

**SAN MATEO COUNTY,
CALIFORNIA**



FINAL REPORT

**Pre-architectural Program
Replacement Jail**

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**In Association with
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This report was developed for San Mateo County, CA. for their use in the planning process for a Replacement Jail. All decisions in this document were a result of a series of planning meetings with the members of the Jail Planning Unit, other members of the jail planning team assembled by the Sheriff's Office and Sheriff's Office administration.

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EXECUTIVE SUMMARY

Replacement Jail Pre-architectural Program

The Pre-architectural Program details the secure housing units for males and females and corresponding program areas located either centralized or on the units or on the housing clusters for the Replacement Jail. 680 secure beds are planned, plus 88 non-secure Transitional/Work Furlough beds for a total of 768 beds. The Program also includes other functional areas that will be needed in the new jail including Processing/Transport Area, Medical/Mental Health Clinic, Public Lobby/Video Visitation, Facility Administration, Staff Support, Master Control, Support Services and Food Service.

The Replacement Jail functional and architectural program is based on the operational philosophy of the San Mateo County Sheriff's Office. It is meant to serve as a road map for the design of the facility.

Number of Replacement Jail Beds:

Summary:

Gender	Secure	Non-secure	Total
Male	512	64	576
Female	168	24	192
TOTAL BEDS	680	88	768

Male:

Classification	Number of Units	Type of Beds	Total Number of Beds
General Population	1	32/double cells	64
General Population	7	8/8bed MOCs/64 beds per unit	448
Sub-total Secure Housing			512
Transition/Work Furlough	2	32 bed Dormitory	64
TOTAL MALE BEDS			576

Female:

Classification	Number of Units	Type of Beds	Total Number of Beds
High Security Housing	1	8/ double cells	16
Special Housing	1	16/single cells	16
Disciplinary Housing	1	8/single	8
General Population	2	8/8bed MOCs/64 beds per unit	128
Sub-total Secure Housing			168
Transition/Work Furlough		Open Dorm	24
TOTAL FEMALE BEDS			192
Female Intake Beds at MCF (OH-U)			29

Bed Types:

Classification	# of Multiple Occupancy Beds	# Single Cells	# of Double Cells	# of Dormitory Beds (WF beds)	TOTAL
Male	448	0	64	64	576
Female	128	24	16	24	192
TOTAL	576	24	80	88	768
% of Total	75%	3%	10%	12%	100%

Future Expansion:

Phase II Expansion is an internal expansion of 64 beds, increasing the total capacity to 832. Phase III Expansion would be an new tower adjacent to the New Replacement Jail.

Replacement Jail Square Footage Summary:

Net Square Footage: 154,883

Gross Square Footage: 254,740

This represents 331 square feet per inmate for the initial build-out inmate capacity of 768.

Preliminary Staffing Projections:

At Full Capacity (768 beds):

Preliminary Replacement Jail staffing estimate: 145 staff including facility administration, Deputies/Corrections Officers and civilian positions. 75 existing positions can be applied based on the closing of the Women's Correctional Center and the overcrowding reduction at the Maguire Correctional Facility. Net number of new staff is 70.

Preliminary Operational Cost Projections:

At Full Capacity (768 beds):

Staffing costs per year (2010 Dollars): \$32,444,862, (145 positions with relief covered by overtime budget)

BACKGROUND

San Mateo County, in January, 2009, retained Dennis Liebert of Liebert & Associates (L&A) in association with Roger Lichtman of The Lichtman Associates to assist the County in the development of a Functional Program for a new Replacement Jail.

The Functional Program was developed through a series of meetings with the San Mateo County Sheriff's Office Jail Planning Unit, many other representatives of the Sheriff's Office, representatives of other County agencies that provide services to the jail and the consulting team of Dennis Liebert and Roger Lichtman. A starting point for the development of the Functional Program was the review of an earlier report entitled San Mateo County, CA Detention Facilities Needs Assessment and Master Plan, written by DMJM Design/AECOM, in association with Husky & Associates in February, 2008. That report developed the projections for future inmate bed needs, as well as overviewed and evaluated the current detention system and recommended the types of beds that needed to be built. The report included a space list based on their recommendations. Sites for the possible location of the jail were also evaluated.

The Functional Program developed in this document is the culmination of a year of work with the various groups that were involved in the planning process. The Functional Program morphed into a complete Pre-architectural Program. The Program includes the operational scenarios for each functional area as well as an adjacency diagram for each function and a space needs table. Concept designs were developed, based on the Pre-architectural Program. Two site master plan options and two building elevations were also developed.

During the time that this report was being developed, the consultant team along with the Jail Planning Unit met with the Jail Planning Advisory Committee (JPAC), appointed by the Board of County Supervisors and the Sheriff, to develop the site criteria to select a site for the Replacement Jail. Potential sites were identified by the County and sites were solicited from the public. The sites were all visited by the consultant team and evaluated based on the established criteria. A series of Community Outreach Meetings were held to discuss the need for the jail and the possible sites. Seven sites were selected for future evaluation. The County's Motor Pool site, in downtown Redwood City, was then selected as the best available site. That site is currently undergoing further evaluation. The site Master Plan options in this report reflect the Motor Pool site. The goal is to be able to connect the Replacement Jail with the Hall of Justice and the Maguire Correctional Facility [REDACTED]

Currently the County operates 688 beds at the Maguire Correctional Facility (MCF), 84 beds at the Women's Correctional Center, 46 beds at the Minimum Security Transition Facility and 16 beds at the Male Weekender Facility for a total of 834 beds. Currently the total average daily population is running between 1100 and 1200 inmates.

Once new beds come online, the plan is to reduce the inmate population at the MCF back to the design capacity of 656 by reducing the current overcrowding. Also, 146 beds will

be lost with the closing of the Women's Correctional Center, the Minimum Security Transition Facility and the Male Weekender Facility. Therefore, after the completion of the Replacement Jail, San Mateo County will have approximately 1,424 beds.

The Pre-architectural Program details the secure housing units for males and females and corresponding program areas located either centralized or on the units or on the housing clusters for the Replacement Jail. 680 secure beds are planned, plus 88 non-secure Transitional/Work Furlough beds for a total of 768 beds. The Program also includes other functional areas that will be needed in the new jail including Processing/Transport Area, Medical/Mental Health Clinic, Public Lobby/Video Visitation, Facility Administration, Staff Support, Master Control, Support Services and Food Service.

An evaluation of the current kitchen and food service operation was conducted by the Marshall Associates, Inc. Their report is included in this document.

The Jail Planning Unit developed the staffing coverage for the Replacement Facility and the Sheriff's Administration and Finance Division developed the staffing costs associated with the new staffing requirements. One hundred and forty five (145) positions will be required to operate the Replacement Jail. However, 75 of those positions already exist in the Sheriff's Office and will be reassigned to the new Replacement Jail based on the reduction in overcrowding at the Maguire Correctional Facility and the closing of the Women's Correctional Center, the Minimum Security Transition Facility and the Male Weekender Facility.

REPLACEMENT JAIL FUNCTIONAL PROGRAM AREAS

Introduction

The functional program is divided into the following major operational functions:

- Processing/Transport Area
- Inmate General Population Housing
- Transitional/Work Furlough/Sheriff's Work Program
- Inmate Programs
- Medical/Mental Health Clinic
- Public Lobby/Video Visitation
- Facility Administration
- Staff Support
- Master Control
- Support Services
- Food Service

Each functional program:

- addresses the Programmatic Scope, or purpose;
- lists the Users;
- develops the Operational Scenarios for each function which outline the activities that will occur in that area;
- lists the Design Criteria that specifically describes the individual spaces;
- develops the Functional Relationships and Adjacencies of each area internally and its relationship to other areas of the facility; these are then presented diagrammatically;
- delineates the Space Needs, or square footage requirements, for each space within the functional area.

Explanation of the Square Footage Forms

Space Needs Form. Each area of the jail is grouped by function. Each space is assigned a number and a name. If more than one of the same areas exists, it is noted in the next column. If a space standard applies for a given area it is noted in the next column. The next three columns address the net square footage of the space, the grossing factor, and the gross square footage for that space. The last column is for any remarks about the area.

Net/Gross Factoring. The Space Needs Form, as part of the pre-architectural program, is developed to guide the architect in designing the facility. The Space Needs Form is based upon net assignable square footage for the various functional areas. The net square footage is converted to gross square footage for cost estimating and design purposes. The gross factors used are a measure of the building's efficiency. Certain areas, by design, are more efficient than others. The grossing factor takes into account the need for circulation within each functional area, wall thicknesses, stairs, shafts, etc. Circulation, such as

corridors, between functional areas, and mechanical spaces are accounted for by adding a circulation mechanical factor onto the total gross square footage of the building. These are calculated on the Square Footage Summary Sheet. The grossing factors used in this project are based on similar past projects.

FUNCTION: PROCESSING/COURT HOLDING/TRANSPORT HOLDING AREA

PROGRAMMATIC SCOPE: The processing/court holding/transport holding area will be used for the transfer of inmates to and from the Maguire Correctional Facility (MCF), movements to court and transports to medical appointments and any other movement in and out of the Replacement Jail (RJ).

[REDACTED]

Because this Pre-architectural Program, as written, is based on the Replacement Jail being located on the motor pool or adjacent site in downtown Redwood City, it is assumed that the MCF and the new Replacement Jail will be able to be connected via a bridge or tunnel or some other means. [REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

[REDACTED] These cells will be used for temporary staging of inmates coming in or going out of the facility. The ground floor will also consist of an officer workstation for processing of paperwork and a staff bathroom. [REDACTED]

- [REDACTED]
 - a variety of cells
 - an open waiting area and
 - a changing room (see the design criteria section for further details).

USERS:

- inmates transferred from MCF
- work furlough inmates being released (to be determined)

- inmates being transported
- transportation deputies
- deputies/correctional officers

OPERATIONAL SCENARIO: A variety of functions will occur in this area.

PROCESSING OF TRANSFERS FROM MCF

- [REDACTED]
- [REDACTED]
- Inmates will be interviewed by the classification officer and assigned to a housing unit.
- [REDACTED]
- [REDACTED]

COURT HOLDING

- Inmates, housed in the Replacement Jail, that need to make a court appearance in the Redwood City Courthouse. [REDACTED]
- This area could also be used by inmates coming to court for the MCF.
- The reverse process will occur upon the inmate's return.

TRANSPORTS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

DESIGN CRITERIA: The processing/court holding/transport area will be open 24 hours a day, 7 days a week. The area will be staffed, as needed, by Deputies. The area will be handicap accessible.

The following items should be included in each of the areas listed below:

GROUND FLOOR TRANSPORTATION AREA:

VEHICLE SALLYPORT

- Drive-through, bus lane, bi-folding doors
- 4 parking spaces for cars or vans
- [REDACTED]
- intercom on a pole at the entrance
- 6 gun lockers
- a work counter, phone and electrical outlets
- a metal cabinet for cleaning supplies
- a hose bib and high pressure washer
- a floor drain
- an eyewash station

TRANSPORT AREA

- secure door between the transport area and the vehicle sallyport
- a search mat on the wall
- 2 officer work stations with a work counter, computers, inmate on opposite side, inmate seated on a fixed metal stool, officer stands, 30 " wide counter on officer side, 12" counter on inmate side, storage for forms
- a staff bathroom
- a janitor's closet with a mop sink, shelving, floor drain
- a chain storage closet off the transport corridor with shelving and hooks on the walls
- elevator to processing/court holding area on the fourth floor
- Transport Cells:

Types of Areas	# of Units	Capacity of Units	Total Capacity	Comments
Temporary Group Holding Cell	1	16	16	Concrete bench seating, good visibility from work counter, glass walls, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for phones, handicap accessible
Temporary Group Holding Cell	1	8	8	Concrete bench seating, good visibility from work counter, glass walls, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for phones, handicap accessible
Temporary Single Holding Cells	2	1	2	Concrete bench seating, good visibility from work counter, glass walls, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for phones, handicap accessible
TOTAL			26	

FOURTH FLOOR PROCESSING/COURT HOLDING AREA:

- a staff, raised work counter with 3 stations and file storage behind counter, storage under counters
- an interview room with a table and 2 chairs, phone and data ports
- a classification office with two workstations and file storage space
- Inmate waiting area with fixed seating for 30 inmates, males and females separated by an aisle that can be changed based on need, 2 televisions, 2 water fountains, 2 banks of 3 telephones on the wall
- two bathrooms, one on each side of the open waiting area that are handicap accessible
- Processing/Court Holding Cells:

Types of Areas	# of Units	Capacity of Units	Total Capacity	Comments
Temporary Holding Cells	5	16	80	Concrete bench seating, good visibility from work counter, glass walls, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for phones, 1 handicap accessible
Temporary Holding Cells	3	2	6	Concrete bench seating, good visibility from work counter, glass walls, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for phones, 1 handicap accessible
TOTAL			86	

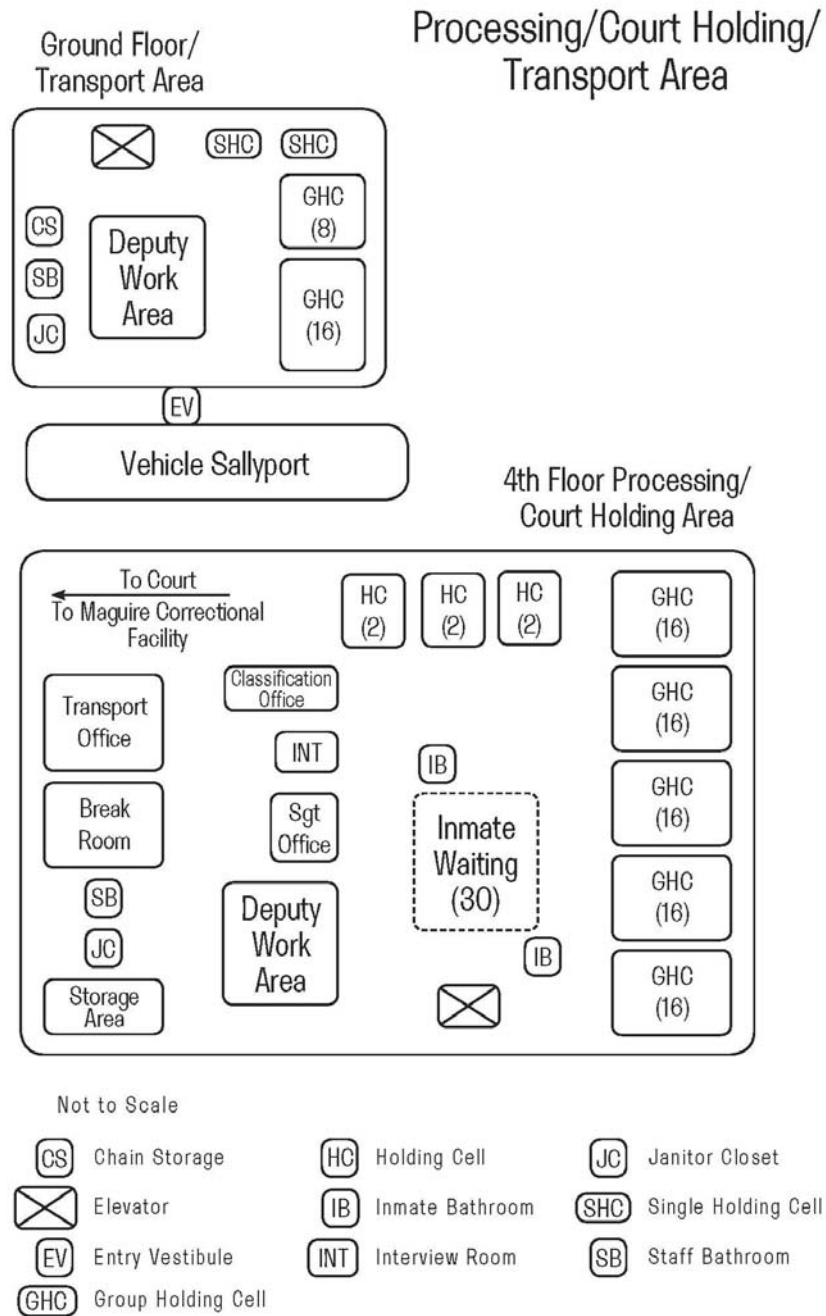
- a briefing/break room for staff with a counter, refrigerator, sink, microwave and coffee pot
- a staff bathroom, handicap accessible
- a janitor’s closet with a mop sink, shelving, floor drain
- a supply & equipment storage room with shelving, behind work counter
- a changing room with bench
- a Sergeant’s office with office furniture located adjacent to the work counter, glass wall in front
- a transport office with 4 workstations against the walls

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

[REDACTED]

[REDACTED]



PROCESSING/ COURT HOLDING/TRANSPORT AREA							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
1.00	PROCESSING/ COURT HOLDING/TRANSPORT AREA						
	Ground Floor Transportation Area						
1.01	Vehicle Sallyport	1		2,500	1.00	2,500	Drive-thru, covered, bus passage with 4 parking spaces for cars or vans, 6 gun lockers, counter, water bibs and drainage, Bi folding doors, storage cabinet, cameras, handicapped accessible
	Transport Area						
1.02	Entry Sallyport	1		60	1.40	84	
1.03	Deputy Work Area	1		200	1.40	280	2 work stations, inmate on opposite side, 30" wide counter on officer side with computers, 12" on inmate side, officer stands, inmate sits on a fixed stool, all stations wired for phone and data ports, storage for forms
1.04	Staff Bathroom	1		50	1.40	70	
1.05	Janitor's Closet	1		25	1.40	35	mop sink, shelving, drain
1.06	Chain Storage Closet	1		40	1.40	56	shelving, hooks
1.07	Temporary Group Transport Holding Cells	1		160	1.40	224	maximum capacity of 16 inmates, concrete bench seating, good visibility from work counter, a lot of glass in wall, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for telephones, handicap accessible
1.08	Temporary Group Transport Holding Cells	1		80	1.40	112	maximum capacity of 8 inmates, concrete bench seating, good visibility from work counter, a lot of glass in wall, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for telephones, handicap accessible
1.09	Temporary Single Transport Holding Cells	2	40	80	1.40	112	maximum capacity of 1 inmate in each, concrete bench seating, good visibility from work counter, a lot of glass in wall, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for telephones, handicap accessible

Compiled by Liebert Associates
Updated 11/23/2009

PROCESSING/ COURT HOLDING/TRANSPORT AREA							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
	Fourth Floor Processing/Court Holding Area						
1.10	Deputy Work Area	1		250	1.40	350	3 work stations, all wired for phone and data ports, storage for forms, printers
1.11	Interview Room	1		80	1.40	112	table and 2 chairs
1.12	Classification Office	1		150	1.40	210	2 workstations, file storage
1.13	Inmate Waiting Area	1		450	1.40	630	movable seating for 30 inmates, males and females separated by aisle that can be changed based on the number of seats needed per side, 2 TVs, sets of phones, 2 water fountains (1 on each side)
1.14	Inmate Bathrooms	2	48	96	1.40	134	adjacent to the inmate waiting area, 1 on each side, handicap accessible
1.15	Temporary Holding Cells (Processing & Court)	5	160	800	1.40	1,120	maximum capacity of 16 inmates, concrete bench seating, good visibility from work counter, a lot of glass in wall, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for telephones, handicap accessible
1.16	Temporary Holding Cells (Processing & Court)	3	60	180	1.40	252	maximum capacity of 2 inmates in each, concrete bench seating, good visibility from work counter, a lot of glass in wall, stainless steel toilet/sink/drinking fountain combo unit, privacy partition, intercom, manual doors, wired for telephones, 1 handicap accessible
1.17	Briefing/Break Room	1		150	1.40	210	sink, microwave, coffee pot
1.18	Staff Bathroom	1		50	1.40	70	behind work counter, handicap accessible
1.19	Janitor's Closet	1		25	1.40	35	mop sink, shelving, drain
1.20	Supply & Equipment Storage Room	1		60	1.40	84	behind work counter
1.21	Changing Room	1		60	1.40	84	bench
1.22	Sergeant's Office	1		120	1.40	168	adj. to work counter, glass wall in front, office furniture
1.23	Transportation Office	1		200	1.40	280	4 workstations along the walls
	TOTAL PROCESSING/COURT HOLDING/TRANSPORT AREA			5,866		7,212	

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Updated 11/23/2009

FUNCTION: INMATE GENERAL HOUSING

PROGRAMMATIC SCOPE: This section of the Program discusses the secure housing units for males and females and corresponding program areas on the units or on the housing clusters for the Replacement Jail. 680 secure beds are planned, plus 88 non-secure Transitional/Work Furlough beds for a total of 768 beds.

The Transition/Work Furlough beds will be discussed in a separate chapter of this report. This section of the Program only addresses the 680 secure beds.

Currently the County operates 688 beds at the Maguire Correctional Facility (MCF), 84 beds at the Women's Correctional Center, 46 beds at the Minimum Security Transition Facility and 16 beds at the Male Weekender Facility for a total of 834 beds. Currently the total average daily population is running between 1100 and 1200 inmates.

Once new beds come online, the plan is to reduce the inmate population at the MCF back to the design capacity of 656 by reducing the current overcrowding. 146 beds will be lost with the closing of the Women's Correctional Center, the Minimum Security Transition Facility and the Male Weekender Facility. Therefore, after the completion of the Replacement Jail, San Mateo County will have approximately 1,424 beds. This number is significantly below even the lowest projections of need for 2026.

A critical part of the planning effort is to ensure that the planned Replacement Jail can easily be expanded and that the site will be large enough to handle future expansion.

The new housing units will be designed in three housing clusters. One cluster for male inmates will consist of 4-64 bed direct supervision multiple occupancy cell (MOC) housing units (*title 24 refers to this type of housing as dormitory housing*). Another cluster for male inmates will consist of 3-64 bed direct supervision multiple occupancy cell (MOC) housing units and 1-64 bed direct supervision 32 double-cell unit a total of 512 secure male beds. The third cluster will consist of 2-64 bed direct supervision, multiple occupancy cell (MOC) female housing units, an 8 double cell high security female unit, a 16 single cell special needs female housing unit and an 8 single cell disciplinary female housing unit for a total of 168 secure female beds. All female inmates, other than those awaiting first appearance and in sheltered living, will be housed in the Replacement Jail. The total number of secure beds in the Replacement Jail is 680. This does not include the 64 bed male and 24 bed female Transition/Work Furlough beds.

It is the operational philosophy of the San Mateo County Sheriff's Office that inmate movement from the housing units should be held to a minimum. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Each housing unit will have an outdoor recreation area, a multipurpose room, a counseling room and video visitation booths.

USERS: The capacity of the facility, in the first phase, will be 768 inmates; 512 secure male beds, 168 secure female beds, 64 Transition/Work Furlough male beds and 24 Transition/Work Furlough female beds. Future phases will be planned to meet the long term bed space needs of San Mateo County. Inmates will be both pre-trial and sentenced. Correctional Officers and Deputies will supervise the housing pods and service providers, such as nurses and counselors, who come onto the units.

OPERATIONAL SCENARIO: The specific functions and activities associated with inmate housing units are not sequential in nature and therefore do not lend themselves to a flowchart or "scenario." However, it is important to identify the activities that take place in this area in order to plan operations and design features. The following is a list of functions and activities that can occur in the housing units:

Inmate Activities:

- sleeping
- attending to personal hygiene and grooming
- storing personal articles
- watching TV
- making telephone calls
- dining
- receiving and sending mail
- writing
- reading
- talking with other inmates and staff
- cleaning and maintaining area
- changing linens
- passive recreation
- being admitted to and released from the housing unit
- counseling
- various programs in the multipurpose room (adjacent)
- sick call screening
- outdoor recreation (adjacent)
- video visitation (adjacent)
- attorney, non-contact visitation (adjacent)
- commissary
- court movement

Staff Activities: (while in the housing unit, direct supervision)

- communicate with and supervise inmates
- inspect areas for cleanliness
- conduct inmate counts
- maintain files on each inmate
- exchange linen
- distribute mail
- supervise food service in unit
- observe and record inmate behavior
- make sure units have needed supplies
- prepare inmates for work assignments
- wake inmates
- control lights
- control TV
- control cell doors
- respond to intercom calls
- control electrical outlets
- control telephone
- resolve inmate disputes
- write up rule violations
- supervise movement
- supervise inmates in adjacent program spaces

- conduct unit searches
- release and admit inmates to unit
- supervise medication distribution
- write reports
- conduct emergency/fire drills
- control water flow/shut-off

Staff Activities: (while in female housing control station (indirect supervision))

- control doors to cells and dayrooms
- observe the housing units
- control movement in and out of dayrooms by staff and inmates
- control lights
- control TV
- control electrical outlets
- control telephone
- control water shut-off valves
- respond to intercom calls
- observe any adjacent activity areas such as the multipurpose room , outdoor recreation area, visitation and the counseling rooms
- pass needed paperwork, etc. to inmates and staff
- communicate and control movement of staff and inmates in corridors
- monitor emergency alarm systems

DESIGN CRITERIA: All of the housing units will be designed to provide maximum possible supervision and observation by the housing deputies. All of the 64 bed units for medium security inmates will be supervised utilizing the principles of direct supervision. An officer will be stationed in each housing unit. The female high security, female special needs and the female disciplinary units will be managed in an indirect supervision mode with a control station outside of the dayrooms and an officer circulating in the dayrooms. The control station should have good sight lines into all the dayrooms and activity areas. Materials selected in the medium housing units will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation.

All housing units should be designed utilizing exterior plumbing chases. This will provide for easy access for maintenance staff to service plumbing without needing a security escort and will also allow for natural light into the MOCs/cells.

Housing Cluster 1 consists of a total capacity of 256 beds. This housing cluster will consist of four housing units, each housing unit will consist of 64 multiple occupancy beds. Each 64 bed MOC housing unit will be divided into 8-8 bed multiple occupancy cells. Each housing unit will have its own dayroom, outdoor recreation area, multipurpose room, interview room, issue room, video visitation booths and non-contact attorney visitation booths. All of the units in these housing clusters will be supervised utilizing direct supervision.

Housing Cluster 2 consists of a total capacity of 256 beds. This housing cluster will consist of four housing units, three 64 multiple occupancy beds units and one 64 bed/32 double-cell unit. Each 64 bed MOC housing unit will be divided into 8-8 bed multiple occupancy cells. Each housing unit will have its own dayroom, outdoor recreation area, multipurpose room, interview room, issue room, video visitation booths and non-contact

attorney visitation booths. All of the units in these housing clusters will be supervised utilizing direct supervision.

Housing Cluster 3 (female housing) consists of a total capacity of 168 beds. This housing cluster will consist of 2 - 64 multiple occupancy cell housing units. Each 64 bed MOC housing unit will be divided into 8-8 bed multiple occupancy cells. Each housing unit will have its own dayroom, outdoor recreation area, multipurpose room, interview room, issue room, video visitation booths and non-contact attorney visitation booths. All of the units in these housing clusters will be supervised utilizing direct supervision.

Also on this cluster will be a separate housing control station in the main corridor to indirectly supervise female inmates that can not be housed in the medium security, direct supervision 64 bed MOC units. There will be three housing units in this section: One 8 double cell (16 beds) high security unit, one 16 single cell special needs unit and one 8 single cell disciplinary unit. Each unit will have a dayroom, a safety vestibule entry, and an issue room. Inmates in these three units will share an outdoor recreation area, a multipurpose room and non-contact visitation and two interview rooms.

Based on design, there should be an opportunity to shell-in a portion of the floor adjacent to housing cluster 3 for future internal expansion of an additional 64 bed housing unit (see adjacency diagram).

Breakdown of housing unit types:

Male:

Classification	Number of Units	Type of Beds	Total Number of Beds
General Population	1	32/double cells	64
General Population	7	8/8bed MOCs/64 beds per unit	448
Sub-total Secure Housing			512
Transition/Work Furlough	2	32 bed Dormitory	64
TOTAL MALE BEDS			576

Female:

Classification	Number of Units	Type of Beds	Total Number of Beds
High Security Housing	1	8/ double cells	16
Special Housing	1	16/single cells	16
Disciplinary Housing	1	8/single	8
General Population	2	8/8bed MOCs/64 beds per unit	128
Sub-total Secure Housing			168
Transition/Work Furlough		Open Dorm	24
TOTAL FEMALE BEDS			192
Female Intake Beds at MCF (OH-U)			29

Summary:

Gender	Secure	Non-secure	Total
Male	512	64	576
Female	168	24	192
TOTAL BEDS	680	88	768

Bed Types:

Classification	# of Multiple Occupancy Beds	# Single Cells	# of Double Cells	# of Dormitory Beds (WF beds)	TOTAL
Male	448	0	64	64	576
Female	128	24	16	24	192
TOTAL	576	24	80	88	768
% of Total	75%	3%	10%	12%	100%

Each housing unit will have a mezzanine level.

Each housing unit will have one handicapped-accessible bunk or cell.

