118 Open Work Area

### Domestic Violence Unit

BC-4119 Detective Sergeant/Coordinator  
BC-4120 Investigators  
BC-4121 Files

### Missing Persons Unit

BC-4122 Sergeant  
BC-4123 Investigators/Coordinators/Clerks  
BC-4124 Files

### Vulnerable Persons Unit

BC-4125 Detective Sergeant/Coordinator  
BC-4126 Investigator/Social Worker  
BC-4127 Files  
BC-4128 Visitors' Typing Stations

BC-4129 Family Room



## Division 41

Portions of this group needs to be near the ICE (Internet Child Exploitation) Unit of Division 42 and close connections to the IT group.

### Administration

BC-4101

#### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant and the Clerk and in close proximity to the other employees, where practical.

Amenities: phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC-4102

#### **Staff Sergeant**

140 sq.ft.

Description: offices for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerk.

Amenities: phone and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC- 4103

#### **Sergeant (Support)**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Clerk.

Amenities: Phone, electrical and data.

Accessories: each office to include: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

Radios and chargers may be located here or with the centralized equipment and vehicle control; yet to be determined. If it is determined that Radios and Chargers will be within the Division, space of approximately 40 sq.ft. will be required with all necessary electrical outlets and shelves for approximately 40 radios and chargers.

BC-4104

#### **Clerk**

110 sq.ft.

Description: workstation for the Divisional Clerk.

Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tackboards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4105

#### **Files and Supplies**

85 sq.ft.

Description: central area for the storage of files and supplies for the Administration Unit.

Adjacencies: adjacent to the Clerk.

Amenities: N/A.

Accessories: 4 five drawer lateral files and two steel storage cupboards.

BC-4106

#### **Analyst**

110 sq.ft.

Description: an office for the Analyst.

Adjacencies: adjacent to Sergeant and Staff Sergeant and in close proximity to the Clerk.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Additional large tack boards and whiteboards.

BC-4107

**Print/Copy/Fax**

300 sq.ft.

Description: central workroom for the Division.  
Adjacencies: centrally located, adjacent to the Clerk.  
Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment  
Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies. Additional storage for large quantities of materials for shredding.

BC-4108

**Storage**

150 sq.ft.

Description: secure storage room for tapes and miscellaneous storage items.  
Adjacencies: in a removed area of the Division.  
Amenities: maximum number of 2' deep steel shelving.  
Accessories: N/A

BC-4109

**Gun Lockers**

165 sq.ft.

Description: separated space where officers unload weapons before entering the general space and storage of the weapons and belts in individual gun lockers.  
Adjacencies: adjacent to the entry to the Division, in a separated alcove.  
Accessories: two floor mounted gun unloading station with individual gun lockers for 14 banks of 6 tier gun lockers = 106 guns minimum.

BC-4110

**Coffee Stand**

125 sq.ft.

Description: Divisional Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.  
Adjacencies: centrally located in the Division but removed to limit noise transmission.  
Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.  
Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and two refrigerators. Table and seating for 4.

Sex Crimes/Child Abuse Unit

BC-4111

**Sergeants**

240 sq.ft.

Description: one large office shared by 3 Sergeants.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, phone and data.  
Accessories: for each Sergeant: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2 @ two drawer lateral files, coat hooks.

BC-4112

**Investigators**

(36 @ 70 sq.ft. does not incl. circ.)

2,520 sq.ft.

Description: workstation for the Investigators.  
Adjacencies: adjacent to the Sergeants.  
Amenities: electrical, phone and data.  
Accessories: work groups are: 18 stations for Child Abuse and 18 stations for Sex Crimes. Each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2 @ two drawer lateral files, coat hooks.

BC-4113

**Child Abuse/Youth Crime Coordinator**

110 sq.ft.

Description: an office for the Coordinator.

Adjacencies: adjacent to Sergeant and Staff Sergeant and in close proximity to the Investigators.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Additional large tackboards and whiteboards.

BC4114

**Files**

175 sq.ft.

Description: open area for files.

Adjacencies: adjacent to the Investigators.

Amenities: N/A

Accessories: 16 vertical filing cabinets, 4 lateral filing cabinets, open area for staging culled materials for transport to Evidence etc..

Child Exploitation (ICE) Unit

This group works closely with the Computer Lab Techs within Division 42 (BC-4298) and layout of the two Divisions will reflect this.

BC-4115

**Supervisor/Detective Sergeant**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4116

**Investigators**

(3 workstations @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: work area for all employees of this Unit.

Adjacencies: within the Division.

Amenities: electrical, phone and data.

Accessories: each station to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks. Additional large tackboards and whiteboards.

BC-4117

**ICE Storage**

130 sq.ft.

Description: secure storage for computers and materials that are being reviewed or will proceed to Evidence Storage (Division 30).

Adjacencies: adjacent or very close proximity to the Computer Technicians of Division 42 (BC-42 98 and BC99). Access may be via the Computer Technicians.

Amenities: maximum number of 2' deep steel shelving.

Accessories: N/A

BC-4118

**Open Work Area**

75 sq.ft.

Description: open area for team meeting.

Adjacencies: centered outside the offices/rooms. In close proximity or readily accessible to the Division 42 Computer Lab Techs.

Amenities: electrical and data.

Accessories: meeting table and seating for 8, tackboards, whiteboards.

Domestic Violence Unit

BC-4119

**Detective Sergeant/Coordinator**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4120

**Investigators**

(8 @ 70 sq.ft. does not incl. circ.)

560 sq.ft.

Description: workstations.

Adjacencies: adjacent to the Supervisor/Sergeant.

Amenities: electrical/phone and data.

Accessories: each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4121

**Files**

45 sq.ft.

Description: files for the Unit.

Adjacencies: adjacent to the Investigators.

Amenities: 6 @ 5 drawer lateral files.

Accessories: N/A

Missing Persons Unit

BC-4122

**Sergeant**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4123

**Investigators/Coordinators/Clerks**

(8 @ 70 sq.ft. does not incl. circ.)

560 sq.ft.

Description: workstations.

Adjacencies: adjacent to the Supervisor/Sergeant.

Amenities: electrical, phone and data.

Accessories: Each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4124

**Files**

45 sq.ft.

Description: files for the Unit.

Adjacencies: adjacent to the Investigators.

Amenities: 6 @ 5 drawer lateral files.

Accessories: N/A

## Vulnerable Persons Unit

BC-4125

### **Detective Sergeant/Coordinator**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the Investigators

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

BC-4126

### **Investigators/Social Worker**

(8 @ 70 sq.ft. does not incl. circ.)

560 sq.ft.

Description: workstations.

Adjacencies: adjacent to the Supervisor/Sergeant.

Amenities: electrical/phone and data.

Accessories: each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4127

### **Files**

45 sq.ft.

Description: files for the Unit.

Adjacencies: adjacent to the Investigators.

Amenities: 6 @ 5 drawer lateral files.

Accessories: N/A

BC-4128

### **Visitors' Typing Stations**

(2 @ 30 sq.ft. does not incl. circ.)

60 sq.ft.

Description: two small typing stations where investigators from outlying District Offices may bring their related cases and paraphernalia to this central location.

Adjacencies: within the Division, most likely in close proximity to the Clerk.

Amenities: electrical and data. "L-shaped" computer desk with adjustable keyboard arm and tray task chair.

Accessories: N/A

BC-4129

### **Family Room**

300 sq.ft.

Description: a child-friendly room where children/victims/family may await their interviews. At the time of printing, the children's service areas are being considered to be relocated off-site and shared with the Province. For the purposes of this Program, the Family Room will be provided within Division 41, with access off of the main corridor. The associated interview and monitoring rooms for children and victims will be across the hall, accessed off the main corridor. In the event that these activities move off-site, the Family Room will become a common meeting room, shared by all and the access points to the children's interview rooms and monitoring room will be relocated to the "back" of those rooms, off of the secure corridor inside the Arrest Processing areas.

Adjacencies:

Amenities:

Accessories:

**Division 42**

Commercial Crime, Technical Surveillance, Forensics,  
Administration

BC-4201 Inspector  
BC-4202 Staff Sergeant  
BC-4203 Clerk  
BC-4204 Clerk of Technical Surveillance Unit  
BC-4205 Files and Supplies  
BC-4206 Print/Copy/Fax  
BC-4207 Coffee Stand  
BC-4208 Gun Lockers  
BC-4209 CCTV Project Office

Commercial Crime Unit

BC-4210 Sergeant  
BC-4211 Detective Sergeants  
BC-4212 Investigators  
BC-4213 Internet Workstations  
BC-4214 Evidence Files and Counterfeit Currency Storage  
BC-4215 Currency Drop Box  
BC-4216 Files

Stolen Auto Unit

BC-4217 Sergeant  
BC-4218 Detective Sergeant  
BC-4219 Investigators  
BC-4220 Radio Storage/Battery Charging  
BC-4221 Files

Pawn Unit

BC-4222 Detective Sergeant/Investigators  
BC-4223 Files  
BC-4224 Storage  
BC-4225 Work Counter

Secure Operations

BC-4226 Sergeant  
BC-4227 Investigators  
BC-4228 Files  
BC-4229 Work Area  
BC-4230 Storage

Technical Surveillance Unit

BC-4231 Reception Counter  
BC-4232 Files and Stationery  
BC-4233 Print/Copy/Fax  
BC-4234 Installation Technicians  
BC-4235 Tech Lab  
BC-4236 Equipment Storage  
BC-4237 Sergeant  
BC-4238 Detective Sergeant  
BC-4239 Project Analysts  
BC-4240 Crime Analysts  
BC-4241 Crime Analysis Clerks  
BC-4242 Monitor Transcribers  
BC-4243 Intercept Room  
BC-4244 Covert Monitoring/Tech Analysis

Auxiliary Offices

BC-4245 Sergeant  
BC-4246 Detective Sergeant  
BC-4247 Investigators  
BC-4248 Project Area  
BC-4249 Print/Copy/Fax  
BC-4250 Files and Stationery Supplies  
BC-4251 Raid/Takedown Gear  
BC-4252 Equipment Storage

BC-4253 Gun Lockers  
 BC-4254 Coffee Lunch Stand  
 BC-4255 Washrooms  
Polygraph Suite  
 BC-4256 Office  
 BC-4257 Files/Storage  
 BC-4258 Storage  
 BC-4259 Testing Room  
 BC-4260 Viewing Room  
 BC-4261 Waiting Area  
Forensics Services Unit  
 BC-4262 Pre-Scanning Station (Main Floor)  
 BC-4263 Applicant Processing Cubicle (Main Floor)  
 BC-4264 Voluntary Attendants for Fingerprints  
 BC-4265 Applicant Waiting (Main Floor)  
Administration  
 BC-4266 Clerks  
 BC-4267 Staff Sergeant  
 BC-4268 Administrative Sergeant  
 BC-4269 Library  
 BC-4270 Administrative Sergeant, Files/Storage Room  
 BC-4271 Parade/Large Meetings/Classes of Instruction  
 BC-4272 Coats and Seasonal Clothing Alcove  
 BC-4273 Gun Lockers and Unloading Station  
Forensic Imaging Section  
 BC-4274 F.I. Reception  
 BC-4275 F.I. Supervisor  
 BC-4276 F.I. Analyst Workstations  
 BC-4277 F.I. Recording Station  
 BC-4278 F.I. Files  
 BC-4279 F.I. Exhibit Work Area and Archival Storage  
 BC-4280 Forensic Artist Office/Composite Room  
 BC-4281 Artist's Storage  
 BC-4282 Kits and Gun Lockers  
 BC-4283 F.I. Equipment and Supply Storage  
Detainee Processing Areas  
 BC-4284 ICA Processing Room (within Arrest Processing Unit)  
Identification Section – Operations (Ident)  
 BC-4285 Platoon Supervisor (Sergeant)  
 BC-4286 Equipment Storage  
 BC-4287 Radio Storage/Battery Charging  
 BC-4288 Patrol Sergeants  
 BC-4289 Police Ident Specialist Workstations  
 BC-4290 Senior Ident Technicians  
 BC-4291 DNA Coordinator  
 BC-4292 Civilian Ident Specialist Workstations  
 BC-4293 AFIS Latent Workstations  
 BC-4294 Photocopiers, Printers/Stationery Supplies Area  
 BC-4295 Case Files/Fingerprint Archive Files  
 BC-4296 Library  
 BC-4297 Digital Processing/Chart and Photo Prep Work Room  
 BC-4298 Digital Photographic Mini Lab Room/Film Processing  
 BC-4299 Storage Rooms  
Technological Crimes Section (Tech Crimes)  
 BC-42100 Tech Crimes Section Supervisor  
 BC-42101 Files and Supplies  
 BC-42102 Exhibit Drop Off Area  
 BC-42103 Tech Crimes Exhibits  
 BC-42104 Tech Crimes Analyst Offices  
 BC-42105 Tech Crimes Breakdown Room/Area  
 BC-42106 Tech Crimes RF (Radio Frequency) Shielded Room  
 BC-42107 Tech Crimes Equipment and Supply Storage

BC-42108 Tech Crimes Server Room  
BC-42109 ICE Computer Lab Technicians  
BC-42110 ICE Server Room  
BC-42111 Tech Crimes Coats /Gun Lockers  
Forensic Identification Laboratory Components  
BC-42112 Biological Drying Rooms  
BC-42113 Biological Case Rooms  
BC-42114 Biological/Chemical Laboratory  
BC-42115 Gun Lab  
BC-42116 Biological-Chemical Laboratory  
BC-42117 Chemical Laboratory  
BC-42118 Volatile Product Storage  
BC-42119 Comparison Workstations  
BC-42120 Non-Biological Case Rooms  
BC-42121 CL3 Mechanical/Filter Room  
BC-42122 Laboratory Supplies  
BC-42123 Laboratory Equipment Storage/Battery Charging  
BC-42124 CBRN Equipment/Supplies Storage  
BC-42125 Laboratory Laundry  
BC-42126 Lab Refrigerator and Lab Freezer  
BC-42127 Washroom within Lab Area  
BC-42128 Shower within Lab Area  
BC-42129 Evidence Storage  
BC-42130 Cubbies – Ident Kits  
BC-42131 Vehicle Examination Bays (2 @ 800, 1@ 1,500)  
BC-42132 Equipment Decontamination Area



## Division 42

This diverse group includes Forensics, Stolen Auto, Pawn Unit, Crime Analysis and Forensics and will be included in this portion of the building development. Two groups within this Division will be located in the tower, in different locations, to protect the occupants and visitors to the spaces.

### Administration

#### BC-4201

##### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant and the Clerk and in close proximity to the other employees, where practical.

Amenities: phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

#### BC-4202

##### **Staff Sergeant**

140 sq.ft.

Description: offices for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerk.

Amenities: phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

#### BC-4203

##### **Clerk**

110 sq.ft.

Description: workstation for the Divisional Clerk.

Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

#### BC-4204

##### **Clerk of Technical Surveillance Unit**

65 sq.ft.

Description: workstation for the Clerk of the Technical Surveillance Unit.

Adjacencies: adjacent to the Sergeant, Detective Sergeant, Files and in close proximity to the Print/Copy/Fax and the Installation Technicians.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

#### BC-4205

##### **Files and Supplies**

85 sq.ft.

Description: central area for the storage of files and supplies for the Administration Unit.

Adjacencies: adjacent to the Clerk.

Amenities: N/A.

Accessories: 4 five drawer lateral files and two steel storage cupboards.

#### BC-4206

##### **Print/Copy/Fax**

200 sq.ft.

Description: central workroom for the Division. A review of this function and the space allocation for this group will determine if this function should be enlarged at a single location or if multiple smaller areas would be more appropriate, based on travel distance and the number of users for this function.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-4207

**Coffee Stand**

200 sq.ft.

Description: Divisional Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.

Adjacencies: centrally located in the Division but removed to limit noise transmission.

Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and 2 refrigerators. Table and seating for 8.

BC-4208

**Gun Lockers**

150 sq.ft.

Description: gun lockers and unloading station for the portions of the Division to be located in the "plant" portions of the facility.

Adjacencies: adjacent to the entry to the space.

Amenities: floor mounted unloading station, 8 tiers of lockers, 6 lockers per tier = 48 guns.

Accessories: N/A

BC-4209

**CCTV Project Office**

140 sq.ft.

Description: office.

Adjacencies: in close proximity to the Staff Sergeant.

Amenities: electrical, phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two guest chairs, 2@ two drawer lateral files, coat hooks.

Commercial Crime Unit

BC-4210

**Sergeant**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Clerk.

Amenities: Phone, electrical and data.

Accessories: each office to include: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC4211

**Detective Sergeants**

310 sq.ft.

Description: single office shared by 4 at the same time.

Adjacencies: within the Division.

Amenities: electrical, phone and data.

Accessories: each station to include: "L"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks. Shared within the room: meeting table and chairs for 4.

BC-4212

**Investigators**

(10 @ 70 sq.ft. does not incl. circ.)

700 .sq.ft.

Description: workstations for the Investigators. Ideally there will be some wall space for large whiteboards and tackboards, visible by all in the open area. This space will sometimes be used as a briefing room (area).

Adjacencies: adjacent to the Detective Sergeants.

Amenities: electrical, phone and data.

Accessories: Each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks. Large whiteboards and tackboards placed to be visible by the group.

BC-4213

**Internet Workstations** (2 @ 50 sq.ft.) 100 sq.ft.  
Description: two workstations with Internet connections but not linked to the Police network.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical and NON-Police data.  
Accessories: each station to include: "L"-shaped workstation with keyboard arm and tray, box, box, file pedestal, task light, bulletin board, task chair.

BC-4214

**Evidence Files and Counterfeit Currency Storage** 110 sq.ft.  
Description: secure room.  
Adjacencies: centrally within the Unit.  
Amenities: electrical and data. 4 lateral files, 4 sections of 2' x 3' x 7'(h) heavy duty steel shelving, 4' desk with keyboard arm and tray, monitor arm, overhead shelf for supplies, task light, tackboard.  
Accessories: task chair.

BC-4215

**Currency Drop Box** 10 sq.ft.  
Description: 24 hour accessible drop box for seized currency, may be a standard post office mail box.  
Adjacencies: ideally within the Forensics Hub, accessible by all officers from all Divisions 24 hours a day.  
Amenities: post office mail box, alarm.  
Accessories: N/A

BC-4216

**Files** 60 sq.ft.  
Description: administrative files for the Unit.  
Adjacencies: centrally located within the Unit.  
Amenities: 4 @ 5 drawer lateral files.  
Accessories: N/A

Stolen Auto Unit

BC-4217

**Sergeant** 120 sq.ft.  
Description: office for the Sergeant.  
Adjacencies: adjacent to the Clerk.  
Amenities: Phone, electrical and data.  
Accessories: each office to include: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC-4218

**Detective Sergeant** 110 sq.ft.  
Description: office.  
Adjacencies: adjacent to the Sergeant.  
Amenities: electrical, phone, data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4219

**Investigators** (12 @ 70 sq.ft. does not incl. circ.) 840 .sq.ft.  
Description: workstations for the Investigators.  
Adjacencies: adjacent to the Detective Sergeant.  
Amenities: electrical, phone and data.  
Accessories: Each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4220

**Radio Storage/Battery Charging**

25 sq.ft.

Description: shelves and electrical outlets to charge 30 batteries for tools, and 20 radios  
Adjacencies: in close proximity to the Sergeant.  
Amenities: shelving for recharging radios and tool batteries on custom shelving as necessary. Ample electrical outlets to take all equipment.  
Accessories: N/A

BC-4221

**Files**

110 sq.ft.

Description: file area  
Adjacencies: adjacent to the Investigators.  
Amenities: N/A  
Accessories: 8 vertical files, 4 lateral files

Pawn Unit

BC-4222

**Detective Sergeant/Investigators**

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: shared office with 2 workstations.  
Adjacencies: within the Division.  
Amenities: electrical, phone, data.  
Accessories: each station to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-4223

**Files**

40 sq.ft.

Description: files area  
Adjacencies: adjacent to the Detective Sergeant/Investigators.  
Amenities: N/A  
Accessories: 4 vertical files.

BC-4224

**Storage**

50 sq.ft.

Description: storage alcove or room.  
Adjacencies: adjacent to the Detective Sergeant/Investigators.  
Amenities: N/A  
Accessories: maximum number of 2' deep steel shelves.

BC-4225

**Work Counter**

30 sq.ft.

Description: counter to collate and prepare materials.  
Adjacencies: adjacent to the Files.  
Amenities: counter with drawers and cupboards below, overhead storage, under-cabinet lighting, electrical above counter.  
Accessories: N/A

Secure Operations

This group may share some amenities with Technical Surveillance, Crime Analysis and the Monitor Transcribers.

BC-4226

**Sergeant**

120 sq.ft.

Description: office for the Sergeant.  
Adjacencies: adjacent to the Investigators.  
Amenities: Phone, electrical and data.  
Accessories: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC-4227

**Investigators** (2 @ 70 sq.ft.) 140 sq.ft.  
Description: workstations for the Investigators.  
Adjacencies: adjacent to the Sergeant.  
Amenities: electrical, phone and data.  
Accessories: Each station to have: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.

BC-4228

**Files** 100 sq.ft.  
Description: file area  
Adjacencies: adjacent to the Investigator.  
Amenities: N/A  
Accessories: 4 vertical files, 2 lateral files, 2 sections of steel shelving, two steel storage cupboards.

BC-4229

**Work Area** 250 sq.ft.  
Description: open area.  
Adjacencies: adjacent to the Investigator.  
Amenities: electrical.  
Accessories: table and chairs for 8, whiteboards, tackboards.

BC-4230

**Storage** 75 sq.ft.  
Description: secure storage closet.  
Adjacencies: adjacent to the Investigators.  
Amenities: 6 sections of 2' x 3' x 7'(h) steel shelving.  
Accessories: N/A

#### Technical Surveillance Unit

This group will be secured within their own space within Division 42 but may share some amenities with the Secure Operations, Crime Analysis and the Monitor Transcribers.

BC-4231

**Reception Counter** 50 sq.ft.  
Description: secure reception counter where items may be dropped off.  
Adjacencies: adjacent to the entry to the space and the Clerk.  
Amenities: raised transaction counter with forms and supplies stored below, secure rolling shutter. Call button on the exterior side of the counter, for off hours when the shutter is closed. Drop box for "off-hours" and/or two way lockers for items such as tapes and DVD's in 8" x 12" envelopes.  
Accessories: N/A

BC-4232

**Files and Stationery** 65 sq.ft.  
Description: administration files for the Unit.  
Adjacencies: adjacent to the Clerk.  
Amenities: N/A  
Accessories: 4 lockable, lateral filing cabinets, 2 steel storage cupboards.

BC-4233

**Print/Copy/Fax** 300 sq.ft.  
Description: work area for printers, copy and fax machines.  
Adjacencies: centrally located, easily accessible by the Clerk and all employees of the nit.  
Amenities: electrical, phone and data, counters with drawers and cupboards below and cupboards above. Electrical above counter and for the specific equipment. Non-Police Internet connection for stand alone computer.  
Accessories: multifunction machine, shredder, plotter, 3' x 6' layout table for large plotted materials, capacity refuse and recycle bins. Bulletin boards.

BC-4234

**Installation Technicians** (3 @ 85 sq.ft. does not incl. circ.) 255 sq.ft.  
Description: workstations for the Technicians.  
Adjacencies: adjacent to the Tech Lab and the Equipment Storage room and in close proximity to the Clerk and the Reception Desk to receive dropped off items.  
Amenities: electrical, phone and data. Non-Police Internet connection for stand alone computer.  
Accessories: each workstation to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4235

**Tech Lab** 280 sq.ft.  
Description: secure room.  
Adjacencies: adjacent to the Installation Technicians and in close proximity to the Equipment Storage.  
Amenities: electrical at work counters and on walls as required to take battery chargers. Non-Police Internet connection for stand alone computer. 6' of upper and lower cupboards, 16' heavy duty work bench with vices and grinder, electrical supply above, 3 sections of 2' deep, heavy duty steel shelving, 4 steel storage cupboards, 5 custom sized vertical filing cabinets with book cases behind and work tops to cover all at 36" high to form a walk-around work counter (+/- 42" x 90" top), drawers to be heavy duty for small parts and accessories. Carts and assemble items and to transport equipment between the Equipment Storage and the Tech Lab.  
Accessories: N/A

BC-4236

**Equipment Storage** 1,000 sq.ft.  
Description: secure room. Alternatively the file and storage components may be separated.  
Adjacencies: adjacent to Installation Technicians.  
Amenities: pallets for the open storage area, hooks for ladders.  
Accessories: 25 sections of 2' deep shelving (3' wide), 22 vertical filing cabinets, 2 lateral filing cabinets, battery storage and charging, multiple ladders in a variety of sizes, 100 sq.ft. of "open storage" with pallets.

BC-4237

**Sergeant** 120 sq.ft.  
Description: office for the Sergeant.  
Adjacencies: adjacent to the Clerk and Detective Sergeants.  
Amenities: Phone, electrical and data.  
Accessories: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC-4238

**Detective Sergeant** (3 @ 110 sq.ft. does not incl. circ.) 330 sq.ft.  
Description: offices for the Detective Sergeants.  
Adjacencies: adjacent to the Sergeant, Clerk and the Installation Technicians.  
Amenities: electrical, phone, data.  
Accessories: each office to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4239

**Project Analysts** (2 @ 70 sq.ft.) 140 sq.ft.  
Description: cubicles for the Project Analysts.  
Adjacencies: adjacent to the Detective Sergeants.  
Amenities: electrical, phone and data.  
Accessories: each station to include: partitions, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4240

**Crime Analysts** (4 @ 110 sq.ft. does not incl. circ.) 440 sq.ft.  
Description: offices for the Analysts.  
Adjacencies: adjacent to the Sergeant and the Clerk. At the time of writing these positions  
Amenities: electrical, phone, data.  
Accessories: each office to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-4241

**Crime Analysis Clerks** (3 @ 70 sq.ft. does not incl. circ.) 210 sq.ft.  
Description: workstation for the Clerks.  
Adjacencies: adjacent to the Analysts, Files and in close proximity to the Print/Copy/Fax. May also be located in close proximity to the Clerk.  
Amenities: electrical, phone and power.  
Accessories: each station to include: partitions, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks. Also in the area: bulletin boards, whiteboards and maps.

BC-4242

**Monitor Transcribers** 1,000 sq.ft.  
Description: secure, quiet room that will house the Transcribers' workstations and activities. Within the space: 8 workstations of 70 sq.ft.  
Adjacencies: it is critical to minimize the noise transmission, may be located near the Clerk.  
Amenities: electrical, phone and data. Card access.  
Accessories: each workstation to include: partitions, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks. Also in the space: 2 steel storage cupboards, 2 lateral files, personal cubbies for 8 below work counter(s). Printer and mail on work counter(s), bulletin boards and white boards in the space.

BC-4243

**Intercept Room** 200 sq.ft.  
Description: secure room, similar to a server room.  
Adjacencies: adjacent to the Monitor Transcribers.  
Amenities: electrical, data, air conditioning as for a computer/server room. Server cabinet.  
Accessories: small "L"-shaped computer desk with box, box, file pedestal, overhead storage, task light, ergonomic task chair, 3 lateral filing cabinets, 2 sections of shelves for CD's.

BC-4244

**Covert Monitoring/Tech Analysis** (3 x 335 sq.ft. + 250 sq.ft.) 1,255 sq.ft.  
Description: secure work area comprising of a work/meeting space of approximately 250 sq.ft. with three separate, secure, covert monitoring rooms accessed through the meeting space. Each of the monitoring rooms will have three stations where the three main occupants will attend a station but each may be accompanied by two others (possible total of 9 in the room).  
Adjacencies: adjacent to the Intelligence Analysts.  
Amenities: electrical, data, Cable TV.  
Accessories: work/meeting area: worktables to form meeting table for 8 -10, white boards and tackboards, ceiling mounted projector and/or large ceiling mounted flat screen monitor with electrical, data and Cable TV at the ceiling, 2 steel storage cupboards, additional electrical, data and Cable TV. Monitoring Rooms: each to include: each workstation to include worktables or continuous counter(s), mobile, box, box, file pedestal, and dual head monitor arm. Each station will have electrical, data and Cable TV and ergonomic task chair.

#### Division 42, Auxiliary Offices

These spaces will be located in the office tower, the exact location to be determined. Ideally this space will be on a level with level access to the "Police" portion of the building. These people will work two shifts. As this group will be removed from the others, it will require washroom and lunchroom for the Unit.

Data wiring to the tower will be via fibre used in the main areas. The computer requirements are as for a standard office and as such will be protected on the generator back up and the UPS requirements may be met with a stand alone UPS or group UPS.

The computer rack/panels may be within a separate dedicated closet or in a secure cabinet within a multifunction closet for electrical phone and data. In any event, the space will need to be cooled sufficiently to protect the equipment. The noise generated by the ventilation will require that the closet be located in a removed area, removed from the general work areas.

BC-4245

<b>Sergeants</b>	(2 @ 120 sq.ft. does not incl. circ.)	240 sq.ft.
<u>Description:</u>	offices for the Sergeant.	
<u>Adjacencies:</u>	adjacent to the Clerk.	
<u>Amenities:</u>	Phone, electrical and data.	
<u>Accessories:</u>	each office to include: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.	

BC-4246

<b>Detective Sergeants</b>	(2 @ 110 sq.ft. does not incl. circ.)	220 sq.ft.
<u>Description:</u>	offices.	
<u>Adjacencies:</u>	adjacent to the Sergeants.	
<u>Amenities:</u>	electrical, phone, data.	
<u>Accessories:</u>	"U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.	

BC-4247

<b>Investigators</b>	(8 @ 70 sq.ft. does not incl. circ.)	560 .sq.ft.
<u>Description:</u>	open workstations for the Investigators.	
<u>Adjacencies:</u>	adjacent to the Detective Sergeants and the Work Area. The open workstations may line the outer walls of the Work Area or at the end of the space.	
<u>Amenities:</u>	electrical, phone and data.	
<u>Accessories:</u>	Each station to have: "L" shaped station with worksurfaces to form desk, and return, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, 2@ two drawer lateral files, coat hooks.	

BC-4248

<b>Project Area</b>		450 sq.ft.
<u>Description:</u>	open work area.	
<u>Adjacencies:</u>	adjacent to the Investigators or may be in the centre of the Investigators.	
<u>Amenities:</u>	electrical, data.	
<u>Accessories:</u>	multiple worktables and seating for 12, maximum tack boards and whiteboards to line all walls, Overhead projection screens or roller blinds in front of all tack boards and whiteboards.	

BC-4249

<b>Print/Copy/Fax</b>		200 sq.ft.
<u>Description:</u>	central workroom for the Division.	
<u>Adjacencies:</u>	centrally located, adjacent to the Clerk.	
<u>Amenities:</u>	Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment	
<u>Accessories:</u>	large multifunction machine (photocopier, fax, network printer), colour network printer, shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.	



BC-4250

**Files and Stationery Supplies**

100 sq.ft.

Description: secure room.  
Adjacencies: adjacent to the Investigators  
Amenities: N/A  
Accessories: 3 lateral filing cabinets, 4 vertical files, 4 steel storage cupboards.

BC-4251

**Raid/Takedown Gear**

60 sq.ft.

Description: 6 closets for raid jackets and equipment, divided accordingly.  
Adjacencies: in a removed area within the Unit, may be incorporated with Equipment Storage.  
Amenities: 4 closets with hat shelf, boot shelf, coat rod, vented doors, 2 closets with shelves.  
Accessories: N/A

BC-4252

**Equipment Storage**

250 sq.ft

Description: secure room.  
Adjacencies: adjacent to the Investigators, may be incorporated with Raid/Takedown Gear.  
Amenities: electrical at work counter and on walls as required to take battery chargers.  
Accessories: 6 sections of 2' deep, heavy duty steel shelving, 4 steel storage cupboards, 5 custom sized vertical filing cabinets with book cases behind and work tops to cover all at 36" high to form a walk-around work counter (+/- 42" x 90" top), drawers to be heavy duty for small parts and accessories.

BC-4253

**Gun Lockers**

75 sq.ft.

Description: gun lockers and unloading station.  
Adjacencies: adjacent to the entry to the space.  
Amenities: floor mounted unloading station, 4 tiers of lockers, 6 lockers per tier = 24 guns.  
Accessories: N/A

BC-4254

**Coffee/Lunch Stand**

250 sq.ft.

Description: room or alcove.  
Adjacencies: adjacent to the Investigators.  
Amenities: kitchen style upper and lower cabinets, sink, 2 refrigerator, 2 microwave. Electrical for the appliances as well as additional outlets above the counter. All electrical on separate circuits.  
Accessories: tables and chairs for 12.

BC-4255

**Washrooms**

55 sq.ft.

Description: unisex washrooms for this group.  
Adjacencies: adjacent to the Coffee/Lunch Stand  
Amenities: toilet, toilet paper dispenser, sink, liquid soap dispenser, mirror, waste receptacle.  
Accessories: N/A

Division 42, Polygraph Suite

This suite will be located in the tower but with ready access to the Police officers, in the event that an arrest would follow.

BC-4256

**Office**

100 sq.ft.

Description: office.  
Adjacencies: adjacent to the files and in close proximity to the other components of the Polygraph Suite.  
Amenities: electrical, phone and data.  
Accessories: over-sized "U" shaped workstation with 2 computers, monitors, keyboards, printer.

BC-4257

**Files/Storage**

175 sq.ft.

Description: secure file area.  
Adjacencies: adjacent to the polygraph office.  
Amenities: N/A  
Accessories: 12 vertical files, lateral files, steel storage cabinets.

BC-4258

**Storage**

100 sq.ft.

Description: secure room.  
Adjacencies: in close proximity to the Office. May act as sound buffer between rooms.  
Amenities: maximum shelving on long walls  
Accessories: N/A

BC-4259

**Testing Room**

100 sq.ft.

Description: secure polygraph testing room.  
Adjacencies: adjacent to the Waiting Area.  
Amenities: soundproofing in walls and ceiling, cameras, microphones, table and seating for tester. Testing chair with oversized arms to take testing equipment set-up.  
Accessories: N/A

BC-4260

**Viewing Room**

100 sq.ft.

Description: secure room that may be adjacent but the access must not be visible by the person to be tested.  
Adjacencies: adjacent or removed from the Testing room.  
Amenities: soundproofing in walls and ceiling, cart with monitors and recording equipment  
Accessories: tables and viewing chairs.

BC-4261

**Waiting Area**

65 sq.ft.

Description: small waiting area for those awaiting testing.  
Adjacencies: adjacent to the Testing Room.  
Amenities: electrical.  
Accessories: seating for 3, end table, coat closet.

**Forensics Services Unit (FSU)**

The Forensics Services Unit generally consists of office, garage and lab spaces. The office spaces are for administrative, desk and "desk-like" activities. The Lab areas may be on the office level and/or may be on the garage level. Garage spaces will be for parking of specialty vehicles. There is also a requirement of a Lab-like space for vehicle examination.

The desk and desk-like activities are required in the main offices but the fingerprinting and photo identification activities will also occur in the centralized Arrest Processing Unit as well as the main floor. Ideally, the remainder of the Forensics Unit will be housed together and will adjacent to the Exhibit Preparation and Drying Rooms GA-03 and the Evidence Control Unit.

Plumbing and mechanical accommodation will be significant for the Forensics Services Unit.

The forensics area primarily works on criminal investigations however there is some requirement to deal with the public for voluntary fingerprinting, DNA and photographing for job applications and immigration related registration and so on.

The voluntary printing and photos will be done on the main floor where the applicants arrive and information is taken at the Pre-screening Station at the counter. The applicant then waits within the General Waiting area. A Clerk processes the taken information at the Applicant Processing Cubicle and then calls in the applicant for fingerprints, photos and DNA within the cubicle. The detail for those spaces follow in BC-4251, BC-4262 to BC-4265 inclusive.

A similar identification service will be required to serve the Arrest Processing Unit. Although attended by the Forensics employees, it may be best suited to be located within the Arrest Processing Unit to contain any detainees during a transfer from one area to another in the building. The Clerk or Technician will attend to the required activity with a Police officer in attendance for safety and security. The remainder of the Offices will be located conveniently to the Arrest Processing Unit so the employees may attend to their other activities when not required in the Arrest Processing Unit.

Other activities for the group involve evidence processing and analysis and administrative or "office" activities. There is also a garage component where large evidence and vehicles are processed necessarily on the garage level.

With few exceptions, all the spaces occupied by this group will have access limited to their work group only, unless escorted by Forensics employees. It is desirable that the three Sections: Forensic Identification, Forensic Imaging and Technological Crimes, are in close proximity to one another, and within the same security perimeter due to the overlap of some functions and the sharing of some facilities. Ideally the Laboratory components will be within the same contiguous space with the attendant security level.

#### Employees Forensic Services Unit (FSU)

Group	Total Number	Comprised of:
Administration	5	2 Police 3 Civilian Clerical Support Staff
Forensic Identification Section	38	22 Police 13 Civilian Specialists 3 Gun Hub
Forensic Imaging Section	5	5 Police
Technological Crimes Section	6	6 Police
Total	51	

#### FSU – Public Areas BC-4262

##### **Pre-scanning Station**

72 sq.ft.

Description: workstation similar to that of the BPR Desks see BC-08. Stations where citizens attend for immigration and/or employment security checks. This is a high activity area where paper forms accumulate and quickly look untidy. This is a very precisely designed workstation matching those of the BPR Desks. The designer will be required to examine the existing conditions and either re-use and augment the existing product or purchase new product to replicate the design, only modifying with approvals of the occupants. See Inquiry Work Counters (BC-08, BC-09).

Adjacencies: on the main floor as part of the Service Centre General Inquiries counters and the Inquiry Waiting and in close proximity to the Public Washroom. The Applicant Processing Room will be located immediately adjacent with controlled access door (by the clerk) and from the Applicant Waiting area.

Amenities: electrical, phone and data. Panic buttons as for BPR stations and call buttons for the number call system as for BPR. UPS. Waterless cleansers.

Accessories: As for BPR stations: "L-shaped" work surfaces, box, box, file pedestal and file, file pedestal, overhead storage, task light, accessory rail, tackboard, keyboard arm and tray, monitor arm, ample storage for forms and handouts. , 24 hour ergonomic task chair, two drawer lateral file, coat hooks. This station will have added visual security from other waiting clients.

#### BC-4263

##### **Applicant Processing Room**

136 sq.ft.

Description: cubicle with 6' partitions, may include a sliding door, as required to provide privacy for the applicant.

Adjacencies: adjacent to the Pre-scanning Station, accessed through a locked door. Adjacent to the other clerks at the Service Centre, who may assist if required.

Amenities: electrical, phone and data. Fingerprint counter with storage for forms and supplies. UPS.

Accessories: digital camera, "L"-shaped computer desk, ergonomic task chair, coat hooks, three guest chairs, whiteboard, tackboard.

BC-4264

**Voluntary Attendants for Fingerprints**

260 sq.ft.

Description: room where individuals attend voluntarily or under court order for fingerprinting and/or photos. Additionally the rooms will have capacity to further process the individual of weight and physical descriptors. Room to be rectangular in shape to allow the necessary distance from camera to subject. Dimensions of room will be approx. 14' x 18'.

Adjacencies: main floor location, controlled access from General Waiting.

Amenities: room shall include: electrical and data, UPS, locker outside entrance to this room for subjects' coats to be secured prior to entry. U-shaped upper-lower cupboards at one end with sink, paper towel and soap dispensers. A second counter with lower cupboards and stainless steel counter top with 4 ft. space between and access at one end. Each room to have a Livescan unit, (electronic fingerprint capture – component of AFIS), ink fingerprint station, printer, computer, keyboard tray and mechanism, monitor arm, video camera for gallery photo capture, studio lighting and backdrop, rigging, weigh scale, height measure unit, coat rack, counter-height chair for Ident member, swivel chair or stool for subject. Panic button and panic bar to Station Duty. Security cameras monitored by the Station Duty personnel. Sound attenuation materials used to control noise. Whiteboards and tack boards, 2 steel storage cupboards. Specialty lateral filing cabinet.

Accessories: N/A

BC-4265

**Applicant Waiting**

110 sq.ft.

Description: open waiting area.

Adjacencies: main floor location, adjacent to the Pre-Scanning Station; may be part of the General Waiting, BC-02.

Amenities: electrical.

Accessories: chairs for 5-6, end tables to suit the layout.

FSU - Administration

BC-4266

**Clerks**

(3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: workstations for the Clerks.

Adjacencies: two clerks will be on the main floor, adjacent to the Pre-Scanning Station and the Applicant Processing Cubicle. The third Clerk will be located with the remainder of the Forensic Services Unit administrative areas.

Amenities: electrical, phone and power.

Accessories: each station to include: partitions, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chairs, coat hooks. Also in the area: bulletin boards and whiteboards.

BC-4267

**Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerk.

Amenities: phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-4268

**Administrative Sergeant**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC-4269

**Library**

85 sq.ft.

Description: storage area for Unit books, catalogues, manuals.

Adjacencies: Adjacent to the Administrative Sergeant

Amenities: N/A

Accessories: 2 – five drawer lateral filing cabinets with open shelving above and 2 steel storage cupboards for binders, books, catalogues, course and presentation materials, etc.

BC-4270

**Administrative Sergeant Files / Storage Room**

170 sq.ft.

Description: secure room for storage of equipment and supplies associated to the duties of the Administrative Sergeant, including and equipment. Also to be used for storage of new and used unassigned photographic equipment, and a staging area for equipment being sent to and returned from repair.

Adjacencies: adjacent to the Administration Sergeant.

Amenities: electrical on wall by open shelves for battery charging.

Accessories: 4 sections of combination cabinets 24" deep x 36" wide and 72" high with files below and upper portion with cupboards and shelves, opposite wall to have 4 sections of open steel shelving in centre of the space: 4 @ 36" high steel storage cupboards with laminate work surface.

BC-4271

**Parade/Large Meetings/Classes of Instruction**

400 sq.ft.

Description: room for roll call meetings and dissemination of daily workload, in-house training sessions and regular large general meetings. For use by all members of the Forensic Services Unit, provided all are in proximity.

Adjacencies: adjacent to the Forensic Identification Specialist workstation areas and accessible by all FSU members.

Amenities: electrical, phone, data, cable TV. Credenzas, lectern. Electrical per code and: above credenza, at ceiling for ceiling mounted projector and recessed in floor for lectern and for some of the desk arrangements. LCD projector, bulletin boards, projection screen, built-in credenzas. HVAC controls within room. Fluorescent and incandescent lighting on dimmer for note taking.

Accessories: tables and chairs for 24 that can be arranged for different types of meetings.

BC-4272

**Coats and Seasonal Clothing Alcove**

144 sq.ft.

Description: an alcove for on-duty employees to set their coats while "running in and out" without retiring to their lockers as well as seasonal storage for parkas and rain gear.

Adjacencies: convenient to the workstation areas and the Forensic Services Unit entrance/access to mobile unit parking area.

Amenities: bench and maximum length of coat rod and hat shelf (estimated 38-40 lineal feet). Additional HVAC in the area to ensure adequate ventilation around the coats so damp raincoats can dry. Depending on the layout, if a door is used, grilles and/or undercutting will be required to augment the ventilation in the space.

Accessories: N/A

BC-4273

**Gun Lockers and Unloading Station**

66 sq.ft.

Description: gun lockers and unloading stations.

Adjacencies: adjacent to the entry to the space. It will be necessary to have a gun locker and unloading space for all work groups of the Forensics Unit. Depending on the layout, it may be necessary to break up/and or duplicate this space.

Amenities: minimum 35 lockers required; allow for 40. Wall mounted gun lockers and two floor mounted gun unloading stations.

Accessories: N/A

FSU - Forensic Imaging Section (F.I.)

BC-4274

**F.I. Reception**

130 sq.ft.

Description: the point to allow investigators and general patrol members to drop off and deliver exhibit casework and electronic gate to act as the control point to limit further access into the space.

Adjacencies: adjacent to the entry to the space and to the F.I. Analysts' Workstations.

Amenities: electrical and data. 6' reception counter with run-off and 10 ft. work counter behind complete with lower drawers and cupboards. Electronic gate. UPS.

Accessories: Study/computer carrel for visiting employees.

BC-4275

**F.I. Supervisor**

120 sq. ft.

Description: office.

Adjacencies: adjacent to the work areas of the Forensic Imaging Analysts.

Amenities: electrical, phone and data.

Accessories: "U"-shaped ergonomic workstation with two drawer pedestals, keyboard tray and mechanism, multiple head monitor arm, overhead storage, task lighting, two, three drawer vertical filing cabinets. UPS.

BC-4276

**F.I. Analyst Workstations (6 @ 70 sq.ft.)**

432 sq. ft.

Description: open area with 6 workstations shared by two on separate shifts, includes one station for incoming casework and submitting officer briefings.

Adjacencies: adjacent to the F.I. Supervisor, Storage, and Exhibits.

Amenities: electrical, phone and data.

Accessories: each station to include: partitions, "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, multiple head monitor arm, 24 hour task chair, guest chairs, coat hooks. Also in the area: bulletin boards and whiteboards. Configuration of the workstations will include worksurface space for duplicating equipment. UPS.

BC-4277

**F.I. Recording Station**

70 sq.ft.

Description: workstation for a variety of recording devices and readers.

Adjacencies: adjacent and easily accessible to the Analysts.

Amenities: electrical and data. UPS.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair. Configuration of the workstations will include worksurface space for duplicating equipment. UPS.

BC-4278

**F.I. Files**

70 sq.ft.

Description: files for the Forensic Imaging Unit.

Adjacencies: adjacent and easily accessible to the Analysts.

Amenities: N/A.

Accessories: 6 lateral files.

BC-4279

**F.I. Exhibit Work Area and Archival Storage**

120 sq. ft.

Description: work area to photograph and dismantle computers and DVR equipment for image analysis. Area for the archival storage of VHS tapes and DVDs.

Adjacencies: adjacent to the work areas of the Forensic Imaging Analysts.

Amenities: electrical and data. UPS.

Accessories: 12 ft of counter complete with 4' knee space and lower drawers and cupboards and overhead cupboards. Also in the space, 4 sections of 2' deep shelves and 2 steel storage cupboards.

BC-4280

**F.I. Artist Office / Composite Room**

168 sq.ft.

Description: the F.I. Artist will interview victims and witnesses in the soft Interview rooms on the main floor and then process the sketches as required in this office. Also used for the administration functions of the F.I. Section. Used by F.I. Artist /Analysts.

Adjacencies: adjacent to the F.I. Section areas.

Amenities: electrical, phone and data. UPS.

Accessories: "L"-shaped configuration to include 5' tilt-top table (drafting or similar), adjacent work surfaces to extend the "L" and continue with computer area and work area with box, box, file pedestal, file, file pedestal and two drawer lateral filing cabinet under. Also in the space, one steel storage cabinet.

BC-4281

**Artist's Storage**

96 sq.ft.

Description: secure storage.

Adjacencies: adjacent to the Forensic Artist Office.

Amenities: electrical.

Accessories: 2 lateral files, 3 steel storage cupboards, 3 sections of 2' deep steel shelving.

BC-4282

**Kits and Gun Lockers**

50 sq.ft.

Description: secure storage.

Adjacencies: within the F.I. Section.

Amenities: N/A

Accessories: 2 sections of steel shelving, gun lockers for 10, gun unloading station.

BC-4283

**F.I. Equipment and Supply Storage**

120 sq. ft.

Description: storage room.

Adjacencies: adjacent to the work areas of the F.I. Analysts.

Amenities: N/A

Accessories: 3' deep steel shelving units along the outside walls of the room.

**FSU – Detainee Processing Areas**

The ICA Processing Room will be operated by the Forensics Unit but will be within the Arrest Processing, secure areas. The Forensics employees will attend the room as required and may require Police assistance while carrying out the activities. This method of work will ensure that the detainee being processed does not leave and possibly escape the secure area. This space will be as close as possible to the remainder of the Forensics employees.

BC-4284

**ICA Processing Room**

(2 @ 260 sq.ft.)

520 sq.ft.

Description: two rooms where charged persons are processed under the authority of the Identification of Criminals Act (ICA). This process involves taking fingerprints and palm prints by the ink and Livescan (electronic) methods. Persons are subject to other identifying processes such as taking gallery photographs, weighing and documentation of physical descriptors. Rooms to be rectangular in shape to allow the necessary distance from camera to subject. Dimensions of each room should be approx. 14' x 18'. Used by Civilian Identification Specialists (Identification Technicians).

Adjacencies: within Arrest Processing Unit secure areas.

Amenities: each room shall include: U-shaped upper-lower cupboards at one end with sink, paper towel and soap dispensers. A second counter with lower cupboards and stainless steel counter top with 4 ft. space between and access at one end. Also included in the room: Livescan unit, (electronic fingerprint capture – component of AFIS), ink fingerprint station, printer, computer, Keyboard tray and mechanism, monitor arm, video camera for gallery photo capture, studio lighting and backdrop, weigh scale, height measure unit, coat rack, counter-height chair for Ident member, swivel chair or stool for subject. Panic button and panic bar to Supervisor of Arrest Processing Unit. Security cameras monitored by the Staff Sergeant. Sound attenuation materials used to control noise. Whiteboards and tack boards. Specialty lateral filing cabinet.

Accessories: N/A

FSU - Identification Section – Operations (Ident)

BC-4285

**Platoon Supervisor (Sergeant)**

120 sq.ft.

Description: one office shared by two on separate shifts.

Adjacencies: adjacent to the Ident Officer Workstation Area with convenient access to the Patrol Sergeants and Senior Ident Technicians. Ideally will have visual access to many areas of the facility, particularly the Service Centre, as well as the area where escort officers await with detainees for the ICA process, however television monitoring of these areas may be necessary.

Amenities: electrical, phone and data. Supervisor also monitors panic button alarms at ICA Processing area.

Accessories: "U"-shaped desk with overhead storage bins, 24 hr. ergonomic chair, 2 pedestals under the desk, upper-lower cabinets with work counter along one wall, two guest chairs, network computer connection, printer, fax and lockable cabinet for small supplies.

BC-4286

**Equipment Storage**

45 sq.ft.

Description: open area.

Adjacencies: adjacent to the Platoon Supervisor, may be with Print/Copy/Fax (below).

Amenities: N/A

Accessories: three lockable steel storage cabinets.

BC-4287

**Radio Storage/Battery Charging**

25 sq.ft.

Description: shelves and electrical outlets to charge 48 batteries for radios

Adjacencies: in close proximity to the Platoon Supervisor.

Amenities: shelving for recharging radios and tool batteries on custom shelving as necessary. Ample electrical outlets to take all equipment.

Accessories: N/A

BC-4288

**Patrol Sergeants (3 @ 110 sq.ft.)**

330 sq.ft.

Description: offices for the Patrol Sergeants. Each office shared by two officers on different shifts.

Adjacencies: adjacent to the work areas of the Police Ident Officers and in close proximity to the Platoon Supervisor.

Amenities: electrical, phone and data.

Accessories: each office to have an "L"-shaped ergonomic work stations, each station to have two drawer pedestals, overhead shelves and hutches, under-shelf lighting, two, three drawer vertical filing cabinets.

BC-4289

**Police Ident Specialist Workstations**

(16 @ 70 sq.ft. does not incl. circ.)

1,120 sq.ft.

Description: 16 assigned (shared) workstations for up to 24 Ident Specialists. Each workstation is shared by two individuals working on different shifts. Includes Gun Hub employee.

Adjacencies: adjacent the Patrol Sergeants and Print/Copy/Fax and in close proximity to the Parade Room and Platoon Supervisor

Accessories: each station will include: "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-4290

**Senior Ident Technicians**

110sq.ft.

Description: shared office for two Senior Ident Technicians on different shifts.

Adjacencies: adjacent to the work areas of the Ident Technicians and in close proximity to the Platoon Supervisor.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, 2 @ 3 drawer lateral files, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.



BC-4291

**DNA Coordinator**

120sq.ft.

Description: office for the DNA Coordinator.

Adjacencies: in close proximity to the DNA Processing.

Accessories: office to have an "L"-shaped ergonomic workstation, with two drawer pedestals, overhead shelves and hutches, under-shelf lighting, 2 @ three drawer vertical filing cabinets.

BC-4292

**Civilian Ident Specialist Workstations**

(10 @ 70 sq.ft. does not incl. circ.)

700 sq.ft.

Description: 10 assigned (shared) workstations for up to 16 Civilian Ident Specialists and 2 Gun Hub employees working on different shifts.

Adjacencies: adjacent the AFIS Latent Workstations (may be combined), Senior Ident Technicians, and in close proximity to the Photocopier area, Parade Room, Patrol Sergeants, Platoon Supervisor and Police Ident Specialist Workstations and as close as possible to the ICA Processing and Photographic Digital Mini Lab Room.

Amenities: electrical phone and data.

Accessories: each station will include: partitions, "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

BC-4293

**AFIS Latent Workstations**

(3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: 2 unassigned workstations for WPS AFIS Latent capture terminals, and 1 additional unassigned workstation for the RCMP National AFIS terminal.

Adjacencies: adjacent the Civilian Ident Specialist Workstations (may be combined), Senior Ident Technicians, and in close proximity to the Photocopier area, Parade Room, Patrol Sergeants, Platoon Supervisor, Police Ident Specialist Workstations and the ICA Processing and Photographic Digital Mini Lab Room.

Amenities: electrical phone and data. Note specific data requirements for WPS and RCMP AFIS terminals.

Accessories: each workstation to include: "L" shaped station with worksurfaces to form desk and run-off, worksurface approx. 6' x 3'. Also included at each station: box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks. Also in the area: bulletin boards and white boards.

Also in the area: bulletin boards and white boards. Table for two printers to be positioned between the two WPS AFIS Latent capture workstations.

BC-4294

**Photocopiers, Printers / Stationery Supplies Area**

150 sq.ft.

Description: an area where multiple people can use a variety of machines such as network printers, photocopiers, and fax, where material may be collated, mail sorted and distributed. Also for storage of stationary supplies.

Adjacencies: adjacent to the Ident Specialists workstations area.

Amenities: electrical, phone and data. Galley-style configuration with two multifunction machines on one side and continuous length of counter on the opposing side for collating materials. All machines will have separate circuits. Additional electrical outlets above collating counter. Additional outlet under counter for the paper shredder. Space under a portion of the counter for paper shredder, shredder bin and large capacity refuse container. Remainder of space under counter to be storage cupboards for paper supplies. Cupboards above counter for miscellaneous stationary / office supplies. Cabinet design will accommodate extra height of the network printers

Accessories: N/A

BC-4295

**Case Files / Fingerprint Archive Files**

280 sq.ft.

Description: secure filing. High density, rolled files and shelves for current and recent case file storage. Also used to store hard-copy fingerprint card files. Existing tracks will be extended to take additional 12 sections of files. Designer may elect to enclose the filing or provide locking segments. The client may elect to have some portion of the filing locked separately from the other areas.

Adjacencies: in close proximity to both Police and Civilian Ident Specialist workstations.

Amenities: secure high density rolling files with all necessary floor loading plate distribution as necessary, with engineered calculations and stamp to accommodate 32 lateral files/shelves.

Accessories: rolling file system, or fixed shelving units to accommodate 5 to 7 years of case envelopes containing fingerprint and photographic evidence, etc. for quick access to unsolved cases requiring fingerprint comparisons or other follow-up tasks. Wall space for 12 ft. of lateral files containing archive fingerprint cards.

BC-4296

**Library**

105 sq.ft.

Description: Forensic Ident Library of Forensic texts, periodicals, subscription publications and catalogues. Used by all members of the Forensic Services Unit.

Adjacencies: in close proximity to the Photocopier Area and accessible to all.

Amenities: N/A

Accessories: 6 sections of book shelves and 3 lateral filing cabinets, small table, 2 chairs.

BC-4297

**Digital Processing / Chart and Photo Prep Work Room**

225 sq.ft.

Description: room used by all Police and Civilian Ident Specialists for digital imaging and enhancement of latent fingerprint impression images. Also used for preparation of photographic booklets for court and preparation of fingerprint charts for court utilizing specialized computer software

Adjacencies: adjacent to the work areas of the Police and Civilian Ident Specialists, and in close proximity to the Sergeant.

Amenities: electrical and data.

Accessories: two workstations, each with: 3' x 6' worksurfaces and 2' x 3.5' returns, keyboard tray and mechanism, monitor arm, 24 hour ergonomic chair, overhead storage and task lights, box, box, file pedestal, 3'x6' worksurface between. Each workstation will include digital imaging computer network terminal. On opposite wall: large counter workspace to layout and organize crime scene photographs for booklet preparation. Counter space for coil binding machine and rotary paper cutter, scanner, colour printer, copy stand with digital camera. Upper and lower cupboards for related supplies. In the centre of the room, 42" high 4' x 8' work counter with storage (4 @ lateral filing cabinets) below.

BC-4298

**Digital Photographic Mini Lab Room / Film Processing**

300 sq.ft.

Description: room for Photographic Digital Mini Lab unit used to produce print copies of photographic images from negatives and a variety of electronic inputs.

Adjacencies: in close proximity to the work area of the Civilian Identification Specialists. May be blended with BC-4297.

Amenities: electrical and data. 2 @ minimum 8' counter to accommodate the digital terminal for the Frontier 330, each with lower cupboards for related supplies, upper cupboards where space allows for supplies. Sound insulation.

Accessories: Fuji Frontier 330 Digital Photographic Mini Lab, (or replacement).

BC-4299

**Storage Rooms**

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: two separate, lockable rooms for the storage of miscellaneous supplies and seasonal materials.

Adjacencies: in a removed area.

Amenities: each room to have 6 sections of 24" x 36" x 84"h heavy duty shelving.

Accessories: N/A

#### Technological Crimes Section (Tech Crimes)

Tech Crimes employees will have computers that operate as for any other office, off of the main computers. They also work on computers that have been seized. These computers will run off a separate server(s) to protect/shield the Police computers.

BC-42100

##### **Tech Crimes Section Supervisor**

120 sq.ft.

Description: office for the Tech Crimes Section Supervisor.

Adjacencies: adjacent to the work areas of the Tech Crimes Analysts.

Amenities: electrical, phone and data. UPS.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-42101

##### **Files and Supplies**

60 sq.ft.

Description: open area.

Adjacencies: adjacent to the Tech Crimes Supervisor.

Amenities: N/A

Accessories: 4 five drawer lateral files, 2 steel storage cupboards

BC-42102

##### **Exhibit Drop Off Area**

156 sq.ft.

Description: the control point where investigators and general patrol members drop off and deliver exhibits but are controlled from further access into the spaces. Incoming items for processing are bar-coded and packaged and stored accordingly.

Adjacencies: adjacent to the entry to the space and the Tech Crimes Exhibit Room and in close proximity to the offices of the Tech Crimes Analysts.

Amenities: electrical, data. 8' @ "U" shaped counter top area with rear counter complete with drawers and cupboards below and open shelves above for packing materials. Verify sizes and types. May require rolled bagging materials. UPS.

Accessories: N/A.

BC-42103

##### **Tech Crimes Exhibits**

144 sq.ft.

Description: secure room to store computer systems and other electronic exhibits pending forensic analysis or awaiting pick-up after examination.

Adjacencies: adjacent to the Exhibit Drop Off Area and in close proximity to the offices of the Tech Crimes Analysts.

Amenities: N/A.

Accessories: 9 sections of 2' x 4' x 7'(h) steel shelving around perimeter of room to hold pending exhibits.

BC-42104

##### **Tech Crimes Analyst Offices**

(12 @ 110 sq.ft. does not incl. circ.)

1,320 sq. ft.

Description: secure offices for the Tech Crimes Analysts.

Adjacencies: adjacent to the Tech Crimes Supervisor, TCS Storage and TCS Exhibits.

Amenities: electrical, phone and data. UPS.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-42105

##### **Tech Crimes Breakdown Room/Area**

288 sq. ft.

Description: separate secure room for documenting, photographing and dismantling seized computer equipment.

Adjacencies: adjacent to the offices of the Tech Crimes Analysts.

Amenities: multiple electrical and data above continuous work counter around perimeter of room with drawers and cupboards below and shelving or cupboards above. Center work counter with drawers or lateral files below. Task lights. Provide some work locations with knee space. UPS.

Accessories: Cameras, tripods, carts.

BC-42106

**Tech Crimes RF (Radio Frequency) Shielded Room (Faraday Room)** 100 sq. ft.  
Description: separate 'RF Shielded' room where hand held electronics, such as cellular phones, Blackberry devices etc. can be activated and examined without risk of tampering from outside signals.  
Adjacencies: adjacent to the offices of the Technological Crimes Analysts.  
Amenities: electrical, phone, data. 'RF Shielded' construction of all walls, floor, ceiling and door. UPS.  
Accessories: centre work counter with knee space, and drawers and cupboards below, stool.

BC-42107

**Tech Crimes Equipment and Supply Storage** 144 sq. ft.  
Description: room for storage of miscellaneous equipment and supplies used by Tech Crimes Analysts  
Adjacencies: adjacent to the offices of the Tech Crimes Analysts.  
Amenities: continuous work counter around perimeter of room with drawers and cupboards below and shelving or cupboards above.  
Accessories: N/A.

BC-42108

**Tech Crimes Server Room** 120 sq. ft.  
Description: room to house the main server for use by the Tech Crimes Analysts. This server is for the seized computers only.  
Adjacencies: adjacent to the offices of the Tech Crimes Analysts.  
Amenities: electrical, data. Ample air conditioning and ventilation. UPS.  
Accessories: server rack(s) with integrated work shelf.

BC-42109

**ICE Computer Lab Technicians** 220 sq.ft.  
Description: secure, dedicated work room. The employees frequently work with Investigators in Division 41. The room has two occupants who each work on multiple computers and monitors. Designer will confirm the numbers.  
Adjacencies: adjacent to the dedicated Server Room and in close proximity to the Investigators. May be incorporated with the dedicated Server Room. Also in close proximity to the Division 41 ICE Storage Room.  
Amenities: electrical phone and data for multiple computers. Sound control in the room. Wright Line technical lab equipment including heat containment and two incorporated workstations and work tables  
Accessories: tack boards, white boards, steel storage cabinets, two data cabinets, carts.

BC-42110

**ICE Server Room** 200 sq.ft.  
Description: server room or area dedicated to the ICE Unit.  
Adjacencies: may be a separate room accessed from within the Computer Lab Technicians or may be incorporated in the Computer Lab Technicians.  
Amenities: electrical, phone, data, server racks. If the space is a separate room, will require additional cooling and ventilation. If part of the Computer Technicians space, may incorporate Wright Line server cabinets with incorporated heat containment system/ ventilation/cooling  
Accessories:

BC-42111

**Tech Crimes Coats / Gun Lockers** 30 sq.ft.  
Description: a closet for on-duty employees to set their coats while "running in and out" without retiring to their lockers, and space for gun lockers.  
Adjacencies: convenient to the workstation areas.  
Accessories: maximum length of coat rod and hat shelf. Bank of 12 (12"x12"x18") lockers.

#### **Forensic Identification Laboratory Components**

The following Forensic Laboratory Components of the Forensic Services Unit require access restricted to Forensic Identification Section members only.

At the time of printing, many operational changes are underway and yet to be fully developed. At the time of printing, it is envisioned that this group will also absorb the Exhibit Receipt Area and the Gun Hub, see BC-GA03 and BC-GA04. There is a direct relationship with the Evidence Control Unit of Division 30 and this is also being reviewed for operational connections and efficiencies.

#### **BC-42112**

##### **Biological Drying Rooms, General (4 @ 360 does not incl. circ.)**

(2 @ 3' x 7' x 8' high, does not incl. circ.) 1,482 sq.ft.

**Description:** rooms for processing crime scene exhibits that have the potential to contain DNA evidence but require drying prior to further processing. Ident Specialists entering a biological room will be required to 'gown-up' (don protocol suit) in the entrance bio-vestibule (air-lock), and 'gown-down' (dispose of protocol suit) upon leaving through the exit bio-vestibule (air-lock). This is necessary to prevent contamination of the room or exhibits by the Ident Specialist, and also prevents the Ident Specialist from carrying contaminants away from the room. CL-2 construction / CL-3 HVAC required.

**Adjacencies:** adjacent to Biological Case Rooms, Biological/Chemical Laboratory, CL3 Mechanical Room, Decontamination Area, and in close proximity to Exhibit Storage. The designer may find methods of the gown-up or gown-down processes that can be shared with the various rooms.

**Amenities:** each room to include: 4' x 12' centre island with stainless steel work surface complete with drawers and cupboards below, accessible on all sides to lay out clothing and other items for photography, biological safety cabinet, 2 @ biological drying cabinets, biological swab dryer, hands-free sink, emergency eye wash, craft paper roll dispenser, floor drain. Overhead dentist-style tasklight(s) on ceiling mounted arm. Separate entrance and exit with 'bio-vestibules' (air locks) to prevent outside air from exchanging with room air. Air handling system must be to Health Canada Level 3 Standards, negative air pressure, independent from other areas of the facility. Hepa filtration on the exhaust to address airborne pathogen concerns when exhibits are outside the biological safety cabinet. Cupboard space for protocol suits in 'gown-up' area, and disposal bin for protocol suits to be located outside exit air lock area.

Adjacent to two of the drying rooms will be a custom drying "closet" for large items such as mattresses and bed sheets. The large items may be hung on retractable hooks, clothes line, or on roll out racks. All aspects will be similar to the standard drying cabinets, such as exterior locking, interior finishes, electrical capacity and mechanical venting and filters; adjustments will be done as required to accommodate the size of each of the cabinets.

**Accessories:** stainless steel carts and racks.

#### **BC-42113**

##### **Biological Drying Rooms, Sex Crimes**

1,120 sq.ft.

(4 @ 280 sq.ft., does not include circ.)

**Description:** to achieve the required separation of victim, accused and scene exhibits, a minimum of 4 separate rooms will be required. To protect evidence, air from one area or drying cabinet must not mingle with that of any other cabinet or area. These rooms are similar to the General Drying Rooms, above but will be equipped with only one drying cabinet per room.

**Adjacencies:** adjacent to the other drying rooms because of like activities and with separated ventilation to ensure against cross contamination of evidence.

**Amenities:** each room to include: 4' x 8' stainless steel worksurface with storage drawers and cupboards below, accessible on all sides, biological safety cabinet, hands-free sink emergency eye wash, craft paper roll dispenser, floor drain. Overhead dentist-style tasklight(s) on ceiling mounted arm. Separate entrance and exit with 'bio-vestibules' (air locks) to prevent outside air from exchanging with room air. Air handling system must be to Health Canada Level 3 Standards, negative air pressure, independent from other areas of the facility. Hepa filtration on the exhaust to address airborne pathogen concerns when exhibits are outside the biological safety cabinet. Cupboard space for protocol suits in 'gown-up' area, and disposal bin for protocol suits to be located outside exit air lock area.

**Accessories:** stainless steel carts and racks.

BC-42114

**Biological Case Rooms** (2 @ 200 sq.ft. does not incl. circ.) 400 sq.ft.  
Description: rooms for processing crime scene exhibits that have the potential to contain DNA evidence, but do not require drying. Identification Specialists entering a biological room will be required to 'gown-up' (don protocol suit) in the entrance bio-vestibule (air-lock), and 'gown-down' (dispose of protocol suit) upon leaving through the exit bio-vestibule (air-lock). This is necessary to prevent the contamination of the room or exhibits by the Identification Specialist, and also prevents the Identification Specialist from carrying contaminants away from the room. CL-2 construction / CL-3 HVAC required.  
Adjacencies: adjacent to Biological Drying Rooms, Biological/Chemical Laboratory, CL3 Mechanical Room, and in close proximity to Exhibit Storage.  
Amenities: each room will include: small computer workstation, biological safety cabinet, stainless steel counter or table, overhead shelves or cupboards, hands-free sink, emergency eye wash station, craft paper roll dispenser, disposal bin, floor drain. HVAC requirements as for LAB-01 Biological Drying Rooms (above). Separate entrance and exit with 'bio-vestibules' (air locks) to prevent outside air from exchanging with room air. Air handling system must be to Health Canada Level 3 Standards, negative air pressure, and independent from other areas of the facility. Hepa filtration on the exhaust to address airborne pathogen concerns when exhibits are outside the biological safety cabinet. Cupboard space for protocol suits in 'gown-up' area, and disposal bin for protocol suits to be located outside exit air lock area. To protect evidence, air from one area or drying cabinet must not mingle with that of any other cabinet or area. Electrical and data.  
Accessories: stainless steel carts.

BC-42115

**Gun Lab** 200 sq.ft.  
Description: room for fingerprinting weapons and first stage of other weapons testing.  
Adjacencies: adjacent to the other labs and case rooms and in close proximity to the Gun Hub.  
Amenities: stainless steel work counter with integrated computer workstation, overhead shelves or cupboards, task lighting, large fume hood to take rifles and swab dryer, Cyanoacrylate fuming chamber, storage for portable CA chamber (e.g. Phoenix Bio-tech or Air Clean Systems Canada), hands-free sink. Electrical and data. Also as part of the space will be a single vestibule for gun unloading, gowns and gloves.  
Accessories: stainless steel carts.

BC-42116

**Biological - Chemical Laboratory** 540 sq.ft.  
Description: laboratory used to process crime scene exhibits that have the potential to contain DNA evidence, and also require a chemical examination for fingerprints.  
Adjacencies: adjacent to the Biological Drying Rooms, the Biological Case Rooms, CL3 Mechanical Room, and in close proximity to Exhibit Storage and the Gun Hub. CL-2 construction / CL-3 HVAC required.  
Amenities: electrical, forensic light source, biological drying cabinet, biological swab dryer, biological safety cabinet, fingerprint development chamber, "CA" chemical fume hood, chemical wet bench, Ninhydrin/DFO Oven, chemical storage cabinet (requires venting), drying rack for chemical glassware, emergency shower/eyewash, chemical wet bench, hands-free sink, 20ft. of stainless steel counter with drawers and cabinets below and cupboards above for lab supplies, under-counter refrigerator for Cyanoacrylate storage, 4' x 8' stainless steel work surface with access on at least three sides and cupboards/drawers below, craft paper roll dispenser, floor drain. Separate entrance and exit with 'bio-vestibules' (air locks) to prevent outside air from exchanging with room air. Air handling system must be to Health Canada Level 3 Standards, negative air pressure, and independent from other areas of the facility. Hepa filtration on the exhaust to address airborne pathogen concerns when exhibits are outside the biological safety cabinet. Cupboard space for protocol suits in 'gown-up' area and disposal bin for protocol suits to be located outside exit air lock area. Overhead task light(s) on ceiling mounted arm.  
Accessories: stainless steel carts.

BC-42117

**Chemical Laboratory**

400 sq.ft.

Description: laboratory used to process crime scene exhibits that require a chemical examination for fingerprints. CL-2 construction and HVAC required.

Adjacencies: adjacent to other laboratory components and in close proximity to the Gun Hub.

Amenities: forensic light source, fingerprint development chamber, Cyanoacrylate fuming chamber, chemical fume hood, chemical wet bench, Ninhydrin/DFO Oven, chemical storage cabinet (requires venting), drying rack for chemical glassware, emergency shower/eyewash, chemical wet bench, hands-free sink, 20ft. of stainless steel counter with upper/lower cupboard/drawers for lab supplies, under-counter refrigerator for Cyanoacrylate storage, 4' x 8' stainless steel work surface with access on at least three sides and cupboards/drawers below, craft paper roll dispenser, disposal bin, floor drain.

Accessories: stainless steel carts.

BC-42118

**Volatile Product Storage**

50 sq.ft.

Description: area for two secure cabinets specifically designed for the storage of volatile products as manufactured by "Safety Emporium" or similar.

Adjacencies: adjacent to but separated from the Chemical Laboratory.

Amenities: 2 cabinets; approximate size of each is 24" x 48" x 66" (h), alarms and/or sensors as required.

Accessories: N/A

BC-42119

**Comparison Workstations**

168 sq.ft.

Description: space / room with 2 desks for forensic specialists to conduct fingerprint comparisons of chemically treated exhibits on which fingerprint detail has been developed. CL-2 construction and HVAC required.

Adjacencies: adjacent to the Chemical Laboratory and in close proximity to the other laboratory components

Amenities: two desks, chairs, adequate lighting for comparison work, craft paper on dispensing roll to cover desk surfaces.

Accessories: stainless steel carts.

BC-42120

**Non-Biological Case Rooms** (2 @ 216 does not incl. circ.)

432 sq.ft.

Description: rooms to process exhibits that require visual examinations, forensic light source examination and/or photography, cataloguing and packaging. CL-2 construction and HVAC required. These exhibits do not have the potential to contain DNA evidence and do not require chemical examinations for fingerprints;

Adjacencies: adjacent to other laboratory components

Amenities: stainless steel work surfaces - counters with drawers and cupboards below and cupboards above, craft paper roll dispenser, disposal bin.

Accessories: stainless steel carts.

BC-42121

**CL3 Mechanical / Filter Room**

120 sq.ft.

Description: room to house the CL3 HVAC system for the biological areas of the laboratory

Adjacencies: adjacent to Biological Lab Components requiring Level 3 HVAC.

Amenities:

Accessories:

BC-42122

**Laboratory Supplies**

120 sq.ft.

Description: room or area designated for the storage of laboratory supplies.

Adjacencies: adjacent to the laboratory components.

Amenities: N/A

Accessories: 5 sections of 2' deep metal shelving and 5 steel storage cabinets.

BC-42123

**Laboratory Equipment Storage / Battery Charging**

96 sq.ft.

Description: room designated for the storage of laboratory equipment and for charging / storage of the various types of batteries for equipment used by the Forensic Identification Section.

Adjacencies: adjacent to the laboratory components.

Amenities: metal shelves for equipment storage. Counter with drawers and cupboards below and shelves above for battery charging units, Ample electrical outlets to take all equipment.

Accessories: N/A

BC-42124

**CBRN Equipment / Supplies Storage**

120 sq.ft.

Description: room or area designated for the storage of CBRN equipment and supplies.

Adjacencies: adjacent to the laboratory components.

Amenities: N/A.

Accessories: metal shelves

BC-42125

**Laboratory Laundry**

100 sq.ft.

Description: room for high temperature washing machine and clothes dryer for washing lab coats, uniforms and other items that have become contaminated during forensic examination processes. CL-2 construction and HVAC required.

Adjacencies: adjacent to the laboratory components to minimize cross contamination.

Amenities: laundry sink, high temperature washing machine, clothes dryer, cupboard for appropriate supplies, table or counter work surface, disposal bin, cupboard and clothes rod for cleaned items.

Accessories: clothes cart with heavy duty cloth "bag" that will be washed with the contaminated items.

BC-42126

**Lab Refrigerator and Lab Freezer**

85 sq.ft.

Description: area for laboratory quality fridge and freezer. At the time of printing, the occupants are purchasing these items and once done, the required space can be verified.

Adjacencies: adjacent to the Biological Drying, Case and Chemical Labs.

Amenities: Electrical on separate circuits and back-up generator. Small section of counter with drawers below, between the appliances.

Accessories: N/A

BC-42127

**Washroom within Lab Area**

85 sq.ft.

Description: single occupant, accessible washroom serving both genders.

Adjacencies: adjacent to the Laboratory Laundry.

Amenities: toilet and hands-free sink, toilet paper dispensers, refuse container, mirror, liquid soap dispensers, paper towel dispenser, fan.

Accessories: N/A



BC-42128

**Shower within Lab Area**

144 sq.ft.

Description: multi-segmented, single occupant decontamination shower facility for members working in laboratory areas. This will be a three stage process. The individual will enter Stage 1 where they can strip down and deposit clothing into a plastic bag, any of their other paraphernalia may be hung for further cleaning and return. The person will pass through a door to Stage 2, a showering compartment where all supplies are provided in a clean and dry cabinet(s). Floor in this area will have perforated plastic/rubber matting. Stage 3, the drying compartment will be accessed through another door and will have towels and Tyvec suits. Used towels will be placed in clothes cart for washing in the Laboratory Laundry. Once finished in that space the individual will exit and proceed to their respective lockers. Upon exiting, the individual will use a call button to notify the Caretakers that the Shower had been used and they will make arrangements to clean the spaces. Personal paraphernalia will be detail cleaned and returned to the individual.

Adjacencies: adjacent to the Laboratory Laundry.

Amenities: ample ventilation, heat lamps, three compartments with items noted above. Also in the spaces: Stage 1, shelf and hooks for hanging personal paraphernalia, hook(s) for plastic bag(s), Stage 2, shower door, shower seat, shampoo shelf "plastic" cupboard for soap and shampoo, Stage 3, cupboards for towels and Tyvec suits and booties, hook(s) for plastic bag(s).

Accessories: N/A.

BC-42129

**Evidence Storage**

600 sq.ft.

Description: a secure room for the temporary storage of evidence. The space will consist of two areas within: the Temporary Storage Area, where the evidence is stored pending forensic examination and the Documentation / Transfer Area where the evidence is prepared for transfer to the Evidence Control Unit. This room is necessary to maintain separation of exhibits from different case files, where they will be secured while pending, and not in the laboratory areas.

By way of describing the activity within: the Forensic Identification member brings the items of evidence to the Temporary Storage Area, where the evidence, which has already been packaged, is stored on a temporary basis as long as the file is pending and the assigned Forensic Identification member requires access to it.

Once the file is completed and the exhibits packaged within the applicable laboratory room, the assigned member moves the evidence to the Documentation / Transfer Area

Adjacencies: adjacent to the other laboratory components and the Garage. Access from the garage must be different than that used to escort detainees.

Accessories: 2 stainless steel work tables and individual assigned exhibit lockers in the Temporary Storage Area for all Forensic Identification Section members. Open metal shelving in the Documentation / Transfer Area.

Other accessories include a two-wheeled dolly and a four wheeled cart for transfer of larger items of evidence.

BC-42130

**Cubbies – Ident Kits**

100 sq.ft.

Description: open area with built-in cubbies for the storage of Fingerprint Kits and Camera Kits for crime scene examinations.

Adjacencies: convenient to the Forensic Identification Laboratory components, rear vestibule from the Identification vehicle garage and the Vehicle Examination Bays.

Amenities: 12' section of built-in "cubbies" for 44 kit cases/bags.

Accessories: N/A

BC-42131

**Vehicle Examination Bays** (2 @ 800, 1 @ 1,500)

3,100 sq.ft.

Description: garage area to conduct forensic examinations of vehicles. Three individual, secure 'bays' are required to maintain separation of vehicles. Two bays to have sufficient space so that vehicles can be examined and photographed from all sides, with the vehicle doors open. Sufficient height in one bay to accommodate a vehicle hoist system. The third bay will be large enough to accommodate and secure up to 4 vehicles.

Adjacencies: adjacent to the Identification indoor parking and the other Forensic Laboratory components.

Amenities: CL-2 construction and HVAC required, exhaust venting directly to the exterior. Each bay to have large overhead door, emergency eyewash station, hands-free sink, 12 ft. of counter/cupboard space for supplies, with stainless steel counter, vehicle hoist in one bay, both wall and ceiling lighting for detailed vehicle examination. Overhead, retractable electrical, retractable trouble lights and air hoses. Compressor.

Accessories: steel and stainless steel carts.

BC-42132

**Equipment Decontamination Area**

150 sq.ft.

Description: room at entrance to Forensic Laboratory area from Forensic Identification vehicle parking garage. Used to decontaminate transport and field cases prior to entering the sterile lab areas.

Adjacencies: adjacent to Forensic Laboratory components and Forensic Identification vehicle parking garage

Amenities: CL-2 construction and HVAC required. Large, deep, custom sized, stainless steel sink set in cabinet with drawers and cupboards below, and water supply via hands-free faucets and overhead "pre-rinse" sprayer. Sink approx. 3' x 6' to take cases. Custom floor mounted shower stall with deep base (approximately 18") and wand wash for cases and other larger objects and overhead hooks to take other items for spray washing, shower curtain to contain the spray. Also in the space, overhead stainless steel shelves, open stainless steel mesh shelves for air drying and hooks to hang paraphernalia. Wheeled, stainless steel wire mesh shelving to move multiple kits for drying and storage elsewhere. Ceramic tile on walls and floor. Ample ventilation.

Accessories: N/A.