Each dayroom will have:

- an entry (female high security, special needs and discipline units will have a security vestibule)
- the officer's station (slightly raised) (in the 64 bed direct supervision units only)
- counter for staging food service and dispensing drinks with sink, hot water dispenser, lockable storage underneath and electrical outlets in all units (except the female discipline unit)
- two television sets (hung from the mezzanine level), female high security, special needs and discipline units will have one T.V. or conduit for one T.V. in each
- four person tables with seats, enough to meet the capacity of the housing unit, moveable tables and chairs in the 64 bed direct supervision units and fixed, metal tables and chairs in the female high security, special needs; the female discipline unit will only have one fixed table
- showers (stainless steel)
 - 1 ADA accessible shower, and 5 regular shower in each 64 bed unit
 - 1 ADA accessible shower, and 1 regular shower in female high security, and female special needs;
 - 1 ADA accessible shower in the female discipline unit
- inmate telephones (6 in the 64 bed units (wire for 8), 2 in female high security and special needs and 1 in female discipline)
- skylights (if possible or other means of natural light)

- kiosks for visitation scheduling, commissary, etc.
- soft colors for stress reduction
- bulletin board
- a janitor's closet with a sink, shelving, drain
- two means of egress
- glazing to corridor
- acoustical panels for noise
- water/hose bib
- carpeted floors in the center of the 64 bed units with sealed concrete in the walkway in front of the cells (sealed concrete floors only in the female high security and the female discipline unit)
- video visitation booths (4 in the 64 bed units, 2 in female high security and special needs and 1 portable unit in female discipline unit)
- multipurpose room for educational and other group programs; each room will be equipped with movable furniture, carpeting, and a lockable cabinet for books, each multipurpose room in the 64 bed units will have a moveable wall in the middle to divide the room in half; the female mini cluster (high security, special needs and discipline) will share one multipurpose room, with no dividable wall
- storage closet with shelving will be located adjacent in the multipurpose rooms for storage of recreation equipment and program materials.
- outdoor recreation area for active recreational activity; each area will have an open air window at least 12 feet off the ground with security mesh or security mesh over an open roof, depending on the type of building; the wall between the outdoor recreation areas and the dayrooms will be glazed and provide good sightlines for the housing officers; the female mini- cluster (high security, special needs and discipline) will share one outdoor recreation area
- counseling/issue/med pass room will be provided adjacent to each dayroom, accessible from the housing corridor for each 64 bed unit and accessible from the security vestibule in female high security, special needs and discipline units; each room will have a counter and sink, a 5 inch pass-thru and a larger lockable pass-thru to the dayroom and a table with two chairs; this room will be used for the passage of medicine, laundry and commissary; may also be used by counselors and clergy to visit inmates.
- interview room with a table and two chairs, (the female mini cluster consisting of high security, special needs and discipline housing units) will share two interview rooms
- a staff bathroom

- a non-contact attorney visitation booth, with a lockable paper pass-thru, on the mezzanine level, (the female mini cluster consisting of high security, special needs and discipline housing units) will share two non-contact attorney visitation booths

Each single cell, double cell and multiple occupancy cell (MOC) will have:

- stainless steel toilets and two sinks in each 8 bed MOC
 - 1 stainless steel combo unit in the double cells and single cells
 - 1 ADA accessible toilet and sink in each 64 bed MOC unit, each double cell unit and the single cell units, all sinks will have a drinking fountain
- metal beds mounted to the wall in the single (1 bed) or double cells (2 beds), 4 metal bunk beds in each MOC, shelf underneath bottom bunk for two bins
- a desk and stool (single cells and double cells), metal counter with two fixed stools in each 8 bed MOC
- pressure ball hooks, one for each occupant
- a horizontal window
- a security grade mirror
- an intercom to the housing control station
- a metal door

Program and Support Spaces in the Cluster Core Areas (centrally located between each 4-64 bed housing unit clusters):

- a raised, open deputy workstation with views into the dayroom, counter with storage, data and phone ports
- one staff office (2 workstations in each, could be used by the housing Sgt. or other personnel as designated)
- one attorney contact visitation room with TV, DVD, electrical and data outlets, panic button and glazing toward the deputy station
- staff bathroom, ADA accessible
- two time out cells for the purpose of a short-term discipline of an inmate; cells will have a flushing ring toilet, one cell on the female cluster will be a safety cell, all cells will have cameras
- supply closet with shelving
- janitor's closet with a mop sink, shelving, drain
- classroom, carpeted, with moveable tables and chairs, lockable cabinets along one wall

- computer lab with counters along the walls, movable chairs, data and electrical outlets

Female Mini-cluster (high security, special needs and discipline) Program and Support Area:

- a raised, enclosed with glazing, housing control station with views into each housing unit and the program areas, counters with storage, data and phone ports, computer, phone, control panel for dayroom and cell doors, lights, electrical outlets, etc., intercom, air pac and fire extinguisher
- storage room with shelving
- janitor's closet with a mop sink, shelving, drain
- multipurpose room, carpeted, with moveable tables and chairs
- storage closet, adjacent to the multipurpose room, with shelving
- outdoor recreation area for active recreational activity will have an open air window at least 12 feet off the ground with security mesh or security mesh over an open roof, depending on the type of building
- two interview rooms with a table and two chairs
- two non-contact attorney visitation booths, on the mezzanine level

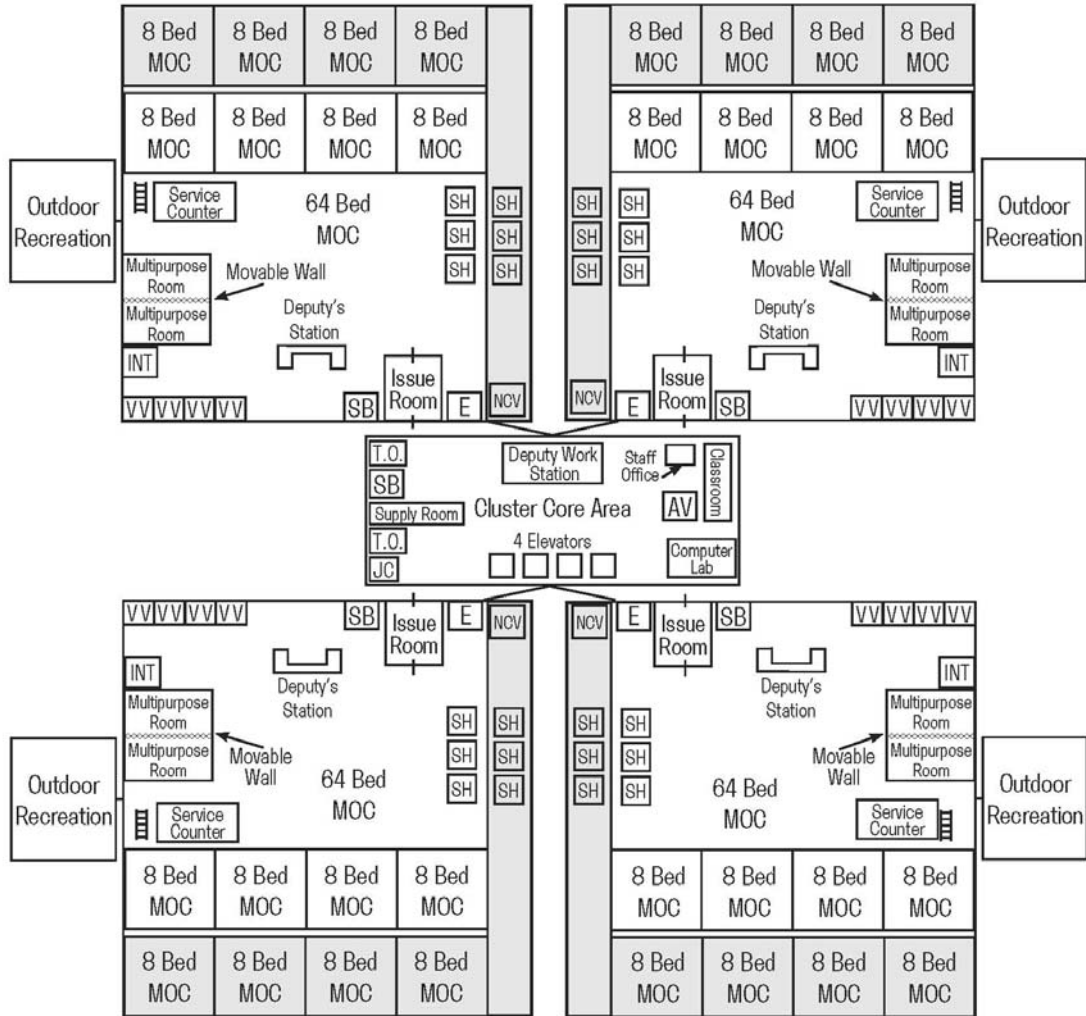
(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIPS/ADJACENCY

The major operational philosophy that affects the housing areas is that most inmate programs and services will be brought to either the individual housing units or core cluster areas, thereby limiting inmate movement. There should be good visibility for staff into all program spaces on the units and clusters.

All 64 bed housing units will be designed into to housing clusters of four units each.

Housing Cluster #1 (4 - 64 bed Multiple Occupancy Units)



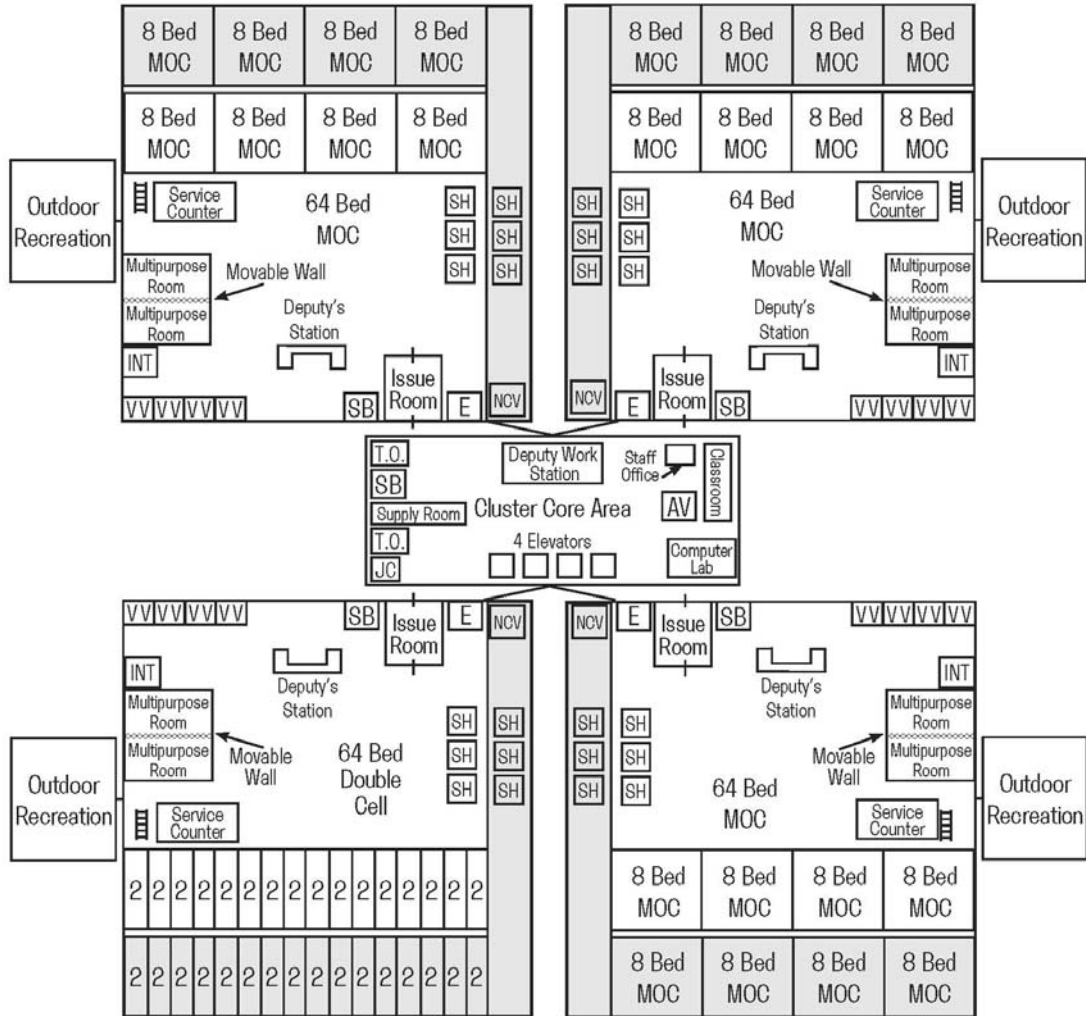
Not to Scale

Shaded Areas are on Mezzanine

- | | | |
|--|------------------------------------|----------------------------|
| AV Attorney Contact Visitation Room | MOC Multiple Occupancy Cell | SH Shower |
| E Entry | NCV Non-contact Visitation | T.O. Time Out Cell |
| INT Interview Room | SB Staff Bathroom | VV Video Visitation |
| JC Janitor's Closet | | |

Housing Cluster #2

(3 - 64 bed Multiple Occupancy Units)
(1 - 64 bed Double Cell Unit)

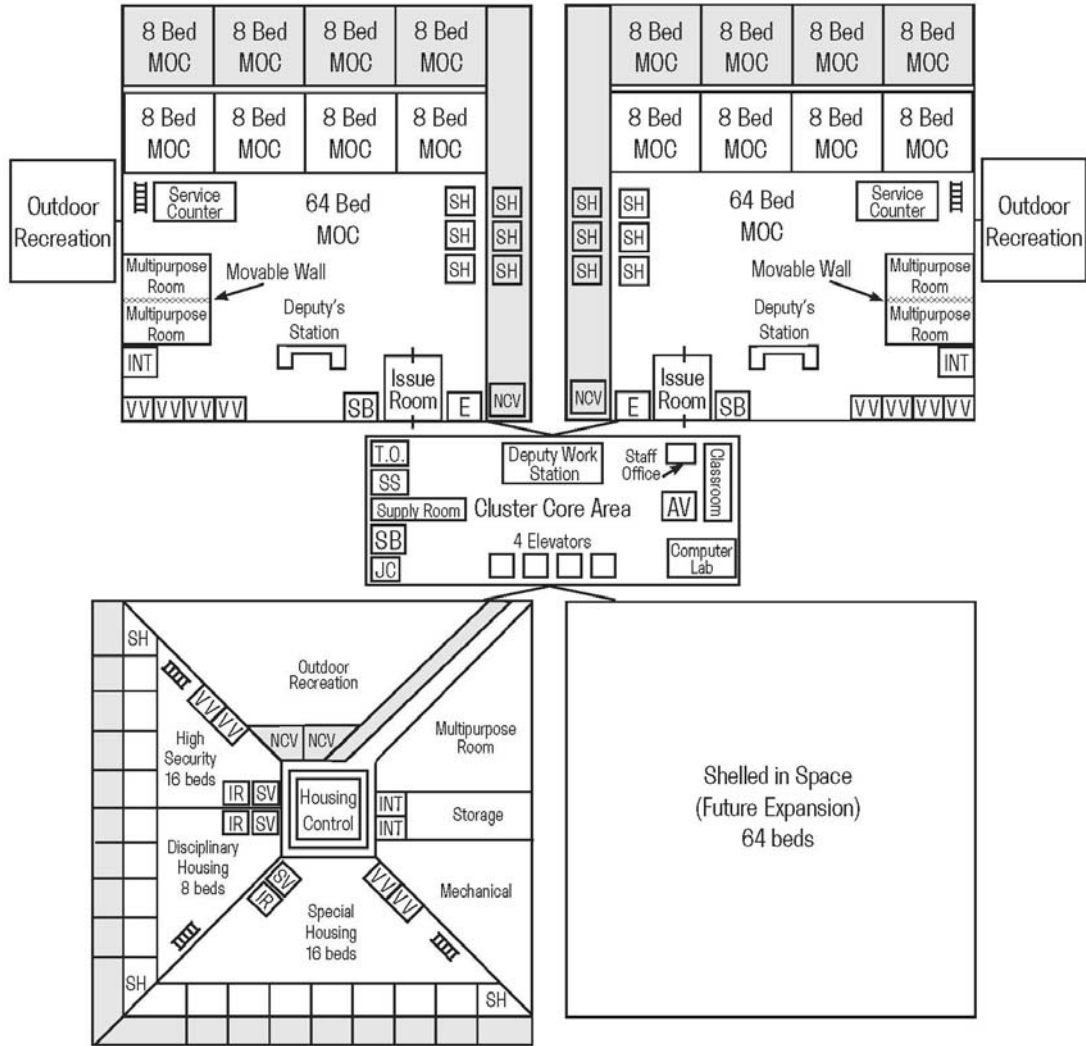


Not to Scale

Shaded Areas are on Mezzanine

- | | | |
|--|------------------------------------|----------------------------|
| AV Attorney Contact Visitation Room | MOC Multiple Occupancy Cell | SH Shower |
| E Entry | NCV Non-contact Visitation | T.O. Time Out Cell |
| INT Interview Room | SB Staff Bathroom | VV Video Visitation |
| JC Janitor's Closet | | |

Housing Cluster #3 (168 beds for Females)



Not to Scale

Shaded Areas are on Mezzanine

- | | | |
|--|------------------------------------|------------------------------|
| AV Attorney Contact Visitation Room | MOC Multiple Occupancy Cell | SS Safety Cell |
| E Entry | NCV Non-contact Visitation | SV Security Vestibule |
| INT Interview Room | SB Staff Bathroom | T.O. Time Out Cell |
| IR Issue Room | SH Shower | VV Video Visitation |
| JC Janitor's Closet | | |

HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.000	HOUSING						
	Cluster # 1- Male Population (Units 1 - 4) (256 beds)						
	Multiple Occupancy Cell Unit # 1-4 (64 beds each)						
2.001	8 Bed Multiple Occupancy Cells	8	320	2,560	1.40	3,584	8 bed cells, 8 cells per dayroom (4 cells on dayroom level and 4 on mezzanine level, each with stainless steel toilet and two sinks, drinking fountain as part of sink, 4 metal bunk beds, 2 shelves under each bunk bed for secure storage of a property bin, a metal counter and 2 stools, one pressure ball, per inmate, for hanging towels, intercom, a lot of glazing in wall to dayroom, swinging metal door, horizontal windows to the exterior
2.002	Dayroom	1	50	3,200	1.60	5,120	raised officer station, moveable tables and chairs, counter with a sink, hot water dispenser, electrical outlets and lockable storage underneath, 2 TVs, 6 telephones, bulletin board, tile and carpet in center and sealed concrete floors around cell doors, acoustic panels on walls, 4 video visitation booths, kiosk
2.003	Showers/Drying Area	6	30	180	1.30	234	adjacent to the dayroom, stainless steel, 3 per level, one ADA, shower curtain at shower, privacy screen at drying area, floor drain in the drying area
2.004	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
2.005	Multipurpose Room	1		600	1.40	840	adjacent to the dayroom, movable wall can divide room in half, view from housing control, carpeted, adj. storage room to each side
2.006	Storage Closet	2	30	60	1.30	78	adjacent to each side of the multipurpose room, shelving
2.007	Outdoor Recreation	1		1,000	1.00	1,000	adjacent to the dayroom, area should be able to be observed from housing control, 15 foot walls, open wall or roof with security mesh
2.008	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the housing corridor, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.009	Interview Room	1		70	1.40	98	adjacent to the dayroom, table and 2 chairs
2.010	Staff Bathroom	1		50	1.40	70	adjacent to the dayroom, behind Deputy station

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.011	Non-contact Visitation Room	1		100	1.40	140	on mezzanine level, adjacent to the elevator
	Sub-total 1 MOC Unit			7,925		11,309	
	Cluster Core Area for Housing Cluster 1						
2.012	Deputy Work Station	1		60	1.40	84	center of cluster corridor with views to each dayroom, raised counter, storage, phone and data outlet
2.013	Staff Bathroom	1		50	1.40	70	ADA accessible
2.014	Time-out Cells	2	60	120	1.40	168	floor flush toilet, camera
2.015	Supply Room	1		80	1.40	112	shelving
2.016	Janitor's Closet	1		25	1.40	35	mop sink, shelving, electrical outlet, drain
2.017	Classroom	1		750	1.40	1,050	movable tables and chairs
2.018	Computer Lab	1		500	1.40	700	counter work spaces mounted on walls, movable chairs, electrical outlets, data and phone ports
2.019	Staff Office	1		150	1.40	210	2 workstations
2.020	Attorney Contact Visitation Room	1		70	1.40	98	TV, DVD, electrical outlets, panic button, glazing in wall
2.021	4 Elevator Vestibules	4	40	160	1.40	224	1 elevator, for attorney visits, only opens on the mezzanine level, other elevators for inmate, staff and services
	Sub-total Cluster Core Area			1,965		2,751	
	4 Housing Units in Cluster 1			31,700		45,234	
	TOTAL Housing Cluster 1			33,665		47,985	
	Cluster # 2- Male Population (Units 5-8) (256 beds)						
	Multiple Occupancy Cell Unit # 5-7 (64 beds in each)						
2.022	8 Bed Multiple Occupancy Cells	8	320	2,560	1.40	3,584	8 bed cells, 8 cells per dayroom (4 cells on dayroom level and 4 on mezzanine level, each with stainless steel toilet and two sinks, drinking fountain as part of sink, 4 metal bunk beds, 2 shelves under each bunk bed for secure storage of a property bin, a metal counter and 2 stools, one pressure ball, per inmate, for hanging towels, intercom, a lot of glazing in wall to dayroom, swinging metal door, horizontal windows to the exterior

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.023	Dayroom	1	50	3,200	1.60	5,120	raised officer station, moveable tables and chairs, counter with a sink, hot water dispenser, electrical outlets and lockable storage underneath, 2 TVs, 6 telephones, bulletin board, tile and carpet in center and sealed concrete floors around cell doors, acoustic panels on walls, 4 video visitation booths, kiosk
2.024	Showers/Drying Area	6	30	180	1.30	234	adjacent to the dayroom, stainless steel, 3 per level, one ADA, shower curtain at shower, privacy screen at drying area, floor drain in the drying area
2.025	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
2.026	Multipurpose Room	1		600	1.40	840	adjacent to the dayroom, movable wall can divide room in half, view from housing control, carpeted, adj. storage room to each side
2.027	Storage Closet	2	30	60	1.30	78	adjacent to each side of the multipurpose room, shelving
2.028	Outdoor Recreation	1		1,000	1.00	1,000	adjacent to the dayroom, area should be able to be observed from housing control, 15 foot walls, open wall or roof with security mesh
2.029	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the housing corridor, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.030	Interview Room	1		70	1.40	98	adjacent to the dayroom, table and 2 chairs
2.031	Staff Bathroom	1		50	1.40	70	adjacent to the dayroom, behind Deputy station
2.032	Non-contact Visitation Room	1		100	1.40	140	on mezzanine level, adjacent to the elevator
	Sub-total 1 MOC Unit			7,925		11,309	

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.033	Double-Cell Unit # 8 (64 beds) Double Occupancy Cells	32	80	2,560	1.40	3,584	32 double cells, (16 cells on dayroom level and 16 on mezzanine level, each with stainless steel toilet and sink combo units, drinking fountain as part of sink, 1 metal bunk bed, 2 shelves under each bunk bed for secure storage of a property bin, a desk and stool, one pressure ball, per inmate, for hanging towels, intercom, a lot of glazing in wall to dayroom, swinging metal door, horizontal windows to the exterior
2.034	Dayroom	1	50	3,200	1.60	5,120	raised officer station, moveable tables and chairs, counter with a sink, hot water dispenser, electrical outlets and lockable storage underneath, 2 TVs, 6 telephones, bulletin board, tile and carpet in center and sealed concrete floors around cell doors, acoustic panels on walls, 4 video visitation booths, kiosk
2.035	Showers/Drying Area	6	30	180	1.30	234	adjacent to the dayroom, stainless steel, 3 per level, one ADA, shower curtain at shower, privacy screen at drying area, floor drain in the drying area
2.036	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
2.037	Multipurpose Room	1		600	1.40	840	adjacent to the dayroom, movable wall can divide room in half, view from housing control, carpeted, adj. storage room to each side
2.038	Storage Closet	2	30	60	1.30	78	adjacent to each side of the multipurpose
2.039	Outdoor Recreation	1		1,000	1.00	1,000	adjacent to the dayroom, area should be able to be observed from housing control, 15 foot walls, open wall or roof with security mesh
2.040	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the housing corridor, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.041	Interview Room	1		70	1.40	98	adjacent to the dayroom, table and 2 chairs
2.042	Staff Bathroom	1		50	1.40	70	adjacent to the dayroom, behind Deputy station
2.043	Non-contact Visitation Room	1		100	1.40	140	on mezzanine level, adjacent to the elevator

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
Cluster Core Area for Housing Cluster 2							
2.044	Deputy Work Station	1		60	1.40	84	center of cluster corridor with views to each dayroom, raised counter, storage, phone and data outlet
2.045	Staff Bathroom	1		50	1.40	70	ADA accessible
2.046	Time-out Cells	2	60	120	1.40	168	floor flush toilet, camera
2.047	Supply Room	1		80	1.40	112	shelving
2.048	Janitor's Closet	1		25	1.40	35	mop sink, shelving, electrical outlet, drain
2.049	Classroom	1		750	1.40	1,050	movable tables and chairs
2.050	Computer Lab	1		500	1.40	700	counter work spaces mounted on walls, movable chairs, electrical outlets, data and phone ports
2.051	Staff Office	1		150	1.40	210	two workstations
2.052	Attorney Contact Visitation Room	1		70	1.40	98	TV, DVD, electrical outlets, panic button, glazing in wall
2.053	4 Elevator Vestibules	4	40	160	1.40	224	1 elevator, for attorney visits, only opens on the mezzanine level. other elevators for inmate, staff and services
Sub-total Cluster Core Area				1,965		2,751	
4 Housing Units in Cluster 2				31,700		45,234	
TOTAL Housing Cluster 2				33,665		47,985	
Cluster # 3 - Female Population (Units 9 - 13) (168 beds)							
Multiple Occupancy Cell Unit # 9 (64 beds)							
2.054	8 Bed Multiple Occupancy Cells	8	320	2,560	1.40	3,584	8 bed cells, 8 cells per dayroom (4 cells on dayroom level and 4 on mezzanine level, each with stainless steel toilet and two sinks, drinking fountain as part of sink, 4 metal bunk beds, 2 shelves under each bunk bed for secure storage of a property bin, a metal counter and 2 stools, one pressure ball, per inmate, for hanging towels, intercom, a lot of glazing in wall to dayroom, swinging metal door, horizontal windows to the exterior

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.055	Dayroom	1	50	3,200	1.60	5,120	raised officer station, moveable tables and chairs, counter with a sink, hot water dispenser, electrical outlets and lockable storage underneath, 2 TVs, 6 telephones, bulletin board, tile and carpet in center and sealed concrete floors around cell doors, acoustic panels on walls, 4 video visitation booths, kiosk
2.056	Showers/Drying Area	6	30	180	1.30	234	adjacent to the dayroom, stainless steel, 3 per level, one ADA, shower curtain at shower, privacy screen at drying area, floor drain in the drying area
2.057	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
2.058	Multipurpose Room	1		600	1.40	840	adjacent to the dayroom, movable wall can divide room in half, view from housing control, carpeted, adj. storage room to each side
2.059	Storage Closet	2	30	60	1.30	78	adjacent to each side of the multipurpose room, shelving
2.060	Outdoor Recreation	1		1,000	1.00	1,000	adjacent to the dayroom, area should be able to be observed from housing control, 15 foot walls, on wall, open wall or roof with security mesh
2.061	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the housing corridor, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.062	Interview Room	1		70	1.40	98	adjacent to the dayroom, table and 2 chairs
2.063	Staff Bathroom	1		50	1.40	70	adjacent to the dayroom, behind Deputy station
2.064	Non-contact Visitation Room	1		100	1.40	140	on mezzanine level, adjacent to the elevator
2.065	Multiple Occupancy Cell Unit # 10 (64 beds) 8 Bed Multiple Occupancy Cells	8	320	2,560	1.40	3,584	8 bed cells, 8 cells per dayroom (4 cells on dayroom level and 4 on mezzanine level, each with stainless steel toilet and two sinks, drinking fountain as part of sink, 4 metal bunk beds, 2 shelves under each bunk bed for secure storage of a property bin, a metal counter and 2 stools, one pressure ball, per inmate, for hanging towels, intercom, a lot of glazing in wall to dayroom, swinging metal door, horizontal windows to the exterior

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.066	Dayroom	1	50	3,200	1.60	5,120	raised officer station, moveable tables and chairs, counter with a sink, hot water dispenser, electrical outlets and lockable storage underneath, 2 TVs, 6 telephones, bulletin board, tile and carpet in center and sealed floors around cell doors, acoustic panels on walls, 4 video visitation booths, kiosk
2.067	Showers/Drying Area	6	30	180	1.30	234	adjacent to the dayroom, stainless steel, 3 per level, one ADA, shower curtain at shower, privacy screen at drying area, floor drain in the drying area
2.068	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
2.069	Multipurpose Room	1		600	1.40	840	adjacent to the dayroom, movable wall can divide room in half, view from housing control, carpeted, adj. storage room to each side
2.070	Storage Closet	2	30	60	1.30	78	adjacent to each side of the multipurpose room, shelving
2.071	Outdoor Recreation	1		1,000	1.00	1,000	adjacent to the dayroom, area should be able to be observed from housing control, 15 foot walls, open wall or roof with security mesh
2.072	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from
2.073	Interview Room	1		70	1.40	98	adjacent to the dayroom, table and 2 chairs
2.074	Staff Bathroom	1		50	1.40	70	adjacent to the dayroom, behind Deputy station
2.075	Non-contact Visitation Room	1		100	1.40	140	on mezzanine level, adjacent to the elevator
Cluster Core Area for Housing Cluster 3							
2.076	Deputy Work Station	1		60	1.40	84	center of cluster corridor with views to each dayroom, raised counter, storage, phone and data outlet
2.077	Staff Bathroom	1		50	1.40	70	ADA accessible
2.078	Time-out Cells	2	60	120	1.40	168	floor flush toilet, camera, 1 cell designed as a safety cell
2.079	Supply Room	1		80	1.40	112	shelving
2.080	Janitor's Closet	1		25	1.40	35	mop sink, shelving, electrical outlet, drain

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HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.081	Classroom	1		750	1.40	1,050	movable tables and chairs
2.082	Computer Lab	1		500	1.40	700	counter work spaces mounted on walls, movable chairs, electrical outlets, data and phone ports
2.083	Staff Office	1		150	1.40	210	two workstations
2.084	Attorney Contact Visitation Room	1		70	1.40	98	TV, DVD, electrical outlets, panic button, glazing in wall
2.085	4 Elevator Vestibules	4	40	160	1.40	224	1 elevator, for attorney visits, only opens on the mezzanine level, other elevators for inmate, staff and services
Mini Housing Cluster							
2.086	Housing Control Station	1		100	1.30	130	raised, open control station, good sightlines into each dayroom and program spaces
High Security Housing (8 cells, 16 beds)							
2.087	Security Vestibule	1		60	1.40	84	entry to dayroom off corridor
2.088	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the security vestibule, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.089	Double Cells	8	80	640	1.40	896	4 cells per level, each with stainless steel toilet and sink, a bunk bed shelving underneath lower bunk for secure bin storage, intercom, swinging metal door with pass-thru, desk and stool, pressure ball hook, horizontal windows to the exterior
2.090	Dayroom	1	50	800	1.60	1,280	fixed metal tables and chairs, counter, sink, storage, water cooler, 1 TV, 2 telephones, bulletin board, sealed concrete floor, acoustic panels on walls, 2 video visitation booths
2.091	Showers/Drying Area	2	30	60	1.30	78	adjacent to the dayroom, stainless steel, all on dayroom level, one ADA, shower curtain at shower, privacy screen at drying area
2.092	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
Special Needs Housing (16 cells, 16 beds)							
2.093	Security Vestibule	1		60	1.40	84	entry to dayroom off corridor

Compiled by Liebert Associates
Updated: 11/20/2009

HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
2.094	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the security vestibule, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.095	Single Cells	16	80	1,280	1.40	1,792	8 cells per level, each with stainless steel toilet and sink, a bunk bed shelving underneath lower bunk for secure bin storage, intercom, swinging metal door with pass-thru, desk and stool, pressure ball hook, horizontal windows to the exterior
2.096	Dayroom	1	50	800	1.60	1,280	fixed metal tables and chairs, counter, sink, storage, water cooler, 1 TV, 2 telephones, bulletin board, tile and carpeting in center, sealed concrete floors around cell doors, acoustic panels on walls, 2 video visitation booths
2.097	Showers/Drying Area	2	30	60	1.30	78	adjacent to the dayroom, stainless steel, all on dayroom level, one ADA, shower curtain at shower, privacy screen at drying area
2.098	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain
Disciplinary Housing (8 cells, 8 beds)							
2.099	Security Vestibule	1		60	1.40	84	entry to dayroom off corridor
2.100	Counseling/Issue/Med Pass Room	1		80	1.40	112	adjacent to the dayroom, accessible from the security vestibule, 5" open pass-thru and a larger secure pass-thru into dayroom, counter with sink
2.101	Single Cells	8	80	640	1.40	896	4 cells per level, each with stainless steel toilet and sink, a concrete single bed, 2 cells with cameras, intercom, swinging metal door with food pass and leg shackle opening, desk and stool, pressure ball hook, horizontal windows to the exterior
2.102	Dayroom	1	50	400	1.60	640	1 fixed metal table and chairs, 1 TV, 1 telephone, sealed concrete floor, 1 portable video visitation booth
2.103	Showers/Drying Area	1		30	1.30	39	adjacent to the dayroom, stainless steel, on dayroom level, ADA, shower curtain at shower, privacy screen at drying area
2.104	Janitor's Closet	1		25	1.30	33	mop sink, shelving, electrical outlet, drain

Compiled by Liebert Associates
Updated: 11/20/2009

HOUSING							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
	Shared Space on the Mini Cluster						
2.105	Multipurpose Room	1		400	1.40	560	adjacent to the dayrooms, view from housing control, carpeted, adj. storage room
2.106	Storage Closet	1		30	1.30	39	adjacent to the multipurpose room, shelving
2.107	Outdoor Recreation	1		800	1.00	800	adjacent to the dayrooms, area should be able to be observed from housing control, 15 foot walls, open wall or roof with security mesh
2.108	Non-contact Visitation Room	2	100	200	1.40	280	on mezzanine level, adjacent to the elevator, shared by all three units in mini cluster
2.109	Storage Room	1		200	1.30	260	shelving
2.110	Interview Rooms	2	70	140	1.30	182	table and 2 chairs
2.111	Mechanical/Electrical Space	1		500	1.30	650	
	SUB-TOTAL 3RD. FLOOR			25,390		35,934	
	TOTAL HOUSING			92,720		131,904	

Compiled by Liebert Associates
Updated: 11/20/2009

FUNCTION: TRANSITIONAL/WORK FURLOUGH/SHERIFF'S WORK PROGRAM (ALTERNATIVE SENTENCING BUREAU)

PROGRAMMATIC SCOPE: The transitional housing, work furlough housing and the Sheriff's Work Program will be housed outside the secure perimeter of the Replacement Jail. Inmates housed in this area will either be in the process of transitioning from housing in the secure jail to re-entry in the community or will be placed in the work furlough program by the Alternative Sentencing Bureau (ASB) after they have been sentenced by the courts. Inmates sentenced to weekend sentences (weekenders) could also be housed in this unit. Sheriff's Work Program Inmates will not be housed in the facility, but will report to the facility to go through the intake process and to report for community service assignments on their designated days.

The transitional/work furlough housing units will consist of:

Two 32-bed dormitory-style male units, and

One 24-bed female dormitory-style unit.

Because of the possible introduction of contraband, the transitional housing, work furlough housing units will be separated from the other housing floors. The transitional/work furlough housing units will have their own lobby and entrance outside the secure perimeter of the jail. The transitional/work furlough units will be supervised by Alternative Sentencing Bureau staff.

USERS:

64 transitional/work furlough male inmates;

24 transitional/work furlough female inmates;

inmates sentenced to the Sheriff's Work Program;

inmates sentenced to the Weekender Program;

inmates classified to transitional housing;

inmates assigned to Electronic Monitoring Program (EMP); and

Alternative Sentencing Bureau staff.

OPERATIONAL SCENARIO:

The Alternative Sentencing Bureau of the Sheriff's Office will consist of five separate programs. Inmates are either sentenced to the Alternative Sentencing Bureau and then are classified into one of several alternative to jail programs or are transitioned from secure jail beds into transitional housing towards the end of their sentence.

- 1) Work Furlough Program - The inmates spend the night in the housing units and go to their own jobs during the day. This program operates seven days a week. Treatment programs are a large component of this program along with work.
 - The Work Furlough (WF) housing units will be outside the security perimeter and adjacent to the Work Furlough lobby and program spaces.
 - The housing units will be staffed by the ASB personnel.
 - [REDACTED] They will then be given a report date. Inmates will be logged-in and out of the facility by the ASB staff located at the reception counter. All inmates returning to the facility will be subject to a strip search prior to entering the housing unit.
 - Inmates will remain in their street clothes while in the WF unit.
 - All property such as wallets, money, and keys will be stored in lockers adjacent to the main lobby. When an inmate is ready to go to work, he will retrieve his valuables.
 - Inmates will be charged for program participation.
 - Inmates will wash their own clothes in washers and dryers provided in the facility. Laundry detergent can be purchased in commissary or in vending machines.
 - Inmates will report to their own jobs.
 - If inmates are present at serving times, they will be served meals, in the resident dining room. Food will be prepared in the jail kitchen and re-warmed in the WF kitchen/culinary program kitchen.
 - Inmates will participate in programs in either the multipurpose rooms or interview rooms adjacent to their living units or in the centralized program area consisting of a classroom, job search/computer lab or outdoor courtyard.
- 2) Transitional Housing- inmates are classified into transitional housing beds towards the end of their sentence. They will be moved from the MCF or the Replacement Jail. Inmates can remain in the transitional housing units until release or be re-classified into the work furlough program. Transitional inmates will participate in inmate programs including occupational/vocational training programs. A culinary training program will be one of the occupational programs offered. Inmates, that are eligible, can participate in parenting classes and make use of the child bonding room. Inmates will be served meals, in the resident dining room.
- 3) Sheriff's Work Program- inmates report to the ASB office, on their designated day, to go through the booking process. On the day they are to start the SWP (community service), they report to the check-in area, which will be at the Replacement Jail. The program participants will then be transported to their work assignments for the day. These inmates do not spend the night in jail. On Saturdays and Sundays, when a large number of inmates report to the program, they will park on the second floor of the county parking garage. They will be met there by program staff. They will be staged, checked-in and assigned to work details. Participants will be placed on buses or vans

and be taken to their assignments. At the end of the day, they will be brought back to the garage to retrieve their vehicles.

- 4) Weekender Program –Inmates will report on the agreed upon surrender date. First time weekenders will need to be booked into the jail system, in the intake room, adjacent to the WF lobby. Weekender inmates will spend their weekend days or week days, in some cases, housed in the transitional/work furlough housing units. They will be released based on a set weekender schedule.
- 5) Electronic Monitoring Program (EMP) – inmates are assigned to the EMP program, they report to the ASB, they go through the intake process, have a bracelet attached are instructed on the rules of the program and the conditions they must follow.

DESIGN CRITERIA: The transitional/work furlough/Sheriff's Work Program will consist of several sections; the public entry/administration/Sheriff's Work Program area, the shared programs and support areas and the housing component.

Public Entry, Administration Section and Sheriff's Work Program:

This area shall utilize materials and systems normally common to general office environments. Natural light is desirable for staff work areas. Access to the administration areas, from the public lobby shall be controlled by ASB staff.

The public lobby should present a business-like image. The various functions and doors should be appropriately marked in order to promote an efficient flow of residents, staff and visitors. Acoustical treatment should be used to reduce noise. Low maintenance materials that can stand a lot of abuse should be used.

The ASB unit will be staffed 24 hours a day by ASB staff; the lobby will be locked after 10:00 PM. An intercom and camera will be needed outside the main door. Staff will either have a key or card access to the door after hours.

The lobby will be a public area that is non-secure. The remainder of the transitional housing and work furlough spaces will be within the secure perimeter. Access will be through a security door.

The lobby shall provide the following:

- an entry weather vestibule
- an ASB staff open reception counter with three workstations for processing in and out residents, logging visitors and volunteers
- a copy/work room accessible from the reception counter with a counter and space for a copier, fax machine, supply storage
- 20-seat waiting area, either fixed or heavy furnishings, not easily movable
- men's and women's public restrooms, ADA accessible
- a drinking fountain
- a janitor's closet with a mop sink, shelving and floor drain

- 100 lockers, approximately 12" x 18" each, for resident valuables
- an ATM
- an information board
- mail drop-off and collection box
- a television (for informational purposes)
- 10 gun lockers

The following offices and rooms shall be provided in the administration/staff office area.

Personnel needing office space in this area include:

Alternative Sentencing Bureau Manager (Sergeant)

Alternative Sentencing Bureau Accountant

Alternative Sentencing Bureau staff (4 workstations in one office)

Work Furlough/Electronic Monitoring Deputy Office (2 workstations in one office)

Clerical Support (3 open workstations, adjacent to ASB office)

Each office shall have at a minimum:

- a desk (or workstations)
- file cabinet
- bookshelf
- desk chair and 2 visitor chairs
- telephone, computer, printer and data ports

The facility administrative and staff support area will also include:

- 1 Intake Room
 - a counter with 4 workstations
 - a photo station
 - a fingerprint station
 - a bench for 6
 - telephone, computer, printer and data ports
 - evidence refrigerator
- 1 Search Room
 - bench
 - intoxilizer
 - toilet, privacy partition
- 1 Medical Interview Room
 - a desk
 - 2 chairs
 - computer, printer, phone and data ports
- 1 Interview Room
 - a desk
 - 2 chairs
- 1 Family Unification/Contact Visitation Room
 - seating for 20 people

- 1 Child Bonding Room
 - bed
 - crib
 - bathroom with changing table
 - dresser
 - TV
 - counter/sink/refrigerator/microwave
- 1 EMP Equipment Storage Room
 - shelving
- 1 General Storage Room
 - shelving
- 1 Resident Property Storage Room
 - 100 half size lockers
 - shelving
- 1 Conference Room
 - seating for 6 people
 - back counter with cabinets, sink, under-counter refrigerator
 - AV equipment, TV monitor
- 1 Break Room
 - counter with cabinets below
 - sink, refrigerator, microwave
- 2 Staff Bathrooms
 - toilet and sink, handicap accessible
- 1 Janitor's Closet
 - mop sink, shelving, drain
- 1 Male Staff Locker Room
 - 10 full size lockers
 - 1 toilet, 1 sink and 1 shower
- 1 Female Staff Locker Room
 - 10 full size lockers
 - 1 toilet, 1 sink and 1 shower
- 1 Storage Room
 - shelving
- 1 Janitor's Closet
 - mop sink, shelving, drain

Shared Programs Area:

This area shall include program spaces to be used by all residents. The area includes:

- 1 Classroom
 - tables and chairs for 20 residents

- AV equipment
 - marker boards
- 1 Job Search/Computer Room
 - 10 computer workstations along the walls
 - phone and data ports throughout
- 1 Re-entry Planning/Case Manager/Mentor Coordinator Office
 - 5 work stations
 - file cabinets
 - bookshelf
 - desk chairs and visitor chairs
 - telephones, computers, printer and data ports
- 1 Staff Bathroom
 - toilet and sink, handicap accessible
- 1 Resident Bathroom
 - toilet and sink, handicap accessible
- 1 Janitor's Closet
 - mop sink, shelving, drain
- 1 Outdoor Recreation Courtyard (maybe used for staging area for SWP)
 - exterior space
 - drains
- 1 Kennel Room
 - 5 kennels
 - work area with counter and storage cabinets
 - floor drains

Support Area:

This area shall include support for the facility. The area includes:

- 1 Laundry Room
 - 5 washers and 5 dryers
 - folding table
 - vending machine for detergent
 - floor drains
- 1 Linen Storage Room
 - adjacent to the laundry room
 - shelving
- 1 Staff Office
 - a desk
 - file cabinet
 - bookshelf
 - desk chair and 2 visitor chairs
 - telephone, computer, printer and data ports

- 1 Janitor's Closet
 - mop sink, shelving, floor drains
- 1 Loading Dock
 - roll-up door
 - walk through door
- 1 General Storage Room
 - shelving
- 1 Warming/Culinary Training Kitchen
 - kitchen equipment to warm food
 - dry storage shelving
 - walk-in refrigerator/freezer
 - 10-20 workstations for culinary program
- 1 Service Line
 - between the kitchen and the dining room
 - steam tables
- 1 Resident Dining Room
 - movable tables and chairs for 64 residents
 - a staff work station
- 2 Resident Bathrooms
 - toilet and sink, handicap accessible
- 1 Staff Dining Room
 - tables and chairs for 10
- 1 Staff Bathroom
 - toilet and sink, handicap accessible
- 1 Sheriff's Maintenance Room
 - adjacent to the loading dock
 - shelving
 - workbench
- 1 Janitor's Closet
 - mop sink, shelving, drain

Housing Section:

The male housing area will consist of 2 housing 32 bed suites, each suite will have 4 sleeping rooms with 8 single beds in each. The sleeping rooms will all be adjacent to a dayroom. There are a total of 64 male beds.

The female housing area will consist of 1 housing 24 bed suite with 3 sleeping rooms with 8 single beds. The sleeping rooms will all be adjacent to a dayroom. There are a total of 24 female beds

Each sleeping room will have:

- 8 single beds with a privacy screen;
- a light switch;
- electrical outlets;
- one full-size locker for each inmate;
- a shelf and a hook adjacent to each bunk for personal articles;
- carpeting; and
- natural light.

Each dayroom will have:

- a kitchenette with counter space, a sink, microwave and refrigerator
- a television set
- enough tables and chairs for each resident in the unit; furnishings should be movable, commercial grade
- inmate telephones
- book shelves
- soft colors for stress reduction
- bulletin board for activities list
- carpeting
- a clock
- a bathroom with 4 toilets, 4 sinks and 4 showers, ADA accessible
- a storage room with shelving

A Shared Male Program Area will consist of:

- a multipurpose room with movable tables and chairs for 20 residents, AV equipment and a marker board
- two interview rooms with a table and 2 chairs in each

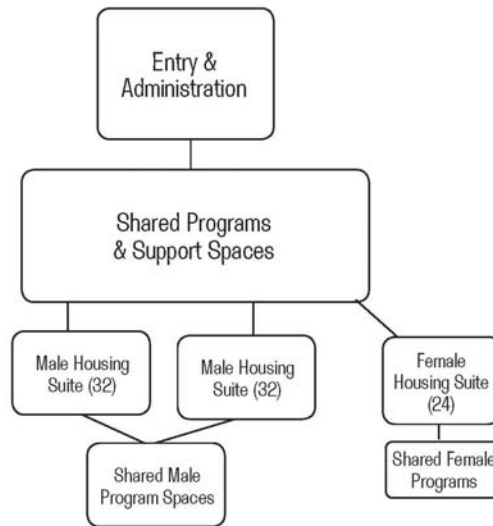
A Shared Female Program Area will consist of:

- a multipurpose room with movable tables and chairs for 20 residents, AV equipment and a marker board
- one interview room with a table and 2 chairs

FUNCTIONAL RELATIONSHIPS/ADJACENCY

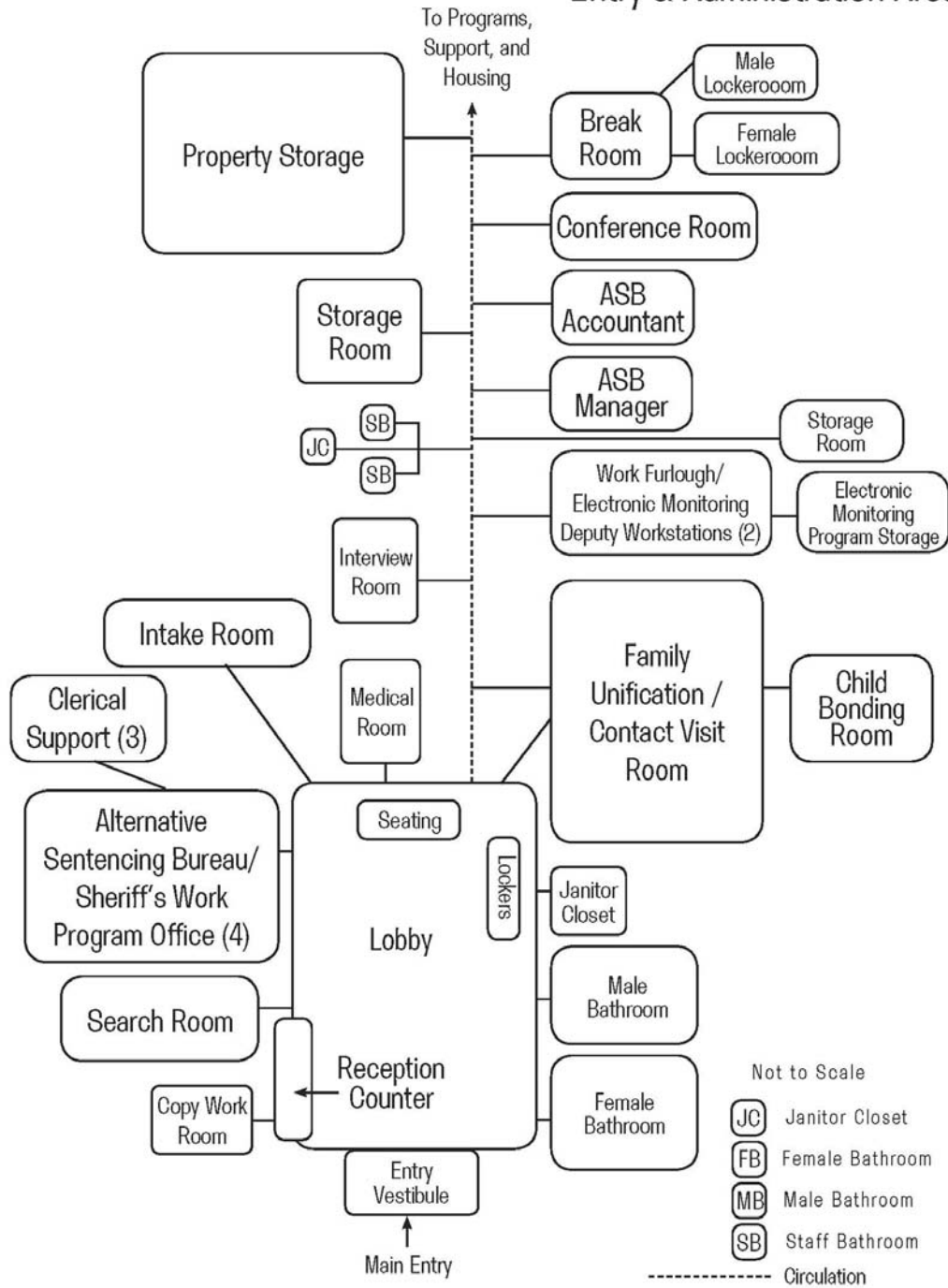
The transitional housing, work furlough housing and the Sheriff's Work Program will be located outside the secure perimeter of the Replacement Jail. Services such as food and laundry will be provided from the jail. Transitional/work furlough inmates will not be allowed into the secure perimeter of the jail. All resident programming will take place in the transitional/work furlough facility or floor. The Sheriff's Work Program participants will register at the ASB office.

Transitional/Work Furlough/Sheriff's Work Program
Overall Adjacency Diagram

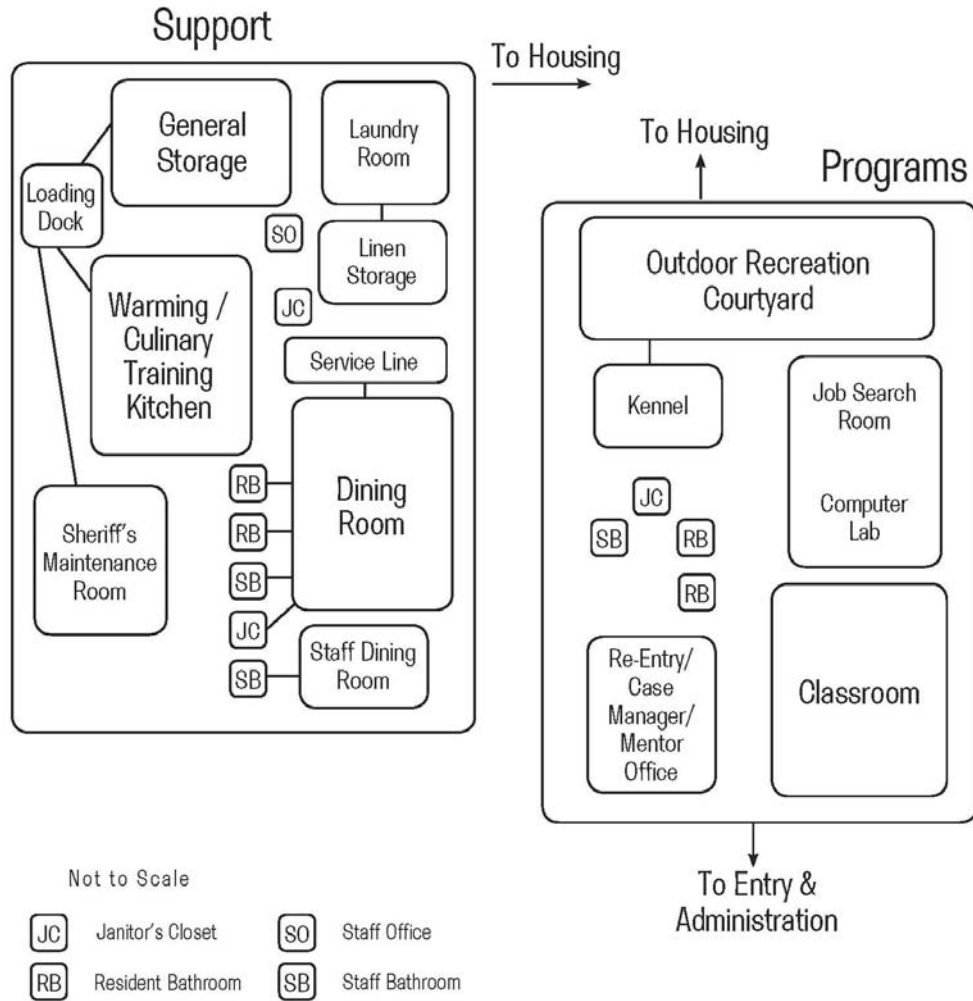


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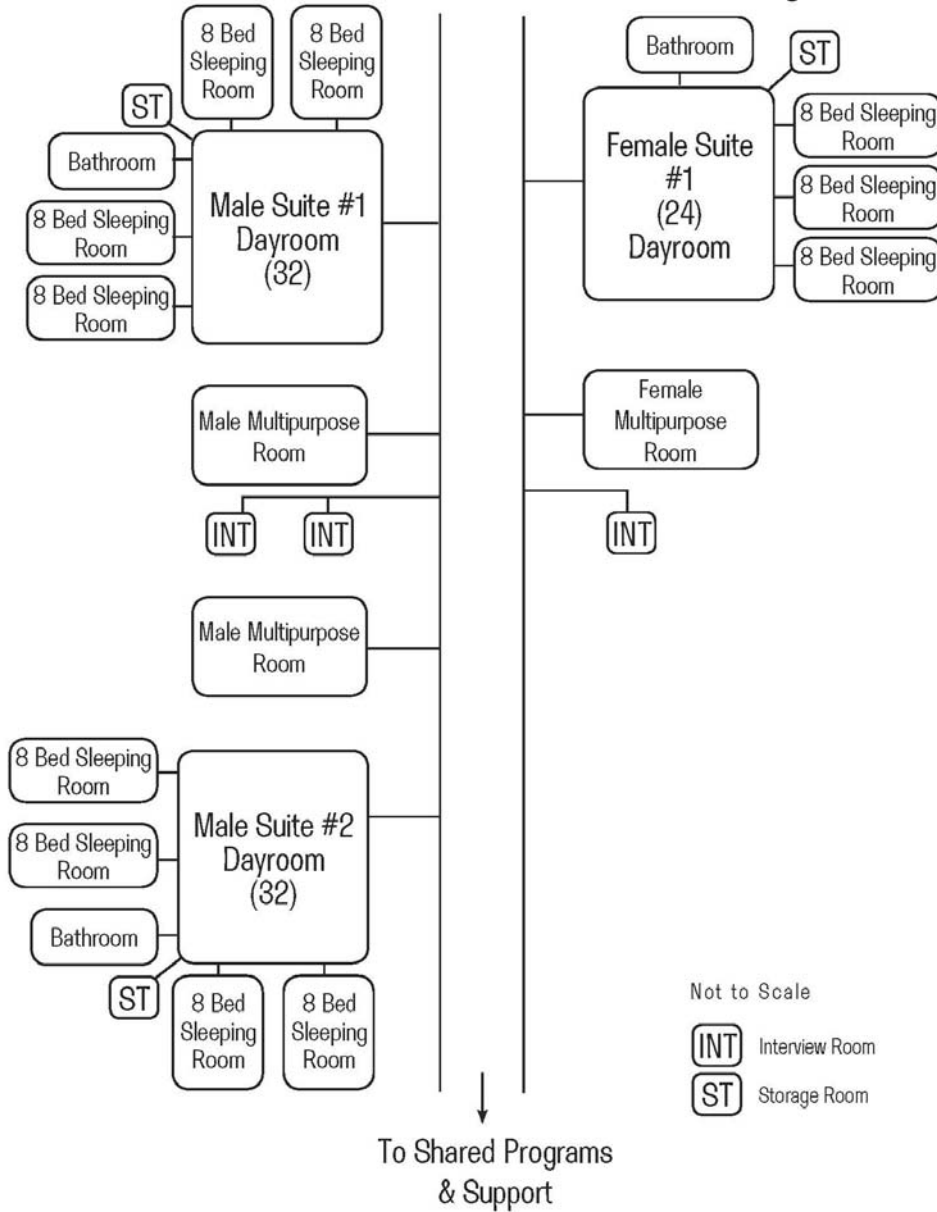
Entry & Administration Area