## **Division 50**

### Administration

BC-5001 Inspector  
BC-5002 Clerk  
BC-5003 Files and Supplies  
BC-5004 Print/Copy/Fax  
BC-5005 Coffee Stand

### Central Traffic Unit (CTU)

BC-5006 Staff Sergeant  
BC-5007 Sergeant (Administration)  
BC-5008 Patrol Sergeants (Readers)  
BC-5009 Senior Clerk  
BC-5010 Clerks  
BC-5011 Files and Supplies  
BC-5012 Traffic Ticket Drop Box  
BC-5013 Print/Copy/Fax

### CTU - Traffic Collision Section

BC-5014 Patrol Sergeants (Readers)  
BC-5015 Constables/Typing Stations  
BC-5016 Investigators  
BC-5017 Storage  
BC-5018 Radio Storage/Battery Charging  
BC-5019 Cubbies  
BC-5020 Gun Lockers  
BC-5021 Patrol Sergeant (Operations)

### Community Relations Unit (CRU)

#### CRU – Administration Section

BC-5022 Clerks  
BC-5023 Files  
BC-5024 Print/Copy Fax  
BC-5025 Presentation Prep Area  
BC-5026 Staff Sergeant  
BC-5027 Sergeant

#### CRU - Crime Prevention Section

BC-5028 Patrol Sergeant  
BC-5029 Constables  
BC-5030 Clerk  
BC-5031 Files  
BC-5032 Storage

#### CRU - Mounted Patrol Section

BC-5033 Constables  
BC-5034 Files

#### CRU – Diversity Relations Section

BC-5035 Patrol Sergeant  
BC-5036 Constables  
BC-5037 Files

#### CRU - School Education Section

BC-5038 Patrol Sergeant  
BC-5039 Investigators  
BC-5040 Tote Storage  
BC-5041 Files  
BC-5042 Presentation Computer Room  
BC-5043 Gifts and Presentation Supplies

#### CRU – Victim Services Section

BC-5044 Constables  
BC-5045 Clerk  
BC-5046 Coordinators  
BC-5047 Social Worker  
BC-5048 Volunteer Workstations  
BC-5049 Volunteer Storage

BC-5050 Briefing/Training/Lunchroom  
Street Crimes Unit  
BC-5051 Staff Sergeant  
BC-5052 Sergeant  
BC-5053 Taser/Cell Phone/Battery Charging  
BC-5054 Constables  
BC-5055 Files and Supplies  
BC-5056 Print/Copy/Fax  
BC-5057 Scanning Station  
BC-5058 DVD Station  
BC-5059 Project Room  
BC-5060 Gun Lockers  
BC-5061 Raid/Takedown Gear  
BC-5062 Cubbies  
Tactical Support Unit  
BC-5063 Sergeant Coordinator  
BC-5064 Sergeants  
BC-5065 Patrol Sergeants  
BC-5066 Constables  
BC-5067 Personal Work Drawers  
BC-5068 Computer Workstations  
BC-5069 Print/Copy/Fax  
BC-5070 Files and Library  
BC-5071 Parade  
BC-5072 General Storage  
BC-5073 Gear Bins  
BC-5074 Tactical Gear  
BC-5075 Gun Lockers  
BC-5076 Gun Cleaning  
BC-5077 Secure Storage  
BC-5078 Personal Lockers  
BC-5079 Coffee Stand  
Special Operations Unit  
BC-5080 Clerk  
BC-5081 Clandestine Lab Team  
BC-5082 Crowd Management  
BC-5083 Ground Search and Rescue Unit  
BC-5084 Protective Services Unit  
BC-5085 Crisis Negotiators  
BC-5086 Crisis Negotiations Storage  
Cadet Program  
BC-5087 Program Administrator  
BC-5088 Administrative Clerk  
BC-5089 Files and Stationery  
BC-5090 Patrol Sergeants  
BC-5091 Radios  
BC-5092 Briefing Room  
BC-5093 Cubbies

## Division 50

As space will be limited on the floor with the Arrest Processing Unit interview and holding rooms, it may be necessary to divide this Division: the Street Crimes Unit on the APU floor, the Tactical Support Team and the Special Operations to be adjacent to the Garage space for their specialized equipment and vehicles and the remainder of the Division on another floor.

Location of Radios and Chargers for the various Units of this Division is yet to be determined.

### Administration

#### BC-5001

##### Inspector

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Clerk and in close proximity to the other employees, where practical.

Amenities: phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

#### BC-5002

##### Clerk

110 sq.ft.

Description: workstation for the Divisional Clerk.

Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.

Amenities: electrical, phone and power.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

#### BC-5003

##### Files and Supplies

85 sq.ft.

Description: central area for the storage of files and supplies for the Administration Unit.

Adjacencies: adjacent to the Clerk.

Amenities: N/A.

Accessories: 4 five drawer lateral files and two steel storage cupboards.

#### BC-5004

##### Print/Copy/Fax

200 sq.ft.

Description: central workroom for the Division.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

#### BC-5005

##### Coffee Stand

200 sq.ft.

Description: Divisional Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.

Adjacencies: centrally located in the Division but removed to limit noise transmission.

Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: kitchen style counter with sink, 2 microwaves, coffee maker, toaster, kettle and 2 refrigerators. Table and seating for 8.

Central Traffic Unit  
BC-5006

**Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.  
Adjacencies: adjacent to the Inspector and the Clerk.  
Amenities: phone, electrical and data.  
Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-5007

**Sergeant (Administration)**

120 sq.ft.

Description: office for the Sergeant.  
Adjacencies: adjacent to the Staff Sergeant.  
Amenities: Phone, electrical and data.  
Accessories: "U"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, 2 guest chairs, four drawer lateral filing cabinets.

BC-5008

**Patrol Sergeants (Readers)**

144 sq.ft.

Description: one office shared by 4 Patrol Sergeants. Generally the room will have one occupant but on overlap days two will share the space.  
Adjacencies: adjacent to the Administration Sergeant.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, 24 hour task chair, 2 guest chairs, two drawer lateral filing cabinet, 5' desk with box, box, file pedestal, overhead storage, task light, monitor arm, keyboard tray and arm, 24 hour task chair.

BC-5009

**Senior Clerk**

70 sq.ft.

Description: workstation for the Senior Clerk.  
Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.  
Amenities: electrical, phone and power.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5010

**Clerks**

(13 @ 70 sq.ft. does not incl. circ.)

910 sq.ft.

Description: workstations for the Clerks.  
Adjacencies: adjacent to the Inspector and the Files and in close proximity to the Print/Copy/Fax.  
Amenities: electrical, phone and power.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5011

**Files and Supplies**

150 sq.ft.

Description: central area for the storage of files and supplies for the Administration Unit.  
Adjacencies: adjacent to the Clerks.  
Amenities: N/A.  
Accessories: 8 lateral files, 6 vertical files.

BC-5012

**Traffic Ticket Drop Box**

25 sq.ft.

Description: drop box.  
Adjacencies: adjacent to the Clerks.  
Amenities: drop box on small length of counter with drawers and cupboards below.  
Accessories: N/A

BC-5013

**Print/Copy/Fax**

150 sq.ft.

Description: central workroom for the Division.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

Central Traffic Unit, Traffic Collision Section

BC-5014

**Patrol Sergeants (Readers)**

144 sq.ft.

Description: one office shared by 4 Patrol Sergeants. Generally the room will have one occupant but on overlap days two will share the space.

Adjacencies: adjacent to the Administration Sergeant.

Amenities: electrical, phone and data.

Accessories: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, 24 hour task chair, 2 guest chairs, two drawer lateral filing cabinet, 5' desk with box, box, file pedestal, overhead storage, task light, monitor arm, keyboard tray and arm, 24 hour task chair.

BC-5015

**Constables** (10 @ 70 sq.ft. does not incl. circ.)

700 sq.ft.

Description: 10 shared workstations for 40 employees (on 4 shifts). Each workstation is used by 4 individuals working on different shifts. These stations are not assigned to the respective Officers but rather, are used as the spaces are available. Cubicle layout may be paired so the work pairs may easily share information. The design may be with a common "meeting table" between the two or may be with each of the pair sharing one wing of their stations so they may view the same material while working. It is also conceivable that the work pair share a common computer and spread their work to either side. Circulation around the individual station is not included here but rather in the total circulation calculation.

Adjacencies: adjacent the Patrol Sergeants and the Investigators.

Amenities: Phone, electrical and data at each station.

Accessories: each station shall include: low portable partitions of varying heights, desk or modular work surface, overhead shelves, under-shelf lights, chair, box/box/file pedestal. Also in the space, five 4-drawer filing cabinets with individually lockable drawers, for notebooks and files of the constables. Scrolling stats and wanted data on wall mounted TV monitor

BC-5016

**Investigators**

190 sq.ft.

Description: single office shared by two.

Adjacencies: adjacent to the Patrol Sergeants.

Amenities: electrical, phone and data.

Accessories: two workstations each to include: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light 2 guest chairs, two drawer lateral filing cabinet, guest chair. Also in the room, 5 drawer lateral filing cabinet, coat hooks.

BC-5017

**Storage**

100 sq.ft.

Description: secure room.

Adjacencies: adjacent to the Investigators.

Amenities: 4 lateral files, 4 steel storage cabinets.

Accessories: N/A

BC-5018

**Radio Storage/Battery Charging**

25 sq.ft.

Description: shelves and electrical outlets to charge 48 batteries for radios

Adjacencies: in close proximity to the Sergeant.

Amenities: shelving for recharging radios and tool batteries on custom shelving as necessary. Ample electrical outlets to take all equipment.

Accessories: N/A

BC-5019

**Cubbies**

96 sq.ft.

Description: an alcove for "cubbies" used by officers for the storage of their brief cases and duffle bags used in the cars.

Adjacencies: convenient to the workstation areas and the building entrance/access to the cruiser cars. Alternately, may be located in the basement, if applicable.

Accessories: 20 cubbies, 3 high at 20" x 20" x 48" deep. May be steel shelving with appropriate divisions. Additional HVAC to ensure adequate ventilation around equipment that may have been outside in the weather over the course of the shift.

BC-5020

**Gun Lockers**

40 sq.ft.

Description: separated space where officers unload weapons before entering the general space and storage of the weapons and belts in individual gun lockers.

Adjacencies: adjacent to the entry to the space, in a separated alcove.

Accessories: floor mounted gun unloading station with individual gun lockers for 10 minimum, above the unloading station. ( 6 tier gun lockers).

BC5021

**Patrol Sergeant (Operations)**

150 sq.ft.

Description: one office shared by 4 Patrol Sergeants. Generally the room will have one occupant but on overlap days two will share the space.

Adjacencies: adjacent to the Administration Sergeant.

Amenities: electrical, phone and data.

Accessories: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, 24 hour task chair, 2 guest chairs, two drawer lateral filing cabinet, 5' desk with box, box, file pedestal, overhead storage, task light, monitor arm, keyboard tray and arm, 24 hour task chair. Shared 2@ 5 drawer lateral files.

Community Relations Unit

Depending on the layout, many of the listed components for specific Sections may be adjacent or blended with others in the Unit e.g. file areas may be combined and/or the Clerks located adjacent may eliminate in working alone environments.

Administration Section

BC-5022

**Clerks**

150 sq.ft.

Description: workstations and work area for the Clerks.

Adjacencies: adjacent to the entry to the area, Files, Print/Copy/Fax and to the Presentation Prep Area.

Amenities: electrical, phone and data.

Accessories: two workstations each to include: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, two drawer lateral filing cabinets. Between the two stations to include work counter with drawers and cupboards below and mail slots above.

BC-5023

**Files**

90 sq.ft.

Description: file area

Adjacencies: adjacent to the Clerks.

Amenities: N/A

Accessories: 6 lateral files.

BC-5024

**Print/Copy/Fax**

150 sq.ft.

Description: workroom for the unit. Room required for the volume of preparation required.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.



BC-5025

**Presentation Prep Area**

200 sq.ft.

Description: work area or room to contain possible untidiness frequently generated in the space. Activities in the space includes certificate framing, laminating of paper items, packaging of presentation products and mail preparation.

Adjacencies: adjacent to the Clerks

Amenities: 3' deep counters with drawers and cupboards below and cupboards above in selected areas, paper product shelves, rolled paper dispenser mailing tube storage. Electrical above counter, on separate circuits as required.

Accessories: paper cutting board, metal straight edge and knives, rolled brown paper

BC-5026

**Staff Sergeant**

140 sq.ft.

Description: office.

Adjacencies: adjacent to the Clerks.

Amenities: phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-5027

**Sergeant**

120 sq.ft.

Description: office.

Adjacencies: adjacent to the Staff Sergeant.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

Crime Prevention Section

BC-5028

**Patrol Sergeant**

110 sq.ft.

Description: Office for the Patrol Sergeant.

Adjacencies: adjacent to the Constables and the Clerks

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5029

**Constables**

(3 @ 70 sq.ft does not incl. circ.)

210 sq.ft.

Description: workstations for the Constables.

Adjacencies: adjacent to the Patrol Sergeant and the Clerk.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5030

**Clerk**

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: workstations for the Clerks.

Adjacencies: adjacent to the entry to the area, Files, Print/Copy/Fax and to the Presentation Prep Area.

Amenities: electrical, phone and data.

Accessories: two workstations each to include: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, two drawer lateral filing cabinets.

BC-5031

**Files**

30 sq.ft.

Description: file area  
Adjacencies: adjacent to the Clerk.  
Amenities: N/A  
Accessories: 2 lateral files.

BC-5032

**Storage**

80 sq.ft.

Description: secure room for various promotional products and supplies.  
Adjacencies: adjacent to the Constables.  
Amenities: 4 sections of 2' x 4' steel shelves.  
Accessories: N/A

Mounted Patrol Section

BC-5033

**Constables**

(2 @ 70 sq.ft. does not incl. circ.)

140 sq.ft.

Description: workstations.  
Adjacencies: within the Unit.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, two drawer lateral filing cabinets.

BC-5034

**Files**

30 sq.ft.

Description: file area.  
Adjacencies: adjacent to the Constables.  
Amenities: N/A  
Accessories: 3 lateral files.

Diversity Relations Section

BC-5035

**Patrol Sergeant**

110 sq.ft.

Description: office for the Patrol Sergeant.  
Adjacencies: adjacent to the Constables and the Clerks.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5036

**Constables**

(3 @ 70 sq.ft. does not incl. circ.)

210 sq.ft.

Description: workstations for the Constables.  
Adjacencies: adjacent to the Patrol Sergeant.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5037

**Files**

30 sq.ft.

Description: file area  
Adjacencies: adjacent to the Clerk.  
Amenities: N/A  
Accessories: 2 lateral files.

School Education Section

BC-5038

**Patrol Sergeant**

110 sq.ft.

Description: office for the Patrol Sergeant.  
Adjacencies: adjacent to the Investigators.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5039

**Investigators**

(6 @ 70 sq.ft. does not incl. circ.)

420 sq.ft.

Description: workstations for the Investigators.  
Adjacencies: adjacent to the Patrol Sergeant.  
Amenities: electrical, phone and data.  
Accessories: each station to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5040

**Tote Storage**

110 sq.ft.

Description: secure room for large "totes" or cases and various promotional products and supplies.  
Adjacencies: adjacent to the Investigators.  
Amenities: 6 sections of 2' x 4' steel shelves.  
Accessories: N/A

BC-5041

**Files**

65 sq.ft.

Description: file area  
Adjacencies: adjacent to the Clerk.  
Amenities: N/A  
Accessories: 6 lateral files.

BC-5042

**Presentation Computer Room**

150 sq.ft.

Description: room for the recording and editing for audio presentations.  
Adjacencies: in a removed area of the Unit. May be located with Presentation Prep Area.  
Amenities: electrical and data.  
Accessories: two workstations incorporated in an audio recording and editing console, storage cabinets.

BC-5043

**Gifts and Presentation Supplies**

120 sq.ft.

Description: secure room for the supplies.  
Adjacencies: adjacent to the Investigators. Alternately may be located with the Presentation Prep Area.  
Amenities: maximum number of 2' deep steel shelves.  
Accessories: N/A

Victim Services Section

BC-5044

**Constable**

70 sq.ft.

Description: workstations for the Constable.  
Adjacencies: adjacent to the employees of the Section.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5045

**Clerk**

70 sq.ft.

Description: workstations for the Clerk.  
Adjacencies: adjacent to the entry to the area, Files, Print/Copy/Fax and to the Presentation Prep Area.  
Amenities: electrical, phone and data.  
Accessories: two workstations each to include: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, two drawer lateral filing cabinets.

BC-5046

**Coordinators**

(2 @ 120 sq.ft. does not incl. circ.)

240 sq.ft.

Description: offices for Victim Services Coordinator and the Community Services Volunteer Coordinator.  
Adjacencies: within the Section.  
Amenities: electrical, phone and data.  
Accessories: each office to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5047

**Social Worker**

110 sq.ft.

Description: office.  
Adjacencies: adjacent to the Coordinators.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, guest chair, coat hooks.

BC-5048

**Volunteer Workstations** (8 @ 45 sq.ft. does not incl. circ.)

360 sq.ft.

Description: workstations.  
Adjacencies: adjacent to the Volunteer Coordinator.  
Amenities: electrical, phone and data.  
Accessories: "L"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5049

**Volunteer Storage**

160 sq.ft.

Description: Storage Room for items for offer to victims.  
Adjacencies: adjacent to the Volunteer Workstations.  
Amenities: maximum number of 2' deep shelving.  
Accessories: N/A

BC-5050

**Briefing/Training/Lunchroom**

520 sq.ft.

Description: multifunction room, Training for 12 and/or Lunch for 24.  
Adjacencies: adjacent to the Volunteer Workstations.  
Amenities: electrical data and phone. Kitchen style upper and lower cupboards with sink, 2 refrigerators, microwave, 2 vending machines at one end of the room. At the other end: credenza counter with drawers for stationery and supplies below, full height storage cupboards at each end of the credenza, one for supplies and one for TV cart and coats. Electrical for appliances noted on separate circuits.  
Accessories: Multi-function tables and chairs for 24. instructor table, lectern, TV cart, projector, projection screen whiteboards and tack boards. Toaster, coffee maker, microwave. Vending machines.

#### Street Crimes Unit

This Unit will be best suited on the same floor as the Arrest Processing Unit.

BC-5051

##### **Staff Sergeant**

140 sq.ft.

Description: offices for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Clerk.

Amenities: phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-5052

##### **Sergeant**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped ergonomic work station with BBF pedestal, FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, 2 guest chairs, four drawer lateral filing cabinets.

BC-5053

##### **Taser/Cell Phones/Battery Charging**

40 sq.ft.

Description: shelves and electrical outlets to charge 30 batteries for tools, and 20 radios

Adjacencies: in close proximity to the Sergeant.

Amenities: Includes counter for log books with drawers below for small supplies, shelves above for storage of tasers, radios and cell phones and recharging batteries on custom shelving as necessary. Ample electrical outlets to take all equipment.

Accessories: N/A

BC-5054

##### **Constables (18 @ 70 sq.ft. does not incl. circ.)**

1,260 sq.ft.

Description: 18 shared workstations for 36 employees. Each workstation is used by four individuals working on different shifts. These stations are not assigned to the respective Officers but rather, are used as the spaces are available. Cubicle layout may be paired so the work pairs may easily share information. The design may be with a common "meeting table" between the two or may be with each of the pair sharing one wing of their stations so they may view the same material while working. It is also conceivable that the work pair share a common computer and spread their work to either side. Circulation around the individual station is not included here but rather in the total circulation calculation.

Adjacencies: adjacent the Photocopier area and the Scanning Station, in close proximity to the Parade Room, the Interview Rooms and the building entry. Ideally the Street Supervisor and the Planned Response Supervisor will have closer access to officers working in their respective areas. Because the two Supervisors share an office it may be necessary to place that office centrally within, or to the side of the Workstations.

Amenities: Phone, electrical and data at each station. Cable outlet to ceiling mounted televisions.

Accessories: each station shall include: low portable partitions of varying heights, desk or modular work surface, overhead shelves, under-shelf lights, chair, box/box/file pedestal. Also in the space, nine 4-drawer filing cabinets with individually lockable drawers, for notebooks and files of the constables. Scrolling stats and wanted data on wall mounted TV monitor

BC-5055

##### **Files and Supplies**

100 sq.ft.

Description: central area for the storage of files and supplies for the Street Crimes Unit.

Adjacencies: adjacent to the Clerk.

Amenities: N/A.

Accessories: 4 five drawer lateral files and two steel storage cupboards. Additional custom cabinet with a variety of drawers for small parts.

BC-5056

**Print/Copy/Fax**

150 sq.ft.

Description: central workroom for the Division.

Adjacencies: centrally located, adjacent to the Clerk.

Amenities: Phone, electrical and data. Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-5057

**Scanning Station**

70 sq.ft.

Description: workstation with computer and scanning equipment.

Adjacencies: adjacent to the Constables and the DVD station.

Amenities: electrical and data.

Accessories: "U"-shaped ergonomic work station with BBF pedestal and FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, keyboard tray and arm, monitor arm, desk-top scanner.

BC-5058

**DVD Station**

70 sq.ft.

Description: workstation with computer and DVD equipment.

Adjacencies: adjacent to the Constables and the Scanner station.

Amenities: electrical and data.

Accessories: "U"-shaped ergonomic work station with BBF pedestal and FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, keyboard tray and arm, monitor arm, DVD equipment.

BC-5059

**Project Room**

120 sq.ft.

Description: secure work room that can be used by a team or the entire group for a specific focus project.

Adjacencies: adjacent to the Constables.

Amenities: electrical, phone and data.

Accessories: "L"-shaped computer workstation, multiple work tables, tack boards, whiteboards to line all walls, one section of steel shelves.

BC-5060

**Gun Lockers**

75 sq.ft.

Description: gun lockers and unloading station.

Adjacencies: adjacent to the entry to the space.

Amenities: floor mounted unloading station, 4 tiers of lockers, 6 lockers per tier = 24 guns.

Accessories: N/A

BC-5061

**Raid/Takedown Gear**

60 sq.ft.

Description: 6 closets for raid jackets and equipment, divided accordingly.

Adjacencies: adjacent to the Constables.

Amenities: 4 closets with hat shelf, boot shelf, coat rod, vented doors, 2 closets with shelves.

Accessories: N/A

BC-5062

**Cubbies**

115 sq.ft.

Description: cubbies where employee can drop their duffles used in their vehicles.

Adjacencies: at the Police entry to the Divisional space, may be blended with others in the Division.

Amenities: 14 cubbies @18" x 18" x 24"d cubbies two high can be used as a seating bench.

Hat shelf and coat rod above

Accessories: N/A

### Tactical Support Unit

This group will be best suited on the Garage level in an adjacent area with ready access to the specialized vehicles. The full work area is used on an "as required" basis. In the case of an event, the entire space is used as a gathering and assignment work area. Members gather, acquire tools and equipment, and access the garage for cruiser cars and specialized vehicles.

BC-5063

#### **Sergeant Coordinator**

120 sq.ft.

Description: office for the Sergeant.

Adjacencies: adjacent to the Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped ergonomic work station with BBF pedestal, FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, 2 guest chairs, four drawer lateral filing cabinets.

BC-5064

#### **Sergeants**

160 sq.ft.

Description: office shared by 2 Sergeants.

Adjacencies: adjacent to the Sergeant Coordinator and the Parade.

Amenities: electrical, phone and data.

Accessories: each station to include: "U"-shaped ergonomic work station with BBF pedestal, FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, 2 guest chairs, four drawer lateral filing cabinets. Also in the space, 5 drawer lateral file.

BC-5065

#### **Patrol Sergeants**

160 sq.ft.

Description: office shared by 2 Sergeants.

Adjacencies: adjacent to the Sergeant Coordinator and the Parade.

Amenities: electrical, phone and data.

Accessories: each station to include: "U"-shaped ergonomic work station with BBF pedestal, FF pedestal, overhead storage, under-shelf lights, 24 hour task chair, 2 guest chairs, four drawer lateral filing cabinets. Also in the space, 5 drawer lateral file.

BC-5066

#### **Constables**

(14 @ 50 sq.ft. does not incl. circ.)

700 sq.ft.

Description: unassigned, open desk area shared by 28 Constables.

Adjacencies: adjacent to all Sergeants.

Amenities: electrical, data.

Accessories: each station to include: double pedestal desk, 24 hour task chair.

BC-5067

#### **Personal Work Drawers**

65 sq.ft.

Description: file area

Adjacencies: adjacent to the Constables.

Amenities: 7 @ 4 drawer vertical files, each drawer separately lockable.

Accessories: N/A

BC-5068

#### **Computer Workstations**

(4 @ 50 sq.ft. does not incl. circ.)

200 sq.ft.

Description: computer workstations for shared use.

Adjacencies: adjacent to the Constables.

Amenities: electrical and data.

Accessories: "L"-shaped computer work station with BBF pedestal.

BC-5069

#### **Print/Copy Fax**

120 sq.ft.

Description: work area.

Adjacencies: centrally located in the Unit.

Amenities: Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-5070

**Files and Library**

100 sq.ft.

Description: open area.

Adjacencies: adjacent to the Constables.

Amenities:

Accessories: 4 sections shelving, 4 lateral files, 2 steel storage cabinets.

BC-5071

**Parade**

400 sq.ft.

Description: open area where assignments are discussed and for final gathering before dispersing to an assignment.

Adjacencies: adjacent to the entry to the space and the Constables.

Amenities: N/A

Accessories: benches to line all walls, 5 tables @ 30" x 60" and 10 chairs, tack boards and whiteboards to line all walls.

BC-5072

**General Storage**

150 sq.ft.

Description: secure room.

Adjacencies: adjacent to the Parade.

Amenities: N/A

Accessories: shelving, vertical files

BC-5073

**Gear Bins**

200 sq.ft.

Description: open area.

Adjacencies: adjacent to the Parade.

Amenities: N/A

Accessories: 12 sections of shelving, each 30" deep, 36" wide, 66" high, each divided in four to take plastic storage bins, size, approx. 30" x 26" x 14" h, total 48 slots and associated plastic bins.

BC-5074

**Tactical Gear**

750 sq.ft.

Description: open area with customized gear storage.

Adjacencies: adjacent to the Parade, Gear Bins and the Gun Cleaning.

Amenities: will reuse existing storage, modifying only as required. Each gear storage unit consists of 3' deep x 4' wide and 6' high structure with hooks and raised platform with rubber matting. Flooring materials to be rubber. Extra ventilation. Temperature control within the space.

Accessories: reuse existing storage racks, modify as required.

BC-5075

**Gun Lockers**

75 sq.ft.

Description: gun lockers and unloading station.

Adjacencies: adjacent to the entry to the space.

Amenities: floor mounted unloading station, 4 tiers of lockers, 6 lockers per tier = 24 guns.

Accessories: N/A

BC-5076

**Gun Cleaning**

200 sq.ft.

Description: open area where multiple people, on opposite sides of tables, can clean their weapons at one time.

Adjacencies: adjacent to the Gun Lockers and weapon unloading and in close proximity to the Secure Storage and the Tactical Gear.

Amenities: Extra ventilation.

Accessories: 16' – 20' length of tables, 8 – 12 chairs



BC-5077

**Secure Storage**

150 sq.ft.

Description: secure room for storage of weapons and ammunition.

Adjacencies: adjacent to Gun Cleaning.

Amenities: specialty racks for guns and rifles and shelves for ammunition etc. such as Technical Solutions Universal Weapons Racks.

Accessories: N/A

BC-5078

**Personal Lockers**

300 sq.ft.

Description: personal lockers for the members attending the Unit.

Please discuss this...the lockers are duplicates because some of the people attending may be from Units from other sites.

Adjacencies: adjacent to Parade.

Amenities: 40 standard lockers and benches. Added ventilation.

Accessories: N/A

BC-5079

**Coffee Stand**

140 sq.ft.

Description: coffee stand where members can get coffee or vended items.

Adjacencies: in a removed area in close proximity to Parade.

Amenities: Electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: kitchen style counter with sink, drawers and cupboards below, cupboards above, refrigerator, microwave, coffee maker, 2 vending machines.

Special Operations Unit

This group is best suited to be located on the Garage level adjacent to the cruiser cars and specialized vehicles. In general, these teams or Units are active only as required.

BC-5080

**Clerk**

70 sq.ft.

Description: workstation for the Clerk.

Adjacencies: adjacent to the Staff Sergeant.

Amenities: electrical, phone and data.

Accessories: "U"-shaped ergonomic work station with two pedestals, overhead storage, keyboard tray and arm, monitor arm, task light, two drawer lateral filing cabinets.

BC-5081

**Clandestine Lab Unit**

110 sq.ft.

Description: workstation for the Unit.

Adjacencies: within the Special Operations Unit.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-5082

**Crowd Management Unit**

660 sq.ft.

Description: Large secure room. Workstation at one corner of the space. The remainder of the space will be storage and racks for the various equipment used by the group

Adjacencies: within the Special Operations Unit.

Amenities: shelves, coat racks, hooks and change benches.

Accessories: N/A

BC-5083

**Ground Search and Rescue Unit**

140 sq.ft.

Description: workstation for the Unit.

Adjacencies: within the Special Operations Unit.

Amenities: electrical, phone and data. Storage Closet for specialized equipment and supplies.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks

BC-5084

**Protective Services Unit**

140 sq.ft.

Description: workstation for the Unit.

Adjacencies: within the Special Operations Unit.

Amenities: electrical, phone and data. Storage Closet for specialized equipment and supplies.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks

BC-5085

**Crisis Negotiators**

(2 @ 110 sq.ft. does not incl. circ.)

220 sq.ft.

Description: offices.

Adjacencies: together within the Special Operations Unit, adjacent to the Crisis Negotiations Storage.

Amenities: electrical, phone and data.

Accessories: each office to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks

BC-5086

**Crisis Negotiations Storage**

75 sq.ft.

Description: secure storage room.

Adjacencies: adjacent to the Crisis Negotiators.

Amenities: maximum number 2' deep steel shelves.

Accessories: N/A

Cadet Program

This is a new program instituted at the time of printing and as such may require "tweaking" as the project comes to design. The Cadets will require many of the same amenities as the Street Crimes and other Units and as such may be best suited placed adjacent to those groups.

BC-5087

**Program Administrator**

110 sq.ft.

Description: secure office.

Adjacencies: adjacent to the Administrative Clerk and Files and in close proximity to the cadets.

Amenities: electrical phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-5088

**Administrative Clerk**

70 sq.ft.

Description: workstation for the Clerk.

Adjacencies: adjacent to the Program Administrator and the Files and in close proximity to other Clerks in the Division.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, coat hooks.

BC-5089

**Files and Stationery**

45 sq.ft.

Description: file area.

Adjacencies: adjacent to the Clerk.

Amenities: N/A

Accessories: 2 five drawer lateral filing cabinets, one steel storage cabinet.

BC-5090

**Patrol Sergeant**

80 sq.ft.

Description: cubicle with high walls and door.

Adjacencies: adjacent to the Cadets and in close proximity to the Clerk.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, 2 guest chairs, coat hooks.

BC-5091

**Radios**

50 sq.ft.

Description: area for storage, charging and signing out of Radios.

Adjacencies: adjacent to the Mail Slots.

Amenities: Electrical for charging of the batteries

Accessories: 6' section of shelves and counter.

BC-5092

**Briefing Room**

550 sq.ft.

Description: large room for the group to receive orders for the day but also where the cadets may come to fill reports as required.

Adjacencies: adjacent to the Patrol Sergeant.

Amenities: electrical, phone and data. Ceiling mounted digital computer, electrical and data at the ceiling. Projection screen, white boards and tack boards. Dimmable lights.

Accessories: 6 computer carrels with raised back and sides and seating, gang seating for 28-30, lectern.

BC-5093

**Cubbies**

125 sq.ft.

Description: cubbies where employee can drop their duffles used in their vehicles.

Adjacencies: at the Police entry to the Divisional space, may be blended with others in the Division.

Amenities: 36 cubbies @18" x 18" x 24"d cubbies two high can be used as a seating bench. Hat shelf and coat rod above

Accessories: N/A

## **Executive Division**

### **Office of the Chief**

BC-E01 Chief of Police  
BC-E02 Executive Washroom  
BC-E03 Administrative Assistant (Clerk)  
BC-E04 Executive Files  
BC-E05 Executive Waiting  
BC-E06 Executive Assistant (Inspector)  
BC-E07 Analyst  
BC-E08 Deputy Chiefs  
BC-E09 Superintendents  
BC-E10 Special Projects Office

### **Executive Support Section**

BC-E11 Reception Area  
BC-E12 Receptionist  
BC-E13 Secretaries  
BC-E14 Special Projects Secretary  
BC-E15 Executive Work Area  
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### **Legal Council Unit**

BC-E17 Legal Advisor  
BC-E18 Assistant Legal Advisor  
BC-E19 Clerks  
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BC-E23 Library  
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### **Professional Standards Unit**

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BC-E41 Evidence  
BC-E42 Video Monitoring  
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BC-E44 Archived Storage  
BC-E45 Storage  
BC-E46 Washroom, Showers, Lockers, Men  
BC-E47 Washroom, Showers, Lockers, Women  
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### **Behavioural Health Unit**

BC-E49 Staff Psychologist  
BC-E50 Private Waiting Area  
BC-E51 Clerk  
BC-E52 General Waiting  
BC-E53 Testing Stations  
BC-E54 Wellness Officer  
BC-E55 Meeting Room

BC-E56 Print/Copy/Fax  
BC-E57 Files and Supplies  
BC-E58 Storage Room  
BC-E59 Coats  
BC-E60 Coffee Stand  
Public Relations Unit  
BC-E61 Media Room  
BC-E62 Media Room, Reference Office  
BC-E63 Media Room, Storage  
BC-E64 Ante Room/Milling  
BC-E65 Public Relations Library  
BC-E66 Waiting  
BC-E67 Public Information Assistant  
BC-E68 Public Information Officers  
BC-E69 Files, Stationery and Tape Library  
BC-E70 Print/Copy/Fax  
BC-E71 Storage  
BC-E72 Gun Lockers and Coats

## Executive Division

### Office of the Chief

BC-E01

#### Chief of Police

400 sq.ft.

Description: executive office.

Adjacencies: adjacent to the Chief's Administrative Assistant. Access to the office is via the Executive Assistant.

Amenities: electrical, phone and data. Feature finishes and lighting.

Accessories: executive desk, bridge and credenza, meeting table for 6, 4 lounge chairs and coffee table.

BC-E02

#### Executive Washroom

100 sq.ft.

Description: private washroom for the Chief.

Adjacencies: adjacent to the Office of the Chief. Access via the office of the Chief of Police. May create private access corridor to the washroom to include cupboard (towels and supplies).

Amenities: toilet with handrails, toilet paper dispenser, sink in vanity, mirror, liquid soap dispenser, GFIC receptacle, paper towel dispenser, refuse containers. Shower compartment with soap dish, 2 shampoo dishes, face cloth rail, shower doors. Drying area with teak slat "mat", bench, shelf with hooks below. Executive locker or closet complete with space for uniforms and personal clothes, drawers and hooks. Temperature and ventilation controls for the space, in the space. Door closer. Sound protection.

Accessories: N/A

BC-E03

#### Administrative Assistant (Clerk)

90 sq.ft.

Description: workstation and controlled entry to the office of the Chief.

Adjacencies: adjacent to the office of the Chief and Executive Files and Executive Waiting.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair. Printer.

BC-E04

#### Executive Files

60 sq.ft.

Description: alcove for the Executive Files.

Adjacencies: adjacent to the Executive Assistant.

Amenities: N/A

Accessories: 6 lateral files.

BC-E05

#### Executive Waiting

110 sq.ft.

Description: small waiting area.

Adjacencies: adjacent to the Office of the Chief and controlled by the Executive Assistant.

Amenities: electrical, coat closet.

Accessories: three guest chairs, end tables to suit layout.

BC-E06

#### Executive Assistant (Inspector)

160 sq.ft.

Description: office for the Executive Assistant.

Adjacencies: adjacent to the Clerk and the Analyst and in close proximity to the other employees, where practical.

Amenities: phone, electrical and data.

Accessories: desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC-E07

**Analyst** (formerly in Public Relations) 120 sq.ft.  
Description: office for the Analyst.  
Adjacencies: adjacent to the Executive Assistant and in close proximity to the Clerk.  
Amenities: electrical, phone and data.  
Accessories: "U" shaped worksurfaces with two pedestals, overhead storage and task lights, tack boards, white boards, keyboard arm and tray, ergonomic task chair, coat hooks.

BC-E08

**Deputy Chiefs** (2 @ 250 sq.ft. does not incl. circ.) 500 sq.ft.  
Description: offices for the Deputy Chiefs.  
Adjacencies: each office adjacent to the Chief of Police, the Superintendents and the Secretaries.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, meeting table and seating for 6.

BC-E09

**Superintendents** (4 @ 200 sq.ft. does not incl. circ.) 800 sq.ft.  
Description: offices for the Superintendents.  
Adjacencies: adjacent to the Deputy Chiefs and the Secretaries.  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, meeting table and seating for 4.

BC-E10

**Special Projects Office** 200 sq.ft.  
Description: office for ad hoc projects.  
Adjacencies: adjacent to the Superintendents and the Secretaries.  
Amenities: electrical, phone and data.  
Accessories:

Executive Support

BC-E11

**Reception Area** 300 sq.ft.  
Description: reception counter and waiting area.  
Adjacencies: adjacent to the Receptionist and Secretaries and to the entry to the Executive areas. Control point for further access.  
Amenities: electrical.  
Accessories: transaction counter with storage below for stationery supplies and outgoing mail. Waiting area with 6 lounge chairs, coffee table and end tables to suit the layout.

BC-E12

**Receptionist** 70 sq.ft.  
Description: workstation.  
Adjacencies: adjacent to the Reception Counter and the Secretaries and in close proximity to the Executive Support Work Areas  
Amenities: electrical, phone and data.  
Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair.

BC-E13

**Secretaries** (3 @ 110 sq.ft. does not incl. circ.) 330 sq.ft.  
Description: workstations.  
Adjacencies: adjacent to the Deputy Chiefs, Superintendents, Special Projects Office, Receptionist and Special Projects Secretary and in close proximity to the Executive Support Work Areas.  
Amenities: electrical, phone and data.  
Accessories: each station to include: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair.

BC-E14

**Special Projects Secretaries** (2 @ 110 sq.ft. does not incl. circ.) 220 sq.ft.  
Description: workstation.  
Adjacencies: adjacent to the Special Projects Office, and the Secretaries and in close proximity to the Executive Support Work Areas.  
Amenities: electrical, phone and data.  
Accessories: each station to include: "U"-shaped worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair.

BC-E15

**Executive Work Area** 800 sq.ft.  
Description: large room or open area obscured from general view. Included Spaces listed:  
**Photocopier/Fax/Printer** 150 sq.ft.  
Amenities: Phone, electrical and data.  
Accessories: large multifunction machine (photocopier, fax, network printer),  
**Files** 120 sq.ft.  
Amenities: N/A  
Accessories: 8 lateral files  
**Supplies** 60 sq.ft.  
Amenities: N/A  
Accessories: 4 steel storage cabinets.  
**Storage Room** 120 sq.ft.  
Amenities: lockable room, accessed via the Work Room, maximum number 2' deep steel shelving.  
Accessories: water cooler bottles.  
**Work Area** 140 sq.ft.  
Amenities: 12' counter with drawers and cupboards below, stationery storage in upper cupboards, electrical outlets above counter. Additional 30" x 96" work island with cupboards/shelves below.  
Accessories: shredder, large capacity refuse and recycle bins.  
**Coffee Prep** 90 sq.ft.  
Amenities: kitchen style cabinets with sink, drawers, upper and lower cupboards. Electrical for appliances noted on separate circuits.  
Accessories: refrigerator, water cooler, kettle.  
**Secure Storage** 120 sq.ft.  
Amenities: fire rated, secure room, alarms, maximum number 2' deep steel shelving.  
Accessories: N/A  
Adjacencies: in close proximity to the Secretaries and accessible to all employees of the Executive Division  
Amenities: see specific spaces.  
Accessories: see specific areas of the room.



BC-E16

**Executive Boardroom**

525 sq.ft.

Description: executive meeting space.

Adjacencies: in close proximity to the Chief of Police

Amenities:

Accessories: table and seating for 18 plus additional seating for 12, credenza, coffee cart, large flat screen TV disc and tape players, overhead digital projector, presentation board, or executive whiteboards and tack boards.

Legal Council Unit

The components of the Legal Council Unit will be secured as a group and will be adjacent to the Offices of the Chief of Police.

BC-E17

**Legal Advisor**

160 sq.ft.

Description: office.

Adjacencies: adjacent to the Assistant Legal Advisor and the Clerk.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, meeting table and seating for 4.

BC-E18

**Assistant Legal Advisor**

140 sq.ft.

Description: office.

Adjacencies: adjacent to the Legal Advisor and the Clerk.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair, meeting table and seating for 4.

BC-E19

**Clerks**

(2 @ 70 sq.ft.)

140 sq.ft.

Description: workstations for the Clerks, one is the FIPPA Clerk.

Adjacencies: adjacent to the Waiting Area and the Legal Advisors.

Amenities: electrical, phone and data.

Accessories: each station will include: "U"-shaped configuration worksurfaces, transaction top, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair.

BC-E20

**Waiting Area**

125 sq.ft.

Description: waiting area for the Legal Council Unit.

Adjacencies: adjacent to the Clerk and the entry to the space.

Amenities: electrical, coat closet.

Accessories: 3 lounge chairs and end tables to suit layout.

BC-E21

**Analyst**

110 sq.ft.

Description: office for the Analyst.

Adjacencies: adjacent to the Clerks.

Amenities: electrical, phone and data.

Accessories: "U"-shaped configuration worksurfaces, box, box, file pedestal, file, file pedestal, two drawer lateral file under the worksurface, overhead storage, tack boards, task lights, keyboard tray and arm, monitor arm, 24 hour task chair.

BC-E22

**Filing and Storage**

750 sq.ft.

Description: secure storage room.

Adjacencies: adjacent to the Clerk and accessible to the other employees of the Legal Council Unit.

Amenities: 12 lateral files, 4 steel storage cabinets. Also in the space for longer term storage: 18 sections of 2' x 4' x 7'(h) steel shelving, 24 units of 18" x 36" e.g. 16 sections of shelving and 8 lateral files. Exact split of laterals and shelves will be determined at the time of design.

Accessories: N/A

BC-E23

**Library**

120 sq.ft.

Description: open library space.

Adjacencies: adjacent to the Clerks but accessible to all employees of the Unit.

Amenities: maximum sections of book shelves.

Accessories: table and seating for 4.

BC-E24

**Print Copy/Fax**

120 sq.ft.

Description: work area.

Adjacencies: centrally located in the Unit.

Amenities: Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-E25

**Storage**

100 sq.ft.

Description: room.

Adjacencies: in a removed area of the Unit.

Amenities: maximum number of 2' deep shelving.

Accessories: N/A

BC-E26

**Coffee Stand**

75 sq.ft.

Description: coffee stand.

Adjacencies: in a removed area of the Unit.

Amenities: small section of kitchen style cupboards with sink, drawers and upper and lower cabinets, electrical above the counter and appliances on separate circuits.

Accessories: refrigerator, microwave, coffee maker, kettle, toaster.

BC-E27

**Boardroom**

275 sq.ft.

Description: meeting room for 12.

Adjacencies: adjacent to the Legal advisor.

Amenities: electrical, phone and data.

Accessories: meeting table and chairs for 12, credenza, overhead digital projector, whiteboard and tackboard (or presentation cabinet), TV, tape and DVD players.

### Professional Standards Unit

This group will be located in a discrete location in the Tower. This group interviews Police and citizens in a removed area with discrete access and exit. The access point may be discrete by being in a removed area or within a high traffic areas where the person attending may "get lost in the crowd". Further, interviews may be with parties with opposing interest and for this reason a separate exit from the interview room will ensure one witness exits without seeing a waiting, potentially conflicting witness.

The area will require a double waiting area. When the interior waiting space is unavailable (occupied), it will be necessary for the next appointment to wait outside the space. Sufficient area will be required for a small table and two chairs.

UPS back-up in the Interview Rooms will be required and either individual or grouped UPS may be used to protect the workstations.

Data wiring to the tower will be via fibre used in the main areas. The computer requirements are as for a standard office and as such will be protected on the generator back up and the UPS requirements may be met with a stand alone UPS or group UPS.

The computer rack/panels may be within a separate dedicated closet or in a secure cabinet within a multifunction closet for electrical phone and data. In any event, the space will need to be cooled sufficiently to protect the equipment. The noise generated by the ventilation will require that the closet be located in a removed area; removed from the general work areas.

BC-E28

#### **Inspector**

160 sq.ft.

Description: office for the Inspector.

Adjacencies: adjacent to the Staff Sergeant, Sergeant and Divisional Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 @ 2 drawer lateral filing cabinets, network computer connection and printer. Executive wardrobe or locker.

BC-E29

#### **Staff Sergeant**

140 sq.ft.

Description: office for the Staff Sergeant.

Adjacencies: adjacent to the Inspector and the Divisional Clerk.

Amenities: Phone, electrical and data.

Accessories: "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 3 lateral filing cabinets, network computer connection and printer.

BC-E30

#### **Sergeant**

225 sq.ft.

Description: a single shared office for two Sergeant.

Adjacencies: adjacent to the Detective Sergeants and Clerks.

Amenities: Phone, electrical and data.

Accessories: each station will include: an "L"-shaped ergonomic work station with two pedestals, overhead shelves and hutches, under-shelf lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, guest chair. Also in the space 5 @ four drawer vertical filing cabinets.

BC-E31

**Unit/LEERA Clerk**

80 sq.ft.

Description: workstation for the Unit Clerk.

Adjacencies: adjacent to the Reception Clerk and the Audio Annotation Room and in close proximity to the other employees of the Professional Standards Unit

Amenities: Phone, electrical and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and credenza, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, 5 drawer lateral file, coat hooks.

BC-E32

**Detective Sergeants**

(4 offices at 180 sq.ft.)

720 sq.ft.

Description: offices for the Detective Sergeant teams.

Adjacencies: within the Unit

Amenities: electrical phone and data.

Accessories: each office to include two workstations. Each workstation will include: "L" shaped station with box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair and a guest chair, coat hooks.

BC-E33

**Waiting**

250 sq.ft.

Description: divided waiting area. The interior area will be within the secure area, adjacent to the Receptionist who will allow passage. The outer area will allow interviewees to wait, removed from public view.

Adjacencies: adjacent to the Reception, and the entry to the space.

Amenities: interior area: electrical, coat closet; outer area: electrical.

Accessories: interior area: 4 lounge chairs, coffee table and end tables to suit the layout. Outer area: two chairs with end table between.

BC-E34

**Reception Clerk**

110 sq.ft.

Description: the Receptionist greets visitors and is the control point for further entry to the space. Ensure a safe working environment and do not create a working alone environment.

Adjacencies: adjacent to the entry to the space and the other Clerk.

Amenities: electrical, phone and data. Electronic doors to the office areas and the outer waiting area. Panic button or bar alarm to sound in the office areas.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and work credenza, transaction top, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair.

BC-E35

**Files**

100 sq.ft.

Description: file area.

Adjacencies: adjacent to the Clerks.

Amenities: N/A

Accessories: 6 lateral files.

BC-E36

**Print/Copy/Fax**

150 sq.ft.

Description: work area.

Adjacencies: centrally located in the Unit.

Amenities: Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment

Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-E37	<p><b>Guest Gun Lockers and Coats</b> 80 sq.ft.</p> <p><u>Description:</u> gun lockers, unloading station and coats.</p> <p><u>Adjacencies:</u> adjacent to the entry to the space on an obscured corridor off the Waiting and the access to the Interview Room.</p> <p><u>Amenities:</u> floor mounted unloading station, 1 tiers of lockers, 6 lockers per tier, coat closet.</p> <p><u>Accessories:</u> N/A</p>
BC-E38	<p><b>Interview Room</b> 160 sq.ft.</p> <p><u>Description:</u> interview room.</p> <p><u>Adjacencies:</u> in close proximity to the Reception and the discrete exit.</p> <p><u>Amenities:</u> electrical, data, audio and video recording equipment, sound protection, coat closet outside the door. UPS back up. Panic alarm bell or bar.</p> <p><u>Accessories:</u> large round table with seating for 6, adjustable lighting.</p>
BC-E39	<p><b>Security Risk Interview Room</b> 160 sq.ft.</p> <p><u>Description:</u> interview rooms.</p> <p><u>Adjacencies:</u> may be adjacent to the Interview Room but none of the rooms may have a view of the doors of the others.</p> <p><u>Amenities:</u> electrical, data, audio and video recording equipment, sound protection, coat closet outside the door. UPS back up. Panic alarm bell or bar.</p> <p><u>Accessories:</u> table, seating for 4.</p>
BC-E40	<p><b>Lunch/Meeting</b> 350 sq.ft.</p> <p><u>Description:</u> multi-purpose room.</p> <p><u>Adjacencies:</u> in a removed area of the Unit to contain noise.</p> <p><u>Amenities:</u> kitchen style counter with drawers and cupboards below, upper cupboards, sink, electrical for appliances noted on separate circuits. Adjustable lighting. Tack boards and whiteboards.</p> <p><u>Accessories:</u> meeting table and chairs for 16. Refrigerator, microwave, toaster, kettle, coffee maker.</p>
BC-E41	<p><b>Evidence</b> 85 sq.ft.</p> <p><u>Description:</u> small secure area for short term holding of evidence.</p> <p><u>Adjacencies:</u> in a removed area of the Unit.</p> <p><u>Amenities:</u> N/A</p> <p><u>Accessories:</u> 3 lateral files, 3 custom lateral files for disc storage, 3 half lockers all with alarms.</p>
BC-E42	<p><b>Video Monitoring</b> 100 sq.ft.</p> <p><u>Description:</u> office.</p> <p><u>Adjacencies:</u> in close proximity to the interview rooms.</p> <p><u>Amenities:</u> electrical, phone and data. Audio and video monitoring console incorporated into computer workstation. Keyboard tray and arm, monitor arm.</p> <p><u>Accessories:</u> task chair, lateral filing cabinet.</p>
BC-E43	<p><b>Audio Annotating</b> 100 sq.ft.</p> <p><u>Description:</u> quiet office</p> <p><u>Adjacencies:</u> in a removed area to protect from noise.</p> <p><u>Amenities:</u> electrical, phone and data. Sound protection.</p> <p><u>Accessories:</u> "U" shaped station with worksurfaces to form desk, bridge and extended work credenza, transaction top, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. Shelf storage for discs and supplies. Extended credenza for various audio equipment.</p>

BC-E44	<p><b>Archived Storage</b> 250 sq.ft.</p> <p><u>Description:</u> secure room for archived materials.</p> <p><u>Adjacencies:</u> in a removed area of the Unit.</p> <p><u>Amenities:</u> 20 @ 5 drawer lateral files.</p> <p><u>Accessories:</u> N/A</p>
BC-E45	<p><b>Storage</b> 100 sq.ft.</p> <p><u>Description:</u> secure room.</p> <p><u>Adjacencies:</u> in a removed area of the Unit.</p> <p><u>Amenities:</u> maximum number of 2' deep shelving.</p> <p><u>Accessories:</u> N/A</p>
BC-E46	<p><b>Washroom, Shower, Lockers, Men</b> 300 sq.ft.</p> <p><u>Description:</u> washroom facilities for the male employees.</p> <p><u>Adjacencies:</u> in a removed area of the Unit, in close proximity to the Lunch/Meeting Room.</p> <p><u>Amenities:</u> <u>toilet stall:</u> partitions, toilet, toilet dispenser. <u>Urinal.</u> <u>Shower compartment</u> to have positive slope to floor drain and anti-slip, open grid, rubber flooring, shampoo shelf, soap shelf, hook, shower rod and curtain, timed heat lamp. Drying compartment to have door, positive slope to floor drain and anti-slip, open grid, rubber flooring, hat shelf with multiple hooks below, wooden slat bench, timed heat lamp. <u>Lockers:</u> 12 slope topped, double, executive lockers and bench(es). <u>2 Lav's</u> in standard vanity, liquid soap dispenser, mirror and raised vanity shelf, GFCI outlet for small appliances (hair dryer). Paper towel dispenser, waster receptacle. Electrical. Also included but may be outside the space will be a gun unloading station and gun lockers for 12. This may be shared between washrooms for both genders.</p> <p><u>Accessories:</u> N/A</p>
BC-E47	<p><b>Washroom, Shower, Lockers, Women</b> 240 sq.ft.</p> <p><u>Description:</u> washroom facilities for the female employees.</p> <p><u>Adjacencies:</u> in a removed area of the Unit, in close proximity to the Lunch/Meeting Room.</p> <p><u>Amenities:</u> <u>toilet stall:</u> partitions, toilet, toilet dispenser, small waste receptacle. <u>Shower compartment</u> to have positive slope to floor drain and anti-slip, open grid, rubber flooring, shampoo shelf, soap shelf, hook, shower rod and curtain, timed heat lamp. Drying compartment to have door, positive slope to floor drain and anti-slip, open grid, rubber flooring, hat shelf with multiple hooks below, wooden slat bench, timed heat lamp. <u>Lockers:</u> 12 slope topped, double, executive lockers and bench(es). <u>2 Lav's</u> in standard vanity, liquid soap dispenser, mirror and raised vanity shelf, GFCI outlet for small appliances (hair dryer). Paper towel dispenser, napkin dispenser, waste receptacle. Electrical. Also included but may be outside the space will be a gun unloading station and gun lockers for 6. This may be shared between washrooms for both genders.</p> <p><u>Accessories:</u> N/A</p>
BC-E48	<p><b>Secure Washroom</b> 40 sq.ft.</p> <p><u>Description:</u> detainee washroom.</p> <p><u>Adjacencies:</u> in close proximity to the interview rooms.</p> <p><u>Amenities:</u> stainless steel combination toilet/lav such as Cornerstone model #1415 or similar vandal proof mirror and toilet paper dispenser.</p> <p><u>Accessories:</u> N/A</p>

### Behaviour Health Unit

This group will be located on the Tower of the Post Office, separated from all others. This group interviews Police employees and must be in a removed area with discrete access and exit. Further, interviews may be with parties with opposing interest and for this reason a separate exit from the interview room will ensure one employee exits without seeing another waiting employee.

Either individual or grouped UPS may be used to protect the workstations.

Data wiring to the tower will be via fibre used in the main areas. The computer requirements are as for a standard office and as such will be protected on the generator back up and the UPS requirements may be met with a stand alone UPS or group UPS.

The computer rack/panels may be within a separate dedicated closet or in a secure cabinet within a multifunction closet for electrical phone and data. In any event, the space will need to be cooled sufficiently to protect the equipment. The noise generated by the ventilation will require that the closet be located in a removed area, removed from the general work areas.

BC-E49

#### **Staff Psychologist**

175 sq.ft.

Description: secure office with two access points to allow discrete access and egress by visitors to ensure people exiting are not seen by others entering.

Adjacencies: adjacent to the Clerk and the Private Waiting Area.

Amenities: electrical, phone and data.

Accessories: executive desk, credenza and bridge, overhead storage, tack boards, task lights, keyboard tray and mechanism, monitor arm, executive task chair, 2 guest chairs, couch, three lounge chairs, coffee table and end tables to suit, book cases.

BC-E50

#### **Private Waiting Area**

85 sq.ft.

Description: small discrete waiting area for visitors to see the Psychologist, shielded from view of others in the General Waiting area.

Adjacencies: adjacent to the Clerk and the entry to the Staff Psychologist and in close proximity to the General Waiting Area.

Amenities: electrical. Brochure rack.

Accessories: four waiting chairs and end table.

BC-E51

#### **Clerk**

65 sq.ft.

Description: workstation for the Clerk.

Adjacencies: adjacent to the General Waiting, Private Waiting Area and the entry to the Staff Psychologist. Also adjacent or close proximity to the Print/Copy/Fax and the Files.

Amenities: electrical phone and data.

Accessories: "U" shaped station with worksurfaces to form desk, bridge and work credenza, transaction top, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair

BC-E52

#### **General Waiting**

150 sq.ft.

Description: open area where visitors may be attending for a variety of employment interviews.

Adjacencies: adjacent to the main entry to the space and the Clerk and the Testing Stations and in close proximity to the Meeting Room.

Amenities: electrical. Brochure racks.

Accessories: seating for 7, coffee and end tables to suit.

BC-E53	<b>Testing Stations</b>	270 sq.ft.
	<u>Description:</u> four small workstations where employees may be tested prior to proceeding with interviews in the Meeting Room.	
	<u>Adjacencies:</u> adjacent to the General Waiting Area and the Clerk and in close proximity to the Meeting Room.	
	<u>Amenities:</u> electrical and data.	
	<u>Accessories:</u> four "L"-shaped workstations with box, box, file pedestal, keyboard tray and mechanism, monitor arm, partitions to divide one test station from another.	
BC-E54	<b>Wellness Officer</b>	140 sq.ft.
	<u>Description:</u> office.	
	<u>Adjacencies:</u> adjacent to the Clerk and the General Waiting Area.	
	<u>Amenities:</u> electrical, phone and data.	
	<u>Accessories:</u> "U"-shaped desk, credenza and bridge, 24 hr. ergonomic chair, small meeting table, 3 guest chairs, 2 lateral filing cabinets, network computer connection and printer.	
BC-E55	<b>Meeting Room</b>	250 sq.ft.
	<u>Description:</u> meeting room for 8.	
	<u>Adjacencies:</u> adjacent to the Waiting and the Wellness Officer.	
	<u>Amenities:</u> electrical, phone and data, ceiling mounted digital projector and ceiling data and electrical, presentation cabinet.	
	<u>Accessories:</u> table and seating for 8, credenza, closet for coats and meeting paraphernalia.	
BC-E56	<b>Print/Copy/Fax</b>	150 sq.ft.
	<u>Description:</u> open area.	
	<u>Adjacencies:</u> adjacent to the Clerk and the Files and Supplies.	
	<u>Amenities:</u> electrical, phone and data. Large multifunction machine for printing copying, scanning and faxing. Also in the area: two work counters for collating materials and other activities, storage below and above for storage of supplies and equipment. Shredder. Large capacity refuse and recycling bins.	
	<u>Accessories:</u> N/A	
BC-E57	<b>Files and Supplies</b>	65 sq.ft.
	<u>Description:</u> open area.	
	<u>Adjacencies:</u> adjacent to the Print/Copy/Fax and the Clerk.	
	<u>Amenities:</u> N/A	
	<u>Accessories:</u> 4 lateral filing cabinets, 2 steel storage cupboards.	
BC-E58	<b>Storage Room</b>	90 sq.ft.
	<u>Description:</u> secure room.	
	<u>Adjacencies:</u> in a removed area of the Unit.	
	<u>Amenities:</u> maximum number of 2' deep steel shelving.	
	<u>Accessories:</u> N/A	
BC-E59	<b>Coats</b>	50 sq.ft,
	<u>Description:</u> coat cupboards for visitors to the space.	
	<u>Adjacencies:</u> adjacent to the General Waiting and the Meeting Room.	
	<u>Amenities:</u> approximately 8 lineal feet of hat shelf and coat rods within well ventilated closet(s).	
	<u>Accessories:</u> N/A	



BC-E60

**Coffee Stand**

125 sq.ft.

Description: Coffee Stand where employees get coffee or prepare meals and then take their food to their desks or to a centrally located employee Lounge on each floor.

Adjacencies: centrally located in the Division but removed to limit noise transmission.

Amenities: kitchen style counter with sink, electrical on separate circuits for appliances noted. Liquid soap dispenser and paper towel dispenser.

Accessories: 2 microwaves, coffee maker, toaster, kettle and two refrigerators. Table and chairs for 6.

Public Relations Unit

Although this group Assists the Chief of Police and other employees in media presentations and announcements and would be logically suited to be located near the Executive, there is a significant interface with the media, e.g. with questions about on-going cases. Since security within the facility is critical, this aspect of the work by this group makes it best suited to be placed on the main floor to limit public access to other areas in the building.

BC-E61

**Media Room**

580 sq.ft.

Description: large meeting room to be set up in various configurations, in particular for media releases. Dimensions of the room will be appropriate for media audio and visual recordings.

Adjacencies: adjacent to the media Room Storage and the Ante Room.

Amenities: electrical, phone and data, cable TV, credenza, coat closets. Sound protection, variety of adjustable lighting. Ceiling mounted audio/visual recording equipment.

Accessories: meeting tables and chairs for 24, desk on dais, drawn or rolled backdrop curtains, projection screens (or large TV) ceiling mounted digital projector. Digital recording equipment ceiling and wall mounted. Covered floor ports for electrical and data for use with a lectern set up.

BC-E62

**Media Room Reference Office**

75 sq.ft.

Description: secure room where the Clerk can monitor and perform back-up research during a media event. Solely used for media events.

Adjacencies: access only via the Media Room.

Amenities: electrical, phone, data, cable TV. Adequate ventilation

Accessories: "L"-shaped computer desk with box, box, file pedestal, keyboard tray and arm, dual head monitor arm, ergonomic task chair.

BC-E63

**Media Room Storage**

100 sq.ft.

Description: secure room for the storage of extra chairs and media backdrop drapes etc.

Adjacencies: adjacent to the Media Room.

Amenities: N/A

Accessories: extra chairs on dollies, shelves, hooks and racks for other items.

BC-E64

**Ante Room/Milling**

500 sq.ft.

Description: room to gather before or after meeting in the Media Room. Media employees wait to enter the Media Room.

Adjacencies: adjacent to the public Lobby and to the Media Room.

Amenities: electrical. Sound protection.

Accessories: lounge chairs, padded benches and end tables dispersed.

BC-E65

**Public Relations Library**

50 sq.ft.

Description: depending on layout, may be in an open area/alcove or may necessarily be in a secure room.

Adjacencies: adjacent to the Public Relations Specialist. May be blended with BC-E69.

Amenities: N/A

Accessories: two lateral files and two sections of shelves.

BC-E66

**Waiting**

144 sq.ft.

Description: waiting area and control point to the remainder of the Public Relations Division.  
Adjacencies: adjacent to the Receptionist and the entry to the space.  
Amenities: electrical.  
Accessories: 4 lounge chairs, coffee table and end tables to suit the layout.

BC-E67

**Public Information Assistant**

110 sq.ft.

Description: the Receptionist greets visitors and is the control point for further entry to the space.  
Adjacencies: adjacent to the entry to the space, Waiting and the other employees of the Division. Access to the Public Information Officers via a closed door to ensure confidential information does not migrate to the Reception area. Glass in the door and/or wall will ensure against a working alone situation for the Assistant.  
Amenities: electrical, phone and data. Cable TV.  
Accessories: "U" shaped station with worksurfaces to form desk, bridge and work credenza, transaction top, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. "IRAS" cabinet with television and recording machines to record various television events for review. Television mounted high on wall, visible from the desk.

BC-E68

**Public Information Officers**

(4 @ 70 sq.ft. does not incl. circ.)

280 sq.ft.

Description: workstations for the Public Affairs Assistant and the Public Information Officers.  
Adjacencies: adjacent to the Receptionist.  
Amenities: electrical, phone and data. Cable TV in one cubicle and ceiling mounted power and Cable TV.  
Accessories: raised wall cubicles, with doors, glazed segments to view Assistant. Each station to include: "U" shaped station with worksurfaces to form desk, bridge and work credenza, transaction top, box, box, file pedestal and file, file pedestal, overhead storage, task lights, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair. One cubicle used for TV and taped public broadcasts.

BC-E69

**Files, Stationery and Tape Library**

110 sq.ft.

Description: file area.  
Adjacencies: adjacent to the Workstations and Receptionist. May be blended with BC-E65.  
Amenities: N/A  
Accessories: 6 lateral files and 4 steel storage cabinets.

BC-E70

**Print/Copy/Fax**

150 sq.ft.

Description: work area.  
Adjacencies: centrally located in the Unit.  
Amenities: Work counter with storage above and below, electrical outlets above counter, electrical, phone and data for the specific equipment  
Accessories: large multifunction machine (photocopier, fax, network printer), shredder, large capacity refuse and recycle bins, Steel storage cupboards for stationery supplies.

BC-E71

**Storage**

100 sq.ft.

Description: secure storage room.  
Adjacencies: in a removed area of the Division.  
Amenities: maximum number of 2' deep steel shelves.  
Accessories: N/A

BC-E72

**Gun Lockers and Coats**

80 sq.ft.

Description: gun lockers, unloading station and members' coats.

Adjacencies: adjacent to the entry to the space on an obscured corridor off the Waiting and the access to the Members' Interview Room.

Amenities: floor mounted unloading station, 1 tier of lockers, 6 lockers per tier, coat closet.

Accessories: N/A

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#### General Areas and Requirements

BC-GA01	Cubbies
BC-GA02	Seasonal Clothing
BC-GA03	Exhibit Preparation and Drying Rooms
BC-GA04	Gun Hub
BC-GA05	Quiet Rooms
BC-GA06	Infirmary
BC-GA07	Lunchrooms
BC-GA08	Recruits' Lunchroom
BC-GA09	Coffee Stands
BC-GA10	Meeting Rooms
BC-GA11	Briefing/Parade Rooms
BC-GA12	Project Rooms
BC-GA13	Main Floor Interview Rooms
BC-GA14	Archived Storage
BC-GA15	Departmental Archival Storage
BC-GA16	Centralized Employee Washrooms (Men)
BC-GA17	Centralized Employee Washrooms (Women)
BC-GA18	Lockers
BC-GA19	Showers (20 male, 12 female)
BC-GA20	Search Area
BC-GA21(a)	Officer Decontamination
BC-GA21(b)	Equipment Decontamination Station
BC-GA21(c)	Emergency Eyewash Stations
BC-GA22	Electrical and Phones
BC-GA23	Computer Server Closets
BC-GA24	Janitor Closets
BC-GA25	Mechanical
BC-GA26	Electrical
BC-GA27	Back-up Support
BC-GA28	Other Access/Egress Points
	<u>Garage</u>
BC-GA29	Parking
BC-GA30	Carwash
BC-GA31	Cruiser Service Counter
BC-GA32	Centralized Equipment Allocation Area
BC-GA33	Cruiser Car Parking
BC-GA34	Hazardous Materials Storage

## General Areas and Requirements

In the current environments the groups are in many buildings. The Post Office redevelopment project allows groups to be together and to share amenities. The spaces noted below may be shared in a centralised space. Some items are new concepts and currently are being discussed and will require further discussion at the time of design.

### BC-GA01

#### **Cubbies**

1,440 sq.ft.

Description: cubbies where employee can drop their duffles used in their vehicles. This function is required but the placement of this is difficult to determine so that it is used effectively. The location may be near the vehicles where the officers may drop their cubbies and go or may be near their respective Divisions.

Adjacencies: To be determined.

Amenities: 18" x 18" x 24" d cubbies in a variety of configurations e.g. three high and two high can be used as a seating bench.

Accessories:

### BC-GA02

#### **Seasonal Clothing**

640 sq.ft.

Description: holding area for the seasonal clothing already dispensed to the members.

Adjacencies: may be incorporated in the Quartermaster Stores in a designated area. Quartermaster stores may issue for cleaning and control access.

Amenities: open clothing racks with hat shelves and boot racks.

Accessories: N/A

### BC-GA03

#### **Exhibit Receipt Area**

1,720 sq.ft.

Description: this space is currently under review conceptually. At the time of printing, it is envisioned that officers will bring evidence to a work area where they will "bag and tag" their items. Items that require drying will be identified and handed to the Forensic Technicians for further processing. Items that can go directly to the Forensics labs, Gun Hub or Evidence Control may be placed in two-way lockers for the respective group.

Two-way lockers are required for each of the adjacent work groups:

Forensics: mixed sizes: approximately	10 full height
	20 half height
	40 quarter height
Gun Hub: two sizes	10 for rifles
	10 for guns
Evidence: mixed sizes: approximately	40 mixed sizes

The Forensics Technicians will sit at a double occupant workstation with a roll-up shutter to secure the Forensics areas. Each portion of the workstation will have drawer pedestals for supplies. In the event that all drying cabinets are in use, behind the workstations will be refrigerated lockers for items to be held until they can be placed into drying cabinets. The workstations will have electrical, phone and data for peak times when this may be their main work location.

The area is envisioned as a large room with two types of work areas. Individuals or teams of officers will come into the space and may elect to stand at one of four simple stations where a work counter allows the officer to spread out items and enter pieces into a computer and bag or wrap the items at that location. These simple stations will be complete with a stainless steel counter with drawers below for supplies, backing partition, overhead storage for instruction binders and supplies, rolled bagging and wrapping products will be mounted to the backing partition or suspended from the overhead storage. Integrated at one end of the counter will be a small computer workstation for entering the related information.

For larger projects with many pieces to process, four larger spaces will be "curtained off" for use by the officer team. Each curtained off space will be laid out with a standing height, stainless steel work counter and a separate, simple, sit-to-stand computer workstation. One officer may enter the data on the computer while the other officer bags and tags. If these are located such that the work counter is perpendicular to a wall, the bagging and wrapping products may be mounted to solid walls and the walls should be strapped accordingly. As above, the work counters will have a stainless steel top and will be complete with drawers for supplies. Wall mounted shelves and/or

cupboards will also be provided for supplies. Task lighting is required and may be wall or ceiling mounted.

In the case of a hard drug seizure, one cluster of work area will be closed off to the others and will be secure-able. As part of that space will be a holding closet where the items can be held for "Stage 1" processing: bagging and tagging. This cluster should be located close to the entry and to the Evidence Control Unit, Drug Processing area.

In the case of "soft" drug seizures, the herbaceous products will be brought through a secure, card access door, to a Drug Processing area including a Drying Room and a Drug Processing Room. These spaces will be accessed through another card access door by Technicians in the Evidence Control Unit. Approximately 24, mixed size evidence lockers will be available within the space for the temporary storage of the drugs in the event that the processing requires added time.

At the time of printing, Division 41, Sex Crimes, has requested that their employees be responsible for the drying sex crimes items rather than transferring the items to Division 42 Forensics. For the purposes of this Program, the four Biological Drying Rooms BC-42113 are described as part of Division 42 but will be accessed by Division 41 employees only with access from the Exhibit Receipt Area. The designer should anticipate that eventually these rooms may be the sole responsibility of Division 42

Mullion-less double door(s) or oversized single door(s) access to the Forensics area and the Evidence Control Unit will allow the transfer of large items from the Exhibit Receipt Area.

Because of the economies of having like activities and equipment together, it may be advisable to have the officer components of drug processing sandwiched between the various labs of the Forensics Indent and the Drug Processing areas of Evidence Control Unit. This separated area will have a controlled access by the officers will be from the Exhibit Receipt Area and a separate controlled entrance by the Evidence Control Unit personnel.

It is further expected that the various doors beyond the Exhibit Receipt area will require card access locks including doors to: Forensics, Evidence, hard drug room, soft drug drying and processing and Division 41, Sex Crimes. The card access cards can restrict access to only those who have clearance to those areas.

**Adjacencies:** adjacent to the Garage, Firearms Hub, Forensics Unit and the Evidence Storage Unit, Large Evidence Cages in Evidence Forensic Labs of Division 42 (beginning at BC-42112).

**Amenities:** The entire room and prep-rooms will have pressurized ventilation system to protect the officers and the evidence. Hospital style curtains, stainless steel work counters with computer stations beside or attached as described above, with storage below and above, rolls of packaging products, task lighting. For sex crimes evidence prep: four mechanically separated prep rooms each @ 88 sq.ft. and will include stainless steel counter to suit the size of the room, with storage below and overhead, task light and separate drying cabinets. All drying cabinets are 30" x 30" x 84" (h), complete with integrated ventilation and filtration, exhausted directly to the exterior to ensure no cross contamination between the cabinets nor into any other spaces in the building. Key drop off and multiple sized double sided lockers from this space to the Forensics Unit, Gun Hub and Evidence Control Unit, see above for quantities. Key Electrical, data, hose bib, floor drains. Cleanable surfaces. Cabinet for cleaning products. Floor mounted gun unloading station, printers, photocopier, scanner. Hard drug room will have counter with stainless steel top, open, overhead shelf for supplies, task light. The soft drug drying room will have separation with door frame and threshold weather proofing and air filters to contain odours. Included in the room: scale for large garbage bags of products, approximately 150' of 2' deep open mesh shelves and low velocity warm air supply under the lower shelf. The drug processing area will consist of 6 stations with a 5' fume hood set atop a 42" high counter with storage drawers below and an adjacent 2' x 8' stainless steel work table with task light. Electrical within the hood. Shared within the space, small item scale, 3 computers on sit-to-stand tables, variety of chairs and stools for use at the various stations, lateral filing cabinet, 2 steel storage cabinets, oversized fire rated lateral filing cabinet, log-in book counter with procedure and notice bulletin board above. Also in the area approximately 24, multiple sized evidence lockers for storage of product requiring additional preparation time.

**Accessories:** Cleanup fluids cleanser dispensers and products, disposable clothing, masks and gloves, supplies cabinet for various tests and large refuse containers.

**BC-GA04****Gun Hub**

600 sq.ft.

Description: This space is new to the WPS and is currently being reviewed and will require further consultation with the client.

Secure, specialty rooms for the testing of weapons. The Gun Lab BC-42115 will be adjacent for the testing for fingerprints, weapon dismantling and reassembly will be done in a work room and the weapon testing will be a sound isolated space with weapon holder and bullet trap. Double sided gun evidence lockers will be accessed via the Exhibit Receipt Area.

Officers drop seized weapons, tag them for incident numbers etc and then place the weapon into a double sided locker. The Gun Hub Technician will pick up the item and then unload in the floor mounted unloading station. From that point the Technician may take the weapon to the Lab or the work room and from there to the Weapon Testing. Ammunition, weapons and parts will be stored in a small magazine. Multiple weapons will be moved from space to space on stainless steel carts.

Work Room: approximately 170 sq.ft.

Secure work area for two each with approximately 8' of counter with storage drawers below and storage cupboards and shelves above, task lighting, multiple electrical outlets above the counter. Open centre area for additional work counter with stainless steel top and storage drawers and cupboards below for parts and tools. Additional space for 2 @ 18" x 30" carts. Also access to the other spaces and to the Technicians' office workstations

Magazine : approximately 80 sq.ft.

secure room for ammunition and weapon storage includes 4' weapon locker and heavy duty shelving on long walls for ammunition.

Weapon Testing: approximately 350 sq.ft. (includes sound vestibule)

Secure room, through a vestibule, includes, small table, space for transfer carts, weapon clamp, electronic firing mechanism and bullet trap. Sound deadening to contain noise from weapon firing. At the time of writing, the weapons team is exploring the various types of equipment and trap that will be used. The size and configuration of this space may require review. Current concepts include: large mouth, Snailtrap, boxtrap bullet trap 8,100 Foot Pounds of Energy (FPE), chronograph and an automated ballistics breach on appropriate bench complete with remote, programmable trigger. A proof and function bullet trap (13,000 FPE) may also be required. Equipment will be mounted relative to each other to maintain distances for effective use and safety

The Gun Lab is described in BC-42115.

Adjacencies: adjacent to the Forensics Labs, Evidence Control Unit and the Exhibit Receipt Area; on a garage level.

Amenities: electrical, phone and data.

Accessories: Carts.

**BC-GA05****Quiet Rooms**

1,575 sq.ft.

Description: 7 rooms where employees may rest prior to court appearances or may de-stress during a particularly difficult shift.

Rooms as follows:

- one on Level one
- one on Level two
- three on Level three
- two on Level four, one dedicated to the Comms Centre

Adjacencies: in a removed area on each floor but somewhat close to the staff amenities.

Amenities:

Accessories: Two recliner chairs, end tables to suit the layout, bookshelves, table lamps. General lighting on a dimmer switch. Alcove for a bed with shelf headboard and an individual, temporary locker. Temperature control within room. Electrical outlet for alarm clock.

**BC-GA06****Infirmary**

90 sq.ft.

Description: secure room strictly to be used as a First Aid Room.

Adjacencies: accessible by all employees and with easy access by emergency personnel with a wheeled gurney.

Amenities: counter and sink with drawers and cupboards below and cupboards above. Defibrillator.

Accessories: cot and chair.

BC-GA07

**Lunchrooms** (does not incl. circ.) 6,250 sq.ft.  
Description: 10 lunchrooms @ 625 sq.ft. as follows:  
Level one: 2  
Partial Main Floor 1  
Level two 2  
Level three 3 or 4  
Level four 2 + recruits (calculated separately)

Once it is determined what groups will be on specific floors this calculation will be revisited. Some specific groups, namely the recruits, the volunteers and possibly others, have different requirements for their Lunch facilities and are not included here.

Adjacencies: dispersed throughout each floor easily accessible by all on the floor.

Amenities: each lunchroom to include: kitchen style counter and sink with drawers and cupboards below and cupboards above, two large refrigerators, two microwaves, kettle, toaster, dishwasher, two large vending machines. Electrical for all noted and additional appliances, on separate circuits.

Accessories: tables and seating for 36.

BC-GA08

**Recruit Lunchroom** 700 sq.ft.

Description: Lunchroom for recruits.

Adjacencies: Within Division 32.

Amenities: kitchen style counter and sink with drawers and cupboards below and cupboards above, two large refrigerators, two microwaves, kettle, toaster, dishwasher, two large vending machines. Electrical for all noted and additional appliances, on separate circuits.

Accessories: tables and seating for 50.

BC-GA09

**Coffee Stands** (guess 10 @ 55 sq.ft. does not incl. circ.) 550 sq.ft.

Description: alcove for coffee. Generally the intent is to limit the individual Coffee Stands and have the employees use the Lunchrooms provided on each floor. There are a few groups that will require Coffee Stands because of the need to provide for the visitors to the space e.g. the Executive Division. Other locations will be spaces where there is infrequent attendance in the space and the attendees are not required to go elsewhere in the building e.g. the Bike Unit and the Tactical Support Unit. There may be other locations, but each will be reviewed for the specific case.

Adjacencies: within the affected Division or Unit

Amenities: small length of kitchen style upper and lower cupboard with sink, electrical for coffee maker and kettle on separate circuits, refrigerator and microwave on shelf each with dedicated electrical on separate circuits.

Accessories: N/A

BC-GA10

**Meeting Rooms** (large: 10 @ 285 sq.ft. does not incl. circ. =2,850) 4,050 sq.ft.  
(small: 10 @ 120 sq.ft., does not incl. circ.=1,200)

Description: meeting rooms on each floor for use of any group.

Adjacencies: dispersed throughout, 2 large rooms on the main floor, 6 small rooms on the main floor.

Amenities: each room will include: credenza, coat closet, digital overhead projector, projection screens, whiteboards and tack boards, map rails, adjustable lighting. Electrical, phone and data. At the time of design, the designer will review the occupant's intent to include "Mimio" snap-on electronic boards and/or Panaboard or Smartboard freestanding electronic boards in some or all Meeting Rooms.

Accessories: each large room to include: table(s) and seating for 14-16; each small room to include: table and seating for 4-6.



**BC-GA11**

**Briefing/Parade Rooms** (8 @ 580 sq.ft. does not incl. circ.) 4,640 sq.ft.  
Description: "Parade" refers to the activity at the beginning of a shift where the employees receive the daily orders and strategies. Most Divisions requiring a Parade Room begin shifts at the same time and will be receiving orders at the same time. It is important that the Parade activities can be preformed at the same time. After the Parade activities, the room can be used for other team meetings and may be used by other Divisions. This may allow the number of Meeting Rooms may be reduced.  
Adjacencies: dispersed, one on the main floor.  
Amenities: each room will include: credenza, coat closet, digital overhead projector, projection screens, whiteboards and tack boards, map rails, adjustable lighting. Electrical, phone and data. At the time of design, the designer will review the occupant's intent to include "Mimio" snap-on electronic boards and/or Panaboard or Smartboard freestanding electronic boards in some or all Briefing/Parade Rooms.  
Accessories: each room to include: table and seating for 30.

**BC-GA12**

**Project Rooms** (11 @ 300 sq.ft. does not incl. circ.) 3,300 sq.ft.  
Description: secure work rooms dedicated to specific tasks or projects. May be set up as a meeting room or may incorporate several computers at simple computer tables and work table. Seating may be for 4-12.  
Adjacencies: dispersed.  
Amenities: whiteboards, tack boards, credenza with open shelves below to take transfer boxes. Electrical, phone and data.  
Accessories: each room to include: easily reconfigurable tables and seating for 12, computer tables.

**BC-GA13**

**Main Floor Interview Rooms** (3 @ 110, 3 @ 125 sq.ft. does not incl. circ.) 705 sq.ft.  
Description: simple room for meetings or Interviews. Some may be equipped with Cameras and microphones.  
Adjacencies: on the main floor level where the public may be interviewed without proceeding further into the building. Adjacent to a Video Monitoring Room BC-17.  
Amenities: presentation board, coat hooks. Cameras and microphones in the specific rooms as required, wired to the adjacent Video Monitoring Room.  
Accessories: table and seating from 4- 6.

**BC-GA14**

**Archived Storage** 2,048 sq.ft.  
Description: secure fire rated space for archived storage for various Divisions.  
Adjacencies: may be in a room off of the garage.  
Amenities: 28 @ 8' x 8' secure cages, sprinklers to meet code.  
Accessories: N/A

**BC-GA15**

**Departmental Archival Storage** 3,100 sq.ft.  
Description: secure storage for various Divisions:  

Human Resources:	1,000 sq.ft.
Professional Standards Unit	600
Division 11	100
Finance	100
Training	100
Division 42	600

Adjacencies: in a removed area with limited access except escorted by Divisional representatives. May be in close proximity to the Evidence Control Unit but access via the garage areas.  
Amenities: secure rooms with pallets to raise boxes off floor. Human Resources cage may have high density files on rolling racks.  
Accessories: filing cabinets, boxes.

## Washrooms

Washrooms would generally be provided per the latest codes however additional washrooms will be required throughout, due to the size of the building and travel distances as well as the necessity to separate Police from the Public and Detainees. The Public washrooms will be on the main floor however additional "public" washrooms will be required for visitors to the other floors. Detainee washrooms will be in the centralized Arrest Processing Unit.

It is likely that the Mechanics and the Custodians will have separate washroom, Locker and Shower facilities in close proximity to their work areas.

In addition, large general washrooms will be required in the area of the Gym and the Shower and Locker areas. These facilities will anticipate the large numbers of people at any given times. Peak periods of activity may see an entire recruit class at the same time or full activity over the lunch hours.

The numbers shown are approximate numbers based on staff complement at peak hours including overlap days, etc. and based on approximations of gender splits. This total count is not expected to change in the foreseeable future however the mix of the genders may change as more women join the complement.