Shared Programs & Support Spaces



Male & Female Transitional Housing



TRANSITIONAL/WORK FURLOUGH HOUSING/SHERIFF'S WORK PROGRAM							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
3.00	TRANSITIONAL/WORK FURLOUGH HOUSING/SHERIFF'S WORK PROGRAM						
	Entry & Administration Area						
3.01	Entry Vestibule	1		60	1.30	78	
3.02	Lobby	1		400	1.30	520	seating for 20, water fountain, bulletin board, ATM, mail drop off
3.03	Male Public Restroom	1		150	1.30	195	1 toilet, 1 urinal, 2 sinks, ADA, adjacent to lobby
3.04	Female Public Restroom	1		150	1.30	195	2 toilets and 2 sinks, ADA, adjacent to lobby
3.05	Reception Counter	1		100	1.30	130	3 workstations
3.06	Copy/Work Room	1		80	1.30	104	copier, fax, supply storage, behind reception counter
3.07	Lockers for Valuables	1		50	1.30	65	100 small lockers built into a wall, in 5 rows, in the main corridor near the reception counter
3.08	Intake Room	1		400	1.30	520	counter with 4 workstations, photo station, finger print station, bench
3.09	Search Room	1		80	1.30	104	bench, intoxicilizer, toilet, privacy partition
3.10	Medical Interview room	1		80	1.30	104	desk and 2 chairs, data, phone ports
3.11	Resident Property Storage	1		350	1.30	455	100 half size lockers, open shelving
3.12	General Storage Closet	1		50	1.30	65	shelving
3.13	EMP Storage Room	1		150	1.30	195	shelving
3.14	Interview Room	1		70	1.30	91	table and 2 chairs, off lobby
3.15	Alternative Sentencing Bureau/Sheriff's Work Program Office	1		220	1.30	286	4 workstations
3.16	Clerical Support Workstations	1		165	1.30	215	3 workstations, adjacent to ASB office
3.17	Alternative Sentencing Bureau Manager	1		150	1.30	195	office furniture
3.18	ASB Accountant	1		120	1.30	156	office furniture
3.19	Work Furlough/Electronic Monitoring Deputy Workstations	1		110	1.30	143	2 workstations
3.20	Staff Bathrooms	2	50	100	1.30	130	1 male, 1 female
3.21	Janitor's Closet	1		25	1.30	33	mop sink, shelving, drain

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TRANSITIONAL/WORK FURLOUGH HOUSING/SHERIFF'S WORK PROGRAM							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
3.22	Conference Room	1		180	1.30	234	6 people
3.23	Break/Copy Room	1		200	1.30	260	sink, microwave, coffee, small refrigerator
3.24	Male Staff Locker Room and Bathroom	1		200	1.30	260	10 full size lockers, 1 toilet, 1 sink, 1 shower
3.25	Female Staff Locker Room and Bathroom	1		200	1.30	260	10 full size lockers, 1 toilet, 1 sink, 1 shower
3.26	Storage Room	1		100	1.30	130	shelving
3.27	Family Unification/Contact Visit	1		400	1.30	520	20 people
3.28	Child Bonding Room	1		225	1.30	0	includes a bathroom with a toilet, sink and shower, sleeping room with a bed, crib, dresser, TV, counter with sink, refrigerator, microwave
Shared Program Spaces							
3.29	Classroom	1		400	1.30	520	20 people
3.30	Job Search/Computer Lab	1		250	1.30	325	10 stations against the walls
3.31	Re-entry Planning/Case Manager/Mentor Coordinator's Office	1		275	1.30	358	5 workstations
3.32	Staff Bathroom	1		50	1.30	65	
3.33	Resident Bathroom	2	50	100	1.30	130	
3.34	Janitor's Closet	1		25	1.30	33	mop sink, shelving
3.34	Outdoor Recreation			500	1.00	500	exterior space, counted as 50%, hot water tap for washing dogs
3.35	Dog Kennels	1		150	1.30	195	includes 5 kennels about 20 s.f. each and a work area with cabinets
Support Spaces							
3.36	Laundry Room	1		300	1.30	390	5 washers and 5 dryers, folding table
3.37	Linen Storage Room	1		120	1.30	156	shelving, adjacent to laundry
3.38	Staff Office	1		120	1.30	156	office furniture
3.39	Janitor's Closet	1		25	1.30	33	mop sink, shelving
3.40	Loading Dock	1		200	1.30	260	
3.41	General Storage	1		500	1.30	650	
3.42	Warming/Prep/Culinary Kitchen	1		800	1.30	1,040	with walk in refrigerator

Compiled by Liebert Associates
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TRANSITIONAL/WORK FURLOUGH HOUSING/SHERIFF'S WORK PROGRAM							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
3.43	Service Line	1		200	1.30	260	
3.44	Resident Dining Room	1		1,280	1.30	1,664	seating for 64 people
3.45	Resident Bathrooms	2	50	100	1.30	130	adjacent to the dining room
3.46	Staff Station	1		40	1.30	52	in dining room
3.47	Staff Dining Room	1		200	1.30	260	seating for 10, adjacent to the kitchen
3.48	Staff Bathroom	2	50	100	1.30	130	adjacent to the staff dining room
3.49	Sheriff's Maintenance Room	1		300	1.30	390	adjacent to the loading dock
3.50	Janitor's Closet	1		25	1.30	33	mop sink, shelving, adj. to dining
	Male Housing: 2 - 32 bed suites						64 total male beds
	Male Suite # 1						
3.51	Sleeping Rooms	4	400	1,600	1.30	2,080	4 sleeping areas with 8 single beds, with draw underneath, in each, privacy wall between beds, 50 square feet per person, 8 full size lockers, carpeting
3.52	Dayroom	1		1,120	1.30	1,456	1 dayroom for every 4 sleeping rooms, capacity of 32 residents, movable tables and chairs, kitchenette with counter, sink, microwave, refrigerator, TV, book shelves, carpeting, clock, 35 square feet per person
3.53	Bathroom	1		250	1.30	325	4 toilets, 4 sinks, 4 showers
3.54	Storage Room	1		50	1.30	65	shelving, mopsink
	Male Suite # 2						
3.55	Sleeping Rooms	4	400	1,600	1.30	2,080	4 sleeping areas with 8 single beds, with draw underneath, in each, privacy wall between beds, 50 square feet per person, 8 full size lockers, carpeting
3.56	Dayroom	1		1,120	1.30	1,456	1 dayroom for every 4 sleeping rooms, capacity of 32 residents, movable tables and chairs, kitchenette with counter, sink, microwave, refrigerator, TV, book shelves, carpeting, clock, 35 square feet per person
3.57	Bathroom	1		250	1.30	325	4 toilets, 4 sinks, 4 showers
3.58	Storage Room	1		50	1.30	65	shelving, mopsink
	Shared Male Program Spaces						
3.59	Multipurpose Room	2	400	800	1.30	1,040	each room seat 20, moveable table and chairs

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TRANSITIONAL/WORK FURLOUGH HOUSING/SHERIFF'S WORK PROGRAM							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
3.60	Interview Rooms	2	80	160	1.30	208	table and 2 chairs
	Female Housing: 1 - 24 bed suites						24 total female beds
3.61	Female Suite # 1 Sleeping Rooms	3	400	1,200	1.30	1,560	3 sleeping areas with 8 single beds, with draw underneath, in each, privacy wall between beds, 50 square feet per person, 8 full size lockers, carpeting
3.62	Dayroom	1		840	1.30	1,092	1 dayroom for the 3 sleeping rooms, capacity of 24 residents, movable tables and chairs, kitchenette with counter, sink, microwave, refrigerator, TV, book shelves, carpeting, clock, 35 square feet per person
3.63	Bathroom	1		250	1.30	325	4 toilets, 4 sinks, 4 showers
3.64	Storage Room	1		50	1.30	65	shelving, mopsink
	Shared Female Program Spaces						
3.65	Multipurpose Room	1		400	1.30	520	each room seat 20, moveable table and chairs
3.66	Interview Room	1		80	1.30	104	table and 2 chairs
	Sub-total			20,445		26,136	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: INMATE PROGRAM AREAS / PROGRAM STAFF AREAS

PROGRAMMATIC SCOPE: This component will be designed to provide for centralized inmate program spaces and program staff offices and work areas. Most inmate program areas are located in each dayroom or on the Cluster Core Area.

All inmates in the facility will have the opportunity to participate in programs unless under a disciplinary sanction. Almost all program activities will be decentralized and will take place in either a multipurpose room, counseling room, dayroom or the outdoor recreation area which will be located on each housing unit, or in the classrooms and computer labs located on each housing cluster. Inmates can use the areas without having to be escorted.

The centralized program area, which some inmates may come to, will consist of a family reunification room, contact attorney visitation rooms and a classification interview room. These rooms are centralized, adjacent to the public lobby, so that the public will not need have access inside the secure perimeter of the jail. All other spaces in the centralized programs area will be for staff access only. These spaces include a law library (computer) and general library book storage room, classification offices, Service League office, volunteers and program staff work room, a probation/re-entry office and spaces for technology staff and equipment.

All video visitation will be decentralized on the housing units.

USERS: Staff, volunteers from the community, clergy, inmates, families

OPERATIONAL SCENARIOS:

The following program components will be discussed:

- Religious Services
- Education
- Counseling (see Medical Clinic chapter)
- Outdoor Exercise
- Haircuts
- Library (Law and General)
- Computer Training
- Visitation
- Other Program Opportunities (Choices)

A. *RELIGIOUS SERVICES*

OPERATIONAL SCENARIO: Religious services, for those inmates interested in attending, will be scheduled every week in either the large classrooms on the cluster core areas or in the multipurpose rooms adjacent to each dayroom. If a great number of inmates request to come to religious services, services will be held more than once.

Religious clergy, once cleared by administration, will be able to come to the housing units and meet with individual inmates to provide counseling in the counseling/interview rooms adjacent to each dayroom.

Small group religious instruction will be scheduled in the multipurpose rooms, on an as-needed basis.

B. EDUCATION

OPERATIONAL SCENARIO: Education classes, such as GED classes, will be provided by volunteers or an outside agency in the multipurpose rooms or cluster classrooms. Any inmate who wishes to attend classes must forward a request slip to the programs manager. Inmates will be cleared by administration prior to attending classes.

C. COUNSELING (see Medical Clinic chapter)

D. EXERCISE

OPERATIONAL SCENARIO: Outdoor recreation will be provided on the housing units. The housing officer will have the discretion to allow inmates to go to the recreation area at approved times (weather permitting).

E. HAIRCUTS

OPERATIONAL SCENARIO: Inmates can request haircuts as needed. Another inmate or a volunteer from the community may cut an inmate's hair. Haircuts will be given in the dayroom or issue room adjacent to each dayroom.

F. LIBRARY (Law and General)

OPERATIONAL SCENARIO: An assortment of books will be kept in each of the multipurpose rooms, adjacent to each dayroom, in a lockable cabinet. The administration will screen incoming books for appropriateness and security staff will check them for contraband. Books will be rotate from time to time.

Inmates will have access to library books either in the multipurpose rooms or from a book cart that will be brought to the housing units. Each inmate will be allowed to have up to three books in his possession at any one time.

Inmates that have been approved to use the law library will be able to work in the interview room, on the housing cluster. One room on each cluster will contain a computer with access to law library materials.

G. COMPUTER TRAINING

OPERATIONAL SCENARIO: Inmates will be allowed to request computer training. Program staff will screen eligible inmates and assign them to classes as they become available. A computer training room is located on each cluster core area.

H. VISITATION

OPERATIONAL SCENARIO: All visitation will be decentralized on each of the housing units. Visitation will be done via video. Visitation will be conducted during the day, in the evenings and on the weekends. Title 15 Standards will be met or exceeded.

The public will check in at the public lobby or off-site, depending on the final location of the public video visitation booths.

The following are the procedures that will be followed for visitation:

- A visitation schedule has not been developed; however, inmates will be allowed one or more visits per week, totaling at least one hour. Visits may be scheduled on both weekdays and weekends.
- Inmates will be able to schedule visits via the kiosks in the dayrooms. The inmate will notify their visitor of their assigned time slot.
- Visitors will come to the main lobby and sign in with the visitation staff; a picture I.D. will be required.
- Visitors are subject to a pat down search and a wants/warrants check.
- Visitors, under 18 years of age, must be accompanied by an adult; children and babies are allowed.
- Three visitors can visit at one time.
- Each inmate can have a minimum of two visits per seven day period.
- Attorneys can visit at any time that is reasonable to the facility administration. Attorney video visitation booths will be located adjacent to the lobby, contact visitation rooms are also available adjacent to the lobby. In the future, attorney video visitation may be available from the Hall of Justice or private defenders office.
- Visitors will place any belongings in a locker.
- Visitors will sit in the waiting area until they are called for their visit.
- The lobby staff will notify the housing officer that an inmate has a visitor.
- The lobby staff will assign a booth number for the visitor.
- The housing officer will notify inmates when their visit is over; the inmates can notify the staff if they wish to end their visits early.
- The visitor will return to the public lobby.
- Visitors will check out with lobby staff, get their I.D.s back, and pick up their personal belongings.

I. OTHER PROGRAM OPPORTUNITIES

Currently, the Sheriff's Office operates a program entitled Choices. This is a program that occurs in dedicated housing units. Some of the housing units in the Replacement Jail maybe designated for this program and/or it may continue in the current MCF.

Other programming opportunities for inmates may be made available by staff or volunteers. There are a wide variety of program spaces available throughout the Replacement Jail.

DESIGN CRITERIA:

Decentralized Program Spaces (See housing section for more details):

Multipurpose rooms will be located in all housing units. The multipurpose rooms will serve all the inmates in that housing unit. Each multipurpose room can be divided in half via a moveable wall system. The multipurpose rooms must be designed with flexibility because of the variety of programs they will serve.

The multipurpose rooms will be supervised by the housing deputies. The housing deputies should be able to observe the multipurpose room from the staff station in the unit.

The multipurpose rooms should have good lighting. Natural light would be preferable through the use of windows and/or skylights. Artificial light should reach 50 to 70 foot-candles at 30 inches above the floor surface.

The multipurpose rooms should be wired for computers.

The temperature should be able to be controlled by staff to compensate for the varying numbers of inmates who may be using the room at one time.

The furnishings (chairs and table) should be lightweight and movable to accommodate a variety of activities.

A lockable storage closet should be accessible from the multipurpose rooms to store all the equipment and materials that may be used for programs.



Interview/counseling rooms will be provided on each housing unit for counseling, and religious purposes. A table and two chairs should be provided in each room.

A counseling/issue/med pass room will be located adjacent to each dayroom. It will have a pass-thru to the dayroom. This may be used by medical/mental health staff, commissary distribution, or laundry exchange. This room will be accessed off the cluster corridor or in some of the female units via the dayroom vestibule.

Centralized Program Spaces:

The following spaces will be provided in the centralized program area:

A probation/re-entry office, with office furniture

A classification suite, with 5 workstations and file cabinets

A classification Sergeant's office, with standard office furniture, adjacent to the classification suite

A classification interview room, with a table and 2 chairs, adjacent to the classification suite

A family reunification room, adjacent to the public lobby via a security vestibule, with living room type furniture, and ADA accessible bathroom

A Service League office, with five workstations against the walls, file cabinets and a copy machine

A jury clothing storage room, adjacent to the service league office, with clothing racks and shelving

A volunteers and program staff work room, with five workstations against the walls, storage cabinets for supplies

Three contact attorney visitation room, adjacent to the public lobby via a security vestibule that serves all three rooms, a table and 2 chairs in each with video and audio hook up capability

Two staff bathrooms, both handicap accessible

A janitor's closet with a mop sink, shelving and a drain will be located in the area.

A phone service provider's office with a workstation

An information technology office, with office furniture, adjacent to the server room

A server room

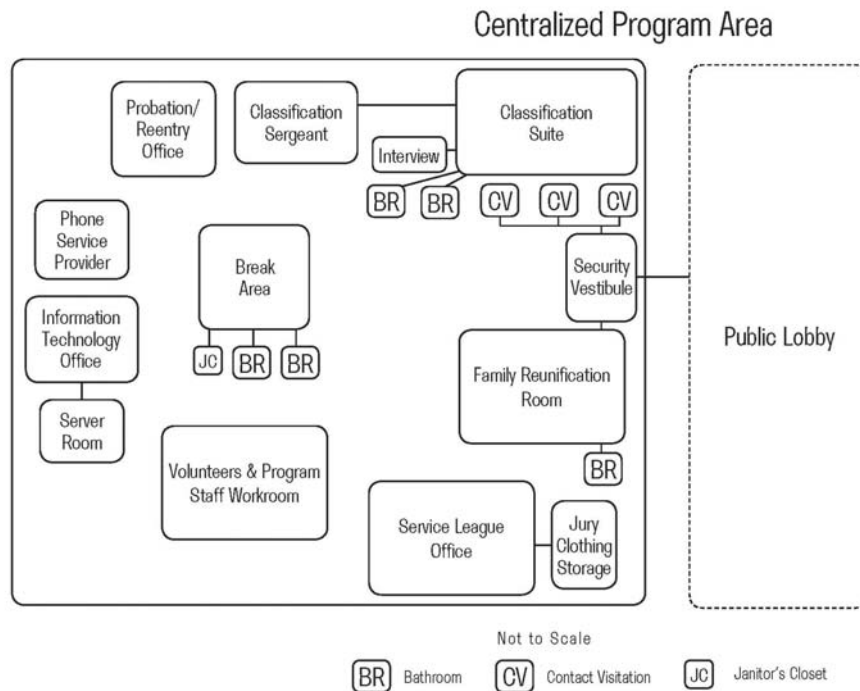
(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIPS/ADJACENCY

The operational philosophy is that inmates will have most of their programs provided on the housing units or on the cluster. Therefore, the outdoor recreation areas, the multipurpose rooms, and the counseling rooms will be part of each housing unit.

Specialized programs such as family reunification and contact attorney visits will take place in centralized areas.

(See adjacency diagrams for decentralized program spaces in the Inmate Housing section of this report)



CENTRALIZED PROGRAM AREA							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
4.00	CENTRALIZED PROGRAM AREA						
4.01	Probation/Re-entry Office	1		150	1.40	210	office furniture
4.02	Classification Suite	1		320	1.30	416	5 workstations, file cabinets for records storage
4.03	Classification Sgt. Office	1		120	1.40	168	office furniture
4.04	Classification Interview Room	1		80	1.40	112	table and 2 chairs
4.05	Staff Bathrooms	2	48	96	1.40	134	handicap accessible
4.06	Family Reunification Room	1		300	1.40	420	adjacent to the public lobby, security vestibule, ADA bathroom, living room type furniture
4.07	Break Room	1		150	1.40	210	kitchenette, counter, sink, refrigerator, cabinets, table and chairs
4.08	Service League Office	1		320	1.40	448	5 workstations, file cabinets for records storage, break area
4.09	Jury Clothing Storage Room	1		100	1.30	130	adjacent to service league office, clothing racks and shelving
4.10	Volunteers and Program Staff Work Room	1		320	1.40	448	5 workstations, cabinets for supply storage, shelving
4.11	Contact Attorney Visitation Rooms & Security Vestibule	3	80	240	1.40	336	table and 2 chairs in each, wired for audio and video equipment, one security vestibule to serve 3 contact rooms
4.12	Staff Bathrooms	2	48	96	1.40	134	handicap accessible
4.13	Janitor's Closet	1		25	1.40	35	mop sink and shelves
4.14	Phone Service Provider Room	1		100	1.40	140	workstation
4.15	Server Room	1		200	1.40	280	
4.16	Information Technology Office	1		120	1.40	168	office furniture
	Decentralized at Each Housing Unit or Cluster						See Housing Space Needs
	Multipurpose Rooms						
	Outdoor Recreation Areas						
	Classrooms						
	Interview Rooms						
	Video Visitation Booths						
	Medical/Issue Rooms						
	Non-contact Visitation Booths						
	Computer Labs						
	Sub-Total			2,737		3,790	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: MEDICAL/MENTAL HEALTH CLINIC

PROGRAMMATIC SCOPE: This component will provide all inmates housed in the Replacement Jail with necessary medical/mental health services. Services will include:

- medical/mental health screening by CHS staff of inmates submitting sick slips (most screening will occur on the housing units)
- doctor's exams for inmates that need further examination
- emergency and first aid treatment
- keeping of electronic medical records

Inmates that need to be housed in the Sheltered Living Unit for medical/mental health reasons will be transported to the Sheltered Living Unit in the Maguire Correctional Facility.

USERS:

- Inmates in need of medical/mental health attention or treatment;
- staff nurse
- mental health staff
- sworn staff
- Physicians and Support staff.

OPERATIONAL SCENARIO:

Non-emergency Medical/Mental Health Care

The following procedures will be followed for inmates who feel they need non-emergency medical/mental health care:

- inmate will request a medical appointment using the kiosks in their dayroom
- CHS staff will examine the inmates on the housing unit and will treat or refer as appropriate
- inmates that need to be housed in the Sheltered Living Unit will be transferred to MCF

Doctor Call

- At scheduled times, inmates scheduled to see the doctor will be summoned to the medical clinic
- long-term inmates will receive a routine physical examination

- after the exam, the inmates will report back to their housing units as instructed

Medication Distribution

- The nurse will load the medicine cart in the pharmacy with all medicine prescribed, as well as non-prescription medicine, for delivery to the housing units
- medications will be administered, by the nurse, from the med issue room
- the nurse will hand the inmates their medication and watch them swallow it
- rounds will be made three times a day, or as necessary, by the nurse
- the cart will be stored in the pharmacy when not in use

Dental Care

- Procedures to see the dentist are the same as those listed for non-emergency medical care (via kiosk)
- at scheduled times, inmates scheduled to see the dentist will be transported to MCF
- only emergency or necessary dental work will be done

Housing

- Inmates with medical/mental health conditions that medical/mental health staff feel are appropriate for housing in the Sheltered Living Unit will be assigned a bed in the Sheltered Living Unit at MCF.

DESIGN CRITERIA: The medical/mental health clinic area will consist of an outpatient clinic. This area should be designed taking into account environmental factors such as natural lighting, temperature control, acoustics, and cleanliness. The clinic should be located in close proximity to the housing units. All rooms must meet ADA criteria.

The following is a list of the rooms needed in the outpatient clinic with the types of furnishings necessary.

Outpatient Clinic

Inmate Waiting Areas (2)

- two secure rooms with benches, each for 12 inmates
- glass wall, adjacent to Deputy's station with speaker port and pass-thru
- stainless steel toilet/sink/drinking fountain combo unit with privacy wall

Short-term Holding Cells (2)

- bench
- stainless steel toilet/sink/drinking fountain combo unit with privacy wall

Staff Station

- 9 workstations
- counter space
- records storage
- forms storage
- view to clinic
- central to the exam areas
- telephones, computers, printer, fax, copier

Deputy's Station

- counter space
- records storage underneath counter
- electronic door controls and intercoms
- views to clinic and waiting area
- computer, printer, phone

Lab

- counter space
- sink
- refrigerator
- lockable cabinets
- telephone, computer

Examination Rooms (3), each with

- exam table
- exam stool
- sink
- counter top with writing surface
- lockable storage cabinets and drawers

Telemed Room/Interview Room

- office furniture
- video equipment
- phone and data ports

Clean Linen/Utility Storage Room

- shelving and bin storage

Dirty Utility/Medical Waste Storage Closet

- shelving and bin storage
- hopper
- regular sink
- waste disposal sink
- biohazard box

Pharmacy

- secure, alarmed room
- counter, sink
- refrigerator
- shelves
- storage for medical carts (4)
- lockable cabinets
- phone and data ports

General Storage Room

- shelving for supplies
- floor space for equipment

Charge Nurse Office

- a desk
- file cabinet
- bookshelf
- desk chair and 2 visitor chairs
- telephone, computer

Physician's Room

- a desk
- file cabinet
- bookshelf
- desk chair and 2 visitor chairs
- telephone, computer

Psych Room

- a desk
- file cabinet
- bookshelf
- desk chair and 2 visitor chairs
- telephone, computer

Staff Bathrooms (2)

- toilet
- sink
- ADA accessible

Conference Room

- table and seating for 5
- back counter
- AV equipment
- speaker telephone

Staff Break Room

- table and chairs for four
- counter with sink (hot and cold water dispenser, refrigerator, microwave, storage)
- telephone

Janitor's Closet

- shelving
- mop sink
- drain

Expansion Space

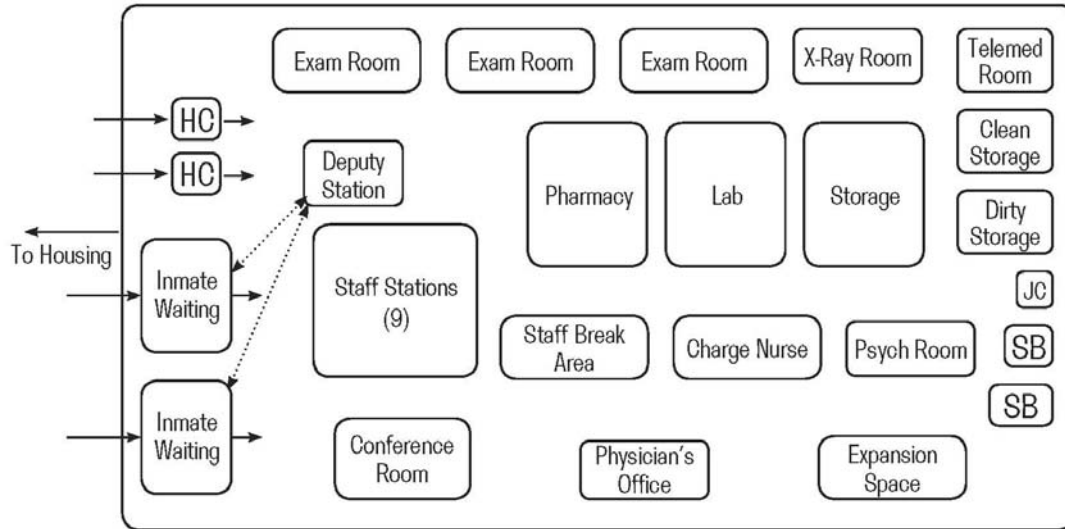
- for future growth

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

The medical clinic should be off a main circulation corridor so that inmates can be observed as they move to the medical clinic area from housing.

Medical Outpatient Clinic



Not to Scale



MEDICAL/MENTAL HEALTH CLINIC							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
5.00	MEDICAL/MENTAL HEALTH CLINIC						
5.01	Outpatient Clinic Inmate Waiting Area	2	170	340	1.40	476	seating for 12 in each, one male, one female, fixed seating, pass-thru to clinic, each with a stainless steel toilet/sink combo unit with privacy partition
5.02	Short-term Holding Cells	2	60	120	1.40	168	bench, stainless steel toilet/sink combo unit, drinking fountain
5.03	Staff Stations	1		300	1.30	390	9 workstations, counter space, records storage and forms storage, view to clinic, back counter
5.04	Deputy's Station	1		40	1.30	52	view waiting areas and nurse's workstations, computer, printer, phone
5.05	Lab	1		150	1.40	210	counter, sink, refrigerator, file cabinet, locked narcotics storage
5.06	Exam Rooms	3	150	450	1.40	630	work counter, sink, file cabinet, shelving, exam table, stool
5.07	Telemed Room/Interview Room	1		120	1.40	168	office furniture and video equipment
5.08	Clean Linen Supply Storage	1		60	1.40	84	shelving
5.09	Dirty Utility/Medical Waste Closet	1		60	1.40	84	hopper, waste disposal sink, regular sink, shelving, biohazard box
5.10	Pharmacy	1		300	1.40	420	counter, sink, refrigerator, file cabinet, cart storage, lockable cabinets
5.11	Charge Nurse Office	1		120	1.40	168	office furniture
5.12	Physician's Office	1		120	1.40	168	office furniture
5.13	Psych Room	1		120	1.40	168	office furniture
5.14	General Storage Room	1		300	1.40	420	emergency equipment, supplies, crutches, wheel chairs, etc.
5.15	Janitor's Closet	1		25	1.30	33	mop sink, shelving
5.16	Expansion Space	1		150	1.30	195	for future needs
5.17	Female Staff Bathroom	1		50	1.40	70	toilet, sink, handicap accessible
5.18	Male Staff Bathroom	1		50	1.40	70	toilet, sink, handicap accessible
5.19	Conference Room	1		250	1.40	350	seating for 5 people
5.20	Staff Break Room	1		120	1.40	168	counter, sink, under counter refrigerator
	Sub-Total			3,245		4,492	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: PUBLIC LOBBY/VIDEO VISITATION

PROGRAMMATIC SCOPE: The public lobby is the primary point of contact for public and official visitors to the jail. The lobby will be used:

- as a waiting area for the public waiting to visit with inmates
- as a waiting area for official visitors to inmates
- as a waiting area for visitors for jail administration
- as drop-off and collection point for administration and inmate mail
- as an entrance for public and professionals having jail business

USERS:

- Jail staff
- Public visitors
- Official visitors

OPERATIONAL SCENARIO: The public lobby will serve many functions. The one with the most impact on the size is the public waiting area for video visits.

- Visitors will check in with the lobby staff and will be informed on how to proceed.
- Visitors will place all belongings in lockers provided.
- Visitors will walk through a metal detector and their property will pass through an x-ray machine prior to proceeding past the lobby.
- Visitors utilizing the video visitation booths will be assigned a booth by lobby staff.

DESIGN CRITERIA: The public lobby should present a business-like image somewhat softer than the secure facility it serves. The various functions and doors should be appropriately marked in order to promote an efficient flow of visitors. Acoustical treatment should be used to reduce noise. Low maintenance materials that can stand a lot of abuse should be used.

The lobby will be staffed from 6:00 AM until 10:00 PM by lobby staff; it will be locked after 10:00 PM. An intercom and camera will be needed outside the main door. Central Control will monitor the camera and intercom. [REDACTED]

The lobby shall provide the following:

- a secure glassed-in work station (3 stations) for lobby staff for processing video visitation visitors, with view to the visitation booths, window can open or be secured, a pass-thru and a speaker port will be provided
- a mail room accessible from the reception counter with counter space and 2 workstations for sorting mail, bin storage and a staff bathroom
- 24-seat waiting area for inmate visitation, either fixed or heavy furnishings, not easily movable
- a child care room with children's furniture, shelving for toys, and an ADA bathroom
- a glassed-in receptionist station with a counter and lockable pass-thru window, adjacent to the administration area
- men's and women's public restrooms, ADA accessible
- a drinking fountain
- a janitor's closet with a mop sink, shelving and drain
- a metal detector and x-ray machine
- 40 lockers, approximately 12" x 18" each
- 2 public telephones
- an ATM
- an information kiosk
- an information board
- mail drop-off and collection box
- a jail security vestibule entrance
- a television (for informational purposes)
- 10 gun lockers
- an information desk
- an elevator vestibule and a sallyport entry to the jail

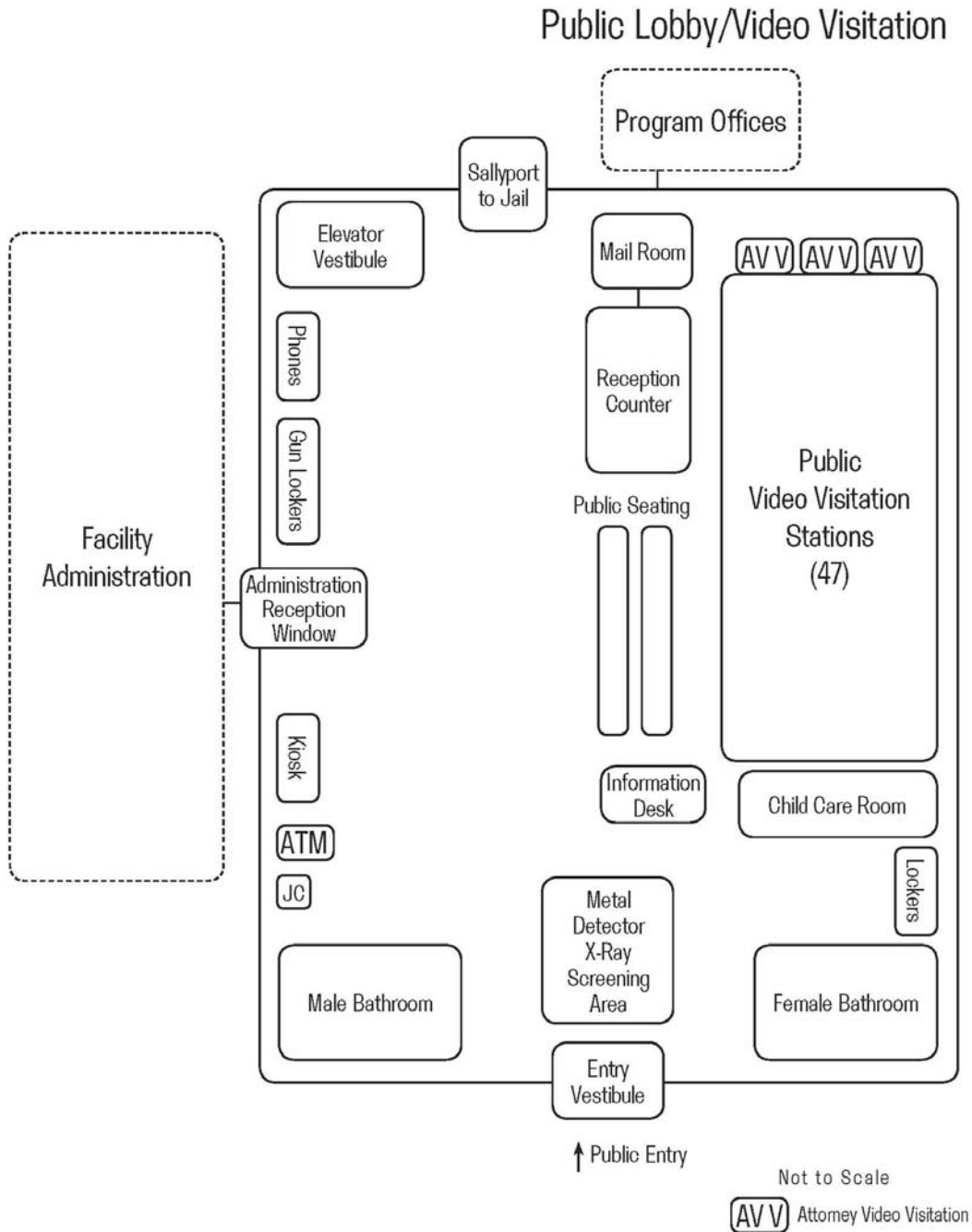
The Video Visitation Room (adjacent to the lobby) will consist of:

- 47 open video visitation booths (2 handicap accessible)
- 3 video visitation booths with doors for privacy for attorney visits (1 handicap accessible)
- a bench for two people at each booth
- built on an exterior wall for future expansion

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

The public lobby must be located at the main entry to the facility outside the security perimeter. The lobby must be adjacent to the main areas that need to be accessed by visitors and staff, including the jail administration, and video visitation. The video visitation room should be located on an exterior wall for future expansion.



PUBLIC LOBBY/VIDEO VISITATION							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
6.00	PUBLIC LOBBY/VIDEO VISITATION						
6.01	Entry Vestibule	1		60	1.40	84	weather vestibule, intercom to central control for after hours
6.02	Jail Lobby Area	1		700	1.40	980	seating for 24 public waiting for jail business, pay phones, house phone, water fountain, metal detector, x-ray machine, ATM, Kiosk for money deposit and information, 10 gun lockers, information desk
6.03	Elevator Vestibule	1		100	1.40	140	Vestibule to elevator bank adjacent to the lobby
6.04	Lockers	1		50	1.00	50	40 lockers, coin operated, money returned
6.05	Reception/Visitation Counter	1		110	1.40	154	in lobby, adjacent to video visitation area with views in V.V., monitors, and video visit equipment, window that open on all sides, but can be secured, 3 workstations, phones, computers, etc.
6.06	Mail Room	1		150	1.40	210	back side of reception counter, secure space, counter space, 2 workstations for sorting mail, bin storage, staff bathroom
6.07	Video Visitation Room	1		1,250	1.40	1,750	adjacent to the lobby, 47 open video visitation stations, 2 of which are handicap accessible, plus 3 stations with doors for attorney visits, each with two stools in each room, build on exterior wall to be able to expand in the future
6.08	Public Rest Rooms	2	250	500	1.30	650	male and female, handicap accessible, adjacent to lobby
6.09	Sallyport to Jail	1		80	1.40	112	adjacent to the lobby
6.10	Child Care Room	1		250	1.40	350	children's furniture, shelving for toys, ADA bathroom, adjacent to the public lobby
6.11	Janitor's Closet	1		25	1.30	33	mop sink, shelving
	Sub-Total			3,215		4,429	

Compiled by Liebert Associates
Updated 7/8/2009

FUNCTION: FACILITY ADMINISTRATION

PROGRAMMATIC SCOPE: This area will contain the office space for the Sheriff's Office, Replacement Jail Administration and clerical support. A Department Operations Center (DOC) will also be located in this area. Jail staff and the public will need access to the administration area.

OPERATIONAL SCENARIO: The Jail Captain and staff will have offices in the administration area. They will be responsible for the day-to-day operation of the jail facility. They will need to meet with other facility employees in this area as well as other official visitors and the general public.

Anyone coming from outside the building will first check in with the lobby staff person in the front lobby. The lobby staff will notify the appropriate staff person by telephone that a visitor is in the lobby and will then direct the visitor as instructed.

The administration offices will probably be occupied between the hours of 7:00 AM and 5:00 PM.

Access from the public lobby shall be restricted by a lockable door. After hours, the public will be directed to the Maguire Correctional Facility lobby.

DESIGN CRITERIA: This area shall utilize materials and systems normally common to general office environments. Natural light is desirable for staff work areas. Access to the area shall be controlled by lobby staff. The staff area will have a lockable window and counter to the public lobby and should open to the administration area.

The following offices and rooms shall be provided in the administration and staff support area. All offices, clerical areas and the conference room will have phone and data ports.

Administration personnel needing office space in the administration area, outside the secure perimeter, include:

- 1 Captain (Jail Administrator)
- 1 Administrative Lieutenant
- 1 Program Services Manager
- 1 Administrative LOS

Each office shall have at a minimum:

- A desk
- File cabinet
- Bookshelf
- A desk chair and 2 visitor chairs
- Telephone, computer, printer and data ports

The Captain and Lieutenant's offices will have adjacent bathrooms with a sink and toilet.

The administration area will also include:

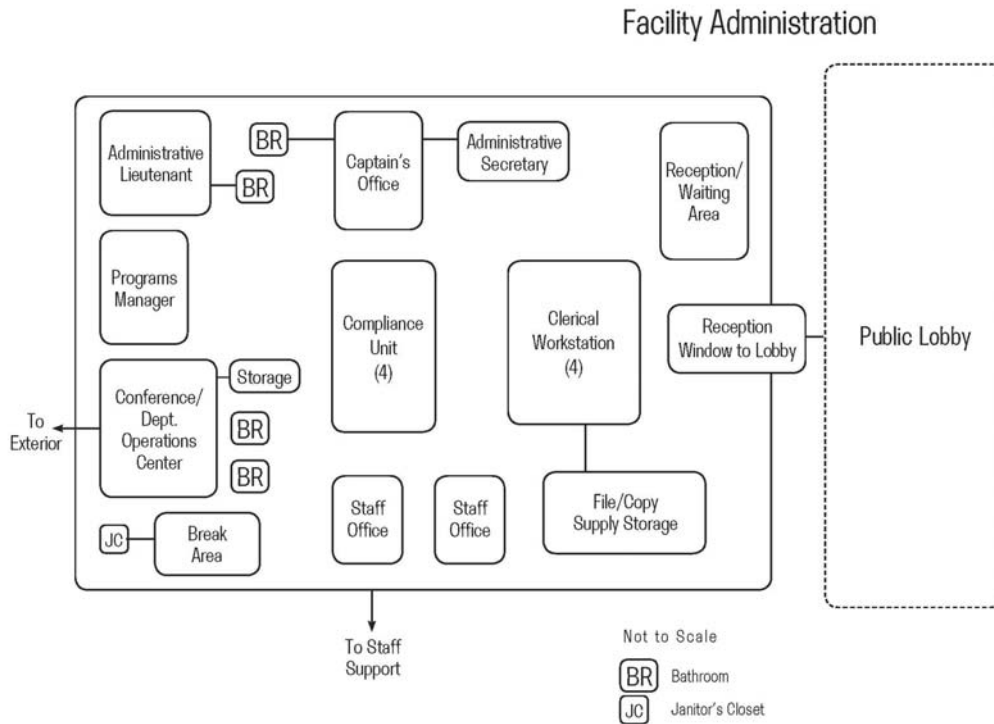
- 1 Reception/Clerical Area
 - with four workstations
 - adjacent to the public lobby

- a window and pass-thru
- 1 Inner Waiting Room
 - seating for 6 people
 - adjacent to the main lobby
- 1 Compliance Unit
 - with 4 workstations
- 1 Conference Room/Department Operations Center (DOC)
 - seating for 12 people
 - back counter with cabinets, sink, under-counter refrigerator
 - AV equipment, TV monitor, ceiling mounted projector
 - White boards
 - Retracting screen
 - Outside entrance
 - 5 workstations against the wall in Murphy type desks for use when DOC is operational (operations section chief, finance director, planning director, logistics director, DOC director)
 - phone and data ports throughout the room (at least 10 of each)
 - storage closet
- 1 Break Room
 - counter with cabinets below
 - sink, refrigerator, microwave
- 2 Unassigned Offices
 - a desk
 - file cabinet
 - bookshelf
 - desk chair and 2 visitor chairs
 - telephone, computer, printer and data ports
- 1 File/Copy/Supply/Records Storage Room
 - counter with cabinets below
 - lateral files
 - copier, fax, printer, etc.
 - shelving
- 2 Staff bathrooms
 - toilet and sink, handicap accessible
- 1 Janitor's Closet
 - mop sink
 - shelving

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

The administration shall be adjacent to the public lobby and the receptionist area. The jail clerical office should open to the reception counter. The administration area shall be outside the security perimeter. The conference room/DOC should have a door to the exterior.



FACILITY ADMINISTRATION							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
7.00	FACILITY ADMINISTRATION						
	Administration Offices (Outside the Secure Perimeter)						
7.01	Reception/Clerical Workstations & Counter	1		200	1.40	280	4 workstation, window and pass-thru to lobby
7.02	Reception Waiting Area	1		90	1.40	126	6 seats
7.03	Conference Room/DOC	1		400	1.40	560	seating for 12 people, 5 workstations against wall in Murphy type furniture to be used for DOC only, rear counter with cabinets, sink, small refrigerator
7.04	DOC Storage Closet	1		80	1.30	104	adjacent to the DOC
7.05	Administrative Secretary	1		80	1.40	112	workstation
7.06	Captain's Office	1		250	1.40	350	office furniture, with bathroom
7.07	Administrative Lieutenant	1		200	1.40	280	office furniture, with a bathroom
7.08	Programs Services Manager	1		120	1.40	168	office furniture
7.09	Compliance Unit	1		200	1.40	280	4 workstations
7.10	Break Area	1		60	1.40	84	counter, sink, refrigerator, storage cabinets
7.11	Staff Office	2	120	240	1.40	336	unassigned
7.12	File/Copy/Supply/Records Storage Room	1		200	1.30	260	
7.13	Staff Bathrooms	2	50	100	1.40	140	handicap accessible, adjacent the conference room
7.14	Janitor's Closet	1		25	1.40	35	mop sink, shelving, drain
	Sub-Total			2,245		3,115	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: STAFF SUPPORT

PROGRAMMATIC SCOPE: This area will contain the staff entry and support areas for jail staff.

OPERATIONAL SCENARIO: The staff support area will contain spaces that will be flexible in design in order that they can be used for various purposes. The briefing room will also serve as a multipurpose training room and as the ERT staging room. Staff will be provided locker rooms and bathrooms in the area. The Emergency Response Equipment and Training room will be located in this area. [REDACTED]

DESIGN CRITERIA: This area shall utilize materials and systems normally common to staff support environments. Natural light is desirable for staff classrooms. Access to the area shall be controlled by the receptionist or access card.

Staff Support Area shall include:



- Briefing/Multipurpose Room/ERT Staging Room
 - seating and tables for 35 staff
 - staff mailboxes
 - back counter for coffee pot, sink
 - telephone and data ports for Ops. Center
 - vending machines
 - marking and bulletin boards
 - a storage cabinets
 - carpeting and acoustical ceiling tiles
 - a clock
 - a computer
 - AV connections for training purposes

- Storage Room
 - shelving

- Wellness room
 - fitness equipment
 - free weights
 - water fountain
 - TV, radio
 - paging and intercom
 - phone

- Men's locker room and bathroom
 - 150 full size lockers
 - benches in front of lockers
 - 4 toilets, 4 sinks and 2 showers, one of each handicap accessible

- Women's locker room and bathroom
 - 75 full size lockers
 - benches in front of lockers
 - 2 toilets, 2 sinks and 2 showers, one of each handicap accessible

- Janitor's Closet
 - mop sink
 - shelving
 - drain

- Quartermaster Office
 - a desk
 - file cabinet, lockable
 - bookshelf
 - desk chair and 2 visitor chairs
 - telephone, computer, printer and data ports
 - shelving and racks for storage
 - electronic key cabinet

- Emergency Response Equipment and Training Room (inside secure perimeter, adjacent to the staff support area)
 - 10 air pacs mount to the walls
 - 10 cubicles for response equipment storage, racks to hang fire jackets and pants
 - floor mats
 - telephone and data ports
 - AV equipment
 - marking and bulletin boards
 - a storage cabinets
 - acoustical ceiling tiles

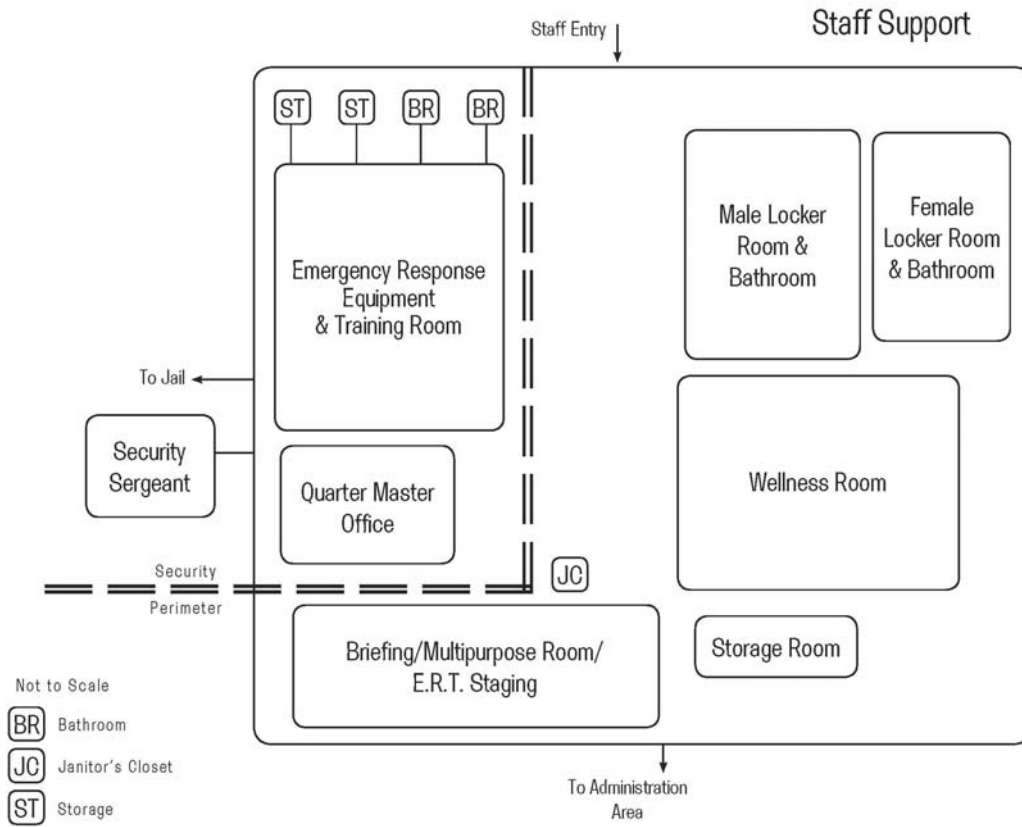
- Storage closets (2)
 - adjacent to the ERT room
 - shelving

- Staff Bathrooms (2)
 - adjacent to the ERT room

- Security Sergeant's Office (inside secure perimeter, adjacent to the staff support area)
 - a desk
 - file cabinet
 - bookshelf
 - desk chair and 2 visitor chairs
 - telephone, computer, printer and data ports

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY



STAFF SUPPORT							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
8.00	STAFF SUPPORT						outside secure perimeter (except 8.10-8.13)
8.01	Briefing/Multipurpose Room/ERT Staging room	1		800	1.30	1,040	35 people, AV capability, movable tables and chairs, counter for break area, staff mailboxes, computer station, dry boards, phone and data drops throughout
8.02	Wellness Room	1		750	1.30	975	exercise equipment
8.03	Storage Room	1		100	1.30	130	shelving
8.04	Male Locker Room	1		1,500	1.40	2,100	150 full size lockers with electrical outlets, center bench
8.05	Male Bathroom	1		200	1.40	280	4 toilets, 4 sinks, 2 showers
8.06	Female Locker Room	1		750	1.40	1,050	75 full size lockers with electrical outlets, center bench
8.07	Female Bathroom	1		150	1.40	210	2 toilets, 2 sinks, 2 showers
8.08	Janitor's Closet	1		25	1.30	33	mop sink, shelving, drain
8.09	Quarter Master's Office	1		200	1.40	280	workstation, shelving and racks
8.10	Security Sergeant's Office	1		120	1.40	168	office furniture, just inside the security perimeter, adjacent to staff support
8.11	Emergency Response Equipment Room & Training Room	1		1,000	1.30	1,300	10 air pacs along wall cubbies for storage of other equipment, mats for floor exercises
8.12	Staff Bathrooms	2	70	140	1.40	196	2 toilets, 2 sinks, 1 shower, adjacent to the ERT room
8.13	Storage Closets	2	50	100	1.30	130	shelving
	Sub-Total			5,835		7,892	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: MASTER CONTROL

PROGRAMMATIC SCOPE: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

USERS: Control room staff and administration only

OPERATIONAL SCENARIO: Master control will allow for performance of the following functions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

DESIGN CRITERIA:

- Since the control officers cannot leave the post, a staff toilet must be provided in master control.
- [REDACTED]
[REDACTED]
[REDACTED]

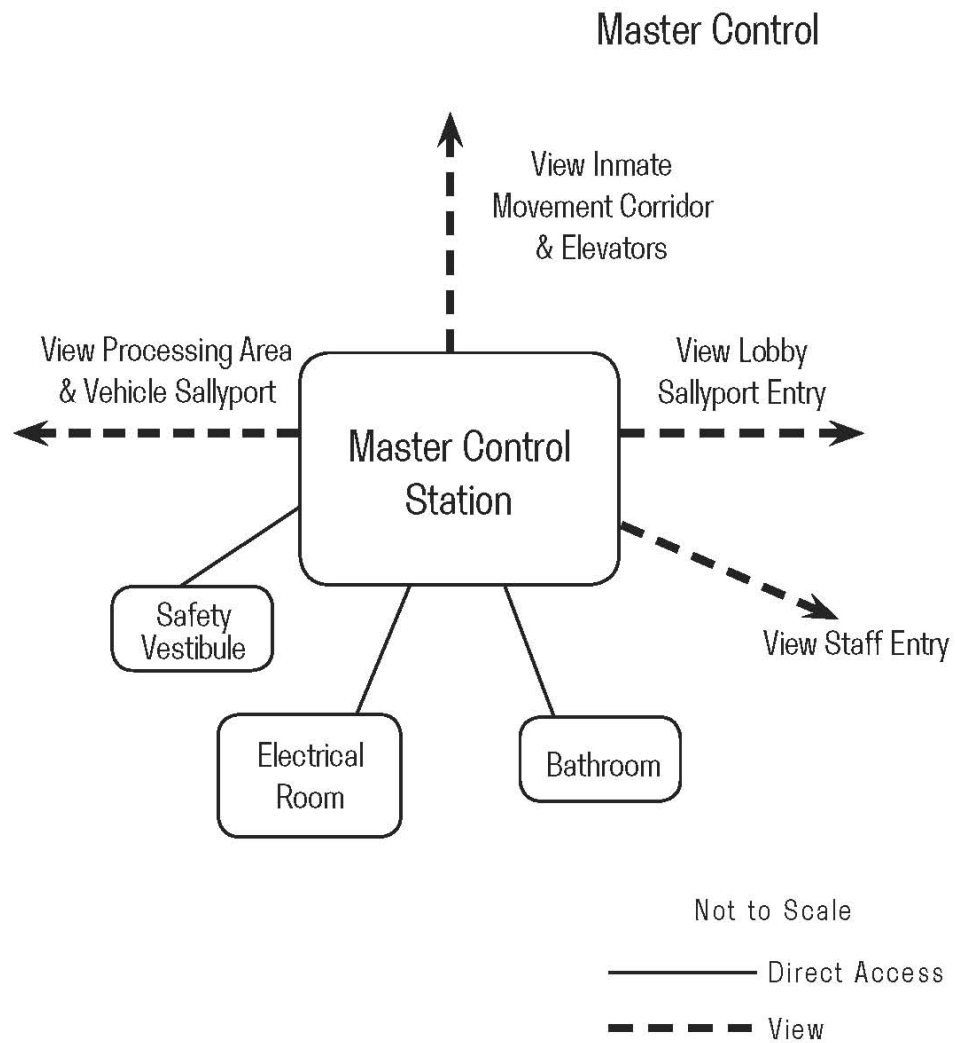
- [REDACTED]
- Master control should be raised to provide good lines of sight through the windows from a sitting position.
- [REDACTED]
- The center shall have a computer access floor.
- The center shall have a counter with a sink, refrigerator and microwave.
- The center must be handicap accessible, a lift or a ramp must be provided.
- The environment should reduce stress through the use of:
 - temperature control
 - good ventilation
 - sound absorption
 - controlled lighting (dimmer switch)
 - expansion of future needs must be planned.
- [REDACTED]
- [REDACTED]

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

Master control staff should be able to directly observe the following areas: main entry sallyport, the processing area, the vehicle sallyport and the main inmate movement corridors. Though it is within the security perimeter it must also be a secure envelope in and of itself.

The bathroom and electronics room shall be accessed from the control center.



MASTER CONTROL							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
9.00	MASTER CONTROL						
9.01	Control Station	1		400	1.30	520	views of sallyport entry off public lobby, processing area, vehicle sallyport and the main movement corridor, 2 complete workstations, computers, phones, monitors, printers, fire alarm panel, key pass to corridor, handicap lift, counter, sink, refrigerator, microwave
9.02	Security Vestibule	1		40	1.30	52	entry to master control
9.03	Electrical Room	1		100	1.30	130	adjacent to master control, door to corridor
9.04	Bathroom	1		50	1.30	65	in the master control room, handicap accessible
	Sub-Total			590		767	

Compiled by Liebert Associates
Updated 8/18/2009

FUNCTION: SUPPORT SERVICES

PROGRAMMATIC SCOPE: This component will address various storage needs, maintenance/engineering, laundry and commissary spaces necessary to operate a the Replacement Jail.

USERS: Maintenance personnel, corrections staff and inmate workers

OPERATIONAL SCENARIO:

Laundry:

All laundry will be done at the Replacement Jail and transported to the MCF. The current laundry will be reused for other purposes. The potential exists to handle laundry for other County facilities. No decision had been made at the time of this report. Laundry will be done on one or two shifts by inmate workers, supervised by staff. Laundry will be folded and stored in the laundry area; uniforms will be shelved by sizes

Commissary:

The commissary storage and packing areas are too small for the current operation. Additional space can be gained when the kitchen is vacated and moved to the Replacement Jail. A new commissary area will not be added into the Replacement Jail.

Currently inmates can order commissary two days a week. Inmates order off of a paper menu, which can change, based on product. Deputies collect the commissary order forms and Commissary staff get the sheet, verify that the inmate has funds and deliver items the following day.

There is currently technology, being used in other jails, whereby the inmate orders commissary electronically from a kiosk in their dayrooms. This eliminates paper and streamlines the process. Also, many jails contract out to a private vendor for commissary services. In those cases the storage areas are not needed in the jail. The vendor stores and packages the product at their facility and delivers the items to the jail. The Sheriff's Office may want to explore some of these options and calculate if it would be a cost savings or an additional expense.

Storage:

All storage and maintenance needs for the Replacement Jail will be kept at this facility.

Storage and maintenance do not lend themselves to a scenario other than that supplies will be delivered to the loading dock and then stored in the appropriate area. Among the numerous types of storage necessary in a jail are:

General Storage:

- paper products -- i.e., toilet paper, paper towels
- hygiene supplies, soap, shampoo, etc.
- mattresses, linen
- jail forms, receipts, records

- extra furnishings
- recreation supplies
- clothing

Engineering/Maintenance Storage:

- equipment
- replacement parts
- tools
- machinery
- ladders
- lights
- cleaning supplies
- floor plans

Outdoor Storage:

- lawn mowers
- gardening and landscaping tools
- tractors, etc.
- fuel, oil

Maintenance Workshop:

- work bench
- shelving
- storage bins
- power tools

DESIGN CRITERIA:

The laundry room must be specially designed for that purpose. It must have:

- an appropriate ventilation system
- floor drains
- non-skid floor
- fire detection and suppression system

The following equipment and furnishings, at a minimum, will be necessary in the laundry room:

- 5 –washers of various sizes (expandable to 6)
- 5 –dryers of various sizes (expandable to 6)
- secure detergent dispensing room
- folding tables
- laundry carts
- laundry tub (sink)
- shelving for storage and clean laundry

Other rooms associated with the laundry include:

- a sewing room with two workstations
- a staff bathroom
- an inmate bathroom

a janitor's closet with a mop sink, shelving and floor drain
a staff office with office furniture
a linen storage room with shelving for:

- linens
- towels
- inmate clothing
- cart storage

a cart storage room (adjacent to the clean linen storage room)

Clean Linen/Laundry Storage will include:

- proper ventilation
- sealed concrete floors
- high ceilings
- shelving

The general and engineering/maintenance storage areas need:

- proper ventilation
- temperature and humidity control
- sealed concrete floors
- vents for dust
- high ceilings
- shelving
- electrical sources
- a cabinet for combustibles (maintenance storage)
- extra wide doors

The maintenance workshop needs:

- proper ventilation
- temperature and humidity control
- sealed concrete floors
- vents for dust
- high ceilings
- shelving
- a work bench
- large equipment (such as a drill press, etc.)
- electrical sources
- sink

The storage rooms and maintenance shop need to be adjacent to the loading lock.