At the time of printing, this document is to be used as a reference for preliminary design. At the time of final design, the designer must specifically review these employee totals and adjust the fixtures and locker totals accordingly.

As this is a very large facility with a large footprint and multiple floors, it is difficult to approximate the areas required. It is expected that there will be washrooms on all floors with the possible exception of the lowest level of parking. Because of the footprint, it is likely that each floor will have at least two sets of washrooms, with the exception to this point being the roof; one set will be more appropriate.

The level that will house the secure core area for Arrest Processing may force the requirement for more sets of washrooms due to the travel distances around the core.

Where applicable the layout for washrooms will be such that no entry doors are required. Every washroom will be complete with flush floor drains, ample plumbing venting and mechanical ventilation.

Location of washroom(s) per floor will also consider the cleaning and maintenance of all washrooms. General specifications for the washrooms include: hands-free faucets, soap and towel dispensers, low flush fixtures (toilets and urinals), with automatic flushers.

To ease maintenance the preferred flooring would be a seamless type with rolled up base and curved vertical corners. If a ceramic tile is selected, only a dark grout will be used.

For the purposes of estimating employee counts and blocking, it may be useful for the designer to have the following counts:

Total number employees	Number of shifts	Division	Peak Number employees	Men	Women		
				count	%	%	count
184	3	11	71	57	80	20	14
28	1	30	36	20	60	40	16
219	3	31	116	24	20	80	92
51	1	32	51	40	80	20	11
50	1	34	50	10	20	80	40
100	3	36	74	15	20	80	59
100	2	40	63	50	80	20	13
53	2	41	39	31	80	20	8
135	2	42	87	69	80	20	18
239	2	50	152	122	80	20	30
40	1	Executive	40	20	50	50	20
			Totals	457			321
			SAY	500			350

BC-GA16

**Centralized Employee Washrooms (Men)**

**Description:** facilities for all male employees. Assume facilities for 500 males.

**Adjacencies:** dispersed and adjacent to the Employee Showers and Lockers (Men) and in close proximity to the shared Lunchrooms on each floor and the Gym areas and easily accessible from all areas of the building.

**Amenities:** one accessible toilet with sink inside the stall, all other counts are as per code or greater to ensure convenient "coverage" on each floor. Also in each washroom: urinals, toilets, lavatories set in continuous counter (count may exceed the minimums set by current codes), continuous mirror over counter, partitioning to suit the layout, toilet paper dispensers, paper towel dispenser, large capacity refuse container, liquid soap dispensers, grab bars, coat hooks in toilet stalls, accessible hardware and faucets.

**Accessories:** N/A

BC-GA17

**Centralized Employee Washrooms (Women)**

**Description:** facilities for all female employees. Assume for 350 females.

**Adjacencies:** dispersed and adjacent to the Employee Showers and Lockers (Men) and in close proximity to the shared Lunchrooms on each floor and the Gym areas and easily accessible from all areas of the building.

**Accessories:** one accessible toilet with grab bars and sink inside the stall, all other counts are as per code or greater to ensure convenient "coverage" on each floor. Also in each washroom: toilets, lavatories set in continuous counter (count may exceed the minimums set by current codes), continuous mirror over counter, partitioning to suit the layout, toilet paper dispensers, paper towel dispenser, napkin/tampon dispenser, napkin disposals shared between every two stalls, large capacity refuse container, liquid soap dispensers, coat hooks in toilet stalls, accessible hardware and faucets.

**Accessories:** N/A

## Lockers

The employee counts are as follows:

Employee Group	No. of Lockers	Gender		Locker size	Comments
		Male	Female		
Police	1,000	810	190	24"x24"	Police separated from others at a centralized location adjacent to the Gym and Washrooms
Recruits	55	40	15	24"x24"	Recruits with Cadets in a centralized location adjacent to the Gym and Washrooms
Cadets	70	56	14	24"x24"	Cadets with Recruits in a centralized location adjacent to the Gym and Washrooms
Guest/Off-site Police (testing/training)	20	15	5	18"x21"	in a centralized location adjacent to the Gym and may be incorporated with the Police lockers
Custodians/Mechanics	34	28	6	18"x21"	Convenient to work areas of both groups and adjacent to the shared Lunchroom and Washrooms for the two groups.
Civilians	185	35	150	18"x21"	185 full height lockers = 370 half lockers located beside the Gym areas and the Showers.

Civilians' and Volunteers' Coats, in closets in their respective Units and/or on hooks in offices and cubicles.

## BC-GA18

### Lockers

Description: facilities for employees. The area may be used by off-duty employees.

Adjacencies: generally adjacent to the Employee Washrooms and the Gym areas. The lockers for Custodians and Mechanics will be convenient to their work areas.

Amenities: lockers and benches per the chart above.

Police, Recruits and Cadet lockers: 24" x 24", double lockers to include: double door lockers, set atop raised frame boot shelf, closed tops, numbered, and hardware for padlocks. Interiors with multiple coat hooks, hat shelf and small compartment at bottom for duffles. Designer will confirm final details and accessories at time of design.

Off-site Police officers: 18" x 21" single lockers to include: closed sloped tops, numbered, hardware for control keys. Interiors with multiple coat hooks and hat shelf. Designer will confirm final details and accessories at time of design.

Mechanics and Custodians: 18" x 21" single lockers to include: closed sloped tops, numbered, hardware for padlocks. Interiors with multiple coat hooks and hat shelf. Designer will confirm final details and accessories at time of design.

Civilian lockers: 18" x 21" half lockers with closed sloped tops, coat hooks and hardware for keys or padlocks, to be determined at time of design.

Design of raised base to consider the cleaning issues. Base design may be solid with cove base and sloped boot shelf clad with vinyl runner matting to encourage water run-off.

Benches to be moveable but closed to the floor.

Also in the space: Wall mounted hair dryers. Raised counters with lavatories and GFCI outlets for grooming. Approximately 75 lineal feet of coat racks disbursed throughout the locker area for the drying of rain gear before storing in locker. Gun unloading station outside entry to the Men and women's Police Lockers. Benches will have durable and repairable design features.

Accessories: N/A

#### BC-GA19

**Showers** (estimated 20 men, 12 women @ 60 sq.ft. to be verified) 1200 sq.ft.  
It is envisioned that for each gender, individual combination shower/drying compartments will be provided based on the employee counts above. While the Lockers for the various groups will be separated as noted above, the Showering facilities may be shared by all of the groups of that gender.

Description: lockable, individual shower complete with drying compartment.  
Adjacencies: adjacent to the lockers for the Men and the Women.  
Amenities: shower compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, shampoo shelf, soap shelf, hook, shower rod and curtain, timed heat lamp. Drying compartment to have positive slope to floor drain and anti-slip, open grid, rubber flooring, hat shelf with multiple hooks below, stainless or plastic slat bench, timed heat lamp.  
Accessories: N/A

#### BC-GA20

**Search Area:** cross reference to BC-3134, 3135  
Description:  
This area is comprised of several rooms and areas, descriptions follow.

Two officers escort a detainee as they enter the facility and are processed. The detainee is brought from the garage and paraded past the Shift Supervisor as they are led toward the Interview Rooms. Before entering the Interview Rooms the detainee must be searched for weapons, harmful objects and possibly evidence. By accreditation rules, and for the safety of all concerned, the officers must disarm before proceeding to the Interview Rooms and closed, secure environments with a detainee. Once the personal effects of the detainee are retrieved, the items are catalogued and locked away for safe keeping until they are "signed off" and returned to the detainee upon their release. To ensure secure, limited access to the Interview Rooms, the detainee must go through the Search Area as they enter and leave the facility. Once the officers are ready to return to their other activities and need to recover their weapons, they return to the Gun Locker Room without interfering with other possible searches in progress. The officers may need to retrieve their weapons after leaving the Interview Rooms or after leaving their work stations in the office areas. When a detainee leaves the facility, their personal affects are returned to them or are handed over to other officers who are transferring the detainee to another facility. The affects are retrieved from the Detainee Property Lockers, checked against the catalogued list of items and the detainee, or escorting officer, signs off their receipt of the affects.

##### Personal Search Alcoves

Description: a semi-private space for the searching of the detainee and the cataloguing of the retrieved items on the provided counter. On occasion a strip search may be necessary and a privacy curtain will be drawn.  
Adjacencies: adjacent to the Detainee Property Lockers and the Gun Locker Room and in close proximity to the Shift Supervisor and the entry to the Interview Room secure areas.  
Accessories: three recessed shackle ports set at different heights to handcuff the detainee, stainless steel counter with rounded edges, approximately 18" x 48" set at 36" above finished floor, clear of any visible protrusions or mounting mechanisms, privacy drape on a concealed track and vertical "closet" so the drape cannot be a source of weapon or injury. Drape should be shorter than to the floor. Additional curtain will be available to occlude the one way window from the Gun Locker Room. Intercom to the Shift Supervisor. Cameras. Hose bib and floor drains for cleaning of the alcoves, exaggerated drainage, ensure a safe footing by use of anti-slip flooring.

##### Gun Locker Room

Description: a secure room for the discharge and storage of the officers' side arms during the interaction with detainees.  
Adjacencies: adjacent to the Personal Search Alcoves. The officers must be able to return to the Gun Locker Room to retrieve their weapons without interrupting another search that may be in progress. This may be accomplished by having the access independent of the Personal Search Alcoves or may be via an adjacent "office" corridor.  
Accessories: two banks of ten sidearm lockers similar to Tiffin Metal Products #0194, weapon clearing trap box (bullet trap), one-way shatter-proof glass to view each Personal Search Alcove, card access to the room. Cameras.

#### Detainee Property Lockers

Description: an area to retain and release the personal property of each detainee.

Adjacencies: Adjacent to the Personal Search Alcoves and in close proximity to the Shift Supervisor for viewing of the transactions.

Accessories: 10 full sized lockers, stainless steel counter with rounded edges, approximately 18" x 48" set at 36" above finished floor, clear of any visible protrusions or mounting mechanisms, for the completion of the release of property forms by the officer and the detainee. Cameras. Extra ventilation to minimize the odours that may be encountered from the personal effects of the detainees. Recessed hardware to ensure no personal injury if a person is knocked against the wall of lockers.

Adjacencies: will be within the Garage Area. within the Sallyport. This space will be duplicated within the Arrest Processing Area.

Amenities: see the descriptions above.

Accessories: see descriptions above.

#### Decontamination Centre

BC-GA21(a) **Officer Decontamination**

Total 125 sq.ft.

plus walls as required

Description: To provide a multi-segmented area where an individual can proceed through various stages in a decontaminating process.

Adjacencies: Access via the Garage. In close proximity to the Sally Port and the Forensics Lab Areas.

Amenities: electrical, plumbing and custom designed fittings etc. Designer will review and replicate the concept, design, operation, fittings and finishes of the Decontamination Centre at the East District Police Station

Accessories: The officer, and perhaps the partner, will arrive at the garage area of the building and may require a dousing shower while fully clothed.

(approx. area = 16 sq.ft.)

From that point, the officer would proceed to the next area to pick up a pre-packaged cleansing supplies package and Disrobing compartment. The Disrobing compartment would be complete with two secure bins for contaminated clothing and equipment. One bin is for the clothing that can be dry-cleaned; the other bin is for items to be discarded. (approx.

area = 36 sq.ft.)

The Showering compartment would follow in the process. In this space will also be the storage for the cleansers and related products. After showering any remaining products supplied will then be discarded.

(approx. area = 36 sq.ft.)

Finally the officer would enter the Drying compartment where pre-packaged towels and clothing, perhaps Tyvec jump suits and bootees, will be available for use while the officers later travels to the Locker Room. Towels will be discarded into secure bins for disposal. (approx.

area = 36 sq.ft.)

It is envisioned that this is a pass-through process so the officer is not retracing over/into now contaminated spaces.

Ideally, as the officer passes through each compartment, the vacated compartment can be "self cleaned". The vision is to have a button or trigger that releases a cleansing agent that would spray all surfaces of that compartment, including the ceiling. As part of the triggering system, the "doors" to that segment would be required to lock and reset to open after the cleansing was complete. The compartment cleansing process and the product used, would be required to be fast acting so the partner could continue on through, immediately after the first officer.

Without trying to limit the designer, modified, moulded fibreglass forms, similar to moulded bathtub or shower enclosures may be an acceptable solution for the compartments. Doors, supplies and the compartment cleansing sprinkler-like heads can be moulded into the form aiding in cleaning.

Pre-packaged supplies must be re-stocked as the items are used. Access to the shelves/cupboards may be through the area or may be fed from exterior of the spaces. Special design consideration will be required for lighting, temperature and ventilation of each of the compartments.

BC-GA21(b)

**Equipment Decontamination Station**

40 sq.ft.

Description: a work area where equipment such as handcuffs can be washed of any contaminants

Adjacencies: in the Garage, near the Officer Decontamination Centre.

Amenities: Eight foot length of stainless steel counter with curbs on all sides, a stainless steel "restaurant" sink centred in the counter, approximate dimensions 18" x 30" x 12" deep, 44" restaurant style, spring action pre-rinse sprayer hose assembly unit with add-on faucet, shelf above for cleansing products, racks and wire shelves for drying items. Lighting and ventilation for exhausting contaminants and for drying of equipment. Air hose nipple connection for drying small parts, connected to compressor in the garage.

Wire racks and hooks above for drip drying parts.

Accessories: N/A

BC-GA21(c)

**Emergency Eye Wash Stations** allow 16 sq.ft each estimated 16 x 15 = 240 sq.ft.

Description: emergency stations in Mechanics' Shops, Custodians' Range/Armoury, Sally Port/Garage, Exhibit Preparation and Drying Area, Forensics labs, Arrest Processing, any drug areas, any uniformed officer areas and at all employee washrooms.

Adjacencies: N/A

Amenities: pre-manufactured product complete with dust cover and first aid kit, appropriate anchoring and plumbing. Exaggerated floor drainage in the area. Signage.

Accessories: N/A

BC-GA22

**Electrical and Phones**

(estimated 10 @ 120 sq.ft. does not incl. circ.) 1,200 sq.ft.

Description: secure rooms for the electrical and phone service (sub-panels) on each floor. It may be necessary to duplicate the rooms on the larger office floors to minimize the runs back to the respective panels.

Adjacencies: strategically located to best serve the respective floors.

Amenities: sub-panels for electrical and phone lines.

Accessories: wiring racks and panels as required, small desk and filing cabinet. Extra ventilation. Temperature controls within room.

BC-GA23

**Computer Server Closets**

(estimated 9 @ 200 sq.ft. does not incl. circ.) 1,800 sq.ft.

Description: secure rooms for the electrical and phone service (sub-panels) on each floor. It may be necessary to duplicate the rooms on the larger office floors to minimize the runs back to the respective panels. The sub-panels run to the Main Computer Rooms.

Adjacencies: strategically located to best serve the respective floors..

Accessories: wiring racks and panels as required, small desk and filing cabinet. Extra ventilation. Temperature controls within room.

BC-GA24

**Janitor Closets** (estimated 8 @ 50 sq.ft. does not incl. circ.) 400 sq.ft.

Description: Closets will be provided on each floor to provide quick cleanup as required as well as to have some supplies. It may be necessary to provide two closets on some floors.

Adjacencies: on each floor, in removed areas.

Amenities: electrical and plumbing, floor mounted slop sink, cupboard, shelving and hooks for supplies and equipment.

Accessories: N/A

**BC-GA25**

**Mechanical** (estimated) 4,000 sq.ft.  
Description: a secure room for all mechanical system equipment. Actual area will be determined by reuse of existing, development of new for the roof-top addition and augmenting the existing systems for the specialized areas required for the Police activities.  
Adjacencies: in a removed areas but able to adequately serve all areas of the building. Spaces may be divided.  
Amenities: mechanical equipment, floor drains and slop sink, 6' length of workbench, storage cupboard. Cleanable surfaces.  
Accessories: N/A

**BC-GA26**

**Electrical** (estimated) 2,000 sq.ft.  
Description: approximate area for main electrical service room; may be divided.  
Adjacencies: may be existing and/or for the roof-top addition. IN close proximity to the Back-up Support.  
Amenities: equipment, panels, sub-panels, protected service entry ports, connections as required to Back-up Support.  
Accessories: N/A

**BC-GA27**

**Back-up Support** (estimated) 2,000 sq.ft.  
Description: secure, spaces/room(s) for generator, generator fuel, UP batteries and equipment.  
Adjacencies: may be divided to best serve the entire facility.  
Amenities: equipment, service points as required.  
Accessories: N/A

**BC-GA28**

**Other Access/Egress Points** as required by code or layout  
Description: vestibules the employees will use as fire escape but may also use as access points while on duty or at the start and conclusion of their shifts. The entrance used primarily at the beginning and end of shift but is also the access point to the employee locker rooms and amenity spaces as well as the employee parking area.  
Adjacencies: as for a standard vestibule. Ideally the access will be visible by the Shift Supervisor.  
Amenities: as for a standard vestibule. Card control access. Video monitoring.  
Accessories: N/A

**Garage**

The Garage space exists but the amount of space that can be given over to the cruiser and command vehicle parking has yet to be determined, until the other spaces are planned. The intent is to provide parking for 12 motorcycles, 10 @ 5 ton truck command vehicles, and the maximum number of standard stalls as possible. Other parking required will be for vans and the like for groups such as the Forensics Unit and others.

The garage will also include an automated, touch-less carwash as produced by Autec, or similar. Hand-wash capabilities will be included for the 5 ton vehicles and perhaps equipment or van interiors, etc. as necessary. The enclosure will anticipate the alternate usages. Exaggerated floor drainage and impervious surfaces will be required

The carwash areas will require additional ventilation, dehumidification etc. to limit migration of moisture throughout the spaces.

The intent is to have officers set their vehicles on the carwash track and a servicer will monitor the vehicle and then park the vehicle accordingly. To ensure efficiency, the wash may be best located near an elevator access for the convenience of the officers. Alternatively, the carwash may be best suited near the Mechanics' area so additional servicing may be addressed such as washer fluids, compressed air and top-up fluids.



Other carwash concerns include the requirement for additional sewer and water service capacity and any regulatory concerns about the resultant sewerage.

The garage also is a transfer area used for shipping and receiving, access to the Forensics Lab, access to the Mechanics, including vehicles being towed and access by refuse and recycling trucks (see BC-3028) and other service vehicles.

It is anticipated that a code will be required for servicers to call the intended destination and that group would grant and monitor the access through the entry and the garage spaces.

Vehicle overhead doors require review and possible redesign to include double protection in the creation of a security "vestibule" whereby the interior door cannot open until the exterior door is fully closed. An override to the system will be incorporated in the event of an emergency, mechanical failure or oversized vehicles. Card or button control will be required on both the interior doors and the exterior doors.

#### BC-GA29

##### **Parking**

undetermined area

Description: parking facilities. Until the plans are developed, the actual number of stalls available cannot be determined. First priority for the parking will be for the various vans and command vehicles, second priority will be for the cruisers and other Police vehicles.

Adjacencies: adjacent to the entry to the space and all available space in the garage areas.

Amenities: Floors to be concrete with exaggerated drainage to multiple or continuous drains. Walls to be concrete block with epoxy coating to a height of 8' and integrated cove base, painted stall lines and numbers, epoxy coating on floor, adequate lighting to allow minor activities around car and to ensure a safe and clean environment. Some signage will be required to identify general areas of ease of retrieval of vehicles. Additional signage will be required for specific vehicles, for example Forensics vans or command vehicles.

Accessories: N/A

#### BC-GA30

##### **Carwash**

+/- 2,000 sq.ft.

Description: automated carwash complete with enclosure. Will also include handwash capabilities for the 5 ton vehicles and equipment.

Adjacencies: may be best located near the exit door or the Mechanics' area.

Amenities: electrical plumbing, specific use lighting, curbs to protect the facility and to help control water travel, bollards as necessary.

Accessories: N/A

#### BC-GA31

##### **Cruiser Service Counter**

400 sq.ft.

Description: In conjunction with the Carwash service, the attendant will receive the vehicles, perform quick inspection for fluids and tire pressure and at the counter do minor adjustments and top-ups. Once done the attendant will return the vehicle to a parking spot.

Adjacencies: adjacent to the Division 30 Vehicle repair areas and the Carwash and in close proximity to the cruiser parking areas.

Amenities: Electrical and data. Counter with drawers and cupboards below and cupboards above, all lockable, compressor outlet (from Mechanic's area), sink for personal clean-up, supplies cupboard, camera monitoring, restocking computer. Electrical above counter and above for retractable electrical/trouble light.

Accessories: N/A

#### BC-GA32

##### **Centralized Equipment Allocation Area**

350 sq.ft.

Description: in association with the Cruiser Service Counter the Centralized Equipment Allocation Area, the secure room holds radios, tasers, battery chargers, vehicle keys, flashlights and other equipment. Officers will sign out the various items and return the items at the end of shift. This is a new method of work and at the time of printing is being reviewed.

Adjacencies: within the garage area, adjacent to the Cruiser Services Counter.

Amenities: maximum lineal feet of racks with battery and equipment chargers set atop small depth work counter with drawers and cupboards. Electrical supply for all equipment, estimated at 75 – 100 radios/batteries/tasers.

Accessories: N/A

BC-GA33

**Cruiser Car Parking**

undetermined.

Description: any remaining space in the lower levels will be dedicated to Police vehicle parking. Generally the vehicles are the cruiser cars but vans and command vehicles(5 ton cubes) are also included in these counts. The exact area cannot be determined until the design is in progress. Full list of vehicles will follow.

Adjacencies: as much space as possible on the lowest levels.

Amenities: lighting to ensure safe pedestrian travel to the various areas, stall and pedestrian walking areas clearly marked, stall numbering, signage indicating the "areas", curbs or other divides that will keep parking aligned in the open areas, signage to control traffic on the ramps and throughout. Hose bibs and hoses for cleaning. Entire space will be painted white on the walls, columns, mechanical and electrical and ceiling to reflect as much light as possible but also to allow compressed air cleaning, as required. Floor will be painted with epoxy paint to aid in cleaning. Mechanical and electrical pipes will have coded coloured banding to indicate use. Floor drains will ensure adequate drainage. Drainage troughs with grilles may be added. Cleanouts will be checked for size and increased as required.

Accessories: N/A

BC-GA34

**Hazardous Materials Storage (future requirement)**

64 sq.ft.

Description: lockable metal shed with interior shelving for the storage of flammable products.

Adjacencies: in a removed area accessed by way of the paved areas.

Accessories: 8' high metal shed with steel shelving to line walls, lock, explosion proof light.

## APPENDIX A

### **DESIGN CRITERIA**

- |                           |                           |
|---------------------------|---------------------------|
| 1. General                | 16. Flooring              |
| 2. Barrier Free Design    | 17. Elevator              |
| 3. Site                   | 18. Hardware              |
| 4. Landscaping            | 19. Fixtures and Fittings |
| 5. Exterior Illumination  | 20. Emergency Equipment   |
| 6. Pavement               | 21. Signage               |
| 7. Services               | 22. Security Systems      |
| 8. Structure              | 23. Mechanical            |
| 9. Exterior Finishes      | 24. Electrical            |
| 10. Building Entrances    | 25. Telecommunications    |
| 11. Doors                 | 26. Built-In Furnishings  |
| 12. Fenestration          | 27. Furniture             |
| 13. Ceilings              | 28. Co-operation          |
| 14. Interior Illumination | 29. Hazardous Material    |
| 15. Interior Walls        |                           |

**DESIGN CRITERIA****1. GENERAL:**

1. All finishes will be of durable, low maintenance, high quality material.
2. The building must comply with all the latest applicable requirements of City bylaws, Provincial and Federal laws.
3. The City of Winnipeg has set LEED Silver as the design standard. In the case of the Post Office, in the existing structure, the standard will be LEED CI (Commercial Interiors) Silver and will include all required applications and documentation. The roof addition is new and therefore will fall under standard LEED Silver standards and will likewise require all associated applications and documentation.
3. The design will be scrutinized by the "Power Smart" Coordinator at the Municipal Accommodations Division of the Planning Property and Development Department who liaises with Manitoba Hydro to ensure the products used meet the current energy conservation guidelines set out by the Province of Manitoba and the City of Winnipeg.
4. The designers are encouraged to use materials that are environmentally "friendly". Products selected may be created from recycled materials or may be of a type that upon future removal from this site may, in turn, be recycled. In all cases, the products selected must not be harmful to the environment in their initial production, their installation, their continued operation or their eventual disposal.
5. The building and site development shall be designed to meet the qualifying criteria for the Commercial Building Incentive Program.
6. At the time of writing, policies of the Police Accreditation Agencies are reflected in this program. At the time of design, the same agencies will review the drawings to ensure compliance of the most current standards.

**2. BARRIER FREE DESIGN:**

1. The Design will incorporate all provisions of the latest Building Code. Other references include the most current edition of "Access: A Guide to Accessible Design for Designers, Builders, Facility Owners and Managers".
2. The Design shall be carried out in accordance with the City of Winnipeg, Universal Design Policy. The Lands, the Building and the leased premises and facilities provided shall be accessible to and safely usable by persons with disabilities.
3. Parking spaces shall be located on a paved area within a reasonable and safe proximity of the main accessible entrance of the building/facility.
4. Hardware selection will be based on accessible design criteria and will include lever handles on doors, plumbing fixtures, washroom stalls, etc.

**3. SITE:**

1. The site will be developed in such a way that unsightly components are shielded from public view.
2. Development of the site will ensure the safety of pedestrians and all types of vehicles. Circulation design will use standard traffic design concepts. Access and egress design for the site will be in accordance with the requirements of the City of Winnipeg, Public Works Department.
3. Development of the access and egress point for the vehicles will consider the pedestrian and vehicle traffic. The design may incorporate visual and sound cues that indicate the possibility of vehicles entering or exiting the building quickly.

#### DESIGN CRITERIA (Continued)

4. Any necessary work at grade will ensure protection of the building and foundation, including sloping of pavement for drainage but maintaining pedestrian safety.
  5. Concrete filled steel bollards shall be placed strategically to protect building corners, transformers, underground oil tanks and/or other locations or equipment susceptible to damage by vehicles and equipment.
  6. Security cameras will be strategically located to monitor the building face and the various yard areas.
  7. The design will consider attack vantage points from adjacent properties and roadways. Exterior window screening and other strategies will ensure the integrity of the building security and the safety of the employees.
  8. Bicycle and motor cycle parking will be available for visitors and employees.
4. **LANDSCAPING:**
1. The existing facility extends to the property line with either building or pavement. There is little opportunity to embellish the landscape however the designer is encouraged to explore large landscape planters, site furnishings and displays to soften the aesthetics at the exterior. Low maintenance, Winnipeg-winter hardy perennial flowers and flowering shrubs will to be incorporated into the planters.
  2. Hose bib water service(s) will be provided.
  3. A minimum of one flagpole is to be provided either freestanding or on the building with appropriate illumination.
  4. Landscape furniture, where applicable, will be made of durable, easily maintained materials such as concrete, wood and steel.
  5. The opportunity exists to develop the roof as a "green roof" with landscaping and employee amenity space incorporating a park-like setting, where staff and public may sit, take lunch or walk. Included may be shade and sun areas, low maintenance, foliage types of ground cover requiring little or no maintenance, planters with low maintenance shrubs and flowers and/or possibly allowance for employee grown produce, lighting, site furniture and possibly a walking path and/or running track. Hose bib and a small service shed will maintain the space.
  6. The main entry to the Police portions of the building may be a modified existing entrance. This entrance will be enhanced with signage, site furnishings, displays and lighting.
  7. Bicycle racks will be required at the entrance for visitors and couriers.
5. **EXTERIOR ILLUMINATION:**
1. The designer will follow guidelines set by the Illuminating Engineering Society (IES).
  2. Where applicable, light levels around the building will be 0.9 f.c. with 2 f.c. in the drive area for safety and security of pedestrians and the vehicles. Extra illumination may be required at any obstructions or traffic control points.
  3. Extra illumination may be required for the operation of the video monitoring cameras; refer to the specifications for the specific cameras selected.
  4. In all cases, lighting will be on the building face, of sufficient height to ensure against damage by pedestrians, vehicles or maintenance equipment.

**DESIGN CRITERIA (Continued)**

5. Feature lighting will be incorporated into the façade or soffit of the building to enhance the facade.
6. Accent lighting will be used in the landscaping, flagpole, and building sign, etc.
7. Extra electrical supply in the landscaped area and/or the building face will allow the occupants to install displays, Christmas lights and/or decoration.

**6. PAVEMENT:**

1. The parking areas on the site exist within the building. Condition of the access and surfaces may require repair or replacement to carry the intended activities including parking, vehicle repair, vehicle wash and refuse pick-up.
2. Heavy use areas must withstand the largest and heaviest vehicles on the site including refuse vehicles and trucks towing other vehicles. Pavement in these areas may include concrete or concrete with asphalt overlay.
3. Drainage in this existing facility will require inspection and upgrading as required for the anticipated activities. Cleanouts will be increased in size where feasible. Filtration will be added to ensure no contaminants enter the drainage system.
4. Approaches and ramps will be inspected and repaired as required.
5. Areas under the garbage dumpster will have thickened pavement and thickened curbs to direct drainage and to limit the movement of the dumpster. Access areas to the dumpster will also have thickened pavement to minimize damage by the oversized refuse trucks accessing the site.

**7. SERVICES:**

1. The facility exists with sanitary sewer, water hydro, gas, phone and cable services. The designer will examine the services, consider the current requirements and upgrade the services as required to meet current demands and/or codes for the specific activities occurring within this development. Design will anticipate the future demand.
2. Refuse, recycling and shredding services attend the site to pick up materials, several times a week. A refuse dumpster will be required. A recycling dumpster will be required. Accommodations for shredding is required but the exact requirements has yet to be determined. Likely there will be multiple (perhaps 20) 65 gallon, plastic, wheeled containers that will be serviced in situ by the shredding contractor.

**8. STRUCTURE:**

1. The existing building is an industrial plant that will be converted for police operations. To date, the plans include the replacement of one of the Garage floors and a floor addition on the roof. Within this development will be offices, Police interview and holding rooms, training spaces including a gymnasium, shooting range, forensic activities such as vehicle examination and warehousing activities. Security for building integrity as well as safety of all occupants is a major concern.
2. The building will be significantly improved with the incorporation of windows in the employee spaces.
3. Exterior angled mullions or metal screening material will protect the employees from possible attack.

**DESIGN CRITERIA (Continued)**

4. An additional floor will be created at the roof-top. This added floor will house the Armoury, Shooting Range and associated training rooms as well as Mechanical and Electrical service rooms. The design of this additional floor will anticipate the possibility of the roof-top landing pad for a future helicopter.
5. The design of the Shooting Range will meet rigid guidelines for column spacing and cladding to ensure safety of the shooters, spectators and the structure. Ceiling baffles will protect the structure and eliminate or reduce the possibility of ricochet effects.
6. Other areas of the roof will consider the development of a “green” roof where employees may relax, garden and/or walk/run.
7. Protective bollards, steel sleeves or other devices may be required to protect columns, building corners and other building components.
8. A garbage chute system will be developed, serving all floors and will be complete with all necessary fire separations. Depending on the layout and the location of the refuse bins, it may not be feasible to serve all floors.

**9. EXTERIOR FINISHES:**

1. The building exists and repairs may be required to ensure a building in an appropriate condition relative to both aesthetics and security.
2. The existing building has been known as the Post Office for several decades. The Police need their part of the building to be easily recognizable by the public and a facility that will make the employees proud. The design may relocate the main “front” entrance and as such will require appropriate highlighting of the entrance will ensure a clear destination point. Highlighting may take the form of changed or added materials at the building face. Signage, lighting and landscaping all will enhance this improved entry.
3. New windows may be highlighted with colourful frames, may incorporate mesh screening or may have fin-style awning strips, all possible opportunities to create a new contemporary aesthetic for this new building use.
4. In all cases, materials will be selected based on the aesthetic as well as durability and minimal maintenance requirements.

**10. BUILDING ENTRANCES:**

1. The main entry will be a full size vestibule with minimum dimensions of 8' x 8' or otherwise as determined by code. The 8' dimension between doors is critical for use by motorized wheelchairs. All entranceways must be of durable construction, with finishing materials chosen for damage resistance and maintenance-free characteristics.
2. The main entrance doors will be equipped with “electro-mechanical” door openers complete with motion and presence sensors.
3. The main entrance vestibule will be equipped with security camera and a locking system that, during off-hours, allows the vestibule to become a safe haven for a pursued individual but also a control point for further entry into the building until the building occupants are satisfied that the vestibule occupant is unarmed and can enter further into the building.
4. The vestibule will also have electronic locks on both sets of doors to limit or contain individuals. The controls will be located at the Service Centre counter.

**DESIGN CRITERIA (Continued)**

5. Design of vestibules will include consideration of local climatic conditions, energy conservation, vandalism and frequent use. Materials and equipment selected will be durable and of high quality.
  6. Vestibule floors will be furnished with a residue trough with removable grill and clean out to trap water and dirt.
  7. All entrances will be equipped with security cameras on the exterior and others may also have cameras on the interior side. All security cameras to be monitored by the Inquiry/Security Officer at the Centralized Service Counter on the main floor public areas.
  8. All exterior man doors and one overhead door will be equipped with proximity readers.
  9. Light levels in vestibules will be on a photocell and will have variable settings to make the area a transitional space between the exterior and interior.
  10. Other entrances will have smaller vestibules but will serve the same purpose to control drafts and weather conditions and will be designed to suit current codes with respect to exiting and explosion (garage areas).
  11. All exterior doors shall have Best Locks.
  12. Kick plates are required on both sides of all entrance doors.
  13. H.V.A.C. design for the entrances will recognize the transitional nature of the space and will consider the possible build-up of snow and ice in the area and its effect on the operation of the doors.
  14. Main entrance will also be equipped with an intercom to the Inquiry/Security Officer at the Centralized Service Counter on the main floor public areas. Additional intercom may be required at the exterior for "off-hour" assistance.
- 11. DOORS:**
1. All man-doors will be 3' x 7' minimum, and those in circulation routes will swing in the direction of the general traffic or toward fire exits.
  2. All Detainee Interview Room Doors shall have outward swinging doors.
  3. Steel doors and frames will be used throughout. Design may incorporate feature doors for select areas e.g. Executive Boardroom
  4. Interview Room doors will include sliding "peep" window to observe the detainee.
  5. Vehicle overhead doors require review and possible redesign to include double protection in the creation of a security "vestibule" whereby the interior door cannot open until the exterior door is fully closed. An override to the system will be incorporated in the event of an emergency, mechanical failure or oversized vehicles. Card or button control will be required on both the interior doors and the exterior doors.
  6. Overhead doors will be heavy gauge steel, insulated, sectional. Existing overhead doors will be reviewed relative to condition and will be repaired as necessary.
  7. Overhead doors will be equipped with a heavy-duty industrial electric operator, safety edge and will be complete with manual push button station inside the building. A photocell for safety and a timer for closing will be installed for each door. Each door will also include one double glazed acrylic light. Door heights to be 12' high but will be higher if a ramp entry limits the access by the largest vehicles used on site.



**DESIGN CRITERIA (Continued)**

8. Card access security system will be used for the exterior doors used most frequently such as the entry nearest the Lockers and the Cubbies, the Garage entry and others that are high traffic doors.
  9. A variety of interior doors will have card access security locks to limit access, primarily by the public. These doors cannot be itemized until a design is presented.
  10. All doors shall be uniquely numbered to allow for easy room identification for maintenance, etc. Door numbering will match architectural drawings. Numbers will be installed on locking side of door so that door can be identified without having to unlock door.
  11. Interior window sidelights will be kept to a minimum to feature areas.
- 12. FENESTRATION:**
1. The preferred method of providing windows in office areas is to provide a continuous band of windows to allow the most flexibility for initial planning and future renovations; other options may be considered, but must meet the approval of the City of Winnipeg, Planning, Property & Development Department, Municipal Accommodations Division.
  2. Security for the occupants is paramount. The design of the windows may consider anti-terrorism strategies such as angled windows or clerestory windows.
  3. Window design and selection will promote good internal and external design but also will consider the function of the surrounding areas, climatic conditions, security, vandalism, daylight requirements, and the economies with respect to the mechanical systems.
  4. All exterior and interior windows shall have either metal vertical blinds or decorative film to suit the decor and room function to be provided by contractor. All exterior windows must be triple glazed and have a tinted finish if located on the sunward side.
  5. For ease of maintenance, it is suggested that the interior frames of all windows have a sloped sill design.
  6. Detainee Interview Rooms may be equipped with sidelights with internal blinds controlled at the exterior of each room or may have a security window in the door with a sliding blind or door. Windows in the sidelights or the door will be extra thick, shatterproof and will have wire mesh as appropriate for security in detention areas. It may be advisable to have any glazed portions with Lexan on the detainee side of the glass and a second glazing layer of wire mesh glass for ease of replacement as required.
- 13. CEILING:**
1. The ceiling grid system shall not be a limiting factor in the layout of any area. Ceilings in all office areas must have a finished appearance with the use of either acoustic ceiling tile or another method approved by the City. Acoustic ceilings shall be suspended tee bar, mineral or glass fibre acoustic tile, with a flame spread rating of 25 or less, and a smoke developed classification of 50 or less in accordance with the ULC Standards S102.2; complete with edge trim and sound seal where required, or as approved by Municipal Accommodations Division, Planning Property and Development Department. In general, the colour shall be white tee bars and tiles for ease of maintenance, however, coloured tee bars and special textured and/or coloured ceiling tiles may be approved in specialised areas such as the Reception area provided
  2. Offices, various general office areas and the like, will have a standard suspended acoustical ceiling system with lay-in fluorescent light fixtures. Colour selection will generally be white for ease of future replacements.

**DESIGN CRITERIA (Continued)**

3. Specific areas such as Lobby areas, Lunchrooms, Meeting Rooms, Boardrooms and Media Room may also be suitably finished with decorative treatments such as patterned tiles, coloured tee bars, extra mouldings or other feature components. Colour selection for these areas is not limited providing it is part of an integrated colour scheme. Additional materials will be required to be purchased at the outset and stored for maintenance.
4. In general a minimum ceiling height of eight feet (8') and maximum of ten feet (10') is required from the finished suspended ceiling to the finished floor. Bulkheads less than eight feet (8') may be acceptable, at the sole discretion of the Municipal Accommodations Division.
5. Except the Soft Interview Rooms, all Detainee Interview Rooms will have a finished ceiling height of 13' to minimize vandalism to equipment or harm to the detainee.
6. Feature ceiling height changes may be acceptable at the discretion of the Municipal Accommodations Division and the Client.
7. In areas where moisture is expected such as washrooms, shower areas, etc., ceilings will be drywall with oil base paint. Fans will assist to rid the area of moisture.
8. Garage ceiling will have a two step application to provide sound absorption and moisture resistance similar to as provided by Spray-On Systems, Winnipeg.
9. The Public Washroom, Detainee Washroom and Detainee Interview Rooms shall have vandal proof ceilings. The designer will explore most recent technology but it is expected that the ceiling will be a lockable, interlocking perforated metal panels designed for prison installations. Lighting and sprinkler heads will be above or through the panels and will be tamper-proof.
10. Other ceilings such as at vestibules, stairwells and similar will be solid fire-rated types as determined by code.
11. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required wiring, ducting, plumbing or other, will have shields, caulking or be otherwise protected from noise travelling from one area to another.
12. In specific rooms such as the Executive areas and meeting rooms of all varieties, sound batting shall be laid over the ceiling tiles to reduce some of the general noise transmission.
13. Specific rooms such as the Executive Boardroom and the Media Room, noise transmission will be further limited by the use of foil septum suspended from the structure above the room perimeter walls. This is an expensive solution but allows the client some flexibility for future renovations.
14. **INTERIOR ILLUMINATION:**
  1. All illumination will be designed to suit the activities occurring within the space, for example, fluorescent is generally adequate for most office applications. In the areas where cameras will be used, other methods of lighting may be more appropriate to achieve the required light levels.
  2. Lighting of all interior spaces will have the ability to be lit to 100 f.c. (minimum). Some spaces may have tandem switching to allow dimming or half the light level.
  3. By example, the Boardroom, Media Room, Meeting Rooms and Parade Rooms will have auxiliary incandescent lighting on dimmer switches to allow note taking during a film or slide presentation.

**DESIGN CRITERIA (Continued)**

4. Fixed and portable task lighting will be provided in various locations, primarily in the area of the workstations. Other areas include the work counter in various work rooms, say in the Garage or IT areas.
  5. Feature lighting may also be incorporated to highlight art, displays or other special areas. For this, pot lights or track lights may be utilized. Typical suggested locations may be in the Lobby spaces, Executive waiting areas and Museum areas.
  6. It is expected that in most cases, the fluorescent light fixtures will be a lay-in type installed in a standard suspended acoustical ceiling.
  7. Most fluorescent light fixtures will be fitted with standard prismatic lenses but in some areas, parabolic lenses are required: specifically, large areas where computers are on desks. Fixtures may also be of an "up-light" variety that could eliminate the need for acrylic lenses.
  8. Detainee areas will be equipped with vandal proof fixtures and lamps. Added ceiling height will help but cages or Lexan shields may also be beneficial to protect the detainee and the fixture.
  9. To reduce maintenance, the designer will limit the number of types of fixtures and bulbs and will consider the fixture height relative to the ease and safety of bulb replacement.
- 15. INTERIOR WALLS:**
1. Partitions in office-like areas will be of steel stud and painted drywall construction except where restricted by code or specific use requirements. Interior of the walls will be filled with batt insulation to assist in sound absorption.
  2. In the office-like areas, consideration will be given to demountable systems walls such as Teknion Altos walls. Cladding materials will generally be a neutral coloured laminate. The designer may choose to bulk order specific non-standard colours. The LEED points gathered by the use of the product may offset many of the Capital costs related to these types of products. Other surfacing materials may include whiteboards and/or tackboards. Integrated accessories will also be considered.
  3. Washroom and Shower area partitions as well as the garage will have a glazed finish; either glazed coating on concrete block or ceramic tile.
  4. Interview Rooms equipped with video recording equipment will have concrete block walls clad with sound absorptive fabric above the height of 48". Voids in the concrete block will also be filled with sound absorptive material.
  5. Other interview rooms shall have epoxy glazed concrete blocks.
  6. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required wiring, ducting or other, will have shields, caulking or be otherwise protected from noise travelling from one area to another. In all interview rooms and other noise generating spaces, walls will be of concrete block, will extend to the underside of the structure and sound absorptive material will also be used in the voids of the concrete blocks.
  7. Interior partition walls around the offices, the Soft Interview Rooms and the Meeting Rooms will have a lead foil septum hung between the top of the stud wall and the underside of the structure. This treatment will be at other locations as determined at the time of design.

**DESIGN CRITERIA (Continued)**

8. In all areas including the garage, the finishes shall consist of materials appropriate for the function of the space. Selection will be based on colour, clean appearance and ease of maintenance. In all cases selection of materials and colour will be from within a fully developed colour scheme. Accents of various types will be incorporated as the situation allows.
9. Baseboards or cove mouldings will be applied throughout to ease cleaning and protect the walls. In office areas, baseboards will be wood, vinyl, rubber or carpet to match floor covering. Washroom areas will have a cove base created by ceramic tile or glazed concrete block. Service Rooms and Garage areas may not require a cove base providing adequate drainage ensures water cannot damage the wall or floor. Epoxy sealant will minimize the travel of water.
10. In all high traffic areas, corridors and the lobby areas, rounded corner guards and rounded wall protection rails will be used. In the lobby areas, the wall protection is more for furnishings against the walls but in corridors and other high traffic areas such as a lunchroom, the walls require protection from the banging by the equipment and hardware worn by the officers as they walk through the areas. These protective rails will be of a vinyl clad aluminium type, colour coordinated to the fully developed colour scheme created by the designer. The rails must be deep enough to protect against all heights of officers and will be tested on site or compared to other installations, such as the Public Safety Building, City of Winnipeg (approximately 8" high with 48" to top of rail).
11. In areas of heavy use such as the Garage and some corridors, corners are subject to excessive bumping. These corners will be protected: Garage areas will make use of a heavy gauge steel angles of either stainless steel or factory primed and painted steel to suit the colour scheme. Steel corner guards will be used in the corridors receiving the heaviest wear such as that from the Garage.
12. The walls in the corridors are subject to much wear and abuse either during the transfer of detainees or from routine bumping by clothing and equipment worn by the officers. The drywall walls are routinely scuffed and damaged. In the most vulnerable corridors, the drywall will be backed by plywood. In corridors and high traffic areas the walls below the protective rails noted in item #10, the walls will be clad in fibreglass sheets or vinyl or painted drywall that will be top coated with an epoxy paint for clean ability.
13. Throughout whiteboards and tack boards are noted. These may be traditional suspended or wall mounted units or the designer may elect to use "Walltalkers" or similar wall surfacing material. This may be most appropriate in areas where renovation will be less likely.
14. Coat hooks will be provided in offices and other spaces. These will not be on the backs of doors but rather, mounted on the wall behind the doors. If the walls are a demountable type, integrated coat hooks will be included.
16. **FLOORING:**
  1. Hygiene and maintenance issues are a major concern in the selection of flooring materials. In high traffic areas, hard surface materials should be selected. Carpet may be used in the lower traffic areas such as private offices, the Clerical areas and some Meeting Rooms. Ceramic tile or a poured flooring material may be used in washrooms, locker rooms and similar spaces. The exercise room will make use of rubber or other more resilient flooring.
  2. All office and like areas will have carpet. The Interview Rooms equipped for audio/video recording will have "Lees "Neofloor" flooring, or similar very low pile carpet with a sealed vinyl backing; a product which can be washed easily.
  3. All other Interview Rooms shall have seamless epoxy terrazzo flooring sloped to a drain in the room.

**DESIGN CRITERIA (Continued)**

4. Carpet selection will be consistent with the objectives to assure barrier-free access and will make use of a durable low height product. A dense, 28 oz. (minimum) level loop or loop and pile combination carpet product is preferred for general use, however some specific areas may be better suited to other selections such as: the Executive Boardroom may have a thicker pile carpet and the Parade Room and General Waiting may utilize "Lees "Neofloor" as used in the Interview Rooms because of the heavy use and the shoe scuff marks that regularly occur.
5. Washrooms and Shower Rooms will have ceramic tile flooring unless the epoxy terrazzo can be proven to withstand the excessive water of a shower and the use of industrial anti-microbial cleaning products.
6. Janitorial Rooms and Mechanical Rooms will have epoxy painted concrete floors. The Garage will have an epoxy coating on the concrete to control dust, ease cleaning and protect the concrete from various oils and chemicals and regular flooding of water.
7. The Garage areas will have exaggerated drainage toward the floor drain(s).
8. Material and colour selection will be an integral part of the colour scheme.
9. Where hard surface flooring is used, it may be linoleum, tile, stone or tile but will not have a high gloss finish to ensure a positive footing for all pedestrians.
10. In all cases, a "baseboard" will occur at all walls. The bases will be coved and of the same material as the floor. Baseboards in carpeted areas shall be carpet (serge-stitched edge), tile, wood or rubber coved, 100 mm high, or acceptable equivalent. Baseboards shall be installed on columns where applicable.
11. Physical training rooms shall have 11 mm rubber flooring.
12. Rubber flooring will also be used in the shipping and receiving areas of the Quartermaster Stores and possibly other areas such as in the Evidence Control Unit shipping and receiving areas or other places where employees are expected to stand for long periods of their shifts.
13. Carpet shall be new, first quality, nylon with anti-soiling treatment at time of manufacturing. Carpet shall have static control by permanent means and without chemical treatment: static generation below 3.0 kilovolts under conditions of 21C and 20% relative humidity. Additional criteria: level loop or loop and pile construction, solution dyed, 32 oz. (min.), woven polypropylene primary backing, Action BAC. Carpets shall conform to CGSB Specification 4-GP-129 except as noted above.
14. Edging and/or transition strips as required shall be extruded aluminium with mill finish as recommended by carpet manufacturer.
15. Carpets are generally glued down using a non-release type of brand of adhesive recommended by carpet manufacturer in accordance with CGSB 4-GB-156. Carpet tiles shall be installed per manufacturer's specifications.
16. All flooring materials must be approved by Municipal Accommodations Division at the design stage.
17. Vinyl chair mats will be used at all workstation where carpet is used. Chair mats may also be used in areas where spilling is expected such as in front of coffee stands or by photocopiers and printers.

**DESIGN CRITERIA (Continued)**

18. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required wiring, ducting, plumbing, or other, will have shields, caulking or be otherwise protected from noise travelling from one area to another. Flooring design will ensure a clean and safe finish.
19. To reduce maintenance, the designer will limit the number of types of flooring products so to reduce the maintenance products and equipment required on each floor. Minimize the necessity for use of noxious cleaning products. No wax products will be selected.

**17. ELEVATORS:**

1. Elevator service will be provided to access all levels, including the roof and will be sized for wheelchairs and wheeled stretchers in the event of an emergency and for the delivery of machines and equipment to any level.
2. Elevators will be handicapped accessible complete with: lower call buttons, audible cues as the cab approaches floors, pressure sensitive call buttons, ceiling mounted mirror, Braille and raised vinyl numerals on the jambs to indicate floor, self-levelling cab, carpeted floor, etc. The exterior call buttons will be wheelchair accessible, will have Braille symbols and will have audible cues indicating the elevator cab has arrived.
3. Elevator access to the new roof addition will require extension of the existing heavy duty, freight elevator as well as a passenger elevator.
4. A new, specific use elevator is required to transport detainees from the garage to the Arrest Processing Unit. It is anticipated to be only a two floor travel distance. The size of the elevator will anticipate two officers, a detainee and some paraphernalia. The size will also ensure that all are safe and that the detainee cannot block the door by lying down. Vandal-proof finishes in this elevator will be black linoleum and stainless steel on the walls, perforated metal ceiling panels with lighting and mechanical above. Details and options selected will consider damages as well as the safety from injury for all passengers. This elevator will also be equipped with audio and visual recording as well as a panic intercom that will allow the officer to contact Inquiry/Security Officer at the Centralized Service Counter on the main floor public areas for assistance.

**18. HARDWARE:**

1. All hardware and fittings shall be of sufficient quality to ensure prolonged, maintenance-free operation. Heavy use and protection against potential vandalism will be considered as relevant criteria in the selection of specific products. Hardware shall meet the requirements of the Canadian General Standards Board as well as the requirements of the latest CAN/CSA-B651-M95 Barrier Free Design.
2. Hardware selection will be based on universal access, security, maintenance and specific service requirements. Also included will be acoustic trims and gaskets as required.
3. Detention areas must have hardware designed specifically for these areas for the safety of detainees and employees.
4. Except in the Interview Rooms, door passage sets will be an accessible, lever-type.
5. Interview Rooms will have down-facing finger pull plates. Hinges on these doors shall be a vandal proof type with sloped tops.
6. Kick plates are required on both sides of all high traffic doors such as interview rooms, washrooms, lunchroom, entranceways, etc.
7. Other door hardware includes closers on entrance doors, lunchroom door and washroom doors. Main entrance will utilize electro-mechanical openers and closers.



**DESIGN CRITERIA (Continued)**

8. Overhead doors will have electric operator and will have a photocell and timer for closing. A manual pushbutton operator will also be installed.
9. Gravity fed liquid soap dispensers such as Wyant Economy Liquid Soap Dispenser #LD500 or equal will be used at all Coffee Stand, Lunchroom sinks and in all Washrooms except for the Detainees' Washrooms.
10. The handicapped washrooms will utilize an in-counter system of dispensing and disposal of paper towels such as Bobrick B-528 or may use a laminated plastic vanity centre similar to the Bobrick 1060 Series.
11. Washroom paper towel dispensing and waste paper disposal will utilize an in-wall system similar to Bobrick B-3900 in the employee areas.
12. Lunchroom and Coffee Stands will all have paper towel dispensers and may be rolled or folded paper types.
13. Individual shower stalls and change compartments will be equipped with heavy gauge vinyl shower curtain complete with rod and hooks, shampoo shelf and soap dish, 6 stainless steel coat hooks, "hat" shelf bench, soap dish and interlocking vinyl mesh deck mat.
14. Selection of the toilet paper dispenser and the placement of it shall not interfere with the access within the stall.
15. The Detainees' Washroom accessories are incorporated into the Bradley Security Combination Units.
16. In addition to the notes above, lever style handles will be used on doors, washroom stalls and plumbing fixtures.
17. Building security is critical. Vestibules will be used at all exterior doors to ensure double protection. Card access on both sets of doors will protect against potential unauthorized entry or extended open time by wind or snow build-up. Likewise, the double protection will assist in capturing an escapee.
18. Similarly the entry points to the Arrest Processing Unit will be via double security card access vestibules.
19. Doors requiring the highest level of protection will incorporate Grade 1 hardware with a Schlage cylinder, matching others used in the Police facilities.
20. All other locking door hardware should utilize small format interchangeable cores.
21. Contractor will provide sufficient temporary locks and keys to control work site. All final keying will be done by the City of Winnipeg.
22. Vehicle overhead doors require review and possible redesign to include double protection in the creation of a security "vestibule" whereby the interior door cannot open until the exterior door is fully closed. An override to the system will be incorporated in the event of an emergency, mechanical failure or oversized vehicles
23. Coat hooks will not be applied to door faces but rather on the wall behind the door. Coat hooks may be simple wood board with three coat hooks of a durability to withstand Police parkas. Alternatively, in the event that a modular wall system is used, integrated coat hooks will be used.

**DESIGN CRITERIA (Continued)****19. FIXTURES AND FITTINGS:**

1. The basis for selection of fixtures and fittings in washrooms and common rooms shall be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division.
2. Drinking fountains for employees and visitors will be provided at strategic locations. Only two types of fountains will be accepted: EBCO, Aquarius #ADPTWM-P or EBCO Oasis #ODP7WM-P.
3. Slop sink in the Janitor's room will be a floor-type, complete with bucket hook and backflow prevention.
4. Colours for toilet partitions and lockers indicated will have been selected as an integral part of the overall colour scheme. The contractor will be responsible to have the order for them on site for appropriate installation time and will not use his delay as reason for product substitution, delay of project nor reason for extra payment above the quoted pricing.
5. Toilet partitioning system will be complete with hooks and palm operable catch.
6. Floor model napkin disposal will be shared between two stalls in women's washrooms.
7. Napkin dispenser in women's washroom will be Bobrick B-352 25.
8. Lockers will be 24" x 24", double doors, "Police" lockers, sloping tops, numbered, accepting padlocks, and will have hat shelf and coat hooks on the three walls. Lockers will be set atop a raised frame boot rack. Rack may be of solid materials with a sloping, vinyl covered boot shelf.
9. Civilian Lockers where indicated will be single, 18" x 18" with options as above.
10. Detainees Washroom facilities shall make use of Bradley Security Combination Units, Acorn stainless steel, integrated, suicide-proof, toilet/sink/drinking fountain combination unit, or similar.
11. Only fold style paper towel dispensers will be used in the employee and visitor washrooms. Rolled type may be used in Lunchrooms/Coffee Stands.
12. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required plumbing, ducting, wiring or other, will have shields, caulking or be otherwise protected from noise travelling from one area to another.

**20. EMERGENCY EQUIPMENT:**

1. Emergency equipment including fire alarm boxes, sprinklers, fire extinguishers, standpipes, hydrants, etc. must be provided and installed in accordance with local fire and building regulations. Appropriate identifying signs, labels, etc. must be posted as required and shall meet requirements of NFPA standards, i.e. NFPA 13 (sprinklers) NFPA 10 (standpipe).
2. Two stage, zoned fire alarm system shall be used comprised of audible and flashing strobe devices. Strobes lights will be used in areas with high ambient noise such as the Mechanics' areas and the Gymnasium as well as in the Comms Centre where audible alarms would be disruptive to the other emergency work in that area.



**DESIGN CRITERIA (Continued)**

3. Annunciator panels to have easy to understand graphic interface indicating alarm and trouble locations on a floor plan. A remote annunciator to be located in Comms Centre. Annunciator panel will include line input to allow audio to be played over speakers during annual Fire Alarm System (FAS) testing.
  4. Where illuminated exit signs are required by code, "self-illuminating" types will not be used unless prior approval has been issued by the City of Winnipeg, Planning Property & Development Department, Municipal Accommodations Division, for each specific case.
  5. Designer must ensure ease of access by all emergency vehicles and personnel.
  6. Fire hoses will be located inside the stairwells at each floor.
  7. To assist the deaf or hearing impaired, strobe lights will be connected to the fire alarm system and will be positioned in areas where an individual may be alone such as in washrooms. Combination Horn/Strobe units will be used.
  8. To assist the blind or vision impaired, exit lights offer a lit "path" if set to flash on and off in sequence to show direction.
  9. Areas that are controlled with security card access or holding areas will be connected to the alarm system for exiting, as required by code.
  10. Medical alarm pull station located in the POPAT and Fitness Gyms, Exercise Room Mechanics' area and Forensics Lab. Panic buttons located at the Customer Service Desks are monitored Inquiry/Security Officer at the Centralized Service Counter on the main floor public areas.
  11. This service centre will be 24 hours. Intercom and panic button in the front Vestibule are monitored at the Service Counter during hours of operation and by the Shift Supervisor when the Service Counter is closed.
- 21. SIGNAGE:**
1. Exterior signage will include address and identity on the building face and will be of individual, raised figures of bronze, aluminium, or acrylic. The signage will be of sufficient size and will be positioned to be visible from the road. Ideally this will also be visible at a closer range by a wheelchair occupant. The sign will also have extra illumination designed in such a way as to reduce or eliminate shadows from the letters. If the sign is too high to be visible by a wheelchair occupant, additional signage may be required at a more user-friendly height.
  2. Tactile secondary signage for the visually impaired will be accessible for touch. For this exterior signage it may be advisable to have an embossed bronze sign with a textured background and raised smooth letters.
  3. Additional signage will be used high on the building face(s) for visibility by the public from great distances. It is likely the viewing distances will be limited by other higher buildings in the area. The intent is to have the highest visibility possible for people in distress.
  4. Interior signs will be of two types. In areas where signage may change often in offices or perhaps at floor directories, the signs may be an acrylic sandwich type that the occupants can simply change as required, Mirtac or similar. Spaces that will have few or no changes such as Washrooms, stairwells and others, the signs may be a press-on variety, sign insert type or etched type as used elsewhere in the City of Winnipeg. In some areas, international symbols may also be used to designate washrooms, etc. Signs will have lettering, large in size, of contrasting colours and where applicable will be raised. Interior of stairwells will have signage indicating floor levels if applicable. Further, additional wall or ceiling mounted Mirtac signs will be used to offer visibility from a distance, e.g. meeting rooms and washrooms.

**DESIGN CRITERIA (Continued)**

5. Interior signs will not be applied to door faces but rather on the walls adjacent.
  6. Offices and most interior areas will make use of press-on vinyl lettering as used by the City of Winnipeg, Planning Property & Development Department, Municipal Accommodations Division.
  7. Feature signage may be incorporated in the Parade, Interview Rooms area, Interview In Progress, lunchrooms, washrooms, various specific training rooms or others, as may be determined. This may take the form of graphics developed with the colour scheme or may be a special type such as a suspended painted acrylic type.
  8. Strobe light will be placed above the door to the Audio and Visual recording rooms will also indicate an interview is in progress. Employees in the vicinity who may not be in direct line of sight of the strobe light will be aware of the light flashing and will limit their activities in the area. Controls will be outside the respective rooms.
  9. Adjustable signs outside each Interview Room will indicate the gender and age of the occupant in the room.
  10. Fire exiting signs and procedures will be mounted strategically throughout. All fire extinguishers, exit signs and emergency lighting will be included throughout.
  11. For the blind or vision impaired, exit lights offer a lit "path" if they are set to flash on and off in sequence to show direction and "glow-in-the-dark" signs, tapes or strips may also be used to indicate the path in stairwells and corridors.
  12. All major sign elements will be bilingual.
  13. Floor levels will be applied in vinyl and in Braille on elevator frames and stairwell door frames.
- 22. SECURITY SYSTEMS:**
1. Various building components will be monitored by the Metysis system in City Hall. The contract will include all necessary wiring for each "point" required by the City.
  2. The Metysis system monitors for mechanical failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures, false entry and other points. The designer will work with the Municipal Accommodations Division, Planning, Property and Development Department in developing this system.
  3. All security devices will have a separate 4-conductor #22 gauge cable run back to the security panel. Each door of double door sets to have its own 4-conductor cable. All exterior doors in areas to be secured shall have recessed DPDT contacts. A security panel (or sub panel) will be located on each floor.
  4. All security wiring to the doors will be hidden and installed prior to the application of drywall.
  5. At the main entry to be used by the Winnipeg Fire Paramedic Service, a graphical, user interface, touch screen system will indicate the floor plan, the affected area and data relative to the room and so on. Specifics will be developed at the design stage. Due to the size of the facility, it may be necessary to provide additional, similar panels on the respective floors. A Fire Department Access Key Box will be installed at the appropriate entry location(s).

**DESIGN CRITERIA (Continued)**

6. Digital Cameras will monitor various points in and around the building. All will be connected to recording equipment. Cameras will be at all entry points to the building and inside in the areas where detainees are transferred and in and around the Interview Rooms. All recording will be done in the Video Recording/Viewing/Observation Room or the Computer Room. Monitors will be placed at the station of the Shift Supervisor. Live monitoring can be done at "any" computer station.
7. Other digital camera locations include: driveways, Police vehicle parking areas, roof and general surveillance locations on the building and property.
8. Live action cameras will be used for evidence recording of Interviews and for the observing team as an Interview is in progress. These tapes will be recorded in the Video Recording/Viewing/Observation Room but the live feed will be fed to the Video Recording/Viewing/Observation Rooms.
9. Additional cameras will be used to monitor all computer rooms.
10. Overhead cameras will be used in the Media Room with remote controlled adjustments to record public information sessions.
11. Panic alarms at various locations alert the Inquiry/Security Officer at the Centralized Service Counter on the main floor public areas. Panic or Medical Alarm stations include the Service Centre the front Vestibule and the Exercise Room.
12. Biometric or Card control systems as used in all other Police facilities will be used throughout this facility to control and monitor access to the various areas of the building. Designer will confirm locations and control points required.

**23. MECHANICAL:**

1. The mechanical systems will be designed to meet current standards described by the American Society of Heating Refrigeration and Air Conditioning Engineers (A.S.H.R.A.E.) by a certified Engineer registered to practice in the Province of Manitoba. The designs will respect the use of the areas and ensure the comfort of the occupants. The architectural and mechanical designers must liaise to develop plans, which protect against drafts from doors and/or air conditioning. Designers must coordinate work to ensure that the mechanical equipment does not detract from the aesthetics of the building. The design is to be reviewed by the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division, prior to construction.
2. Mechanical design will require the approval of the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division, Mechanical Engineer prior to construction.
3. Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standards, however, Contractor shall not reduce the quality of work specified and/or shown because it exceeds the regulatory requirements.
4. Upon completion of all construction all duct work and ventilation equipment will be serviced with a power vacuum system to ensure cleanliness.
5. All fire extinguishers, where applicable, are to be serviced and tested effective the date of the change of responsibility for the building.
6. The building will be equipped with a sprinkler system as per latest fire codes. Sprinkler controls will be in warm areas to prevent freezing. Vandal-proof sprinkler heads will be used in the Public Washrooms and all detainee locations.

**DESIGN CRITERIA (Continued)**

7. In the Public Washrooms and all detainee areas floor drains will be installed, will be vandal-proof and will be of sufficient size to take the flow from a broken sprinkler head, 58 gal./min.
8. Constant relative humidity level in the building will be maintained at an optimum level of 35 to 60% when the building temperature is in the range of 20°C to 25°C unless otherwise specified.
9. Throughout the facility, the temperature will be controlled by strategically placed thermostats. In open office areas, the thermostats will be centrally located within the zone and zones will not exceed 600 square feet. Any corner offices will have separate controls. Other offices may be controlled separately or may be on zone with a maximum size of 500 square feet. Thermostats will be located so not to give false readings.
10. In separate rooms such as computer rooms, meeting rooms, lunchroom, etc. individual temperature controls will be installed for operation by the occupant(s). In open areas, circulation spaces and workstations enclosed with portable partitions, the temperature controls will be centrally located within the affected area. Redundant cooling equipment may be required in all computer and recording rooms.
11. Perimeter heating with central air conditioning and ventilation is the preferred method of design, however alternate solutions may be considered.
12. Any cooling medium used in the air conditioning system shall comply with the latest regulatory requirements.
13. The Interview Rooms will require HVAC to the rooms but sound transmission and equipment noise and vibration are critical in these rooms particularly where recording equipment will be used. The designer will consider a system that will minimize any transfer of noise or vibration.
14. Special requirements for specific rooms are noted in their descriptions.
15. Exterior hose bibs with backflow preventers around the perimeter of the building will be used to service landscaped areas and for ease of maintenance. Interior hose bibs will be incorporated within the detainee and Interview areas and strategically located in the various Garage areas to ease cleaning. All interior areas will have exaggerated drainage to high capacity floor drains.
16. Noise transmission and reflection in the ducting will require control however the use of internal duct insulation should be kept to a minimum or preferably not used at all, so ducts can be cleaned.
17. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required ducting, plumbing or wiring will have shields, caulking or be otherwise protected from noise travelling from one area to another. Ducting may make use of silencers or other mechanisms to minimize sound transmission to RCMP guidelines.
18. The use of remote CO<sub>2</sub> monitors shall be used throughout to regulate fresh air requirements. Monitors will be tracked by floor, zones and specific rooms/areas. Discussions with the occupants will determine the specific rooms and types and the alarms that may be required.
19. Within the garage areas an exhaust system will be installed, complete with central fan and controls. These may exist and require extension to the added areas and more vehicles.
20. The Mechanics' areas will also require overhead flexible ducting at each bay to attach to vehicle exhaust pipes for a more direct removal of vehicle exhaust

**DESIGN CRITERIA (Continued)**

21. The Building systems will be linked to the Metasis computer at City Hall. This computer monitors and controls building systems. Designer will work with the Municipal Accommodations Division to coordinate these connections.
22. This is a 24-hour, 7 days a week building and the building systems must be designed to reflect that need. Fresh air and temperatures must be maintained for the safety and comfort of the occupants.
23. For safety and security reasons air from the Lobby and/or Public areas must not be allowed to re-circulate throughout the building.
24. Design considerations for the Computer Rooms include:
  - Analysis of heat load for current equipment including both theoretical as well as actual heat load.
  - Discuss new technologies with our IT staff to determine future load requirements and heat load density.
  - Provide at least 25% excess capacity for future demand. The system will be designed for additional HVAC units to be added easily, with minimum work.
  - Analyze redundancy and provide recommendation such as:
    - 2 equal units (one as primary unit and the 2<sup>nd</sup> as the backup unit)
    - 3 equal units in total (two units cycling at any given time, one backup unit)
    - 4 equal units
  - The HVAC System shall include provision for dynamic switching between redundant units with the intent of equalizing run times on all installed units.
  - Any single HVAC failure shall result in automatic switch over to the redundant spare unit. There shall be no interruption of air conditioning to the room.
  - HVAC systems must be able to minimize concentrated heat load points in existing Computer Room; an example of this is the UPS System located in a corner.
  - Mechanical will be supplied within the access floor.
  - Ensure proper pressurization based on raised floor plenum capacity and obstructions. Determine air changes required per hour. Design proper air flow by analyzing air flow pattern.
  - Position hardware to allow heated air back to the air conditioners.
  - Maintain constant flow and pressure including periods of heat load density increases. Provide adequate perforated tiles to meet the increased demand. Provide procedures manual to follow when equipment is changed impacting heat load density.
  - Grounding and static dissipation issues and concerns will be addressed at the time of design. Provide manuals to follow for proper dissipation of electrostatic discharge.
  - Design alarm capabilities suitable for a data center indicating acceptable temperature and humidity tolerance.
  - A monitoring system will be designed and configured to constantly monitor and track heat and humidity. The system will track when and where fluctuations or failure occurrences happen. Critical event parameters will be discussed with the IT personnel.
  - Inspect existing holes in sub floor for the suitability for passage of pipes or cables. The designer will identify problem areas or single points of failure.
  - Design will include the review of any available on site power monitoring and the connection of monitoring equipment to record real-time measurements and short-term trends of power conditions (voltage, current, harmonics, power factor, transients, etc.)
  - HVAC system(s) must not adversely affect the existing electrical distribution, due to harmonics generated or neutral currents added. This is especially critical when the power to the computer room is provided by an onsite 150 KW Genset.
  - Designer will select the optimum positioning for the HVAC system(s) for the anticipated heat loads.
  - The HVAC Systems shall be designed and constructed to ensure no water on the floor. High water in the reservoir/humidity tray and elsewhere as required, will trigger alarms and action.

Items 25 through 29 are excerpts from the Minnesota, Department of Administration publication:

**DESIGN CRITERIA (Continued)**

**BUILDING AIR QUALITY  
A GUIDE FOR  
BUILDING OWNERS, FACILITY MANAGERS AND AGENCY CONTACTS**

**25. A. OUTSIDE/VENTILATION AIR REQUIREMENTS**

In order to maintain building air quality, the consultant must furnish the following design information in construction documents as a permanent record of outdoor design requirements.

a) The minimum outside air quantity and number of building occupants that are intended to be served must be specified for each supply fan connected to an outdoor air louver.

b) The designer must specify the source(s) of outside air for each exhaust fan provided in the building. Heated and cooled outside air must be provided for each exhaust fan system. Building air infiltration must not be used as an air source for an exhaust fan.

c) Building outdoor air intakes must be accessible for measuring outside air quantities. As an option, the design may provide an adequate length of straight duct inside a building that permits accurate measurement of outside air flow.

d) The consultant must design and detail automatic controls to provide minimum outdoor air quantities for each supply fan system. These controls must be diagrammed on construction documents. On building systems with Variable Air Volume (VAV) design, automatic controls must be provided to vary the minimum outdoor damper position as fan system air flow varies from minimum to maximum.

A certified balancing and testing company whose sole business is testing and balancing must measure outside air quantities of such systems at both full cooling and full heating to verify proper outdoor air flow quantities.

e) On supply fan systems that intermittently provide outside air to fume hoods, range hoods, or other exhaust systems, automatic controls must be provided to increase the supply of outside air to meet these exhaust needs. Such controls must be diagrammed on construction documents. A balancing and testing company must measure and adjust controls to provide proper outside air to meet such needs.

f) The water source for buildings using humidification systems shall be potable water. Steam humidification is the preferred method of humidification. The following chemicals shall not be used in direct-steam humidification systems: cyclohexylamine, diethylaminoethanol and morpholine. Clean steam using a source of deionized water is recommended. Use of boiler treatment chemicals is not recommended.

**B. DESIGN DIVERSITY FACTORS**

Diversity factors must not be used for selecting capacity of boilers, air conditioners, heating pumps, cooling pumps, fans and other mechanical equipment. An additional 30 percent safety factor must be added to the net load used for selecting heating and or cooling equipment capacity to allow for pickup loads and assure adequate capacity. The minimum design capacity for heating and cooling must be based on the following parameters:

1. Capacity for summation of all exhaust fans.
2. Capacity for the summation of all outside ventilation sources to meet occupant load.
3. One infiltration air change for heating, and one half air change cooling per hour.
4. Summation of solar heat gain for all window glazing based on the assumption that blinds and draperies are not used (cooling).
5. Cooling allowance for summation of all lighting fixtures.



6. Cooling allowance for summation of all electrical appliances including office machines. Consultants are responsible for interviewing building staff members to assess appliance loads. Normally, these will vary from 0.5 - 3.0 watts per square foot of floor area. Consultants must provide a list of appliances as well as make judgment allowance for appliances when building staff are unable to provide detailed descriptions of anticipated equipment. Consultants must provide a complete copy of all calculations performed for sizing building equipment as a permanent record of design requirements. Computer analyzed systems must provide a list of each computer algorithm used to derive tabulated data. This data must also include design parameters used as a basis for performing calculations.

### C. HVAC SYSTEMS DESIGN CRITERIA

Air conditioning is considered standard for all buildings except industrial spaces or structures with temporary occupancy. Experience with state buildings has shown that central air handling systems provide numerous benefits as a design choice. The utilization of variable air volume terminal units is the preferred design for buildings larger than 15,000 gross square feet (GSF). The use of multizone, dual duct, or heat pump type systems, or any space not cooled require the review and written approval of the state agency or it's authorized representative of record.

The following criteria provides a design basis for mechanical systems to achieve the goal of acceptable air quality.

1. Mechanical equipment must be centrally located in equipment rooms and penthouses with conventional stairs and elevators provided. The use of rooftop mounted heating and cooling equipment requires review and written approval from the state. In the case where rooftop units are approved, it is the responsibility of the designer to make sure the equipment complies with Minnesota code requirements. The designer must verify a proper size for air intake and exhaust louvers that do not exceed 500 FPM intake, and 1000 FPM exhaust. Intake and relief openings must have proper distance separation as required by code.

Percentage of outside air must not exceed manufacturer's limitations on gas fired heat exchangers. When gas fired equipment is used for makeup air systems, a "direct fired" style with modulating controls is required. Hot water, steam, or modulating electric heating must be used for applications where the code prohibits "direct fired" equipment.

2. All building spaces, interior and exterior, must have zoned controlled heating. A booster heating coil is recommended for all terminal units serving either exterior or interior building zones. Interior zones must have a heat source to allow minimum ventilation requirements.

3. Reheat systems must be provided for air conditioned spaces when needed to control comfort due to code required constant ventilation. These areas can include laboratory spaces with exhaust hoods and various spaces in health care facilities. Typical examples would include a barber shop or bathing room in a nursing home. Both spaces require a constant ten air changes per hour of supply and exhaust. In both instances, over-cooling will occur without some form of reheat. Consultants must identify these spaces and the methods used to control comfort. Room air diffusers, in rooms with ceiling heights of less than 10 feet, will not discharge air at a temperature colder than 58 degrees.

4. Chilled water air conditioning must be used with Variable Air Volume and Makeup Air Systems. Direct Expansion (DX) can be used on small single zone fan systems when chilled water cooling is not economically practical. Cooling coils must be selected to allow discharge air temperatures as low as 50° F. at design conditions to provide proper humidity control. Design relative humidity levels in the occupied space during the cooling season are not to exceed 50

percent. Relative humidity in excess of 50 percent can potentially cause microbial concerns (growth of dust mites, fungi including molds, bacteria) with building materials or office furnishings in the occupied space.

5. Fan and duct systems must not be lined with internal thermal insulation. Insulation must be applied to exterior of duct and fan surfaces. Fan sections may employ internal perforated plates covering coated duct insulation as needed for sound control. The floor surface directly below the fan must be continuous metal with a liquid tight seal to prevent condensate from contact with duct insulation. Fan systems must be designed to allow the mixed air to be filtered. The collection efficiency of the filters must be a minimum of 30 percent efficiency as certified by the manufacturer using the ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Test. Filter holders must allow the use of a minimum of 2 or 4 inch thick filters. One inch thick filters are not acceptable.

6. Return fans must be used on fan systems with a capacity greater than 6,000 CFM that utilize economizer controls. Return fans are not required on make-up air systems.

7. Unions or flanges must be provided on coil and equipment piping connections to facilitate removal of same for cleaning or replacement.

8. Flow sensors must be provided for hydronic and chilled water systems. Flow sensors must be provided for all coils, radiation elements, pumps, and secondary piping loops. Flow sensors must be installed in accessible locations and strictly according to manufacturer's recommendations. Consultants must provide size of flow sensors for each device. Gauges with shut-off valves must be provided for suction and discharge of all pumps. The supply and return water must be provided with thermometers with thermal wells for all heating and cooling coils in central fan systems, hot water boilers, chillers, and convertors.

9. Air foil or backward inclined fan wheels must be used on fan systems requiring more than 2.0" water column (w.c.) of total fan static pressure or 1 inch w.c. of external static pressure.

10. Central air handling equipment must be provided with a heating coil to be used for morning warm-up cycle. Coils must be capable of providing up to 90° F discharge temperature during building warm-up cycle.

11. Multiple boilers must be provided with standby capacity in event of a boiler failure.

12. Thermostat zone control must be provided to prevent wide temperature fluctuations. Buildings must be zoned such that exterior and interior spaces have separate control. Thermostat zones must avoid controlling spaces with multiple exterior exposures. Radiation and ventilation systems must be zoned to prevent simultaneous heating and cooling. Thermostats must cycle the heating valves closed prior to increasing air flow from VAV boxes. VAV boxes are to be designed to have adjustable minimum air settings and are not to be designed to close completely in all cases. Under most situations, VAV boxes will provide at least 20 percent air flow at minimum settings. Private offices and areas with small room partitions must have zone areas limited to 1,000 GSF. Open office areas can be zoned up to 2,000 GSF. Gymnasiums, swimming pools, and other industrial spaces can have a recommended zone area of 5,000 GSF. Health care facilities are recommended with zone control for each room. Administration areas in health care facilities may be zoned as conventional office spaces.

13. The basis of control design with central air handling systems is pneumatic controls with time clocks for unoccupied periods. Computer based electronic or DDC controls require review and written approval of the state. Control cabinets are preferred for mounting of controls for central station air handling equipment. The following control features are required for each fan system:

Temperature indication and adjustment for mixed air

Temperature indication and adjustment for discharge air heating and cooling



Summer/winter position switch

Adjustment and set point for static pressure control of fans on VAV systems

Adjustment of outdoor air minimum position for ventilation

14. Freeze protection must be provided to protect systems with hot water or steam coils. These methods include face and bypass dampers, "wing type" coils, constant flow circulating pumps, and antifreeze solutions. Attention must be given to provide proper mixing of outside and return air streams to avoid stratification. It is preferred to avoid the use of antifreeze solutions.

15. Access panels must be provided to service valves, VAV terminal units, and other mechanical equipment located inside walls, chases, or above inaccessible ceilings.

## 26. Schematic Design

Schematic Design is the phase where the mechanical systems are conceptually designed. Locations of outdoor air and exhaust air, must be detailed by identifying each opening, the quantity of air, and the system served. Further, locations of loading docks, vent lines, engine exhaust stacks, and other contamination sources must be clearly identified. A narrative review must be provided by the consultant to demonstrate reasonable efforts have been taken to avoid cross contamination. It is usually advantageous to keep fresh air intakes low on the roof and to direct contamination exhaust as high off the roof as possible. Weather caps which deflect exhaust air downward are not to be used because, in the event that the roof is used by the occupants, the contaminated air will be kept relatively close to the roof surface, and the occupants, when the goal is to direct the contaminated air upward away from the roof. Potential contamination sources must have a vertical discharge stack. Vertical discharge stacks are outlined in the ACGIH Manual "Industrial Ventilation" "Stackhead Construction". It is important to recognize that both Schematic Design and Design Development Phases are for the purpose of defining the scope of a project and determining the adequacy of funding. The state has the right to direct scope changes during both of these work phases without the reimbursement of additional fees to the consultant. These changes may include larger mechanical electrical rooms, revised mechanical systems and architecture as needed to accomplish the goals of indoor air quality. Drawings must detail the following information:

a) The consultant must provide data on outdoor air louvers and gravity relief hoods to demonstrate reasonable protection against snow and rain penetration. These must include catalog data. Further, calculations must be provided to verify air pressure drops and velocities are not excessive.

b) Equipment rooms must be sized and detailed for mechanical, electrical, elevator, telephone, and maintenance functions. Detailed plans must be provided for each equipment room showing equipment sizes and capacities.

c) A detailed list must be provided of mechanical equipment needed for environmental control. Manufacturer's recommended access for servicing must also be noted.

d) Cooling towers and condensing units must be located to prevent contamination of outdoor air intakes.

Small confined contamination sources - such as sanitary vents. The fresh air intake must be installed no closer than 20 feet from such openings. This distance can be a combination of vertical and horizontal distances. For example, if the vent exhausts at an elevation 10 feet higher than the fresh air intakes, then the horizontal distance can be reduced to 10 feet.

Large confined contamination sources - such as clothes dryer vents, flue gas vents from combustion heaters, exhaust vents from parking garages, laboratory vent hoods and cooking exhaust vents. If the potential contamination source (i.e.

**DESIGN CRITERIA (Continued)**

cooking exhaust vent) has a vertical discharge stack extending at least 5 feet higher than the height of the fresh air intake on the roof, then the fresh air intake may be located no closer than 40 feet horizontal from the potential contamination source. If the potential contamination source (i.e. cooking exhaust vent) does not have a vertical discharge stack extending at least 5 feet higher than the height of the fresh air intake on the roof, then the fresh air intake may be located no closer than 80 feet horizontal from the potential contamination source.