The loading dock needs to have:

- trash dumpster
- roll-up door
- walk-through door
- cardboard and can compactor
- emergency generator
- truck height
- fenced on exterior

Staff bathrooms will include:

- toilet
- sink
- eyewash station

Janitor's Closet will include:

- mop sink
- shelving
- drain

Outside Storage will include:

- concrete floor
- floor space for outside equipment
- shelving
- paint storage area
- lockable
- adjacent to loading dock

Engineering/Maintenance Office will include

- 3 workstations
- phones and data ports
- fax and printer
- a plans room (adjacent)

Computer Room (adjacent to the engineering/maintenance Office) needs:

- shelving/racks
- a desk, phone and computer
- proper ventilation
- temperature and humidity control
- sealed concrete floors

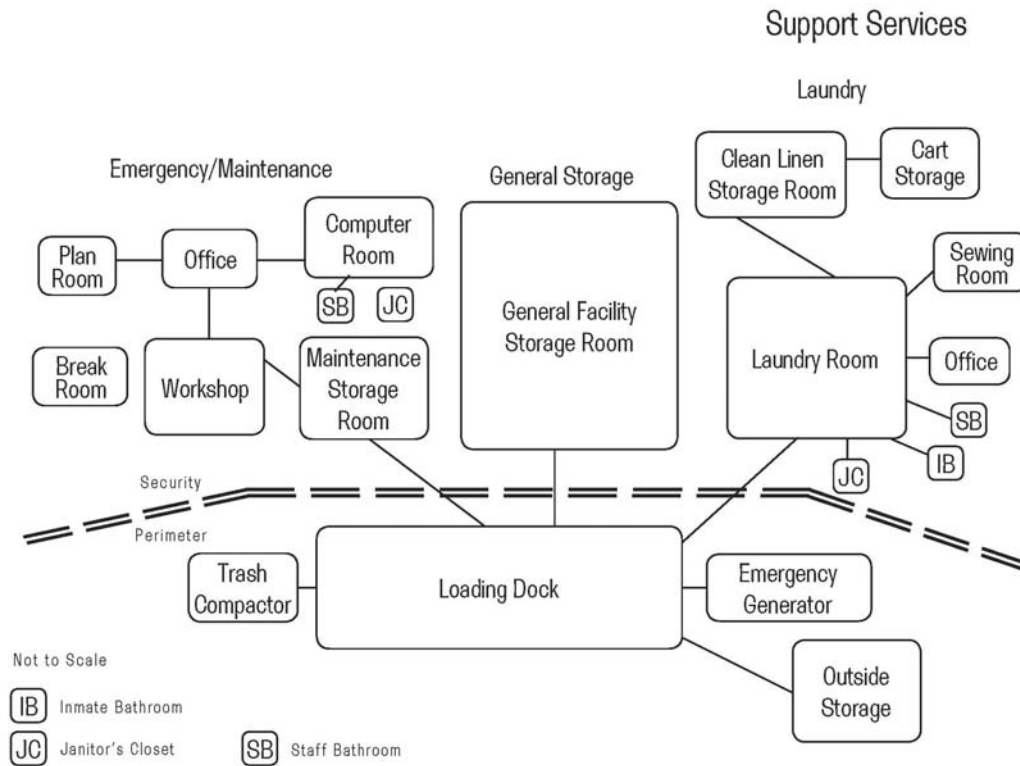
Break Room will include:

- counter
- sink
- microwave
- refrigerator
- coffee pot
- phone
- storage cabinets
- table and 4 chairs

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

The general storage room, maintenance storage room and shop, commissary storage and laundry storage should be adjacent to the loading dock area and within the secure perimeter. The outdoor storage area and emergency generator will be outside the security perimeter but located near the loading dock.



SUPPORT SERVICES							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
10.00	SUPPORT SERVICES						
10.01	General Building Storage	1		2,500	1.30	3,250	adjacent to loading dock, shelving, high ceiling, wide door
10.02	Engineering/Maintenance Storage Room	1		800	1.30	1,040	adjacent to loading dock, shelving, high ceiling, wide door
10.03	Engineering/Maintenance Workshop	1		500	1.30	650	adjacent to maintenance storage, sink, workbench, shelving, cabinets
10.04	Maintenance Office	1		150	1.30	195	3 workstations
10.05	Plan Closet	1		60	1.30	78	adjacent to office
10.06	Computer Room	1		150	1.30	195	clean room, temperature controlled, racks, phone and computer, desk
10.07	Break Room	1		150	1.30	195	counter, sink, refrigerator, microwave, table and 4 chairs
10.08	Staff Bathroom/Eye Wash Station	1		50	1.30	65	adjacent to workshop
10.09	Janitor's Closet	1		25	1.30	33	mopsink, shelving, drain
10.10	Laundry Room	1		600	1.30	780	5 washers and dryers, folding tables, secure detergent dispensary
10.11	Cart Storage	1		100	1.30	130	
10.12	Clean Linen Storage Room	1		300	1.30	390	shelving, high ceiling
10.13	Inmate Bathroom	1		50	1.30	65	ADA accessible
10.14	Laundry Office	1		120	1.30	156	office furniture
10.15	Sewing Room	1		100	1.30	130	2 sewing stations
10.16	Staff Bathroom	1		50	1.30	65	adjacent to office
10.17	Janitor's Closet	1		25	1.30	33	mopsink, shelving, drain
10.18	Loading Dock	1		400	1.30	520	truck height, fenced, cardboard compactor, roll-up door, walkthrough door, sallyport to secure side
10.19	Outside Storage	1		200	1.00	200	adjacent to loading dock, away from building, secure, shelving, paint storage, outside equipment
10.20	Emergency Generator	1		500	1.30	650	adjacent to loading dock
	Sub-Total			6,830		8,819	

Compiled by Liebert Associates
Updated 12/14/2009

FUNCTION: FOOD SERVICE

PROGRAMMATIC SCOPE: The food service component includes all phases of food delivery, food preparation, and distribution for inmates and staff. All food will be prepared in the Replacement Jail and will serve the Maguire Correctional Facility (MCF). This decision is based on an evaluation of the current food service area in the MCF, completed by The Marshall Associates, Inc. Their report is included at the end of this section.

A staff dining room will also be provided for staff meals. This area will be located inside of the secure perimeter and in close proximity to the kitchen.

USERS:

- All food service personnel
- All inmates eating in their dayrooms
- All inmate workers assigned to the kitchen
- All staff dining in the staff dining room

OPERATIONAL SCENARIO: Scenarios are based on the following decisions made by the administration:

- 768 inmates will be served three meals a day
- all staff can eat in the staff dining area
- the kitchen should be able to handle future expansion
- inmate workers will be used in the kitchen under the supervision of food service personnel
- inmates will eat in their dayrooms

Food Delivery and Storage:

- the food service supervisor will be responsible for determining the menus and ordering the food
- food will be delivered to the loading dock
- food will be unloaded by inmate workers under supervision
- food service personnel will inventory products
- food will be stored in either dry storage, freezers, or refrigerators

Food Preparation and Distribution:

- all food will be prepared by the food service personnel and inmate workers under supervision

- all food will be portion-controlled onto insulated trays
- trays, utensils, condiments, and beverages will be placed on carts and delivered to the housing units by inmate workers
- housing deputies will supervise the distribution of the trays and food
- housing deputies will be responsible for returning the same number of trays and utensils that were brought in
- trays will be returned to the kitchen for cleaning and storage
- trash will be placed in dumpsters for removal daily

Staff Dining:

- staff will have their own dining room
- food will be served cafeteria-style
- a grill will be provided for special orders

DESIGN CRITERIA: The kitchen will be designed so that the functions that need to occur are arranged sequentially in order to prevent cross-circulation. The kitchen must be oversized to handle future expansion. The following items will need to be included in the kitchen area:

- dry, refrigerated, and frozen storage areas large enough to handle any need for expansion
- food preparation areas
- baking area
- an area to portion food onto trays
- cart storage area
- tray storage area
- tray and pot wash area
- food service office (raised, glass walls, office furniture)
- staff bathroom
- inmate worker bathroom
- secure storage
- beverage area
- inmate working eating area

- loading dock sallyport
- trash area with a trash compactor
- staff dining room with:
 - movable tables and chairs to seat 30 staff
 - vending machines
 - salad bar
 - staff bathrooms
 - outdoor courtyard with seating

A thousand (1,000) square feet of space will be needed in the existing kitchen in MCF to store the rethrem carts.

(see the remarks column on the Space Needs Sheets for additional information)

FUNCTIONAL RELATIONSHIP/ADJACENCY

The kitchen must be located adjacent to the loading dock for food delivery. There should be easy access to the storage area from the kitchen. The storage areas should be as close to the loading area as possible, but still within the kitchen. The staff dining room will be located inside the secure perimeter, in close proximity to the kitchen.

The following space needs chart was developed by The Marshall Associates, Inc. in their evaluation of food service needs.

FOOD SERVICE AREA							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
11.00	FOOD SERVICE AREA						
	Receiving						
11.01	Dock and Staging	1		600	1.15	690	
11.02	Facility Officer Office	1		100	1.15	115	
11.03	Staff Toilet	1		100	1.15	115	
11.04	Minimum Secure Inmate Area/Change room	1		150	1.15	173	
	Kitchen Storage						
11.05	Dry	1		1,200	1.15	1,380	
11.06	Cold	1		650	1.15	748	
11.07	Frozen	1		1,200	1.15	1,380	
11.08	Office	1		100	1.15	115	
	Food Service						
11.09	Plated Meals (768)	1		200	1.15	230	
11.10	Tray Storage (688)	1		180	1.15	207	
11.11	Receiving and Issuing	1		1,000	1.15	1,150	
11.12	Tray Assembly	1		800	1.15	920	
11.13	Preparation	1		500	1.15	575	
11.14	Production	1		600	1.15	690	
11.15	Packaging and Blast Chilling	1		400	1.15	460	
11.16	Food Bank (Chilled Product)	1		600	1.15	690	
11.17	Rethem Ovens	1		325	1.15	374	
11.18	Warewashing/Sanitation	1		800	1.15	920	
11.19	Inmate/Staff Facilities	1		400	1.15	460	
11.20	Offices	1		300	1.15	345	
11.21	Waste/Recycling Handling	1		300	1.15	345	
	Sub-total			10,505		12,081	

Compiled by Liebert Associates
Updated 12/15/2009

FOOD SERVICE AREA							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
	STAFF DINING AREA						
11.22	Staff Servery & Grill	1		200	1.15	230	bulk service line and grill
11.23	Staff Dining	1		350	1.15	403	table and chairs for 30 staff, vending machines (this is additional s.f. above the 400 NSF shown in 11.19)
11.24	Male Washroom	1		50	1.15	58	handicap accessible
11.25	Female Washroom	1		50	1.15	58	handicap accessible
	Sub-total						
	Total			10,505		12,081	

Compiled by Liebert Associates
Updated 1/4/2010

MAGUIRE CORRECTIONAL FACILITY
330 Bradford Street
Redwood City, CA

~ Food Services Evaluation and Planning Study ~

December 22, 2009

FINAL REPORT

PREPARED BY:

The Marshall Associates, Inc.

Foodservice & Laundry Consultants/Designers

Tribune Tower

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**Maguire Correctional Facility
330 Bradford Street
Redwood City, CA**

INTRODUCTION:

The Marshall Associates, Inc. were retained by the San Mateo County Department of General Services, Facility Planning and Development Division to provide food service evaluation of the existing Maguire Correctional Facility kitchen and planning services for the proposed, new 768 bed complex in Redwood City. The planning and evaluation will be a comprehensive study of the existing food storage/preparation/delivery feeding system for the existing 1,000 inmate Maguire facility and the 200 female inmate facility; as well as a food service needs assessment for the proposed 768 bed complex.

METHODOLOGY:

Steve Marshall from The Marshall Associates, Inc. conducted an onsite walk-thru of the Maguire Correctional Facility kitchen, dock and utility support areas with the food service director and Lt. Debbie Bazan, Lt. Tom Gallagher, Sgt. Dave Titus and Correctional Officer Mike Mitchell on September 2nd, 2009. Preliminary findings were reviewed September 10th and December 9th 2009 at the Jail Planning Unit office with the jail planning team and County engineers. Their input has been included in this final report.

A. OVERVIEW:

- The existing kitchen is 5,400 square feet. The kitchen was built in 1988 and expanded and remodeled in 1994. It was built to serve 680 inmates in 1988 but now serves 920 to 1,000 meals to on site inmates and 200 meals to a remote women's facility; 3 times a day – 7 days a week, plus 200 staff meals every 24 hours. 3,700 total meals are served on a daily basis. Total meals served in 2008 were 1,300,000.
- The kitchen is located on the ground floor and shares a single door common receiving dock and trash area with the rest of the facility which is very challenging to schedule food deliveries and food waste pick-up without conflicting with general deliveries. A 200 square foot freezer and 400 square foot dry storage room are located in the basement below the kitchen.
- Inmates receive one (1) hot meal (dinner) and two (2) cold meals (breakfast and lunch – breakfast is hot cereal three times per week) in stacking, insulated trays

via stainless steel transport carts; transferred on an elevator to inmate floors. Inmates keep and maintain their own spork and cup. The 200 women's meals are transported in bulk and dished up at the women's facility. Staff meals are served in bulk from a self serve cafeteria line in the staff dining room.

- The kitchen equipment is operated with high pressure steam for dishwasher and steam kettles, with gas for cooking line and electric power for all tray line, refrigeration and small equipment.
- The kitchen operates with sixteen (16) inmates per shift and nine (9) civilian staff. Fourteen (14) inmates assemble insulated trays for 1,000 inmates on a tray conveyor system, 3 times a day for about 45 minutes per meal. The kitchen has two (2) tray make-up lines but only one is used.
- Storage is only able to hold three (3) days of dry food supplies and one (1) to two (2) days of perishables. Food is delivered to the facility daily. A high percentage of the entrees are frozen, pre-cooked, processed food which is reheated in convection ovens and steam kettles. The only food prepared from scratch is the 200 staff meals every 24 hours that are served in bulk from a self service cafeteria line in the staff dining room.
- The cooking equipment consists of four (4) ranges with missing oven handles and a grill, three (3) 40 gallon steam kettles, two (2) 40 gallon electric tilt skillets, two (2) two-deck gas convection ovens and one (1) two-deck steam cooker.
- The kitchen was closed four years ago to replace the epoxy floor.
- Refer to Appendix A for complete kitchen survey notes. Three weeks of inmate menus were received and reviewed; dated August 30th 2009, as well as the Maguire / WCC staff menu for September 2009.

B. COMMENTS

- The existing 5,400 square feet existing kitchen is severely challenged to serve 1,200 inmates, three meals a day plus staff meals.
- The storage is inadequate by 50%, which is being corrected with daily food deliveries. However delivery is 15% of the cost of food so, daily deliveries instead of once a week is almost doubling the annual food cost. Industry standard is at least seven (7) days for dry and frozen food; and three (3) days for perishable food.
- The use of a single loading dock in a facility of this size causes major scheduling and cross circulation issues as well as a lack of efficiency in terms of Women's facility meal distribution, trash discharge, receipt of raw food materials as well as general jail commodity deliveries.

- The kitchen equipment is all sixteen (16) to twenty-two (22) years old and close to the end of its usable life.
- The existing food production and delivery system is a “cook-serve” operation with all dinner food transported “hot” just prior to service. Three (3) hot cereal breakfasts a week are also transported hot just prior to service.
- The kitchen utility infrastructure is also sixteen (16) to twenty-two (22) years old. It is nearing the end of its usable life.
- The dishwasher is nine (9) years old but needs repair. The conveyor belt is in poor condition and the pumps are worn. ACME Pacific Services has quoted the County \$45,000 to repair it and change it to electric; and \$100,000 (including a new electric circuit) to replace it with an electric dishwasher and booster.
- Conversion to electric is required because the three (3) 9.5 BHP steam boilers need to be eliminated, so the existing 22 year old hot water boilers can be placed.

C. ISSUES

- San Mateo County is planning a new 768 bed replacement facility a few blocks from the Maguire Facility and closing the Women’s Facility. The plan is to operate both Maguire and Women’s Facilities with one kitchen to serve both facilities.
- Food will have to be transported via truck or up 10 transport carts to the new facility if the Maguire kitchen stays in operation or to the Maguire Facility, if a new kitchen is built with the new 768 bed facility.
- Hot, pre-trayed food does not transport well. Food loses temperature to below 100°F in insulated trays in less than 30 minutes. The solution might be to transport in bulk containers (like Women’s Facility now) which holds temperature for up to 2 hours. But it would have to be trayed (assembled) in both facilities, requiring double staff.
- Food does transfer well pre-trayed if it is cold; i.e. airline food, many school districts, and many jails and prisons (Santa Clara County, Elmwood Jail {5000 inmates}, Alameda County {5,500 inmates each} Santa Rita Jail {5,000 inmates plus all food for Solano County Jail}; as well as all State of California Prisons built in the last 30 years {5,500 inmates each}).
- Cold food sometimes means “cook-chill”, which means mixer, kettles, food pumps, bagged food and tumble chillers. All of which are complicated. Cook-chill can also be a hybrid cold food system consisting of a majority of pre-cooked entrees, starch and vegetables being frozen processed food (similar to what

Maguire kitchen is doing now.) Any on-site prepared food would be blast-chilled in a fast chill speed walk-in refrigerator (blast-chill.)

- The existing hot food transport system works for the 200 bed women’s facility because it is sent in bulk insulated containers and dished up on site.
- Transporting in bulk from Maguire kitchen for the proposed 768 bed facility will only work for hot food if it is done in bulk containers and dished up in the day rooms from a mobile steam table; like the Women’s Facility. Pre-plated trays like existing Maguire food program would not stay hot during a long delivery transport to the replacement jail day rooms.

D. RECOMMENDATION

- Do not build a new 768 bed unit with insulated trays and transport to day rooms from the existing Maguire kitchen. Dining in day rooms with the food re-thermed in the day room or close by in a multi oven re-therm pantry will provide for food at the correct temperature and give the correctional officers full control over serving times, because the food will remain cold until counts are correct; then re-thermed 30 minutes before service. Dishing up hot bulk food from mobile, steam tables will be hard to control portion size and food safety.
- Change the food system to a cold food – reheat system. Most of the cooked food now served is pre-cooked, frozen, and processed food which only needs to be reheated for inmates. No tumble chill kettles or ice water chillers are required. Only blast-chill walk-in refrigerators would be used for any vegetable, protein or chili / soup to be cooked. All of the State Prisons use blast-chill and are very successful; which is why 2,200 bed kitchens can serve an average of 5,500 inmates each.
- Staff meals can still be cooked hot and transported in bulk, because food is self-service from a cafeteria line; or it can be cooked, blast chilled and re-thermed in bulk 45 minutes before it is needed so staff food could be cooked on the day shift only and blast-chilled for re-therming throughout the 24 hour day.
- Cold food can be re-heated (re-thermed) in mobile warming cabinets in day rooms, one (1) pantry per floor or one (1) central pantry on the ground floor. Either in the new facility or the existing Maguire kitchen and transported hot / cold to inmate day rooms.
- It is our recommendation that one central kitchen be developed to serve the Maguire Facility and the replacement jail. The existing 5,400 square foot Maguire kitchen is inadequate by half and will not meet future needs of San Mateo County.

- Option A is use the Maguire kitchen as a Central Kitchen for both facilities, modification would be required to add blast-chillers and finished food inventory refrigerators, and double the size of existing dry and refrigerated storage to meet minimum seven (7) day standards. The existing cooking and washing equipment would also need to be replaced. The Maguire kitchen will be 50% (6,000 square feet) undersized for storage increased production tray make-up, and chilled holding. It is beyond maximum capacity and could not take on any additional County food programs, i.e. Juvenile Center, Meals on Wheels, etc. or future inmate population increases. Maguire kitchen expansion with the equipment replaced, the equipment cost would be approximately \$750,000 plus all utility repair required. (cost unknown)
- Option B. Build a new 12,000 square foot kitchen and storage facility (refer to Appendix B Program) that would be planned as a “state of the art” cook-chill (blast-chill) facility that would be able to support over 2,000 inmates. Equipment cost for a new kitchen would be approximately \$1,800,000 plus the space and tenant (T.I.) improvements. (See Appendix C for cost breakdown.) The proposed, new 12,000 square foot kitchen would also be designed to include a culinary vocation training school for inmates; as part of the blast chill, re-therm program.
- Option C would be to build a second smaller 6,000 square foot kitchen with the replacement jail and operate two separate kitchens. This would double labor cost and is not recommended.

PROS AND CONS

OPTION A: Remodel and Expand Existing Maguire Kitchen

PROS	CONS
<ul style="list-style-type: none"> • Existing equipment is 22 and 16 years old and usable for five (5) more years. 	<ul style="list-style-type: none"> • Existing equipment will have to be replaced in five (5) years; requiring partial closure of Maguire kitchen
<ul style="list-style-type: none"> • 12,000 square feet will not be required in the new 768 bed facility for a new kitchen. 	<ul style="list-style-type: none"> • Existing kitchen will need to be expanded by 6,000 square feet to meet all county jail food service needs.
<ul style="list-style-type: none"> • Equipment replacement and expansion will be approximately \$1,000,000 less than a new kitchen in the proposed 768 bed facility. 	<ul style="list-style-type: none"> • A 6,000 square foot expansion of the existing kitchen does not seem possible in any adjacent direction at Maguire.
	<ul style="list-style-type: none"> • Loading dock cannot be expanded or relocated. The dock requires separate food delivery and trash / grease holding area from general facility deliveries and transport. Cross circulation with food, trash, raw food, Women’s meal distribution and general jail deliveries is causing major scheduling issues.

OPTION B: Build New 12,000 Square Foot Kitchen as Part of the Proposed New 768 Bed Facility

PROS	CONS
<ul style="list-style-type: none"> A new 12,000 square foot kitchen and storage facility (refer to Appendix B Program) will be a “state of the art” cook-chill (blast-chill) facility that would be able to support over 2,000 future inmates. Equipment cost for a new kitchen would be approximately \$1,800,000 plus the space and tenant (T.I.) improvements. (See Appendix C for cost breakdown.) 	<ul style="list-style-type: none"> Equipment cost will be \$1,000,000 more than expanding the Maguire kitchen because the existing grease hoods and walk-in refrigerator / freezers can be reused.
<ul style="list-style-type: none"> The proposed, new 12,000 square foot kitchen would also be designed to include a culinary vocation training school for inmates; as part of the blast chill, re-therm training program. 	<ul style="list-style-type: none"> The existing 5,400 square foot Maguire kitchen will need to be demolished and re-built for other uses, including a 1,000 square foot central re-therm pantry to serve Maguire inmates’ plated meals from the new 768 bed facility kitchen.
<ul style="list-style-type: none"> Storage will be increased to a seven day supply for dry and frozen food. Daily deliveries will be changed to weekly deliveries which will reduce the annual food cost. Multiple deliveries are charged at an additional 15% of the food cost per delivery. 	
<ul style="list-style-type: none"> A separate food service dock can be developed to receive raw food and divide trash and grease pick-up from general jail deliveries. 	
<ul style="list-style-type: none"> The utility infrastructure and equipment will be all new, state of the art, low energy use, low water use “Energy Star” systems which will reduce maintenance and replacement costs for 25 years. 	

OPTION C: Leave the Maguire 5,700 Square Foot Kitchen as is to Serve the Maguire Inmates and Build a Second 6,000 Square Foot Kitchen to Serve the New 768 Bed Facility.

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> No disruption of the existing Maguire kitchen of food service operation would be required because no remodel or expansion would be necessary if a second kitchen is constructed. 	<ul style="list-style-type: none"> Operating two kitchens will double the cost of operation requiring duplicate management, cooks and maintenance engineers.
<ul style="list-style-type: none"> Two kitchens would allow a duplicate full replacement back-up kitchen if Maguire kitchen or the new 768 bed facility kitchen had to be shut down in an emergency inmate related event or emergency utility event. 	<ul style="list-style-type: none"> The Maguire kitchen equipment and utilities will be at the end of their useful life in five years; just as a new 768 bed kitchen is coming on line. The Maguire kitchen will then require a multi-million dollar upgrade to stay on line
	<ul style="list-style-type: none"> A new “state of the art” energy efficient 12,000 square foot kitchen will end up costing the same as a new 6,000 square foot kitchen and a remodeled 5,700 square foot Maguire kitchen.

NEW 12,000 SQUARE FOOT CENTRAL KITCHEN COST MODEL

<ul style="list-style-type: none"> 12,000 square feet shell @ \$200 per square foot = (See Appendix B – space program) 	\$2,400,000
<ul style="list-style-type: none"> 12,000 square feet tenant improvements @ \$150 per square foot = (Walls, utilities, HVAC) 	\$1,800,000
<ul style="list-style-type: none"> 12,000 square feet kitchen equipment @ \$150 per square foot = (See Appendix C – itemized budget) 	\$1,800,000
Total New Kitchen Budget Estimate:	
	\$6,000,000

APPENDIX A – EXISTING KITCHEN OVERVIEW

September 2, 2009 Maguire Kitchen Walk Thru with Steve Marshall – Food Service Consultant, Lieutenant Tom Gallagher, Sergeant Dave Titus, Officer Mike Mitchell and Lieutenant Debbie Bazan

- The Maguire Correctional facility was opened in 1994. It houses and feeds 920-1000 inmates. The kitchen also feeds 200 additional female inmates; facility is located approximately 1 mile away.
- The kitchen served 1.3 million meals in 2008.
- Original kitchen was completed in 1988 for 650-750 inmates
- One (1) dock for whole facility causes conflicts between food receiving, facility receiving and trash pick-up.
- Dock lift does not reach trucks. The kitchen has to unload trucks on street and borrow forklift driven by Food Service Manager to move pallets to kitchen.
- The kitchen needs deliveries every day/ with days max storage.
- Original 1988 kitchen was expanded in 1994 when the new kitchen at Maguire opened.
- Service is two (2) cold meals and one (1) hot dinner meal, served on stacking insulated trays. The trays are plated in the kitchen before service. The women's facility gets food delivered hot in bulk containers. Sixteen (16) inmates operate the kitchen per shift, plus nine (9) civilian staff.
- 3,700 meals a day average service.
- There is a plan to change the Women's food to trays with insulated carts, in the near future. They will be pre-trayed at the Maguire kitchen.
- Breakfast service is three (3) days of hot cereal and four (4) days of cold cereal.
- Lunch service is for all seven (7) days are cold meals on insulated trays.
- Dinner service for all seven (7) days is hot meals.
- Tray line preparation takes about 30-45 minutes for 1,000 trays.
- Fourteen (14) inmates run the line. Health dept is okay with system.
- Medical, mental health is 30 beds. Special diets are low sodium, diabetic, religious Muslim. No halal or kosher.
- Two (2) tray lines, but only one is used.
- Dishwasher needs repair for a new belt, bearings, and Acme pacific service quoted \$45,000.00 to replace steam heat and booster to electric \$100,000 to replace with electric dishwasher (including new power service.)
- It takes 1 to 1.5 hours per day to wash trays – 3 times a day.
- Daily production requires all four (4) walk in coolers and freezers.
- Two (2) double deck convection ovens are in poor condition.
- The kitchen does not bake any bread or dessert.

- Pre-cooked meat and processed food from vendors is stored frozen for up to one weeks supply.
- 200 staff meals are served every 24 hours and are made with more raw foods, higher quality products. Inmates stay out of staff prep area.
- Lines of sight are poor for supervision in kitchen
- New epoxy floor is 4 years old.
- Pipes below floor slab on grade in poor condition.
- Three (3) kettles are used for pasta, chili, vegetables and hot cereal. They are direct steam and will have to be replaced with at least two (2) self-contained electric kettles, if direct steam is eliminated as part of a hot water heater replacement project. Projected cost is \$22,000 each.
- Two (2) tilt skillet are used for vegetable, chicken for staff only and inmate meat patties.
- 60 QT mixer used for mashed potatoes and pudding (22 years old).
- Reach in refrigerator is used to support tray line.
- No coffee is served; only milk. Packaged, powdered water added by inmates.
- Inmates keep their own cups and sporks.
- Two-deck Accutemp steamer is used for staff vegetables only; not inmate population.
- Slicer is used for lunch meats.
- Compressors located at dock are operational but mounted too high for easy, periodical maintenance.
- Compost is collected daily in (2) 3-yard dumpsters as well as recycle bins.
- Big 20 yard dumpster was picked up every 2 days before composting; now it only gets picked up once per month, composting saves \$100,000 per year.
- Before composting, the kitchen averaged 80 trash cans per day. They now only average 3 garbage cans per day.
- Crushed cans are picked up regularly once per week.
- Emergency food storage is enough for 72 hours.
- Women's jail kitchen used as storeroom for peanut butter and paper supplies because food is provided by Maguire kitchen.
- New jail is planned to have 768 beds. The Maguire facility will reduce from 1,000 beds to 680 beds when the new jail opens.
- Laundry has new boiler downstairs.
- The penthouse has 2 water heaters, 750 gallons each, to serve the 1994 Maguire only
- The kitchen boilers are for the 1st floor, (3) 9.5 BHP for kitchen only. They block access to change the broken 1988 hot water heater and need to be removed;

requiring the kitchen dishwasher and steam kettles to be replaced with new electric equipment.

- Stero Manufacturing installed the Flight Type dishwasher in 2001.
- Stainless steel belt wheels can be replaced per maintenance engineer. So stainless steel belt does not have to be completely replaced if the dishwasher is converted to electric.
- One (1) 3” drain line was replaced below slab recently. It is assumed the rest of the drains are also at the end of useful life and will also need replacing.
- Steam pipe to dishwasher poor in ceiling – pitted. 2” line not being used was for steam return.
- Kitchen ice machine is in poor condition.