Large non-confined contamination sources - such as cooling towers, parking areas, and loading docks (loading dock area boundaries include the area where vehicles park while loading and unloading). The fresh air intake must be located no closer than 100 feet to the potential contamination source. This distance may be a combination of horizontal and vertical distances but the horizontal distance may never be less than 40 feet.

e) Architectural drawings must identify available ceiling space in all building areas at the Schematic Design Phase of work. A review with the state and consultants must verify the space is adequate for mechanical, electrical and other utility needs. The Architect will not adjust any ceiling height after Schematic Design without written approval from the state.

f) On buildings larger than 20,000 GSF, 30 inches of vertical ceiling space must be designed for mechanical and electrical equipment including duct work, piping, lighting. Architectural drawings must identify all locations where structural elements or raised ceiling elements reduce the ceiling space to less than 24 inches. Areas with reduced ceiling height will not be allowed where they create hardship for design or maintenance of mechanical and electrical systems.

g) On remodeled buildings with less available ceiling space, the Architectural drawings must detail soffits to facilitate installation of duct work, piping, and light fixtures. These must be shown on schematic design documents.

h) Adequate space in equipment rooms is essential to proper design. Added ceiling height must be provided in mechanical equipment rooms with air moving equipment. Ceiling height must be a minimum of 12'-6" in mechanical rooms with fan systems totaling up to 10,000 CFM. Ceiling height must be increased to 14'-0" with fan systems totaling between 10,000 - 20,000 CFM. Ceiling space must be 16'-0" minimum in fan rooms with system capacities totaling more than 20,000 CFM. Immediate notification must be provided to the state when these parameters are not achievable. Variations from this datum require written approval of the state.

i) Access for servicing and replacement of equipment must be detailed and described on Schematic Design Documents. Easy access must be provided for servicing filters, coils, strainers, control dampers, control valves, fans, motors, pumps, boilers, chillers.

Knockout panels, double mechanical room doors, increased corridor width must be noted on drawings when needed for access or replacement equipment.

Ductwork and other parts of the air handling system need to be inspected on a regular basis. Ductwork and other parts of the air handling system need to have easy-to-open observation and clean out doors. These doors shall be operable without the use of tools and must be air tight with locking seals and must not interfere with air flow inside the air handling unit. These doors must be installed at a minimum in the following locations:

1. Clean out door(s) (as large as possible) upstream and downstream of cooling coils to allow maintenance workers good access to clean the ductwork within five feet up and downstream of the cooling coils, the cooling coils and drainage pans from the cooling coils.

**DESIGN CRITERIA (Continued)**

2. Inspection door(s) (minimum 10 inch size) 10 to 20 feet downstream of the cooling coils. If there are several supply air ductwork branches in this area, an inspection door needs to be installed in each branch.

3. Clean out door(s) (as large as possible) at the filtration system for the air handling unit to inspect the ductwork surfaces five feet on each side of the filtration system.

4. Inspection doors (minimum 10 inch size) 10 to 20 feet upstream of the filtration systems. If there are several return and/or mixed air ductwork branches in this area, an inspection door needs to be installed in each branch.

j) Design parameters need to be identified for areas such as chemistry labs, photo labs, science labs, copy duplicating, kitchen, swimming pools, and other spaces having special mechanical/electrical needs. Consultants need to identify applicable codes and standards used as a basis of design. Consultants also need to identify limitations of design that will affect use of space. Such data may include a notice that chemistry labs cannot use concentrated acids without installing additional fume hoods. Another for non-grease vapors. Limitations on occupancy and use of spaces must be clearly defined on Schematic Design Documents.

27. **Design Development**

Design Development commences after written approval is furnished by the state's contracting authority. During this phase, working drawings begin to develop showing equipment sizes and locations; routings of major piping and ductwork; and proposed mechanical system configurations. Design Development must incorporate review comments directed by the state during Schematic Design. All data must be provided to demonstrate the project will meet programming needs.

a) Site plans must be provided showing proposed utility connections and routings. The consultant must identify utility needs for the project and investigate availability of needed services. The consultant must determine the need for on site wells, sewage systems, storm drains and report these needs to the state. The consultant will review with the state the various options available and their cost impact.

b) A prime concern is review of available energy sources to provide building heating and process needs. Selection of fuel must be based on life cycle cost. Interruptible gas must be considered on projects where annual fuel costs exceed \$30,000. Connections to existing buildings or campuses may allow connection to existing piping systems. However, consultants must review capacities of existing systems to determine feasibility of extending service from existing campus and structures to serve new construction.

c) This phase of work must include an extensive code search to establish applicable design requirements. Consultants must note and reference key code provisions that impact design.

d) Consultants must identify all problems related to space limitations that affect design of mechanical and electrical equipment installation or service. Architects must notify the state when duct and piping configurations require alterations to allow use of skylights, raised ceilings, large glass areas, atriums, mezzanines, curved wall sections or other unusual conditions. Where design compromises are required, these must be reviewed and approved by the state.

e) Completed calculations and design data must be provided to demonstrate Design IAQ Guidelines are being followed. The state will review Design Development Documents and offer written review comments regarding programming and design. Consultants must incorporate review comments into working drawings of the project. The state reserves the right to direct design changes at this phase of work without additional consulting fees being incurred.

**DESIGN CRITERIA (Continued)**

These efforts may include deleting architectural finishes and prominent features to accomplish the goals of IAQ Guidelines.

f) Accessibility of ceilings is an important design consideration. Design Development documents must identify all areas that do not utilize lay in ceilings. The type of ceiling construction must be identified for each building area along with implications for servicing equipment. Access panels must be noted indicating size and equipment to be serviced. Drawings must also note when access panels are not required.

28. Working Drawings

Consultants must proceed with preparation of working drawings based on state review comments. Sufficient detail must be provided in specifications and drawings to allow construction and accomplish the goals of IAQ. Consultants must also identify procedures needed to deal with hazardous construction materials, solvents, adhesives, paint vapors, and all volatile compounds. Positive ventilation and monitoring must be provided when needed. Careful attention is needed to avoid problems during construction alterations to existing occupied buildings. Construction documents must provide direction to the contractors on these issues.

a) Construction and remodeling often involves abatement of hazardous waste such as asbestos. The state has separate consultant and construction contracts to deal with these issues. However, building designers are required to coordinate design and contracting efforts with the abatement process. Designers need to be cognizant of the effects construction will have on abatement. Project consultants need to carefully describe construction areas to allow proper determination of hazardous waste removal by the Abatement Consultant. Replacement of insulation and building finishes after abatement will be included as part of construction.

b) Testing and balancing is a crucial part of providing proper indoor air quality. Building mechanical systems must not be accepted as "Substantially Complete" until testing and balancing is completed. Test and Balance reports must be reviewed and approved by both the project consultant and the state. Consultants are responsible to provide all design services required to diagnose and correct systems that do not function properly or can not be balanced to design specifications.

c) VAV terminal units must be a pressure independent type and detailed for proper installation. Design documents must detail distances from elbows and fittings that are needed for proper air flow. The total fan air flow must equal the total air flow of all terminal units. Balancing dampers must be shown on contract documents and not left to the discretion of the contractor. Dampers in diffusers and registers must not be used for balancing air flow. Dampers for adjusting air flow must be detailed at least 5'-0" upstream from each air outlet. Volume dampers must also be shown on each branch duct line.

d) Specifications must include the following additional air balancing requirements.

Air systems must be adjusted at both full cooling and full heating air flows. The supply fan must be adjusted to the lowest horsepower setting required to achieve full air flow at the most remote air terminal. Air flow must be adjusted to within 10% of rated flow at all outlets. Care must be taken to avoid a majority of air outlets being adjusted 10% below design. The quantity of outside air, return air and relief air must be measured at both conditions of full heating and full cooling. Each fan system must provide minimum outdoor air required for ventilation purposes at all design conditions.

e) Hydronic and chilled water systems specifications must include the following additional requirements. Water flow must be balanced at full cooling for chilled water systems, and full heating for hydronic systems. Outlets must be balanced

**DESIGN CRITERIA (Continued)**

to within 10 percent of rated flow. Pumps and piping must be sized to provide full flow at all outlets. Pump discharge pressure must be adjusted to the lowest setting possible to achieve balance at the hydraulically most remote terminal. The balancing contractor must note the system pressure required for balance. This will afford the state the opportunity to shave the pump impeller to reduce building energy costs.

f) Testing must also be specified for boiler combustion on all forced draft style burners and all fuels. Tests must be provided from low to high fire. On modulating burners combustion tests must be performed at a minimum of four firing rates. Test data must include, Oxygen, Oxides of Nitrogen, Sulfur Dioxide, Carbon Monoxide, Carbon Dioxide, Stack Temperature, and boiler efficiency. Test meters with test cells specifically for measuring Carbon Dioxide must be utilized.

g) Consideration must be given for design to control sound levels. General design requirements must be for a 35 NC sound level in occupied spaces.

h) Consultants must identify work requirements and site limitations for each project. Facilities such as Corrections or Health Care often require special provisions including security procedures, parking, and access of materials and storage. These must be carefully detailed on bid documents.

i) Consultants must obtain written approval and review of bidding documents from appropriate code agencies. These efforts must also include obtaining environmental permits for air, water quality and others as required to proceed with the project.

j). Consultants must coordinate design with utility companies for connections, of water, sewer, gas, electric, and telecommunications. Specifications must require contractors to pay for sewer access charge (SAC), water access charge (WAC), and all other required connection charges.

29. **Construction Work**

Consultants must make periodic visits to the site; make note of observed deficiencies; provide written responses to contractors in a timely manner regarding errors and conflicts between bidding documents and field conditions; must prepare and issue revised drawings to contractors to resolve installation conflicts. Contractor's questions must be answered in writing. All revisions must be incorporated into "As Built" drawings by consultant. Consultants must not pass this responsibility to contractors.

a) Consultants must attend construction meetings when their input is needed to resolve disputes and conflicts with contractors. In addition, consultants must be available to meet at the work site when their expertise is needed to resolve installation problems. Consultants may be held liable for delay claims caused by inaction to resolve disputes and conflicts.

b) Consultants must carefully review shop drawings and note errors and deficiencies. Consultants do not have the authority to allow deviations from bidding documents without written approval of the state. Consultants cannot approve substitute materials that do not meet requirements of the bidding documents. The state must be notified when contractors make claims the specifications cannot be accomplished or when specified equipment is not available. Consultants must maintain Shop Drawing records for a period of five years. Shop Drawings must be returned to contractors for inclusion in maintenance manuals delivered to the state at the conclusion of the project. Consultant's copy of shop drawings must be available to the state upon written request.

c) Consultants must provide professional services as needed to resolve warranty issues during the warranty period. Fees for such service must be recovered from

**DESIGN CRITERIA (Continued)**

the contractor under the terms of the AIA General Supplementary General Conditions.

**24. ELECTRICAL:**

1. Ensure smoke, fire and intrusion alarm systems are all connected and operational prior to change of responsibility.
2. Contractor shall install telephone, cable and data wiring, ends and cover plates at locations noted. All wiring shall be run to the respective wiring closets on each floor and to the main service panels in the building.
3. Ensure emergency lighting is connected and installed per Code.
4. Fire alarm system to be electrically supervised on a 24-hour basis.
5. Supply and install all electronic security including motion detectors, electric release of door locks where applicable, and telephone monitoring systems.
6. It is preferred that all electrical will be run in walls where possible, however where unavoidable, all electrical and communications equipment will be run in ceiling or floor below or in crawlspace with floor outlets where necessary. Power poles will only be used except where appropriately integrated in a modular furniture panels. Electrical will not be run in concrete floor slab.
7. Electrical, telephone and computer closets will be provided on all floors. The supply port, room layout and rack placement shall anticipate 25% expansion for future renovations.
8. All conduits for computer cabling will be of sufficient size to accommodate computers indicated throughout plus capacity for 25% expansion and notwithstanding that all computer conduit will be no smaller than 1" i.d.
9. All electrical outlets in lunchroom for appliances and vending machines will be on separate circuits.
10. A standby generator will be installed for emergency situations. The Uninterrupted Power Source (UPS) is required to be a redundant will anticipate future growth and will expect a run time of 3 hours minimum. Engineer will determine size of generator required to operate: security systems, cameras, essential mechanical equipment, emergency/night lighting, communications centre equipment and its H.V.A.C., Interview Rooms, all computer rooms, reporting rooms, radio rooms, battery chargers and kitchen equipment.
11. Generator capacity will meet current demand plus anticipated growth. A separate generator is required for PSAP regulations serving the NENA 911 standards. Generator fuel run time is 3 days running at full load.
12. Lighting throughout will be capable of achieving 100 foot candles of fluorescent light. Exceptions are noted under the description of the specific area. Offices and special purpose rooms will have individual controls. All open areas and general access spaces will be centrally controlled. Only energy saving fluorescent lamps and ballasts will be used. The "Power Smart" coordinator of the Public Works Department will scrutinize design.
13. Current trends allow for lower general light levels with task lighting in areas as required. The designer may use this method of lighting but must ensure the capacity is developed for 100 foot candles noted above, as future renovations are inevitable.
14. Lenses on fluorescent fixtures will generally be of a prismatic type however parabolic lenses will be used over counters and around computer terminals. Special lenses may also be used as accent features in lobbies, waiting areas, etc.

**DESIGN CRITERIA (Continued)**

15. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required wiring will have shields, caulking or be otherwise protected from noise travelling from one area to another.
16. Incandescent lights will be used in specific areas, namely large meeting or Parade Rooms or as noted. Dimmer switches will be used where noted.
17. All light fixtures and electrical outlets in wet areas will be grounded, waterproof types (GFCI).
18. A minimum of two (2) duplex receptacles will be located at each workstation and others supplied to suit specific equipment and codes.
19. As an energy conservation measure, occupancy sensors will be used wherever may be appropriate such as the Lunchroom. The sensors may be installed on the lights, televisions and/or appliances. The designer will offer suggestions to Municipal Accommodations to determine other applications for the occupancy sensors.
20. Cable television wiring and connections at each television location noted. In most locations the televisions will be wall/ceiling mounted so the electrical and cable outlets will be located accordingly.
21. Power bumps, delays or outages cannot be tolerated in many critical areas such as any and all computer rooms/closets, Interview Rooms, Monitoring Rooms, security and monitoring cameras throughout, the Arrest Processing Unit, the Comms Centre and related rooms, Direct Voice Entry, Technical Support Unit, Ident Rooms, Report Writing CPIC and life safety systems. At the time of design the designer will work with the occupants to identify a detailed list of rooms, areas and equipment that are critical to be protected.
22. Automatic load transfer equipment is required to:
  - Monitor voltage of normal power supply
  - Initiate cranking of standby generator on normal power failure or abnormal voltage
  - Transfer load from normal supply to standby unit when standby unit reached rated speed and voltage
  - Transfer load from standby unit to normal power supply when normal power restored.
  - Shut down standby unit
23. The transfer switch shall have an integral bypass to allow manual transfer of load to either normal source or emergency source.
24. Battery chargers will be on the back-up generator(s). Number of anticipated battery chargers with requirements of 3 amps/charger:

	Existing Chargers	Anticipate
Division 11	2	6
Division 40	21	30
Division 41	2	6
Division 42	12	18
Division 42	undetermined	undetermined
Auxiliary Offices		
Division 50	37	42



**DESIGN CRITERIA (Continued)**

25. For security and for consistent high quality power to all of the facility and in particular to the most critical areas, there is a need to back-up the power by generator and UPS.

For planning purposes, the design will anticipate generator back-up for the entire building and redundant generator(s) for critical areas such as Computer Rooms, Computer Closets, the Comms Centre and related rooms, Interview Rooms, Monitor Rooms, Report Writing, Direct Voice Entry, CPIC, Technical Support Unit, Arrest Processing Unit, Ident Rooms, life safety systems and others to be determined.

For planning and purposes, the design will anticipate one visually differentiated outlet with UPS in every workstation and office and for all the critical areas noted above.

Double UPS back-up is required in: Comms Centre and related rooms, all Computer Rooms, Computer Closets, Interview Rooms, all Cameras and card access system.

Additional UPS coverage will be required in specific areas named below. TO BE VERIFIED

26. Noted here for power requirements: TO BE VERIFIED  
Three separate computer rooms are required. All rooms will require: dual UPS support, secure access and network cabling racks for structured cabling.  
Main computer room:
- houses computers for general use in the complex,
  - live CCTV, monitored in the main Division 37 areas
  - minimum 6 equipment racks with dual power distribution (one off each UPS)
  - network wiring rack for structured cabling
  - communications rack for switches, firewalls with dual power distribution (one off each UPS)
- Tech Crimes and ICE Unit computer room (located with Tech Crimes Unit):
- houses LACE system server
  - live CCTV, monitored in Tech Crimes office area
  - dual power distribution (one off each UPS)
  - network wiring rack for structured cabling
- Technical Support Unit (TSU) computer room located with Technical Support Unit):
- dual power distribution (one off each UPS)
  - extensive phone cabling, possibly within a separate riser
  - network wiring racks for structured cabling for both network and phone cabling
  - fibre optic cabling to main computer room

27. Noted here for power requirements: TO BE VERIFIED  
Generally every workstation will have a minimum of 3 @ Cat 6 wires and connectors for phone and two data. All offices will have 4 @ Cat 6 wires and connectors.  
Additional specifics:
- Division 31 – Bureau of Police Records and Direct Voice Entry
- All offices and workstations to have 4 @ UPS power outlets, general data requirements
- Division 31 – CPIC
- All offices and workstations to have 6 @ UPS power outlets, general data requirements
- Division 37 - Information Systems Unit
- All offices and workstations to have 8 @ UPS power outlets, 8 @ Cat 6: 1 @ phone, 7 data.
- Division 41 – ICE Unit
- All offices and workstations to have 6 @ UPS power outlets, 2 @ Cat 6: wired to Tech Crimes Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.
- Division 42 – Tech Crimes Unit
- All offices and workstations to have 10 @ UPS power outlets, 6 @ Cat 6 wired to Tech Crimes Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.



**DESIGN CRITERIA (Continued)****Division 42 – Technical Support Unit**

- All offices and workstations to have 6 @ UPS power outlets, 4 @ Cat 6 wired to Technical Surveillance Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.

**Division 42 – Ident Unit, at 2 Fingerprint stations (one on main floor)**

- Two Live Scan fingerprint stations each with dual UPS back-up.  
 - Mug shot camera with dual UPS back-up.

26. Designer will ensure adequate grounding, bonding and lightning protection.

**25. TELECOMMUNICATIONS:**

1. Voice and data connections will be required from MTS Network, Shaw Data, City of Winnipeg fibre optics, and Bell/Tellus phones.

2. All telecommunications wiring will be Category 6 type with all associated connectors.

3. Every office and clerical workstation will be wired and made ready for a telephone and a network computer at time of construction. Additional phone and data lines are required in the various areas as noted.

4. Noted here for data requirements: TO BE VERIFIED  
 Three separate computer rooms are required. All rooms will require: dual UPS support, secure access and network cabling racks for structured cabling.

**Main computer room:**

- houses computers for general use in the complex,
- 6 equipment racks
- network wiring rack for structured cabling
- communications rack for switches, firewalls with dual power distribution (one off each UPS)

**Tech Crimes and ICE Unit computer room** (located with Tech Crimes Unit):

- LACE system server
- network wiring rack for structured cabling

**Technical Support Unit (TSU) computer room** located with Technical Support Unit):

- dual power distribution (one off each UPS)
- extensive phone cabling, possibly within a separate riser
- network wiring racks for structured cabling for both network and phone cabling
- fibre optic cabling to main computer room

5. Noted here for data requirements: TO BE VERIFIED  
 Generally every workstation will have a minimum of 3 @ Cat 6 wires and connectors for phone and two data. All offices will have 4 @ Cat 6 wires and connectors.

**Additional specifics:****Division 31 – Bureau of Police Records and Direct Voice Entry**

general data requirements

**Division 31 – CPIC**

general data requirements

**Division 37 – Information Systems Unit**

All offices and workstations to have 8 @ Cat 6: 1 @ phone, 7 @ data.

**Division 41 – ICE Unit**

All offices and workstations to have 2 @ Cat 6: wired to Tech Crimes Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.

**Division 42 – Tech Crimes Unit**

All offices and workstations to have 10 @ UPS power outlets, 6 @ Cat 6 wired to Tech Crimes Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.

**Division 42 – Technical Surveillance Unit**

All offices and workstations to have 6 @ UPS power outlets, 4 @ Cat 6 wired to Technical Surveillance Unit computer, 2 @ Cat 6 wired to main computer and 1 @ Cat 6 for phone.

**DESIGN CRITERIA (Continued)**Division 42 – Ident Unit, Fingerprint area

Two Live Scan fingerprint stations each wired to different UPS.

Mug shot camera to be wired to both UPS.

6. Telephone and computer closet(s) will be provided throughout to service the entire facility. Telephone and computer rooms will be separated. Closet(s) will be provided on every floor for ease of current installations and for convenience of future trouble shooting and renovations. Due to the size of each floor, it may be necessary to have two server rooms on some levels. The designer will discuss options with the Planning, Property and Development Department, Municipal Accommodations Division and the user Department IT personnel.
7. The Designer shall liaise with the Planning, Property and Development Department, Municipal Accommodations Division and the user Department IT personnel with respect to coverage, exact requirements and/or limitations.
8. Public Address system will be used throughout, including all elevator cabs, using an addressable type with user customized zoning. The paging system will be accessed by telephone.
9. Volume controls shall be provided in areas where PA announcements may be disruptive, at times e.g. Media Room Interview/Boardrooms, Comms Centre.
10. Cable or satellite television outlets will be provided where noted e.g. boardrooms, meeting rooms, lunchrooms, public waiting rooms
11. Presentation requirements in meeting spaces are evolving and at the time of design, discussions and decisions will be made by the occupants. In all cases where overhead digital projectors are noted, designer may elect to use large, wall mounted, flat screen monitors for video presentation, computer presentations and so on. The requirements for overhead wiring for electrical and data supply will be adjusted accordingly.
12. In areas where noise transmission is critical, such as in Holding and Interview Rooms, and there may be others, wall, ceiling or floor penetrations created for any required wiring, ducting or other, will have shields, caulking or be otherwise protected from noise travelling from one area to another.
12. During the construction and moving process period, it will be necessary to maintain temporary connections for phone, data and radios at the Public Safety Building.
13. Radio cutovers will require 6 @ 6" conduits to the roof and to the Comms Centre network room. An additional 3" conduit will be required from the roof to the BDA coverage device in the garage.
14. A radio "antenna farm" will be located on the roof. Designer will be cognisant of possible noise/interference of the Range and Armoury activities. The radio service will be required to be duplicated during the transition period.

**26. BUILT-IN FURNISHINGS:**

1. Built-in furnishings such as counters, cupboards, and credenzas will be constructed of durable materials and finished with materials consistent with the decor. Generally the counter tops will be plastic laminate. All other finish surfaces will meet the approval of the client.

**DESIGN CRITERIA (Continued)****27. FURNITURE:**

1. At the time of writing, any furniture described is the responsibility of the City of Winnipeg and is discussed herein to assist the designer when envisioning the layout and the function of the space. However the designer will consider the furniture types when developing the plans. As this process evolves for the specific site, the designer may be called upon to develop the furniture plan and possibly the supply and installation of all furniture.
2. Work station cubicles will use modular wall and work surfaces systems and will allow feature components to be worked into the design.
2. In all instances where portable partitions are used in the area of a workstation, the designer may select overhead files, shelving, in place of filing cabinets and bookcases. Coat trees will be replaced with partition system coat hooks.
3. In all instances of Shift Supervisors, a minimum of one lockable drawer will be dedicated to secure valuable seized items/trust cash.

**28. CO-OPERATION:**

1. The architectural, mechanical and electrical designers will work together to develop the building and will ensure that unsightly components are screened from general view, noise from equipment is controlled and adequate interior space is provided for equipment and access.

**29. HAZARDOUS MATERIALS:****LEED**

1. The City of Winnipeg seeks to fully integrate sustainable development considerations within the planning, budgeting and development process. Designer will ensure that all materials and products used in the construction of the buildings and site will not adversely affect the environment and will be environmentally safe.
2. Completion Schedule will incorporate a suitable period of time (minimum two weeks) following the "Substantial Completion" date to allow for monitoring and confirm that all noxious fumes are at an acceptable level.
3. Designer will select construction and finishing products, which are "environmentally friendly", i.e. products selected will not contain or be produced by means which may harm the environment. Designer will endeavour to minimize the use of products that contain known allergens. Designer will ensure that no products will be used which contain asbestos or lead which may contaminate the facility or in any way harm the occupants. To the same end, all ductwork will be vacuum cleaned and the entire space allowed to air for two weeks prior to occupancy to limit the amount of fumes and construction dust which may harm the occupants.

The numbers on these tables are raw numbers with no added calculations for circulation and wall thicknesses. The required increases vary significantly by the specific activities even within Divisions. The Designer will add all necessary/appropriate area calculations as required.

**Police Headquarters  
266 Graham Avenue**

June 2010

<b>Summary of Areas</b>					
<b>Building Component</b>	<b>Description</b>	<b>Area</b>	<b>No.</b>	<b>Extended</b>	<b>Total</b>
	<u>Main Floor Spaces</u>				
BC-01	Vestibule	-	-	-	
BC-02	General Waiting	750	1	750	
BC-03	Public Report Writing	210	1	210	
BC-04	Information Desk	140	1	140	
BC-05	Gun Drop Off	100	1	100	
BC-06	Police Inquiries/Station Duty	600	1	600	
BC-07	Customer Service Desk	1,600	1	1,600	
BC-08	Cash Room	150	1	150	
BC-09	Pre-scanning Station See Division 42, BC-4262 Shown here but totalled elsewhere	72			
BC-10	Applicant Processing Station See Division 42, BC-4263 Shown here but totalled elsewhere	136			
BC-11	Voluntary Attendants for Fingerprints See Division 42, BC-4264 Shown here but totalled elsewhere	260			
BC-12	Volunteers' Closet	65	1	65	
BC-13	Public Washroom	85	2	170	
BC-14	Coffee Counter	250	1	250	
BC-15	Meeting Rooms See General Areas Shown here but totalled elsewhere	2,280			
BC-16	Public Relations See Executive Division Shown here but totalled elsewhere	2,669			
BC-17	Human Resources See Division 34 Shown here but totalled elsewhere	6,200			
BC-18	Museum See Division 32 Shown here but totalled elsewhere	6,000			
BC-19	Interview Rooms	100	2	200	
BC-20	Video Monitoring Room	100	1	100	
	Subtotal(s)			4,335* +17,617	
	<b>Total Main Floor</b>				<b>21,287</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 11</b>				
	District 1, or downtown general Policing, Uniformed Division				
	<u>Administration</u>				
BC-1101	Inspector	160	1	160	
BC-1102	Staff Sergeant	140	1	140	
BC-1103	Sergeant (Administration)	120	1	120	
BC-1104	Clerks	110	2	220	
BC-1105	Administrative Files	75	1	75	
BC-1106	Crime Statistics Coordinators	110	1	110	
	Subtotal			825	825
	<u>General Patrol</u>				
BC-1107	Shift Supervisor Station	250	1	250	
BC-1108	Sergeants' Office (Shift Supervisors)	140	1	140	
BC-1109	Radio and Taser Room	150	1	150	
BC-1110	Patrol Sergeants	180	1	180	
BC-1111	Constables/Typing Room	50	24	1,200	
BC-1112	Print/Copy/Fax	150	1	150	
BC-1113	Gun Lockers and Unloading Station	40	1	40	
BC-1114	Cubbies and Coats	120	1	120	
BC-1115	Parade/Large Meeting	750	1	750	
BC-1116	Lunchroom/Coffee Stand	520	1	520	
	Subtotal			3,500	3,500
	<u>Detectives</u>				
BC-1117	Sergeant of Detectives	120	1	120	
BC-1118	Detective Sergeants	290	1	290	
BC-1119	Constable Detectives	80	10	800	
BC-1120	Files and Printer for Detectives	120	1	120	
	Subtotal			1,330	1,330
	<u>Community Support</u>				
BC-1121	Sergeant	120	1	120	
BC-1122	Patrol Sergeant	140	1	140	
BC-1123	Constables	70	13	910	
BC-1124	Files/Stationery	150	1	150	
BC-1125	Printers	100	1	100	
BC-1126	Storage	125	1	125	
	Subtotal			1,545	1,545
	<u>Domestic Violence</u>				
BC-1127	Constables	180	1	180	
	Subtotal			180	180
	<u>Schools Resources</u>				
BC-1128	Constables	180	1	180	
	Subtotal			180	180
	<u>Bike Unit</u>				
BC-1129	"Shop Computer" and Printer	20	1	20	
BC-1130	Hanging Bike Racks	200	1	200	
BC-1131	Seating Bench	100	1	100	
BC-1132	Repair Counter	50	1	50	
BC-1133	Mail Slots	50	1	50	
BC-1134	Radios	50	1	50	
BC-1135	Coats	80	1	80	
	Subtotal			550	550
	<b>Total Division 11</b>				<b>8,110</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 30</b>				
	General support services				
	<u>Administration</u>				
BC-3001	Manager of Services	160	1	160	
BC-3002	Assistant Manager of Services	230	1	230	
BC-3003	Lab	65	1	65	
BC-3004	Sergeant of Security	120	1	120	
BC-3005	Supervisor of Custodians	110	1	110	
BC-3006	Divisional Clerk	110	1	110	
BC-3007	Files and Supplies	85	1	85	
BC-3008	Print/Copy/Fax	150	1	150	
BC-3009	Project Room	150	1	150	
BC-3010	Coffee Stand	65	1	65	
BC-3011	Storage	100	1	100	
	Subtotal			1,345	1,345
	<u>Document Servers</u>				
BC-3012	Patrol Sergeant	120	1	120	
BC-3013	Clerk	70	1	70	
BC-3014	Commissionaires	70	8	560	
BC-3015	General Work Area	125	1	125	
BC-3016	Print/Copy/Fax	100	1	100	
BC-3017	Lockers	75	1	75	
BC-3018	Coat Closet	36	1	36	
BC-3019	Interoffice Mail	50	1	50	
	Subtotal			1,136	1,136
	<u>Custodians</u>				
BC-3020	Milling Area	250	1	250	
BC-3021	Work Shop	225	1	225	
BC-3022	Tools	75	1	75	
BC-3023	Ladder Storage	50	1	50	
BC-3024	Cart and Dolly Storage	150	1	150	
BC-3025	Supplies Storage	320	2	640	
BC-3026	Surplus or Damaged Furniture	320	2	640	
BC-3027	Storage Cupboard	120	1	120	
BC-3028	Refuse/Recycle Bins	875	1	875	
BC-3029	Hazardous Materials	300	1	300	
BC-3030	Custodial Closets	100	8	800	
	Subtotal			4,125	4,125
	<u>Custodians/Mechanics Shared Amenities</u>				
BC-3031	Lunchroom	575	1	575	
BC-3032	Lockers, Men	300	1	300	
BC-3033	Lockers, Women	90	1	90	
BC-3034	Showers	60	2	120	
BC-3035	Washrooms	55	3	165	
BC-3036	Coats	50	1	50	
	Subtotal			1,300	1,300
	<u>Mechanics - Vehicle Service</u>				
BC-3037	Supervisor	120	1	120	
BC-3038	Clerk	70	1	70	
BC-3039	Files	45	1	45	
BC-3040	Print/Copy/Fax	90	1	90	
BC-3041	Stationery and Supplies	50	1	50	
BC-3042	Mail	25	1	25	
BC-3043	Foreman	110	1	110	
BC-3044	Manuals Library	65	1	65	
BC-3045	Guest Washroom	80	1	80	

BC-3046	Guest Waiting	120	1	120	
BC-3047	Stores	1,135	1	1,135	
BC-3048	Service Bays	375	8	3,000	
BC-3049	Holding Bays	375	6	2,250	
BC-3050	Hoist Bay	375	1	375	
BC-3051	Speed Test Bay	375	1	375	
BC-3052	Tire Repair	375	1	375	
BC-3053	Used Tire Storage	100	1	100	
BC-3054	Computer	15	2	30	
BC-3055	Parts Washers	100	1	100	
BC-3056	Battery Charging	180	1	180	
BC-3057	Brake Station	150	1	150	
BC-3058	Clean-up Sink	25	1	25	
BC-3059	Pressure Washer	50	1	50	
BC-3060	Shop Tools	100	1	100	
BC-3061	Shop Supplies	120	1	120	
BC-3062	Machine Shop	750	1	750	
BC-3063	Welding Tanks	25	1	25	
BC-3064	Raw Material Storage	200	1	200	
BC-3065	Lube/Fluid Products	150	1	150	
BC-3066	Waste Liquids	100	1	100	
BC-3067	Flammable Goods	50	1	50	
BC-3068	Storage Cages	500	1	500	
BC-3069	Compressor	250	1	250	
BC-3070	Emergency Eyewash and Safety Station	25	1	25	
BC-3071	Janitorial Closet	175	1	175	
BC-3072	Absorbent Containers	25	1	25	
BC-3073	Snow Blower/Shovels	50	1	50	
BC-3074	Electrical Panels	75	1	75	
BC-3075	Storage, Long Term	464	1	464	
	Subtotal			11,979	11,979
	Evidence Control Unit				
	Evidence Preparation				
BC-3076	Transaction Desk	325	1	325	
BC-3077	Public Waiting Area	100	1	100	
BC-3078	Police Waiting Area	50	1	50	
BC-3079	Work Counter and Supplies	100	1	100	
BC-3080	Bagging Station	50	1	50	
BC-3081	Staging Area	50	1	50	
BC-3082	Print/Copy/Fax	150	1	150	
BC-3083	Clerks	70	5	350	
BC-3084	Video Duplicating Room	200	1	200	
BC-3085	Sergeant	120	1	120	
	Subtotal			1,495	1,495
	Evidence Storage				
BC-3086	Envelopes	850	1	850	
BC-3087	Row Shelving	11,000	1	11,000	
BC-3088	Mesh Bins	3,000	1	3,000	
BC-3089	Pallet Racking	3,500	1	3,500	
BC-3090	Sliding Pallet Racking	2,500	1	2,500	
BC-3091	Gun Storage	3,500	1	3,500	
BC-3092	Notebook Storage	1,200	1	1,200	
BC-3093	Video Shelving	750	1	750	
BC-3094	Bicycle Storage	1,500	1	1,500	
BC-3095	Found Property	400	1	400	
BC-3096	Auction Prep Area	280	1	280	
BC-3097	Refrigerator	150	1	150	
BC-3098	Freezer	240	1	240	
	Subtotal			28,870	28,870

	<u>Evidence Processing</u>				
BC-3099	Unloading Area	1,500	1	1,500	
BC-30100	Transfer Counter	30	1	30	
BC-30101	Cages	510	1	510	
BC-30102	Pallets	100	1	100	
BC-30103	Carts/Pallet Jack	150	1	150	
BC-30104	Boxes	100	1	100	
BC-30105	Supplies	50	1	50	
	Subtotal			2,440	2,440
	<u>Drug Processing</u>				
BC-30106	Processors' Office	500	1	500	
BC-30107	Drug Vault	1,200	1	1,200	
BC-30108	Drug Lab	825	1	825	
BC-30109	Drug Drying	200	1	200	
	Subtotal			2,725	2,725
	<u>General</u>				
BC-30110	Storage (currently outside at 850 Empress)	18,000	1	18,000	
BC-30111	Emergency Dousing Station	50	1	50	
BC-30112	First Aid	100	1	100	
	Subtotal			18,150	18,150
	<b>Total Division 30</b>				<b>73,565</b>



Building Component	Description	Area	No.	Extended	Total
	<b>Division 31</b>				
	Detainee handling and processing, records				
	<u>Administration</u>				
BC-3101	Inspector	160	1	160	
BC-3102	Receptionist	70	1	70	
BC-3103	Waiting Area	144	1	144	
BC-3104	Administrative Files	60	1	60	
BC-3105	Print/Copy/Fax	300	1	300	
BC-3106	Lunchroom/Coffee Stand	125	1	125	
BC-3107	Staff Sergeant, Records	140	1	140	
BC-3108	CPIC Coordinator	120	1	120	
BC-3109	CPIC Supervisor	120	1	120	
BC-3110	CPIC Training Coordinator	120	1	120	
BC-3111	Shift Leaders	140	1	140	
BC-3112	CPIC Clerks	70	10	700	
BC-3113	Correspondence Clerks	70	4	280	
BC-3114	Files	1,200	1	1,200	
BC-3115	Police Inquiry Stations	80	2	160	
BC-3116	Staff Sergeant, Reporting	140	1	140	
	Subtotal			3,979	3,979
	<u>Records Compilation Unit</u>				
BC-3117	Supervisor of Records Compilation	120	1	120	
BC-3118	Clerks	70	14	980	
BC-3119	Storage	25	1	25	
	Subtotal			1,125	1,125
	<u>Direct Voice Entry (DVE) Unit</u>				
BC-3120	DVE Administrator	120	1	120	
BC-3121	DVE Training Coordinator	120	1	120	
BC-3122	DVE Shift Leader	140	1	140	
BC-3123	DVE Operators	70	10	700	
BC-3124	Scanner Station	50	1	50	
BC-3125	Printer/Copy/Fax	180	1	180	
BC-3126	Storage	30	1	30	
BC-3127	Outside DVE Entry	25	1	25	
	Subtotal			1,365	1,365
	<u>Arrest Processing Unit</u>				
BC-3128	Sergeant	120	1	120	
BC-3129	Patrol Sergeants	110	1	110	
BC-3130	Constables	70	12	840	
BC-3131	Service Counter	200	1	200	
BC-3132	Secure Elevator	54	1	54	
BC-3133	Gun Lockers and Unloading Station	50	2	100	
BC-3134	Sallyport (within the Garage)	2,500	1	2,500	
BC-3135	Personal Search Alcove (divided)	100	8	800	
BC-3136	Print/Copy/Fax	200	1	200	
BC-3137	Emergency Eyewash	25	1	25	
BC-3138	Holding Rooms	varies	40	2,200	
BC-3139	Detainee Property Lockers	160	1	160	
BC-3140	Seized Clothing	84	2	168	
BC-3141	Video Recording Interview Rooms	64	32	2,048	
BC-3142	Consultation Rooms	110	6	660	
BC-3143	Video Interview Monitoring	600	1	600	
BC-3144	Video Equipment Server Room	240	1	240	
BC-3145	Breathalyser	80	2	160	
BC-3146	Detainee Washrooms	40	3	120	
BC-3147	Maintenance Closet	15	1	15	

BC-3148	Chair Closet	100	2	200	
BC-3149	Storage Closet	25	1	25	
BC-3150	Booking/Bail Hearing Room	120	1	120	
BC-3151	Coffee Stand	150	1	150	
	Subtotal			11,815	11,815
	<u>Central Reading, Central Reporting and Court Unit</u>				
	<u>Central Reading and Reporting</u>				
	Sergeant	120	1	120	
BC-3152	Patrol Sergeants	110	4	440	
BC-3153	Central Reading Constables	70	12	840	
BC-3154	Files	45	1	45	
BC-3155	Central Reporting, Constables	70	6	420	
BC-3156	Files/Stationery/Supplies	60	1	60	
BC-3157	Print/Copy/Fax	150	1	150	
	Subtotal			2,075	2,075
	<u>Court Unit</u>				
BC-3158	Senior Clerk	110	1	110	
BC-3159	Clerks	70	12	840	
BC-3160	Officer Conduct Clerks	70	3	210	
BC-3161	Files and Supplies	160	1	160	
BC-3162	Library	50	1	50	
BC-3163	Storage	25	1	25	
BC-3164	Lunch/Coffee Stand	160	1	160	
	Subtotal			1,555	1,555
	<b>Total Division 31</b>				<b>21,914</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 32</b>				
	Personnel management and training				
	<u>Administration</u>				
	<u>Administration</u>				
BC-3201	Inspector	160	1	160	
BC-3202	Staff Sergeant	140	1	140	
	Subtotal			300	300
	<u>Research and Development</u>				
BC-3203	Sergeant	120	1	120	
BC-3204	Divisional Clerk	110	1	110	
BC-3205	Files	125	1	125	
BC-3206	Storage	100	1	100	
	Subtotal			455	455
	<u>Strategic Initiatives Unit</u>				
BC-3207	Sergeant	120	1	120	
BC-3208	Patrol Sergeants	110	1	110	
BC-3209	Constable	70	1	70	
BC-3210	Files	45	1	45	
	Subtotal			345	345
	<u>Audit Unit</u>				
BC-3211	Constables	70	2	140	
BC-3212	Files	45	1	45	
	Subtotal			185	185
	<u>Accreditation Unit</u>				
BC-3213	Patrol Sergeant	110	1	110	
BC-3214	Clerk	70	1	70	
BC-3215	Files	100	1	100	
	Subtotal			280	280
	<u>Research and Development Unit</u>				
BC-3216	Analysts	110	8	880	
BC-3217	Storage	100	1	100	
	Subtotal			980	980
	<u>Shared Components for Smaller Units of Division 32</u>				
BC-3218	Print/Copy/Fax	150	1	150	
BC-3219	Lunch/Coffee Stand	160	1	160	
BC-3220	Storage	100	1	100	
	Subtotal			410	410
	<u>Training Unit</u>				
BC-3221	Inspector	160	1	160	
BC-3222	Staff Sergeant	140	1	140	
BC-3223	Sergeants	120	2	240	
BC-3224	Training Administrator	110	1	110	
BC-3225	Training Unit Clerk	100	1	100	
BC-3226	Waiting	72	1	72	
BC-3227	Print/Copy/Fax	300	1	300	
BC-3228	Files	100	1	100	
BC-3229	Stationery Supplies	110	1	110	
BC-3230	Trainers	90	28	2,520	
BC-3231	Common Work Space	350	1	350	
BC-3232	Audio/Visual Production Studio	1,500	1	1,500	
	Subtotal			5,702	5,702
	<u>Physical Fitness</u>				
BC-3233	Coordinator	140	1	140	
BC-3234	Instructor	90	1	90	
BC-3235	Student Instructor	65	1	65	
BC-3236	Clerk	70	1	70	

BC-3237	Files	40	1	40	
BC-3238	Stationery Supplies	40	1	40	
BC-3239	Waiting	150	1	150	
BC-3240	Library	50	1	50	
BC-3241	Study Carrels	90	1	90	
BC-3242	Appraisals	275	1	275	
BC-3243	Repair	400	1	400	
BC-3244	Repair Storage	150	1	150	
BC-3245	Gymnasium (includes POPAT)	8,000	1	8,000	
BC-3246	Fitness Gym	4,000	1	4,000	
BC-3247	Boxing Ring	375	1	375	
BC-3248	Combat Mat Room	1,600	1	1,600	
BC-3249	Combat Storage	225	1	225	
BC-3250	Shoe Bench	50	1	50	
BC-3251	Physical Classroom	500	2	1,000	
BC-3252	Defibrillator Station	25	1	25	
BC-3253	Vending Machines	25	1	25	
	Subtotal			16,860	16,860
	<u>Classrooms</u>				
BC-3254	Super Room	1,800	1	1,800	
BC-3255	Multi-purpose Rooms	800	3	2,400	
BC-3256	Standard Rooms	1,000	3	4,500	
BC-3257	Mock Interview/Holding	800	1	800	
BC-3258	Communications Centre Training	1,300	1	1,300	
BC-3259	Break-out Rooms	100	10	1,000	
BC-3260	Classroom Storage	500	1	500	
BC-3261	Secure Storage	100	1	100	
BC-3262	Mock-up Scenario Rooms	750	2	1,500	
	Subtotal			13,900	13,900
	<u>Range and Armoury</u>				
BC-3263	Classrooms	1,600	2	3,200	
BC-3264	Visiting Instructors' Office	65	2	130	
BC-3265	Photocopier Area	100	1	100	
BC-3266	Supervisor and Armourer	900	2	180	
BC-3267	Coffee Stand	100	1	100	
BC-3268	Library	120	1	120	
BC-3269	Storage	40	1	40	
BC-3270	Guest Lockers	150	1	150	
BC-3271	Guest Shower	60	2	120	
BC-3272	First Aid Room	100	1	100	
BC-3273	Target Preparation	450	1	450	
BC-3274	Gun Lockers	275	1	275	
BC-3275	Gun Cleaning Room	300	1	300	
BC-3276	Armoury Workshop	900	1	900	
BC-3277	Magazine	560	1	560	
BC-3278	Weapons Vault	320	1	320	
BC-3279	Equipment Storage	1,000	1	1,000	
BC-3280	Buffer Vestibule	100	1	100	
BC-3281	Shooting Range	26,912	1	26,912	
BC-3282	Instructors' Booth	160	1	160	
BC-3283	Observation Deck	550	1	550	
BC-3284	Trap/Backstop	500	1	500	
	Subtotal			36,267	36,267
	<u>Museum</u>				
BC-3285	Museum	6,000	1	6,000	
	Subtotal			6,000	6,000
	<b>Total Division 32</b>				<b>81,684</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 34</b>				
	Human resources and recruiting				
BC-3401	Waiting	275	1	275	
BC-3402	Reception Counter and Gate	150	1	150	
BC-3403	Mail and Forms	15	1	15	
BC-3404	Print/Copy/Fax	150	1	150	
BC-3405	Clerks	70	3	210	
BC-3406	Files	150	1	150	
BC-3407	Interview Rooms	110	6	660	
BC-3408	Sergeant, Recruiting	140	1	140	
BC-3409	Detective Sergeants, Recruiting	120	1	120	
BC-3410	Temporary Assigned Background Investigators	70	15	1,050	
BC-3411	Constables	70	2	140	
BC-3412	Recruiting Files and Stationery	125	1	125	
BC-3413	Clerks	70	10	700	
BC-3414	Administrative Files	375	1	375	
BC-3415	Storage	75	1	75	
BC-3416	Staff Sergeant	140	2	280	
BC-3417	Sergeant, Staffing	120	1	120	
BC-3418	Manager	160	1	160	
BC-3419	Manager's Files	65	1	65	
BC-3420	Manager's Waiting	40	1	40	
BC-3421	Divisional Storage	200	1	200	
BC-3422	Divisional Archival Storage	1,000	1	1,000	
	Subtotal			6,200	6,200
	<b>Total Division 34</b>				<b>6,200</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 35</b>				
	Finance				
	<u>Administration</u>				
BC-3501	Waiting	75	1	75	
BC-3502	Reception Desk	75	1	75	
BC-3503	Print/Copy/Fax	150	1	150	
BC-3504	Office Supplies	50	1	50	
BC-3505	Files	110	1	110	
BC-3506	Library	30	1	30	
	Subtotal			490	490
	<u>Administrative Clerks</u>				
BC-3507	Clerks	70	4	280	
BC-3508	Clerks, Payroll	70	2	140	
BC-3509	Alarm Coordinators	70	2	140	
BC-3510	Alarm Coordinators' Files	50	1	50	
BC-3511	Controller	160	1	160	
BC-3512	Accountants	140	2	280	
BC-3513	Coats	60	1	60	
BC-3514	General Storage	75	1	75	
	Subtotal			1,185	1,185
	<u>Quartermaster Stores</u>				
BC-3515	Garage	600	1	600	
BC-3516	Loading Platform	250	1	250	
BC-3517	Receiving	300	1	300	
BC-3518	Staging/Pick-up Counter	175	1	175	
BC-3519	Computer Workstation	100	1	100	
BC-3520	Shipping Desks	125	1	125	
BC-3521	Recyclable Boxes	75	1	75	
BC-3522	Refuse and Recycling	100	1	100	
BC-3523	Cart Storage	225	1	225	
BC-3524	Dolly Storage	100	1	100	
	Subtotal			2,050	2,050
	<u>Storage Areas</u>				
BC-3525	Bulk Storage, Clothing	300	1	300	
BC-3526	Clothing Racks	1,100	1	1,100	
BC-3527	Clothing Shelves	2,500	1	2,500	
BC-3528	Layout Table	75	1	75	
BC-3529	Recruit Prepping Work Counter	50	1	50	
BC-3530	Fitting Rooms	75	1	75	
BC-3531	Belt Equipment Assembly Counter	100	1	100	
BC-3532	Bulk Storage, Stationery	200	1	200	
BC-3533	General Stationery Storage	1,000	1	1,000	
BC-3534	Additional Storage, Pipe Band Storage	110	1	110	
	Subtotal			5,510	5,510
	<u>Office Areas</u>				
BC-3535	Waiting	165	1	165	
BC-3536	Reception Counter	150	1	150	
BC-3537	Shared Workstation	70	1	70	
BC-3538	Forms and Supplies Counter	30	1	30	
BC-3539	Print/Copy/Fax	150	1	150	
BC-3540	Supervisor	120	1	120	
BC-3541	Storekeeper VI	110	2	220	
BC-3542	Meeting Room	100	1	100	
BC-3543	Coats	60	1	60	
BC-3544	Employee Lunch	175	1	175	
BC-3545	Washrooms	64	2	128	

	Subtotal			1,368	1,368
	Total Division 35				10,603

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Building Component	Description	Area	No.	Extended	Total
	<b>Division 36</b>				
	Communications				
	<u>Administration</u>				
BC-3601	Inspector	160	1	160	
BC-3602	Clerk	110	1	110	
BC-3603	Files	65	1	65	
BC-3604	Print/Copy/Fax	150	1	150	
BC-3605	Sergeant	120	1	120	
BC-3606	Supervisor/Manager of Communications	120	1	120	
BC-3607	Offices	110	4	440	
	Subtotal			1,165	1,165
	<u>Communications Centre (Comms Centre)</u>				
BC-3608	Duty Inspector Duty Office	200	1	200	
BC-3609	Duty Inspector Workroom	160	1	160	
BC-3610	Senior Communications Operators	100	4	400	
BC-3611	Police Communications Operators	70	16	1,120	
BC-3612	Call Takers	70	8	560	
BC-3613	Dispatchers	70	4	280	
BC-3614	SPCO	132	1	132	
BC-3615	Files and Stationery	65	1	65	
BC-3616	Print/Copy/Fax	150	1	150	
BC-3617	Cart Storage	25	1	25	
BC-3618	Library	25	1	25	
BC-3619	Gun Lockers	100	1	100	
BC-3620	Shared Offices	110	3	330	
BC-3621	Task Force Office	140	1	140	
BC-3622	Coats	40	1	40	
	Subtotal			3,727	3,727
	<b>Total Division 36</b>				<b>4,892</b>



Building Component	Description	Area	No.	Extended	Total
	<b>Division 37</b> Computer Technology <u>Information Technology Solutions Division</u>				
BC-3701	Manager	160	1	160	
BC-3702	Offices, Level 2	120	7	840	
BC-3703	Offices, Level 3	110	5	550	
BC-3704	Clerk	70	1	70	
BC-3705	Files	80	1	80	
BC-3706	General Storage	100	1	100	
BC-3707	Print/Copy/Files	250	1	250	
BC-3708	Programmers/Help Desk/Webwriters	70	16	1,120	
BC-3709	Work Counter/Test Bench	150	1	150	
BC-3710	Cart Storage	75	1	75	
BC-3711	Storage, New Product	300	1	300	
BC-3712	Storage, Used Product	300	1	300	
	Subtotal			3,995	3,995
	<u>Computer and Communications Facility</u>				
BC-3713	Computer Room	1,700	1	1,700	
BC-3714	Comms Centre Server Room	250	1	250	
BC-3715	Video Server Room	250	1	250	
BC-3716	Computer Test Lab	350	1	350	
	Subtotal			2,550	2,550
	<u>Radio Shop</u>				
BC-3717	Transmitter Room	100	1	100	
BC-3718	Radio Shop	900	1	900	
BC-3719	Parts Closet/Cage	160	1	160	
BC-3720	Computer Wiring Risers	1,100	1	1,100	
BC-3721	Main Data/Telecommunications Room	200	1	200	
	Subtotal			2,460	2,460
	<b>Total Division 37</b>				<b>9,005</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 40</b>				
	Homicide and major crime				
	<u>Administration</u>				
BC-4001	Inspector	160	1	160	
BC-4002	Staff Sergeant	140	2	280	
BC-4003	Clerk	110	1	110	
BC-4004	Visitors' Typing Stations	30	2	60	
BC-4005	Secure Files	150	1	150	
BC-4006	Files and Stationery	250	1	250	
BC-4007	Print/Copy/Fax	150	1	150	
BC-4008	Project Room	350	2	700	
BC-4009	Storage and Tapes	150	1	150	
BC-4010	Gun Lockers	200	1	200	
BC-4011	Coffee Stand	60	1	60	
BC-4012	Vending	50	1	50	
BC-4013	Equipment Storage and Charging	100	1	100	
	Subtotal			2,420	2,420
	<u>Group 1</u>				
	<u>Cold Case Unit</u>				
BC-4014	Detective Sergeant	70	1	70	
BC-4015	Investigator	70	3	210	
BC-4016	Files	100	1	100	
	Subtotal			380	380
	<u>Homicide Unit</u>				
BC-4017	Sergeants	250	1	250	
BC-4018	Investigators	70	10	700	
BC-4019	Temporary Assignments	50	4	200	
BC-4020	Printer	30	1	30	
BC-4021	Files and Stationery	85	1	85	
BC-4022	Storage	40	1	40	
	Subtotal			1,305	1,305
	<u>Major Crimes Unit</u>				
BC-4023	Sergeants	360	1	360	
BC-4024	Investigators	70	18	1,260	
BC-4025	Printer	30	1	30	
BC-4026	Video Review Room	300	1	300	
BC-4027	Files and Stationery	85	1	85	
BC-4028	Storage	40	1	40	
	Subtotal			2,075	2,075
	<u>Major Crime Analysis</u>				
BC-4029	Investigator	110	1	110	
	Subtotal			110	110
	<u>Group 2</u>				
	<u>Organized Crime Unit</u>				
BC-4030	Sergeants	240	1	240	
BC-4031	Detective Sergeants/Investigators	70	26	1,820	
BC-4032	Technical Assistants	70	2	140	
BC-4033	Printer	30	1	30	
BC-4034	Intelligence Officer and ACIIS Clerk	200	1	200	
BC-4035	Files and Stationery	100	1	100	
BC-4036	Printer	30	1	30	
BC-4037	Uniforms/Takedown Gear	60	1	60	
BC-4038	Tool Cupboard	30	1	30	
BC-4039	Cubbies	170	1	170	
BC-4040	Storage	75	1	75	
	Subtotal			2,895	2,895

	<u>Violent Offender Risk Analyst</u>				
BC-4041	Investigator	70	1	70	
	Subtotal			70	70
	<u>Major Case Management /Supertext Scanning Unit</u>				
BC-4042	Administrator	110	1	110	
BC-4043	Clerks	200	1	200	
BC-4044	Files	60	1	60	
BC-4045	Printer	30	1	30	
	Subtotal			400	400
	<u>Crime Stoppers Unit</u>				
BC-4046	Detective Sergeants/Investigators	70	3	210	
BC-4047	Secure Storage	75	1	75	
BC-4048	Printer	30	1	30	
	Subtotal			315	315
	<u>Drug Unit, Vice Unit</u>				
BC-4049	Sergeant	120	1	120	
BC-4050	Files and Stationery	100	1	100	
BC-4051	Printer	30	1	30	
BC-4052	Radio Storage/Battery Charging	30	1	30	
BC-4053	Computer Room	250	1	250	
	Subtotal			530	530
	<u>Drug Unit (Green Team)</u>				
BC-4054	Detective Sergeants/Investigator	110	1	110	
BC-4055	Detective Sergeants/Investigators	70	6	420	
BC-4056	Work Area	175	1	175	
BC-4057	Ventilated Cupboard	100	1	100	
BC-4058	Uniform/Takedown Gear	100	1	100	
	Subtotal			905	905
	<u>Vice Unit</u>				
BC-4059	Detective Sergeants	110	1	110	
BC-4060	Detective Sergeants/Investigators	70	6	420	
BC-4061	Undercover Attire	150	1	150	
BC-4062	Tool Cupboard	30	1	30	
BC-4063	Cubbies	170	1	170	
	Subtotal			880	880
	<b>Total Division 40</b>				<b>12,285</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 41</b>				
	Vulnerable persons				
	<u>Administration</u>				
BC-4101	Inspector	160	1	160	
BC-4102	Staff Sergeant	140	1	140	
BC-4103	Sergeant	120	1	120	
BC-4104	Clerk	110	1	110	
BC-4105	Files and Supplies	85	1	85	
BC-4106	Analyst	110	1	110	
BC-4107	Print/Copy/Fax	300	1	300	
BC-4108	Storage	150	1	150	
BC-4109	Gun Lockers	165	1	165	
BC-4110	Coffee Stand	125	1	125	
	Subtotal			1,465	1,465
	<u>Sex Crimes/Child Abuse Unit</u>				
BC-4111	Sergeants	240	1	240	
BC-4112	Investigators	70	36	2,520	
BC-4113	Child Abuse/Youth Crime Coordinator	110	1	110	
BC-4114	Files	175	1	175	
	Subtotal			3,045	3,045
	<u>Child Exploitation Unit (ICE)</u>				
BC-4115	Supervisor/Detective Sergeant	120	1	120	
BC-4116	Investigators	70	3	210	
BC-4117	ICE Storage	130	1	130	
BC-4118	Open Work Area	75	1	75	
	Subtotal			535	535
	<u>Domestic Violence Unit</u>				
BC-4119	Detective Sergeant/Coordinator	120	1	120	
BC-4120	Investigators	70	8	560	
BC-4121	Files	45	1	45	
	Subtotal			725	725
	<u>Missing Persons Unit</u>				
BC-4122	Sergeant	120	1	120	
BC-4123	Investigators/Coordinators/Clerks	70	8	560	
BC-4124	Files	45	1	45	
	Subtotal			725	725
	<u>Vulnerable Persons Unit</u>				
BC-4125	Detective Sergeant/Coordinator	120	1	120	
BC-4126	Investigator/Social Worker	70	8	560	
BC-4127	Files	45	1	45	
BC-4128	Visitors' Typing Stations	30	2	60	
BC-4129	Family Room	300	1	300	
	Subtotal			1,085	1,085
	<b>Total Division 41</b>				<b>7,580</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 42</b>				
	Evidence				
	Administration				
BC-4201	Inspector	160	1	160	
BC-4202	Staff Sergeant	140	1	140	
BC-4203	Clerk	110	1	110	
BC-4204	Clerk of Technical Surveillance Unit	65	1	65	
BC-4205	Files and Supplies	85	1	85	
BC-4206	Print/Copy/Fax	200	1	200	
BC-4207	Coffee Stand	200	1	200	
BC-4208	Gun Lockers	150	1	150	
BC-4209	CCTV Project Office	140	1	140	
	Subtotal			1,250	1,250
	<u>Commercial Crime Unit</u>				
BC-4210	Sergeant	120	1	120	
BC-4211	Detective Sergeants	310	1	310	
BC-4212	Investigators	70	10	700	
BC-4213	Internet Workstations	50	2	100	
BC-4214	Evidence Files and Counterfeit Currency Storage	110	1	110	
BC-4215	Currency Drop Box	10	1	10	
BC-4216	Files	60	1	60	
	Subtotal			1,410	1,410
	<u>Stolen Auto Unit</u>				
BC-4217	Sergeant	120	1	120	
BC-4218	Detective Sergeant	110	1	110	
BC-4219	Investigators	70	12	840	
BC-4220	Radio Storage/Battery Charging	25	1	25	
BC-4221	Files	110	1	110	
	Subtotal			1,205	1,205
	<u>Pawn Unit</u>				
BC-4222	Detective Sergeant/Investigators	70	2	140	
BC-4223	Files	40	1	40	
BC-4224	Storage	50	1	50	
BC-4225	Work Counter	30	1	30	
	Subtotal			260	260
	<u>Secure Operations</u>				
BC-4226	Sergeant	120	1	120	
BC-4227	Investigators	70	2	140	
BC-4228	Files	100	1	100	
BC-4229	Work Area	250	1	250	
BC-4230	Storage	75	1	75	
	Subtotal			685	685
	<u>Technical Surveillance Unit</u>				
BC-4231	Reception Counter	50	1	50	
BC-4232	Files and Stationery	65	1	65	
BC-4233	Print/Copy/Fax	300	1	300	
BC-4234	Installation Technicians	85	3	255	
BC-4235	Tech Lab	280	1	280	
BC-4236	Equipment Storage	1,000	1	1,000	
BC-4237	Sergeant	120	1	120	
BC-4238	Detective Sergeant	110	3	330	
BC-4239	Project Analysts	70	2	140	
BC-4240	Crime Analysts	4	110	440	
BC-4241	Crime Analysis Clerks	70	3	210	
BC-4242	Monitor Transcribers	1,000	1	1,000	
BC-4243	Intercept Room	200	1	200	

BC-4244	Covert Monitoring/Tech Analysis(1005+250)	1,255	1	1,255	
	Subtotal			5,645	5,645
	<u>Auxiliary Offices</u>				
BC-4245	Sergeant	120	2	240	
BC-4246	Detective Sergeant	110	2	220	
BC-4247	Investigators	70	8	560	
BC-4248	Project Area	450	1	450	
BC-4249	Print/Copy/Fax	200	1	200	
BC-4250	Files and Stationery Supplies	100	1	100	
BC-4251	Raid/Takedown Gear	60	1	60	
BC-4252	Equipment Storage	250	1	250	
BC-4253	Gun Lockers	75	1	75	
BC-4254	Coffee Lunch Stand	250	1	250	
BC-4255	Washrooms	55	1	55	
	Subtotal			2,460	2,460
	<u>Polygraph Suite</u>				
BC-4256	Office	100	1	100	
BC-4257	Files/Storage	175	1	175	
BC-4258	Storage	100	1	100	
BC-4259	Testing Room	100	1	100	
BC-4260	Viewing Room	100	1	100	
BC-4261	Waiting Area	65	1	65	
	Subtotal			640	640
	<u>Forensics Unit</u>				
BC-4262	Pre-Scanning Station (Main Floor)	72	1	72	
BC-4263	Applicant Processing Cubicle (Main Floor)	136	1	136	
BC-4264	Voluntary Attendants for Fingerprints	260	1	260	
BC-4265	Applicant Waiting (Main Floor)	110	1	110	
	Subtotal			578	578
	<u>Administration</u>				
BC-4266	Clerks	70	3	210	
BC-4267	Staff Sergeant	140	1	140	
BC-4268	Administrative Sergeant	120	1	120	
BC-4269	Library	85	1	85	
BC-4270	Administrative Sergeant, Files/Storage Room	170	1	170	
BC-4271	Parade/Large Meetings/Classes of Instruction	400	1	400	
BC-4272	Coats and Seasonal Clothing Alcove	144	1	144	
BC-4273	Gun Lockers and Unloading Station	66	1	66	
	Subtotal			1,335	1,335
	<u>Forensic Imaging Section</u>				
BC-4274	F.I. Reception	130	1	130	
BC-4275	F.I. Supervisor	120	1	120	
BC-4276	F.I. Analyst Workstations	72	6	432	
BC-4277	F.I. Recording Station	70	1	70	
BC-4278	F.I. Files	70	1	70	
BC-4279	F.I. Exhibit Work Area and Archival Storage	120	1	120	
BC-4280	Forensic Artist Office/Composite Room	168	1	168	
BC-4281	Artist's Storage	96	1	96	
BC-4282	Kits and Gun Lockers	50	1	50	
BC-4283	F.I. Equipment and Supply Storage	120	1	120	
	Subtotal			1,376	1,376
	<u>Detainee Processing Areas</u>				
BC-4284	ICA Processing Room	260	2	520	
	Subtotal			520	520
	<u>Identification Section – Operations (Ident)</u>				
BC-4285	Platoon Supervisor (Sergeant)	120	1	120	
BC-4286	Equipment Storage	45	1	45	
BC-4287	Radio Storage/Battery Charging	25	1	25	
BC-4288	Patrol Sergeants	110	3	330	

BC-4289	Police Ident Specialist Workstations	70	16	1,120	
BC-4290	Senior Ident Technicians	110	1	110	
BC-4291	DNA Coordinator	120	1	120	
BC-4292	Civilian Ident Specialist Workstations	70	10	700	
BC-4293	AFIS Latent Workstations	70	3	210	
BC-4294	Photocopiers, Printers/Stationery Supplies Area	150	1	150	
BC-4295	Case Files/Fingerprint Archive Files	280	1	280	
BC-4296	Library	105	1	105	
BC-4297	Digital Processing/Chart and Photo Prep Work Room	225	1	225	
BC-4298	Digital Photographic Mini Lab Room/Film Processing	300	1	300	
BC-4299	Storage Rooms	70	2	140	
	Subtotal			3,980	3,980
	<u>Technological Crimes Section (Tech Crimes)</u>				
BC-42100	Tech Crimes Section Supervisor	120	1	120	
BC-42101	Files and Supplies	60	1	60	
BC-42102	Exhibit Drop Off Area	156	1	156	
BC-42103	Tech Crimes Exhibits	144	1	144	
BC-42104	Tech Crimes Analyst Offices	110	12	1,320	
BC-42105	Tech Crimes Breakdown Room/Area	288	1	288	
BC-42106	Tech Crimes RF (Radio Frequency) Shielded Room	100	1	100	
BC-42107	Tech Crimes Equipment and Supply Storage	144	1	144	
BC-42108	Tech Crimes Server Room	120	1	120	
BC-42109	ICE Computer Lab Technicians	220	1	220	
BC-42110	ICE Server Room	200	1	200	
BC-42111	Tech Crimes Coats /Gun Lockers	30	1	30	
	Subtotal			2,902	2,902
	<u>Forensic Identification Laboratory Components</u>				
BC-42112	Biological Drying Rooms, General (1,440 +42)	1,482	1	1,482	
BC-42113	Biological Drying Rooms, Sex Crimes	1,120	1	1,120	
BC-42114	Biological Case Rooms	200	2	400	
BC-42115	Gun Lab	200	1	200	
BC-42116	Biological-Chemical Laboratory	540	1	540	
BC-42117	Chemical Laboratory	400	1	400	
BC-42118	Volatile Product Storage	50	1	50	
BC-42119	Comparison Workstations	168	1	168	
BC-42120	Non-Biological Case Rooms	216	2	432	
BC-42121	CL3 Mechanical/Filter Room	120	1	120	
BC-42122	Laboratory Supplies	120	1	120	
BC-42123	Laboratory Equipment Storage/Battery Charging	96	1	96	
BC-42124	CBRN Equipment/Supplies Storage	120	1	120	
BC-42125	Laboratory Laundry	100	1	100	
BC-42126	Lab Refrigerator and Lab Freezer	85	1	85	
BC-42127	Washroom within Lab Area	85	1	85	
BC-42128	Shower within Lab Area	144	1	144	
BC-42129	Evidence Storage	600	1	600	
BC-42130	Cubbies – Ident Kits	100	1	100	
BC-42131	Vehicle Examination Bays (2 @ 800, 1@ 1,500)	3,100	1	3,100	
BC-42132	Equipment Decontamination Room	150	1	150	
	Subtotal			9,612	9,612
	<b>Total Division 42</b>				<b>33,858</b>

Building Component	Description	Area	No.	Extended	Total
	<b>Division 50</b>				
	Community Support Services				
	<u>Administration</u>				
BC-5001	Inspector	160	1	160	
BC-5002	Clerk	110	1	110	
BC-5003	Files and Supplies	85	1	85	
BC-5004	Print/Copy/Fax	200	1	200	
BC-5005	Coffee Stand	200	1	200	
	Subtotal			755	755
	<u>Central Traffic Unit (CTU)</u>				
BC-5006	Staff Sergeant	140	1	140	
BC-5007	Sergeant (Administration)	120	1	120	
BC-5008	Patrol Sergeants (Readers)	144	1	144	
BC-5009	Senior Clerk	70	1	70	
BC-5010	Clerks	70	13	910	
BC-5011	Files and Supplies	150	1	150	
BC-5012	Traffic Ticket Drop Box	25	1	25	
BC-5013	Print/Copy/Fax	150	1	150	
	Subtotal			1,709	1,709
	<u>CTU - Traffic Collision Section</u>				
BC-5014	Patrol Sergeants (Readers)	144	1	144	
BC-5015	Constables/Typing Stations	70	10	700	
BC-5016	Investigators	190	1	190	
BC-5017	Storage	100	1	100	
BC-5018	Radio Storage/Battery Charging	25	1	25	
BC-5019	Cubbies	96	1	96	
BC-5020	Gun Lockers	40	1	40	
BC-5021	Patrol Sergeant (Operations)	150	1	150	
	Subtotal			1,445	1,445
	<u>Community Relations Unit (CRU)</u>				
	<u>CRU – Administration Section</u>				
BC-5022	Clerks	150	1	150	
BC-5023	Files	90	1	90	
BC-5024	Print/Copy Fax	150	1	150	
BC-5025	Presentation Prep Area	200	1	200	
BC-5026	Staff Sergeant	140	1	140	
BC-5027	Sergeant	120	1	120	
	Subtotal			850	850
	<u>CRU - Crime Prevention Section</u>				
BC-5028	Patrol Sergeant	110	1	110	
BC-5029	Constables	70	1	210	
BC-5030	Clerk	70	2	140	
BC-5031	Files	30	1	30	
BC-5032	Storage	80	1	80	
	Subtotal			570	570
	<u>CRU - Mounted Patrol Section</u>				
BC-5033	Constables	70	2	140	
BC-5034	Files	30	1	30	
	Subtotal			170	170
	<u>CRU – Diversity Relations Section</u>				
BC-5035	Patrol Sergeant	110	1	110	
BC-5036	Constables	70	3	210	
BC-5037	Files	30	1	30	
	Subtotal			350	350
	<u>CRU - School Education Section</u>				
BC-5038	Patrol Sergeant	110	1	110	



BC-5039	Investigators	70	6	420	
BC-5040	Tote Storage	110	1	110	
BC-5041	Files	65	1	65	
BC-5042	Presentation Computer Room	150	1	150	
BC-5043	Gifts and Presentation Supplies	120	1	120	
	Subtotal			975	975
	<u>CRU – Victim Services Section</u>				
BC-5044	Constables	70	1	70	
BC-5045	Clerk	70	1	70	
BC-5046	Coordinators	120	2	240	
BC-5047	Social Worker	110	1	110	
BC-5048	Volunteer Workstations	45	8	360	
BC-5049	Volunteer Storage	160	1	160	
BC-5050	Briefing/Training/Lunchroom	520	1	520	
	Subtotal			1,530	1,530
	<u>Street Crimes Unit</u>				
BC-5051	Staff Sergeant	140	1	140	
BC-5052	Sergeant	120	1	120	
BC-5053	Taser/Cell Phone/Battery Charging	40	1	40	
BC-5054	Constables/Typing Room	70	18	1,260	
BC-5055	Files and Supplies	100	1	100	
BC-5056	Print/Copy/Fax	150	1	150	
BC-5057	Scanning Station	70	1	70	
BC-5058	DVD Station	70	1	70	
BC-5059	Project Room	120	1	120	
BC-5060	Gun Lockers	75	1	75	
BC-5061	Raid/Takedown Gear	60	1	60	
BC-5062	Cubbies	115	1	155	
	Subtotal			2,360	2,360
	<u>Tactical Support Unit</u>				
BC-5063	Sergeant Coordinator	120	1	120	
BC-5064	Sergeants	160	1	160	
BC-5065	Patrol Sergeants	160	1	160	
BC-5066	Constables	50	14	700	
BC-5067	Personal Work Drawers	65	1	65	
BC-5068	Computer Workstations	50	4	200	
BC-5069	Print/Copy/Fax	120	1	120	
BC-5070	Files and Library	100	1	100	
BC-5071	Parade	400	1	400	
BC-5072	General Storage	150	1	150	
BC-5073	Gear Bins	200	1	200	
BC-5074	Tactical Gear	750	1	750	
BC-5075	Gun Lockers	75	1	75	
BC-5076	Gun Cleaning	200	1	200	
BC-5077	Secure Storage	150	1	150	
BC-5078	Personal Lockers	300	1	300	
BC-5079	Coffee Stand	140	1	140	
	Subtotal			3,990	3,990
	<u>Special Operations Unit</u>				
BC-5080	Clerk	70	1	70	
BC-5081	Clandestine Lab Unit	110	1	110	
BC-5082	Crowd Management	660	1	660	
BC-5083	Ground Search and Rescue Unit	140	1	140	
BC-5084	Protective Services Unit	140	1	140	
BC-5085	Crisis Negotiators	110	2	220	
BC-5086	Crisis Negotiations Storage	75	1	75	
	Subtotal			1,415	1,415
	<u>Cadet Program</u>				
BC-5087	Program Administrator	110	1	110	

BC-5088	Administrative Clerk	70	1	70	
BC-5089	Files and Stationery	45	1	45	
BC-5090	Patrol Sergeants	80	1	80	
BC-5091	Radios	50	1	50	
BC-5092	Briefing Room	550	1	550	
BC-5093	Cubbies	125	1	125	
	Subtotal			1,030	1,030
	<b>Total Division 50</b>				<b>17,149</b>

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Building Component	Description	Area	No.	Extended	Total
	<b>Executive Division</b>				
	<u>Office of the Chief</u>				
BC-E01	Chief of Police	400	1	400	
BC-E02	Executive Washroom	100	1	100	
BC-E03	Administrative Assistant (Clerk)	90	1	90	
BC-E04	Executive Files	60	1	60	
BC-E05	Executive Waiting	110	1	110	
BC-E06	Executive Assistant (Inspector)	160	1	160	
BC-E07	Analyst	120	1	120	
BC-E08	Deputy Chiefs	250	2	500	
BC-E09	Superintendents	200	4	800	
BC-E10	Special Projects Office	200	1	200	
	Subtotal			2,540	2,540
	<u>Executive Support Section</u>				
BC-E11	Reception Area	200	1	200	
BC-E12	Receptionist	70	1	70	
BC-E13	Secretaries	110	3	330	
BC-E14	Special Projects Secretary	110	2	220	
BC-E15	Executive Work Area	800	1	800	
BC-E16	Executive Boardroom	525	1	525	
	Subtotal			2,145	2,145
	<u>Legal Council Unit</u>				
BC-E17	Legal Advisor	160	1	160	
BC-E18	Assistant Legal Advisor	140	1	140	
BC-E19	Clerks	70	2	140	
BC-E20	Waiting Area	125	1	125	
BC-E21	Analyst	110	1	110	
BC-E22	Filing and Storage	750	1	750	
BC-E23	Library	120	1	120	
BC-E24	Print/Copy/Fax	120	1	120	
BC-E25	Storage	100	1	100	
BC-E26	Coffee Stand	75	1	75	
BC-E27	Boardroom	275	1	275	
	Subtotal			1,565	1,565
	<u>Professional Standards Unit</u>				
BC-E28	Inspector	160	1	160	
BC-E29	Staff Sergeant	140	1	140	
BC-E30	Sergeant	225	1	225	
BC-E31	Unit/LEERA Clerk	80	1	80	
BC-E32	Detective Sergeants	180	4	720	
BC-E33	Waiting	250	1	250	
BC-E34	Reception Clerk	110	1	110	
BC-E35	Files	100	1	100	
BC-E36	Print/Copy/Fax	150	1	150	
BC-E37	Gun Lockers and Coots	80	1	80	
BC-E38	Interview Room	160	1	160	
BC-E39	Security Risk Interview Room	160	2	320	
BC-E40	Lunch/Meeting	350	1	350	
BC-E41	Evidence	85	1	85	
BC-E42	Video Monitoring	100	1	100	
BC-E43	Audio Annotating	100	1	100	
BC-E44	Archived Storage	250	1	250	
BC-E45	Storage	100	1	100	
BC-E46	Washroom, Showers, Lockers, Men	300	1	300	
BC-E47	Washroom, Showers, Lockers, Women	240	1	240	

BC-E48	Secure Washroom	40	1	40	
	Subtotal			4,060	4,060
	<u>Behavioural Health Unit</u>				
BC-E49	Staff Psychologist	175	1	175	
BC-E50	Private Waiting Area	85	1	85	
BC-E51	Clerk	65	1	65	
BC-E52	General Waiting	150	1	150	
BC-E53	Testing Stations	270	1	270	
BC-E54	Wellness Officer	140	1	140	
BC-E55	Meeting Room	250	1	250	
BC-E56	Print/Copy/Fax	150	1	150	
BC-E57	Files and Supplies	65	1	65	
BC-E58	Storage Room	90	1	90	
BC-E59	Coats	50	1	50	
BC-E60	Coffee Stand	125	1	125	
	Subtotal			1,615	1,615
	<u>Public Relations Unit</u>				
BC-E61	Media Room	580	1	580	
BC-E62	Media Room, Reference Office	75	1	75	
BC-E63	Media Room, Storage	100	1	100	
BC-E64	Ante Room/Milling	500	1	500	
BC-E65	Public Relations Library	50	1	50	
BC-E66	Waiting	144	1	144	
BC-E67	Public Information Assistant	110	1	110	
BC-E68	Public information Officers	70	4	280	
BC-E69	Files, Stationery and Tape Library	110	1	110	
BC-E70	Print/Copy/Fax	150	1	150	
BC-E71	Storage	100	1	100	
BC-E72	Gun Lockers and Coats	80	1	80	
	Subtotal			2,279	2,279
	<b>Total Executive</b>				<b>14,204</b>

Building Component	Description	Area	No.	Extended	Total
	<u>General Areas and Requirements</u>				
BC-GA01	Cubbies	1,440	1	1,440	
BC-GA02	Seasonal Clothing	640	1	640	
BC-GA03	Exhibit Receipt Area	1,720	1	1,720	
BC-GA04	Gun Hub	600	1	600	
BC-GA05	Quiet Rooms	225	7	1,575	
BC-GA06	Infirmary	90	1	90	
BC-GA07	Lunchrooms	625	10	6,250	
BC-GA08	Recruits' Lunchroom	700	1	700	
BC-GA09	Coffee Stands	55	10	550	
BC-GA10	Meeting Rooms (2,850 +1,200)	4,050	1	4,050	
BC-GA11	Briefing/Parade Rooms	580	8	4,640	
BC-GA12	Project Rooms	300	11	3,300	
BC-GA13	Main Floor Interview Rooms (various)	705	1	705	
BC-GA14	Archived Storage	2,048	1	2,048	
BC-GA15	Departmental Archival Storage	3,100	1	3,100	
BC-GA16	Centralized Employee Washrooms (Men)			-	
BC-GA17	Centralized Employee Washrooms (Women)			-	
BC-GA18	Lockers			-	
BC-GA19	Showers (20 male, 12 female)	60	32	1,200	
BC-GA20	Search Area			-	
BC-GA21(a)	Officer Decontamination	125	1	125	
BC-GA21(b)	Equipment Decontamination Station	40	1	40	
BC-GA21(c)	Emergency Eyewash Stations	16	15	240	
BC-GA22	Electrical and Phones	120	10	1,200	
BC-GA23	Computer Server Closets	200	9	1,800	
BC-GA24	Janitor Closets	50	8	400	
BC-GA25	Mechanical	4,000	1	4,000	
BC-GA26	Electrical	2,000	1	2,000	
BC-GA27	Other Access/Egress Points	-	-	-	
	<u>Garage</u>				
BC-GA28	Parking			-	
BC-GA29	Carwash	2,000	1	2,000	
BC-GA30	Cruiser Service Counter	400	1	400	
BC-GA31	Centralized Equipment Allocation Area	350	1	350	
BC-GA32	Cruiser Car Parking (for 200)			-	
BC-GA33	Hazardous Materials Storage	64	1	64	
	Unconfirmed Subtotal			45,227	45,227
	<b>Unconfirmed Total General Areas</b>				<b>45,227</b>

## Total Areas

Building Component	Description	Area	No.	Extended	Total
	Main Floor				21,287
	Division 11				8,110
	Division 30				73,565
	Division 31				21,914
	Division 32				81,684
	Division 34				6,200
	Division 35				10,603
	Division 36				4,892
	Division 37				9,005
	Division 40				12,285
	Division 41				7,580
	Division 42				33,858
	Division 50				17,149
	Executive				14,204
	General Areas				45,227
					=====
	Subtotal				367,563
	Averaged circulation (guess) 35%				128,647
	<b>October 28, 2010 (estimated) Total</b>				<b>496,210</b>

**Errors and Omissions**

Item No.	Date	Description	
1	Nov.2, 2010	<b>Executive Change Area</b>	690 sq.ft.
<u>Description:</u> executive washroom, shower and change space. It is envisioned that there will be 7 change compartments, 2 washrooms and 2 showering compartments provided for the Executive only. As the gender complement cannot be determined, the entire space is unisex. The change compartments will have 8' high dividers but may be open at the top.			
<u>Adjacencies:</u> within the Executive Areas.			
<u>Amenities:</u> Change compartments (approx. 6'x6'): each will include: double wide executive finish, locker, lockable vanity drawer, vanity mirror, chair or bench. Electrical for small appliances such as hair dryers and shavers.			
Washroom: executive finishes for standard accessible washrooms including all accessories. Fan will be connected to the light. Automatic air fresheners.			
Showering compartments: each will be a two segmented compartment including showering and drying. The showering segment will include built-in shampoo shelf and bench. Drying segment will have built-in bench, overhead shelf and multiple clothes hooks. Ample drainage and ventilation.			
The entire space will have ample ventilation. Flooring will consider humidity as well as the traffic may be with exterior footwear and bare feet; drainage and comfort; open rubber matting is suggested for the corridor portions.			
<u>Accessories:</u> chairs in the change compartments and full length mirrors at each end of the corridors.			
2	Nov. 10, 2010	Winnipeg Remand Centre Employee workstation.	70 sq.ft.
<u>Description:</u> workstation.			
<u>Adjacencies:</u> adjacent to the Booking/Bail Hearing Room and the APU Constables.			
<u>Amenities:</u> electrical, phone and data.			
<u>Accessories:</u> "L" shaped station with worksurfaces to form desk and run-off, box, box, file pedestal and file, file pedestal, overhead storage, task lights, tackboards, keyboard arm and tray, monitor arm, 24 hour ergonomic task chair, two drawer lateral file, coat hooks.			