APPENDIX B – FOOD SERVICE SPACE PROGRAM

<p>SAN MATEO COUNTY JAIL REDWOOD CITY, CA PROPOSED NEW CENTRAL KITCHEN SPACE PROGRAM <i>December 22, 2009</i></p>

AREA DESCRIPTION	SQUARE FEET
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<u>RECEIVING</u>	
DOCK AND STAGING	600
FACILITY OFFICER OFFICE	100
STAFF TOILET	100
MINIMUM SECURE INMATE AREA / CHANGE ROOM	150

<u>KITCHEN STORAGE</u>	
DRY	1,200
COLD	650
FROZEN	1,200
OFFICE	100

<u>FOOD SERVICE</u>	
PLATED MEALS (768)	200
TRAY STORAGE (688)	180
RECEIVING AND ISSUING	1,000
TRAY ASSEMBLY	800
PREPARATION	500
PRODUCTION	600
PACKAGING AND BLAST CHILLING	400
FOOD BANK (CHILLED PRODUCT)	600
RETHERM OVENS	325
WAREWASHING / SANITATION	800
INMATE / STAFF FACILITIES	400
OFFICES	300
WASTE / RECYCLING HANDLING	300

Central Kitchen - Net Square Feet:	10,505
15% Circulation:	1,575
Central Kitchen - Gross Square Feet:	12,080

APPENDIX C – FOOD SERVICE EQUIPMENT BUDGET

PROPOSED NEW SAN MATEO COUNTY JAIL - CENTRAL KITCHEN					
PRELIMINARY FOODSERVICE EQUIPMENT BUDGET ESTIMATE					
<i>December 22, 2009</i>					
ITEM	QTY.	EQUIPMENT DESCRIPTION	NOTES	COST PER ITEM	TOTAL COST
1	1	BULK COOLER / FREEZER		\$ 610,000.00	\$ 610,000.00
2	2	ELECTRIC DOOR	Included in Item 1	N/A	N/A
3	40	3-TIER PALLET RACK	Included in Item 1	N/A	N/A
4	4	BLOWER COIL	Included in Item 1	N/A	N/A
5	4	BLOWER COIL	Included in Item 1	N/A	N/A
6	1	WALKIE PALLET JACK		\$ 5,500.00	\$ 5,500.00
7	49	4- TIER PALLET RACK	Included in Item 1	N/A	N/A
8	12	HAND SINK		\$ 900.00	\$ 10,800.00
9		NOT USED		N/A	N/A
10		NOT USED		N/A	N/A
11	1	BREAK DOWN SINK		\$ 2,100.00	\$ 2,100.00
12	1	CAN OPENER		\$ 1,600.00	\$ 1,600.00
13	1	CAN CRUSHER		\$ 4,800.00	\$ 4,800.00
14	1	MOBILE WORK TABLE		\$ 1,000.00	\$ 1,000.00
15	1	DAY COOLER / FREEZER	Included in Item 1	N/A	N/A
16	4	ELECTRIC DOOR	Included in Item 1	N/A	N/A
17	1	BLOWER COIL	Included in Item 1	N/A	N/A
18	1	BLOWER COIL	Included in Item 1	N/A	N/A
19		NOT USED		N/A	N/A
20		NOT USED		N/A	N/A
21	12	2-TIER PALLET RACK	Included in Item 1	N/A	N/A
22	7	2-TIER PALLET RACK	Included in Item 1	N/A	N/A
23	4	MOBILE WORK TABLE		\$ 1,600.00	\$ 6,400.00

ITEM	QTY.	EQUIPMENT DESCRIPTION	NOTES	COST PER ITEM	TOTAL COST
24	1	SLICER WITH STAND		\$ 6,800.00	\$ 6,800.00
25	1	PREP TABLE WITH SINKS		\$ 4,000.00	\$ 4,000.00
26	2	PREP TABLE WITH SINKS		\$ 3,300.00	\$ 6,600.00
27	2	ROOM COIL	Included in Item 1	N/A	N/A
28	1	FILL FAUCET		\$ 300.00	\$ 300.00
29	1	FLOOR TROUGH WITH GRATE		\$ 300.00	\$ 300.00
30	1	PRESSURE WASHER		\$ 5,200.00	\$ 5,200.00
31	6	MOBILE SHELVING		\$ 350.00	\$ 2,100.00
32	1	COOLER / FREEZER	Included in Item 1	N/A	N/A
33	16	SHELVING		\$ 400.00	\$ 6,400.00
34	1	80 QUART MIXER		\$ 17,000.00	\$ 17,000.00
35	2	60 GALLON MIXER KETTLE		\$ 25,000.00	\$ 50,000.00
36	1	60 GALLON PASTA KETTLE		\$ 20,000.00	\$ 20,000.00
37	1	EXHAUST HOOD		\$ 6,000.00	\$ 6,000.00
38	1	FLOOR TROUGH WITH GRATE		\$ 4,500.00	\$ 4,500.00
39	2	WORK TABLE WITH SINK		\$ 3,800.00	\$ 7,600.00
40	1	EXHAUST HOOD		\$ 6,700.00	\$ 6,700.00
41	1	EXHAUST HOOD	Included in Item 40	N/A	N/A
42	1	FIRE PROTECTION SYSTEM		\$ 4,600.00	\$ 4,600.00
43	2	2-DECK CONVECTION OVEN		\$ 17,400.00	\$ 34,800.00
44	2	40 GALLON TILT SKILLET		\$ 19,800.00	\$ 39,600.00
45	2	FLOOR TROUGH WITH GRATE		\$ 450.00	\$ 900.00
46	2	SINGLE ROLL-IN RACK OVEN		\$ 16,500.00	\$ 33,000.00
47	2	BLAST CHILLER		\$ 35,000.00	\$ 70,000.00
48	1	FOOD BANK CHILLER	Included in Item 1	N/A	N/A
50		NOT USED		N/A	N/A

ITEM	QTY.	EQUIPMENT DESCRIPTION	NOTES	COST PER ITEM	TOTAL COST
51	LOT	CARTS	Provided by Owner; NIC	N/A	N/A
52	5	MOBILE WORK TABLE		\$ 1,800.00	\$ 9,000.00
53	8	MOBILE TABLE		\$ 1,100.00	\$ 8,800.00
54	2	TRAY SEALER		\$ 81,000.00	\$ 162,000.00
55	2	LAZY SUSAN		\$ 3,150.00	\$ 6,300.00
56	LOT	CARTS	Provided by Owner; NIC	N/A	N/A
57	1	WORK COUNTER		\$ 1,400.00	\$ 1,400.00
58	2	RANGE / OVEN		\$ 9,400.00	\$ 18,800.00
59	1	EXHAUST HOOD		\$ 3,900.00	\$ 3,900.00
60	1	FIRE PROTECTION SYSTEM		\$ 3,600.00	\$ 3,600.00
61	1	WORK COUNTER WITH SINK		\$ 3,900.00	\$ 3,900.00
62	1	MOBILE SHELVING		\$ 350.00	\$ 350.00
63	1	REFRIGERATOR		\$ 4,400.00	\$ 4,400.00
64	1	FREEZER		\$ 4,100.00	\$ 4,100.00
65	1	PULPER / HYDRO EXTRACTOR		\$ 41,500.00	\$ 41,500.00
66	1	POWERED POT SINK		\$ 8,800.00	\$ 8,800.00
67	3	MOBILE SHELVING		\$ 350.00	\$ 1,050.00
68	1	FLIGHT TYPE DISH / TRAY WASHER		\$ 89,800.00	\$ 89,800.00
69		NOT USED		N/A	N/A
70		NOT USED		N/A	N/A
71	1	VENT DUCT		\$ 900.00	\$ 900.00
72	1	VENT DUCT		\$ 900.00	\$ 900.00
73	1	BOOSTER HEATER	Included in Item 68	N/A	N/A
74	1	POWER WASHER		\$ 3,800.00	\$ 3,800.00
75		NOT USED		N/A	N/A
76		NOT USED		N/A	N/A

ITEM	QTY.	EQUIPMENT DESCRIPTION	NOTES	COST PER ITEM	TOTAL COST
78		NOT USED		N/A	N/A
79		NOT USED		N/A	N/A
80	1	REFRIGERATION SYSTEM	Included in Item 1	N/A	N/A

SUB-TOTAL:	\$1,341,900.00
* DELIVERY & INSTALLATION (25%):	\$ 335,500.00
SALES TAX [9.25%]:	\$ 124,100.00
TOTAL:	\$1,801,500.00



Shared receiving and trash dock is a daily food safety challenge



Dock area compressors for kitchen.
Refrigerator and freezers are mounted too high for proper
maintenance



Single shared dock area lift that does not reach food trucks, requiring the Food Service Director to borrow fork lift to unload food trucks manually.



Shared dock area with the rest of Maguire facility and trash is a hazard for food receiving and a food safety compromise.



60 Gallon tilt steam kettles need to be replaced with three (3) \$22,000 electric kettles when steam boiler is removed.



Four (4) convection ovens are in very poor condition and need to be replaced at \$18,500 per set.



Dishroom is very tight and dishwasher needs to be replaced with electric flight type - \$100,000



Gas cooking line is at the end of its useful life and needs to be replaced - \$45,000



Exposed sewer over food storage in the basement is a hazard and is a food safety compromise.



Continuing under floor drain problems as old drains rot out will require slab removal, drain line replacement and floor repair.

SQUARE FOOTAGE SUMMARY

SQUARE FOOTAGE SUMMARY

The square footage summary form lists all the functional areas described in the preceding section. The net square footage and the gross square footage are summarized. The individual grossing factors used are listed on the individual space needs forms located at the end of each functional area.

In order to adequately determine the total square footage necessary to build this Replacement Jail, a circulation and mechanical factor must be added to the subtotal gross square footage number.

Circulation and Mechanical Space

These factors are applied to the building's subtotal gross square footage. The circulation space takes into account the circulation required between functional areas. The Mechanical Factor within the program assumes the inclusion of Mechanical, Electrical, Plumbing areas. Electronic Security Equipment Rooms, Compressor Rooms, Main Distribution Facility (MDF), Intermediate Distribution Facility (IDF) are examples of other spaces considered part of the Mechanical Factor and should be accounted for when integrating appropriate systems.

Factors Specific to the San Mateo Replacement Jail

The space program for the detention center includes 154,883 net square feet and 254,740 gross square feet.

This represents 331 square feet per inmate for the inmate capacity of 768 inmates. The national average, as compiled by one study, is 421 square feet per inmate. The net-to-gross efficiency rate for the entire building is 1.61%.

Space Needs Summary For Jail Project							
Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
Space Needs Summary For Jail Project							
1.00	Processing/Court Holding/Transport Area			5,866		7,212	Not initial booking or release
2.00	General Housing (Male and Female)			92,720		131,904	512 secure male beds, 168 secure female beds
3.00	Transitional Housing/Work Furlough/Sheriff's Work Program			20,445		26,136	64 non-secure male beds, 24 non-secure female beds
4.00	Centralized Program Area			2,737		3,790	
5.00	Medical/Mental Health Clinic			3,245		4,492	
6.00	Public Lobby/Video Visitation			3,215		4,429	
7.00	Facility Administration			2,245		3,115	
8.00	Staff Support			5,835		7,892	
9.00	Master Control			590		767	
10.00	Support Services			6,830		8,819	
11.00	Food Service/Staff Dining			11,155		12,829	
	Sub-Total			154,883		211,385	
	Circulation Factor (17%)					35,935	
	Mechanical Factor (3%)					7,420	
	Total Gross Square Feet					254,740	680 secure beds, 88 non-secure beds, TOTAL BEDS 768

Compiled by Liebert Associates
Updated 12/15/2009

DESIGN CONCEPTS, SITE PLANS & ELEVATIONS

DESIGN CONCEPTS, SITE MASTER PLANS AND ELEVATIONS

The following pages include concept designs that were created by The Lichtman Associates, as part of a sub-contract to Liebert & Associates. They are based on the Pre-architectural Program. The concepts reflect the operational scenarios, space adjacencies and square footage requirements for each functional area. They were developed to reflect the most staff efficient operation. Many options were explored. The final concepts, which were selected by the Jail Planning Unit of the Sheriff's Office, are included in this document.

The ground floor and second floor are shown on the first sheet (A1.00b). Public area, staff support and administration spaces, support services and kitchen are on the ground floor. The vehicle sallyport for inmate transport and transfer is also located on the ground floor. The second floor consists of the centralized programs area, medical/mental health clinic and the Work Furlough/Transitional Housing Components. The Work Furlough/Transitional Housing areas will be outside of the secure perimeter. This area will have a separate entrance on the ground floor to access the second floor by stair and elevator.

Sheet A1.01b is a stacking diagram showing the functional areas on each floor and the elevation heights of each floor. Housing clusters are located on the 4th, 5th and 6th floors. Each housing unit has a mezzanine level. A mechanical penthouse is located above the 6th floor mezzanine level.

Sheet A1.10 and A1.11 show the male housing unit clusters. This footprint is for the 5th and 6th floor. Each housing cluster will consist of four housing units. Each housing unit will consist of 64 multiple occupancy beds. Each 64 bed MOC housing unit will be divided into 8-8 bed multiple occupancy cells. Each housing unit will have its own dayroom, outdoor recreation area, multipurpose room, interview room, issue room, video visitation booths and non-contact attorney visitation booths. All of the units in these housing clusters will be supervised utilizing direct supervision. The four housing units per floor will be accessible from the housing cluster support area. Each housing support area will include four elevators (one stops only on the mezzanine level), a deputy workstation, one staff office, one attorney contact visitation room, a staff bathroom, two time out cells, a supply closet, a janitor's closet, a classroom, and a computer lab.

Sheet A2.10 and A2.11 show the female housing units on the 4th floor. Two 64 bed MOC units are identical to the male units. The housing cluster support area is the same as on the male housing cluster. The difference on this floor is that female high security (8 cells), disciplinary segregation (8 cells), and the special needs (16 cells) housing units are located on this floor. A control center is located between the units for observation. The inmates in these units share an outdoor recreation area, a multipurpose room and interview rooms. The 4th floor also contains the processing area and transport/transfer/court holding cells. A skywalk to the Hall of Justice and the Maguire

Correctional Facility will connect on this floor. There is room on this floor for future expansion of a 32 bed housing unit.

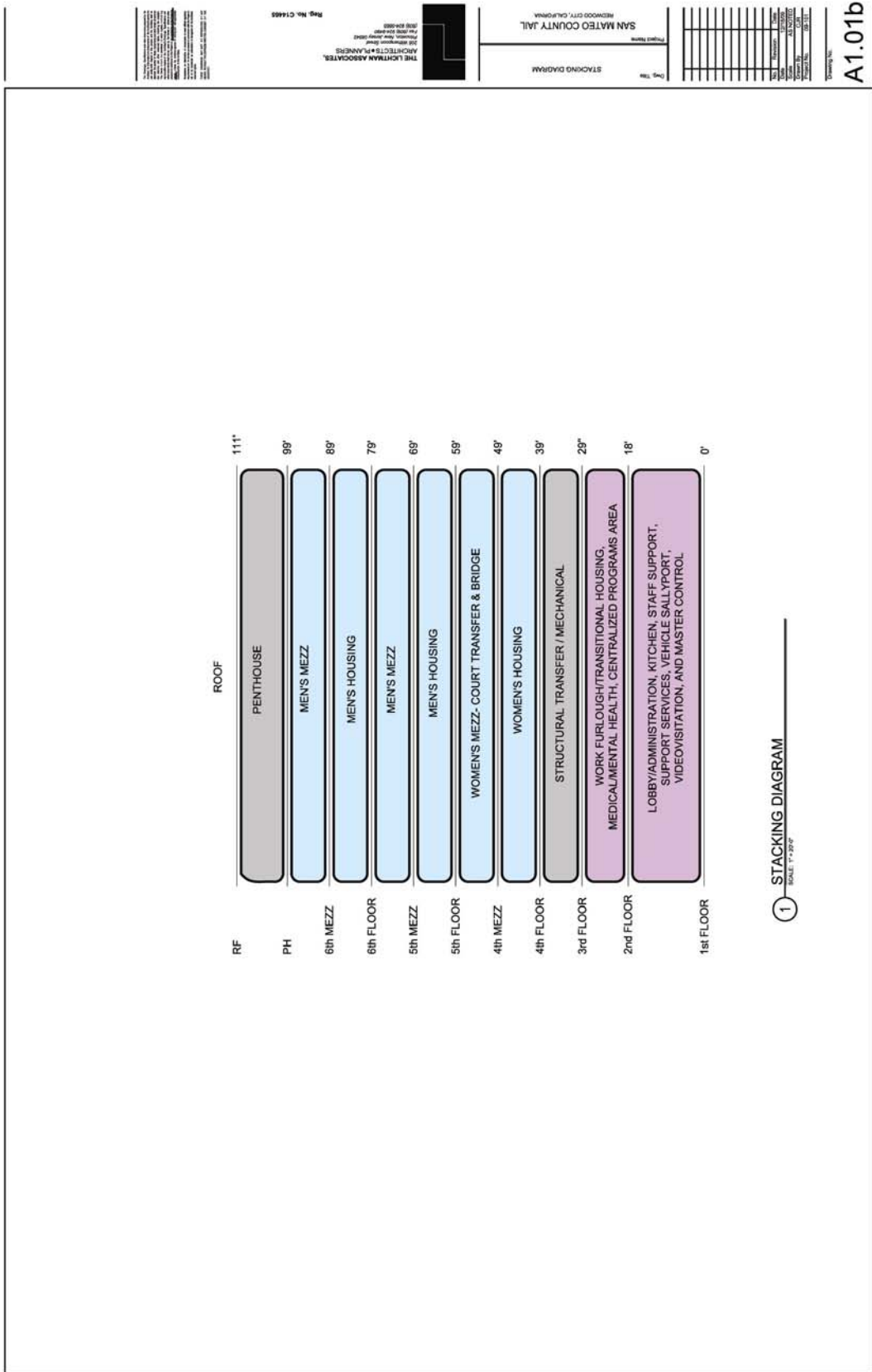
Sheets SP1a and SP1b show the building footprint on two possible adjacent sites in downtown Redwood City. During the development of this report, the Motor Pool site was identified as the best available site for the Replacement Jail. The possibility also exists that the 455 County Building maybe torn down in the future because of the condition of the structure. Therefore the footprint was placed on both potential sites. Sheet SP1a shows the Jail on the 455 site. The key advantage of this location is the shorter connection to the Hall of Justice and Maguire Correctional Facility and vehicle access. It also places the jail further away from the existing child care center. Sheet SP1b shows the jail on the Motor Pool site. The key advantage of this site is that the 455 Building does not need to be torn down. Both sites can work.

Because vehicle circulation is difficult on a downtown site, sheet SPc demonstrates the turning radius for buses and trucks. Diagram 1 demonstrates that on the Motor Pool Site a full size bus would need to back into the vehicle Sallyport to pick up or drop off inmates. This is due to the close proximity of the child care center. This is not an ideal situation. However, full-size buses are not commonly used. A car or van can drive through the vehicle sally port on the Motor Pool site. Diagram 2 demonstrates that on the 455 site a car, van or bus can drive straight through the vehicle sally port. Diagram 3 demonstrates how trucks would need to back into the loading dock on either site location.

Sheets A3.00 and A3.01 show two possible elevations of the building. The cylinder in the middle of the building would be some type of mesh material that will block views and noise from the outdoor recreation areas.

Parking Requirements: The Replacement Jail will cause a minimal increase in parking requirements. Of the 145 staff needed to operate the jail; only about 45 posts would be filled on any one shift. Shift change occurs at 6:00 AM and 6:00 PM. At those times the employee parking lots are not very full. Many of the staff that will be assigned to the Replacement Jail currently work at the Maguire Correctional Facility (MCF) and already park downtown. Volunteers and outside agencies that will provide services to the inmates in the Replacement Jail already are downtown providing services at the MCF. Video visitation could impact parking requirements; however visitation currently takes place at MCF. At least half of the visitation hours will be in the evening, when the parking lots are not in high use. Street parking and the CalTrain parking lot are also available for use. It is therefore anticipate that an additional 50 parking spaces would be needed to support the Replacement Jail. Where those spaces are located will depend on the eventual placement of the jail.



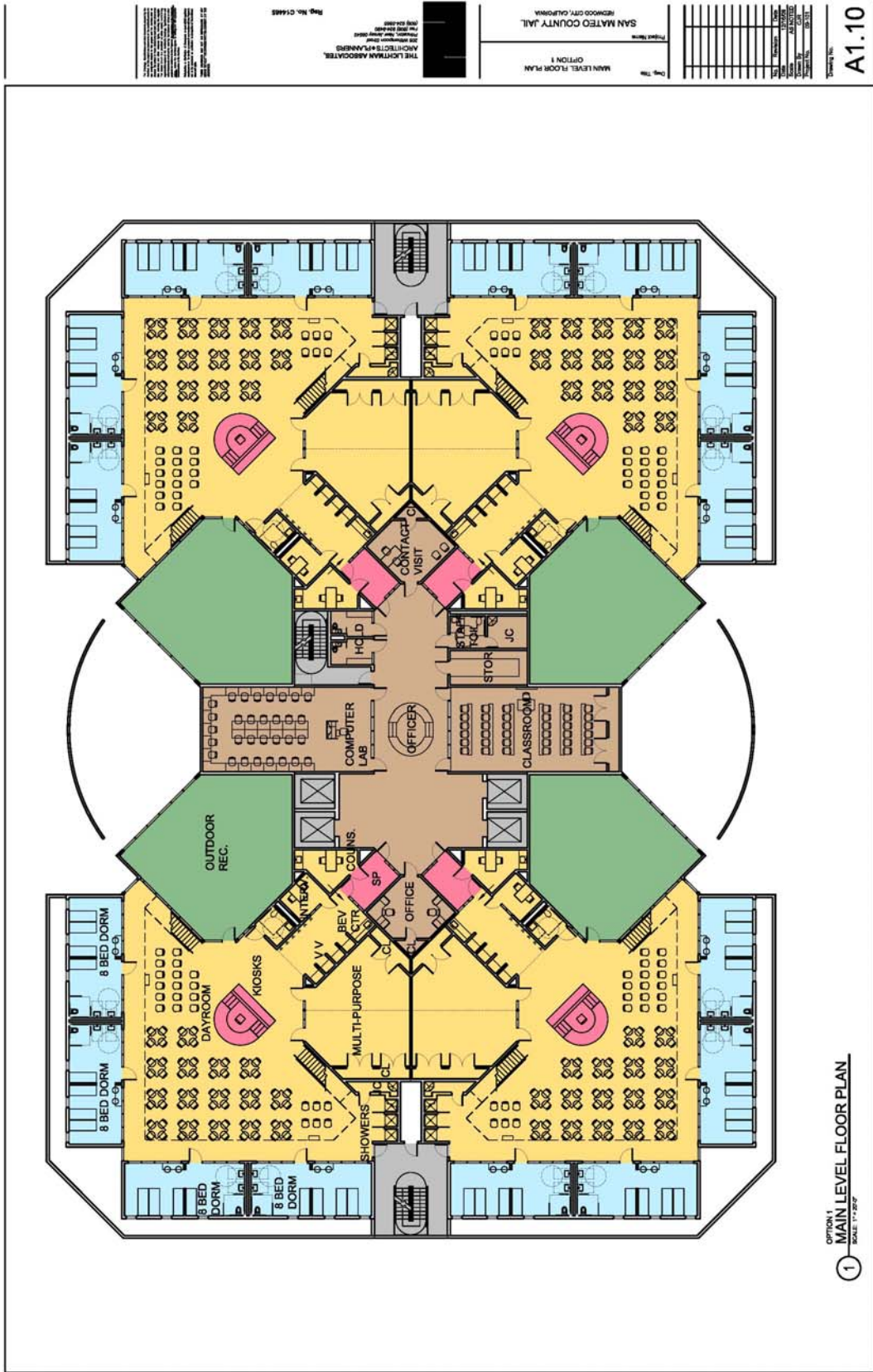


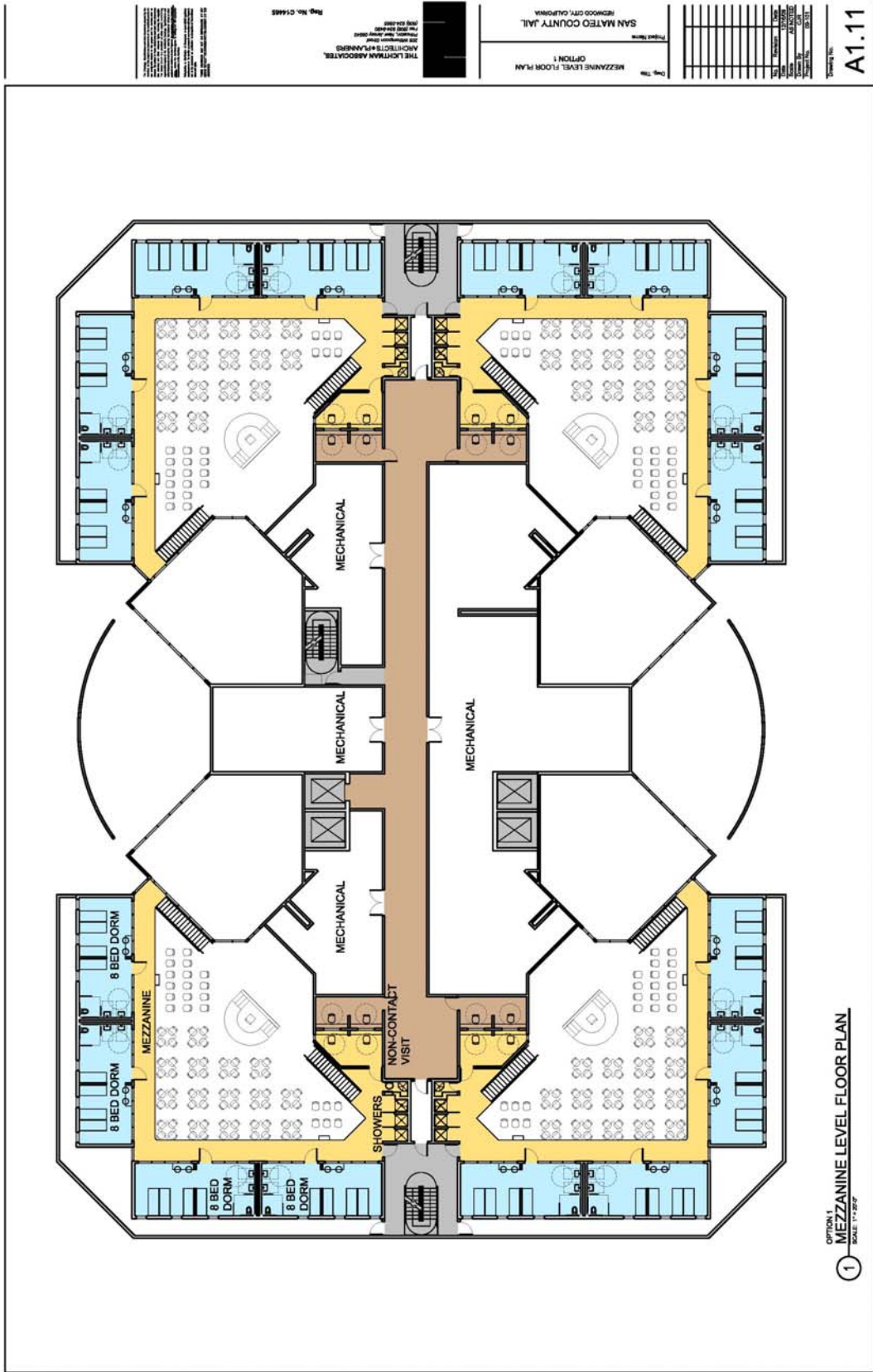
THE LICHTMAN ASSOCIATES, ARCHITECTS & PLANNERS
 7100 SHERBORN DRIVE, SUITE 200
 REDWOOD CITY, CALIFORNIA 94063
 TEL: 650.961.1100
 FAX: 650.961.1101
 WWW.LICHTMANASSOCIATES.COM

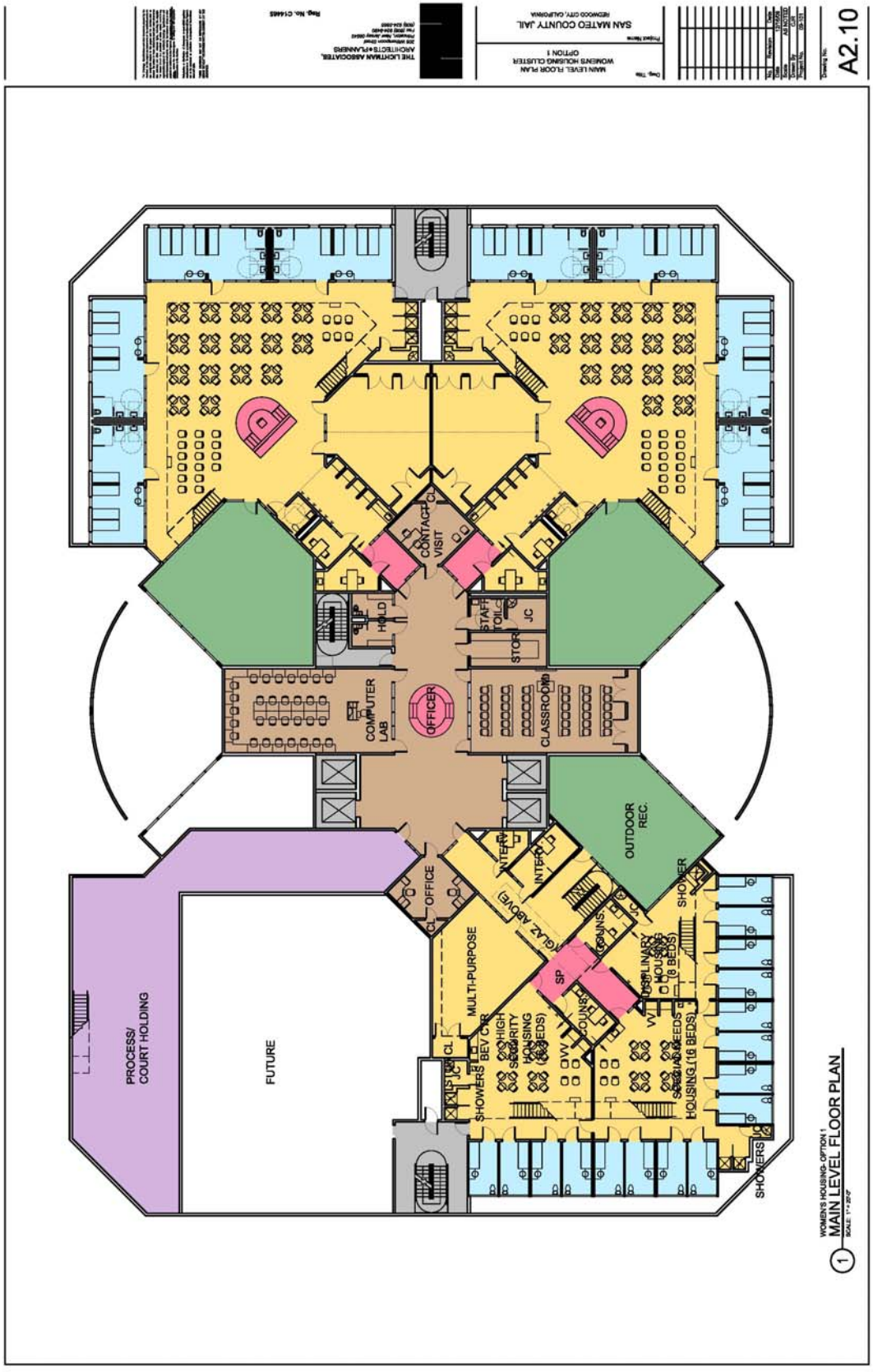
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 REDWOOD CITY, CALIFORNIA
 STACKING DIAGRAM
 Date: 10/11/2011

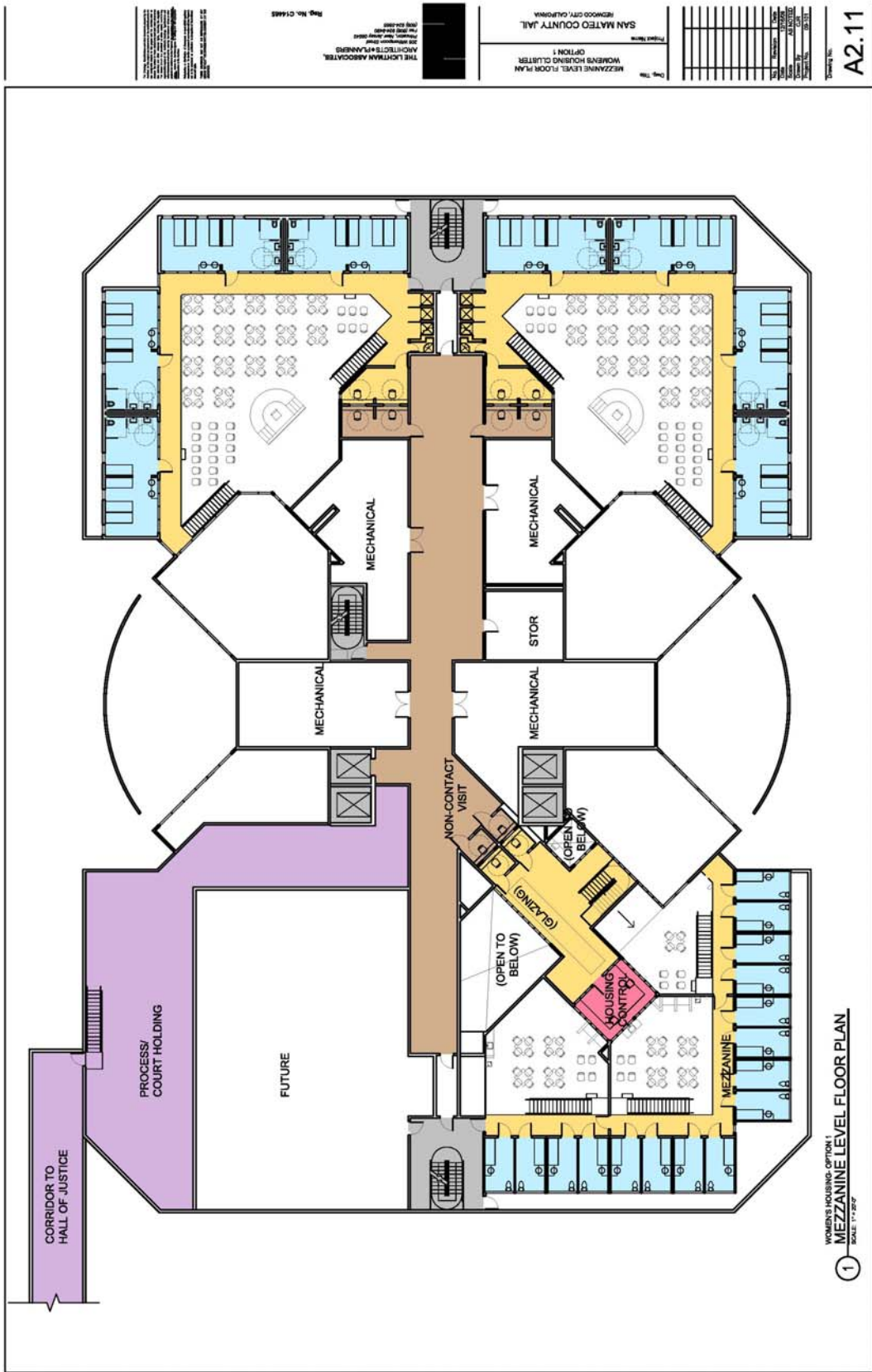
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 Drawing Status: FOR REVIEW

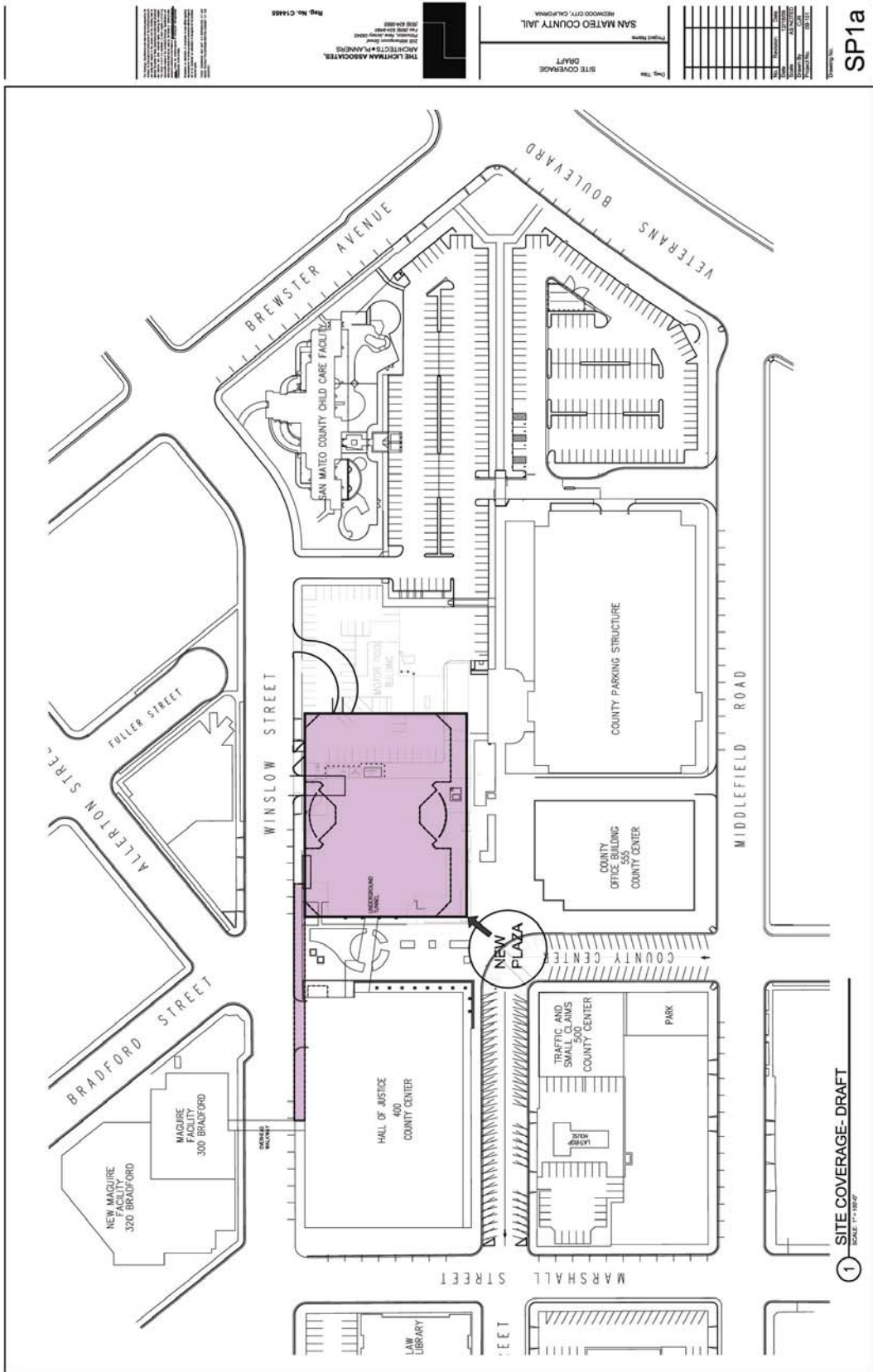
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 THE LICHTMAN ASSOCIATES, ARCHITECTS & PLANNERS
 7100 SHERBORN DRIVE, SUITE 200
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SP1a

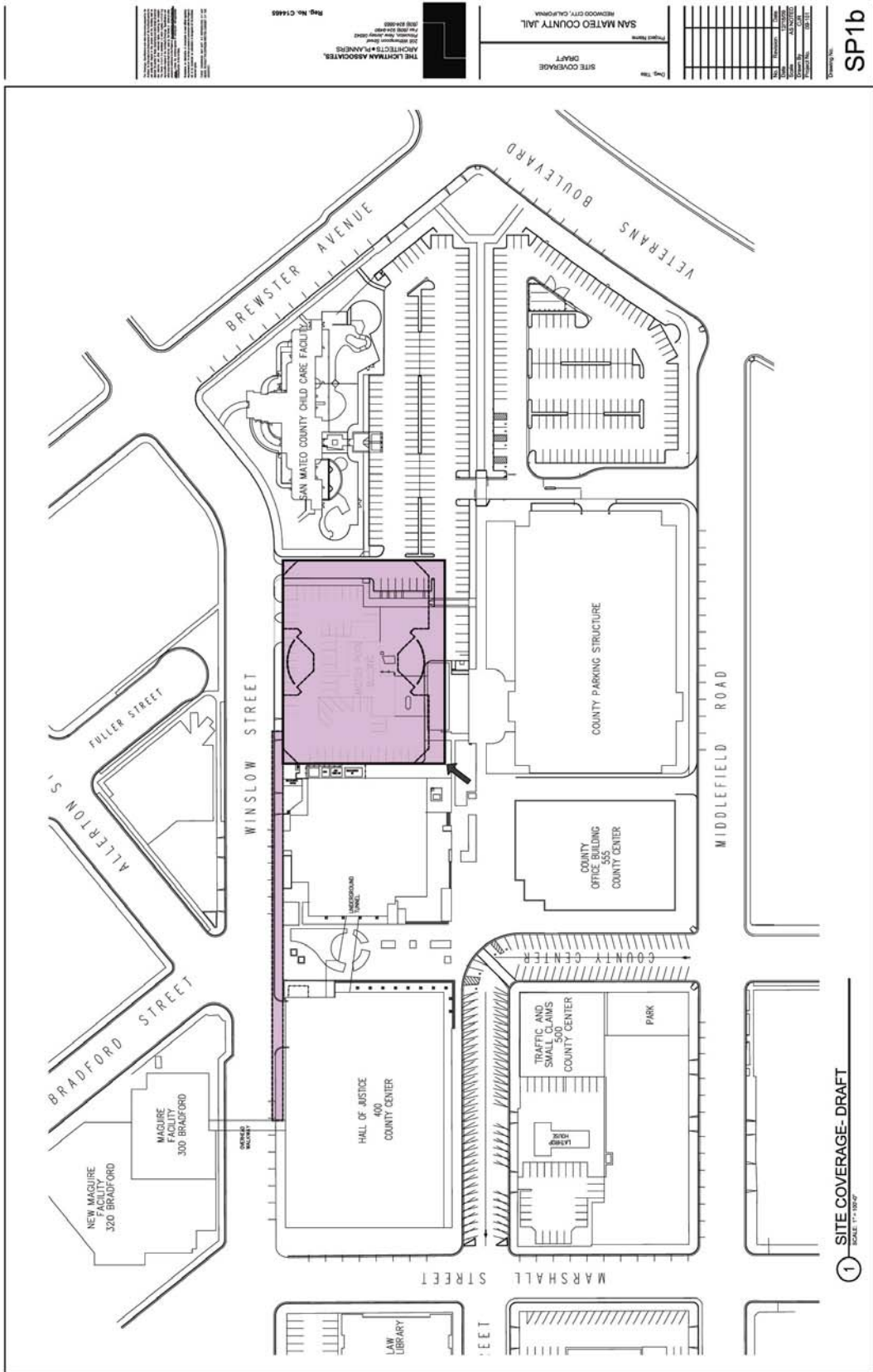
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 MEMPHIS CITY, CALIFORNIA
 PROJECT NUMBER
 SITE COVERAGE
 DRAFT

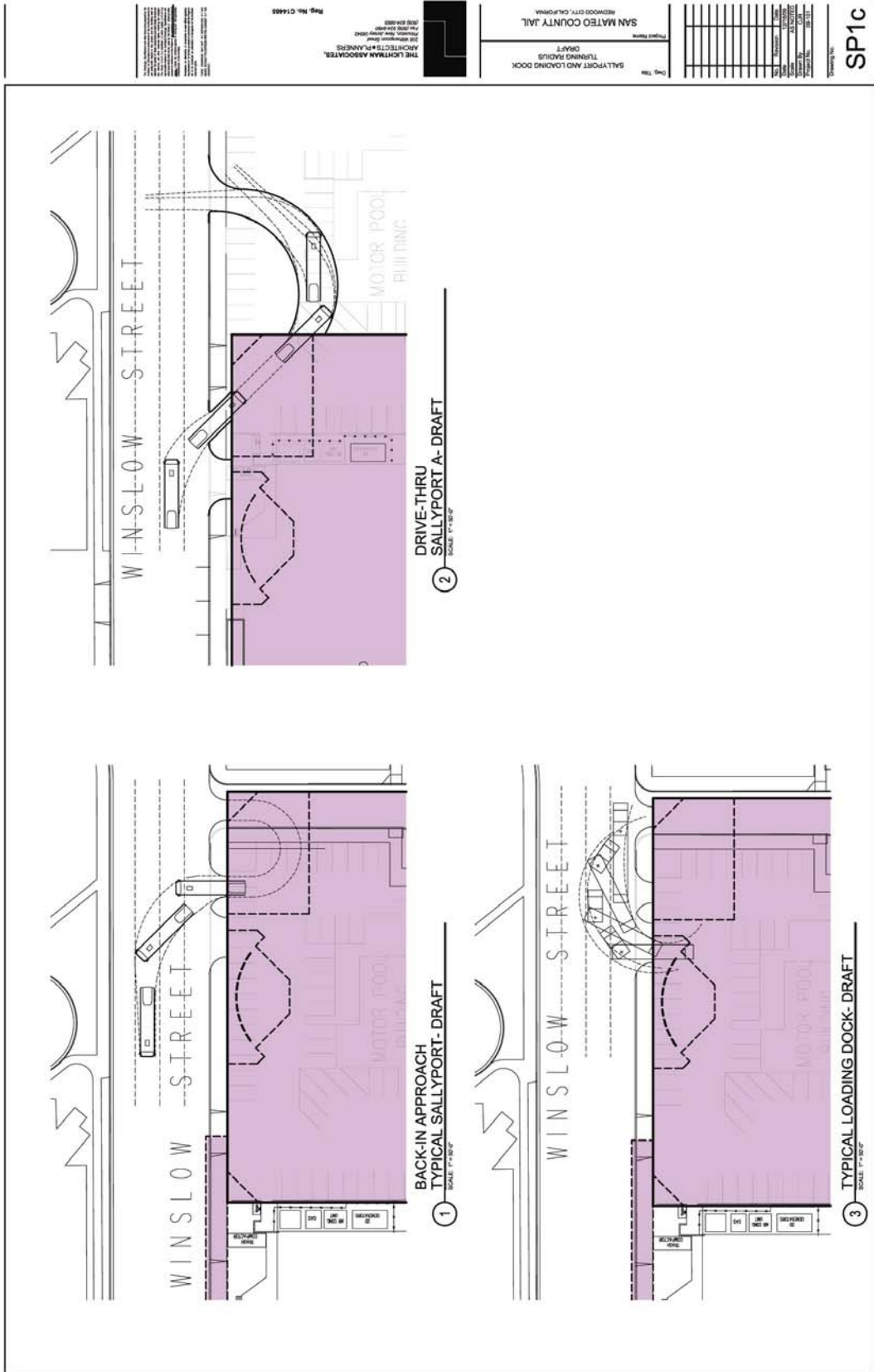
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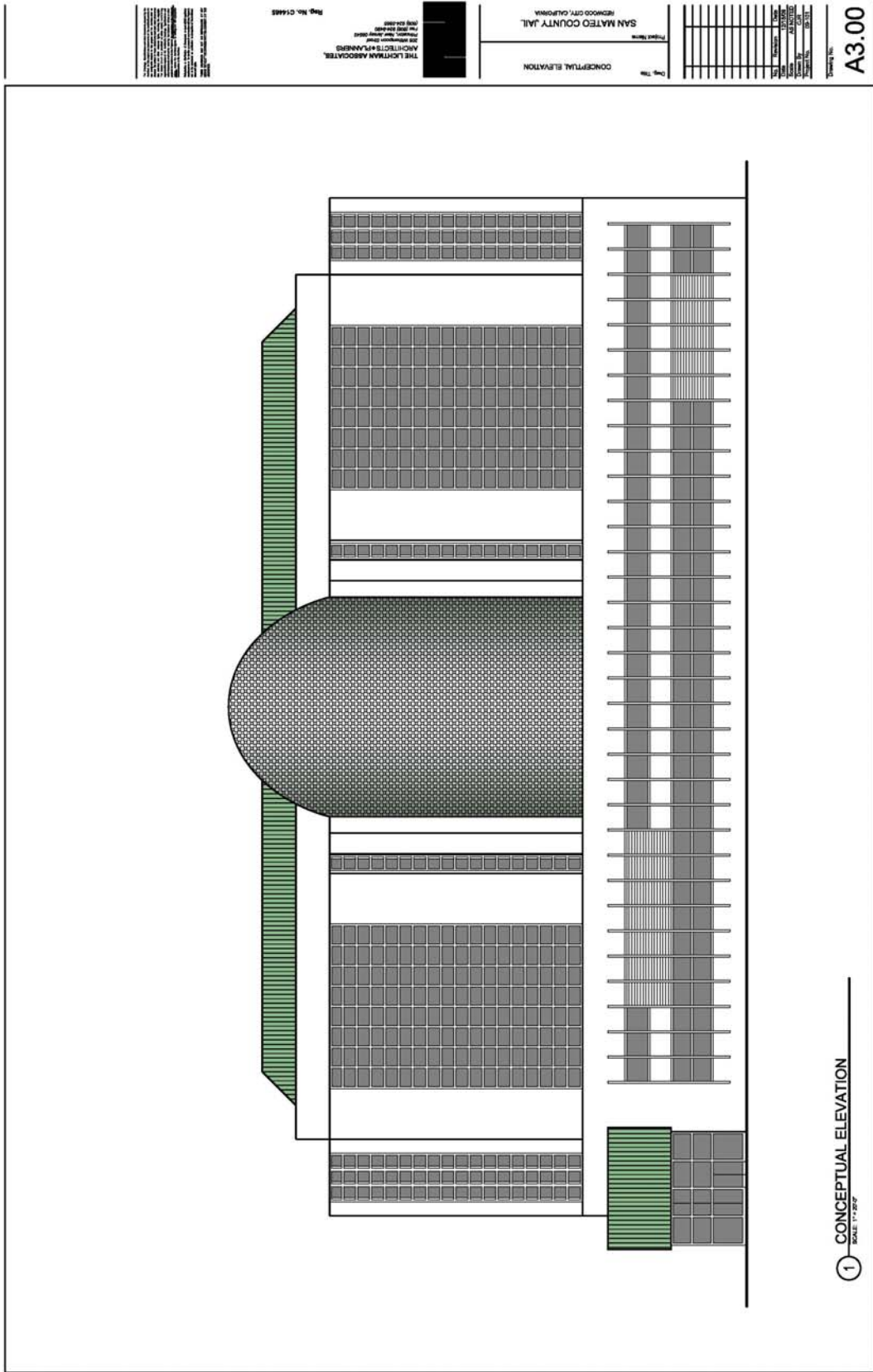
THE LICHTMAN ASSOCIATES
 ARCHITECTS + PLANNERS
 7700 SAN ANTONIO BLVD
 SUITE 200
 SAN MATEO, CA 94401
 TEL: 650.352.1100
 WWW.LICHTMANASSOCIATES.COM

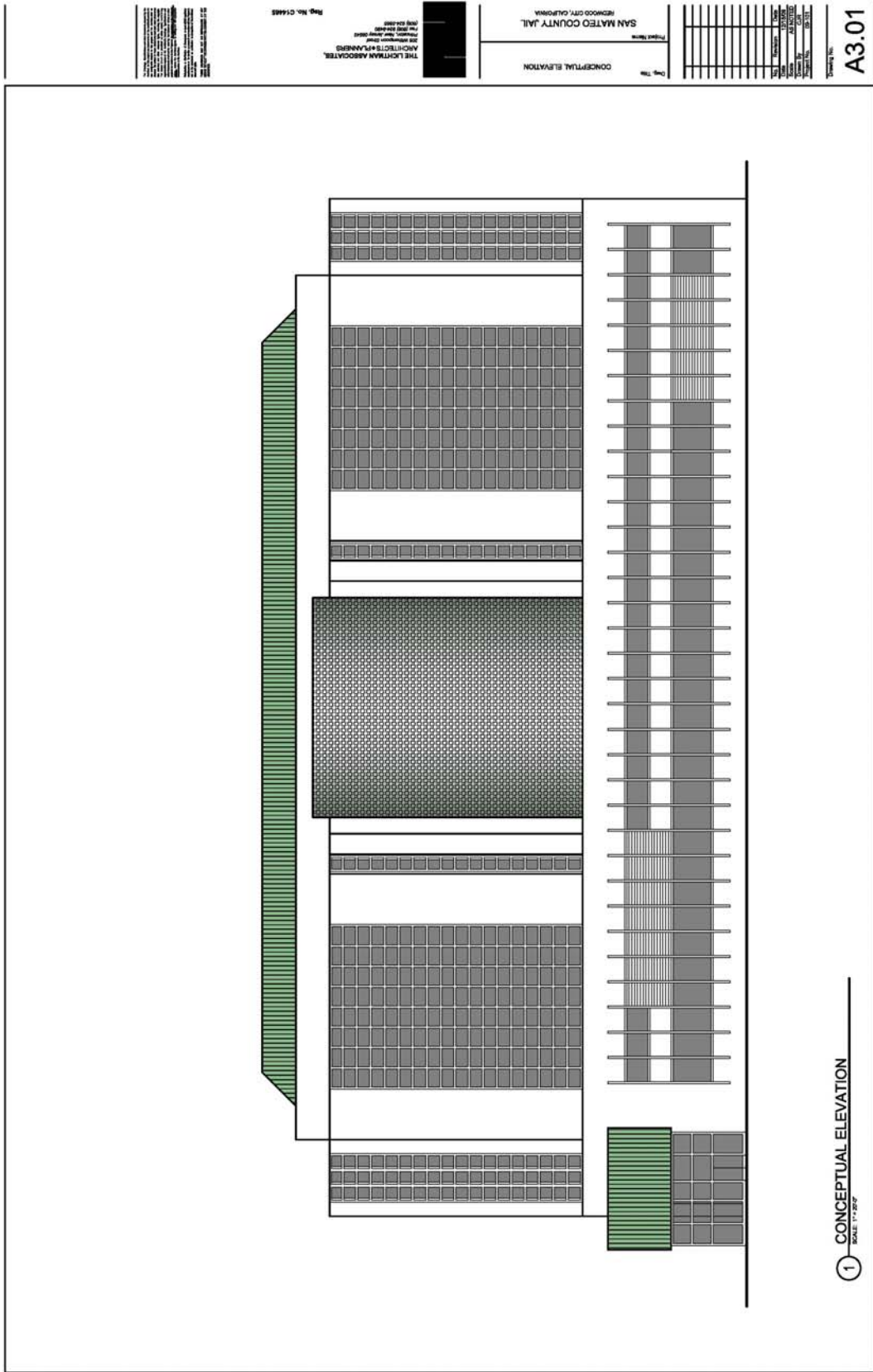
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 CHECKED BY: [Name]
 PROJECT NO.: [Number]
 SHEET NO.: [Number]

1 SITE COVERAGE- DRAFT
 SCALE 1"=100'









**PRELIMINARY STAFFING ROSTER AND STAFF
COSTING OPTIONS**

PRELIMINARY STAFFING ROSTER AND STAFF COSTING OPTIONS

The following Preliminary Staffing Analysis is based on the operational philosophy of the San Mateo County Sheriff's Office, as reflected in the operational scenarios and concept designs developed in this program. The Staffing Roster presented on the following page was developed by the Jail Planning Unit and is based on a 12 hour shift schedule.

The number of staff necessary to operate a jail is very dependent on the actual design of the facility. Sight lines and the number of post positions created will affect the number of staff needed to operate the jail.

This staffing analysis serves to define the minimum staff requirements to operate this jail as programmed. The assumption is that the facility will be designed in the most staff-efficient manner. It is assumed that central control will have sight lines into the major inmate movement corridors.

This staffing analysis should serve as a starting point for discussion and should be revisited throughout the design process.

This staffing plan is based on all housing units being occupied, with a total capacity of 768 beds.

The staffing plan is divided into sworn and civilian positions. A total of 145 positions are needed to operate the Replacement Jail. This figure is based on using overtime dollars to provide coverage to backfill while staff takes time off. A shift relief factor is not included. Using this calculation reduces the number of FTEs required.

Of the 145 positions needed, 75 of those positions already exist in the Sheriff's Office and will be reassigned to the new Replacement Jail. This is based on the reduction in overcrowding at the Maguire Correctional Facility and the closing of the Women's Correctional Center, the Minimum Security Transition Facility and the Male Weekender Facility.

Following the Staffing Roster is the staff costing chart. This chart was developed by the Administration/Finance Division of the Sheriff's Office. The chart shows the staffing costs using overtime dollars only to cover the relief positions needed. This is the costing model preferred by the Sheriff's Office.

The staffing cost of \$32,444,862, for the 145 positions, does not include other operational costs such as food, supplies, medical, DPW rent, etc.

STAFFING ANALYSIS
Example of DAYSHIFT Roster

REPLACEMENT JAIL
San Mateo County Sheriff's Office



S W O R N P E R S O N N E L **C I V I L I A N P E R S O N N E L**

S W O R N P E R S O N N E L				C I V I L I A N P E R S O N N E L			
POST	POSITION	RANK	TOTAL POSITIONS	POST	POSITION	RANK	TOTAL POSITIONS
POST 1	Watch Commander	Lt.	2	POST 1	Laundry	UT	2
POST 2	Security Sergeant	Sgt.	4	POST 2	FAC MAINT MGR	CM	1
POST 3	Housing Sergeant	Sgt.	4	POST 3	Utility Worker	UT	4
POST 4	ASB Sergeant	Sgt.	2	POST 4	Utility Worker	UT	4
POST 5	Central Control	Dep./CO	4	POST 9	Jail Lobby	LOS	4
POST 6	Central Control	Dep./CO	4	POST 10	Jail Lobby	LOS	4
POST 7	SECURITY rover	Dep./CO	4				
POST 8	SECURITY rover	Dep./CO	4				
POST 9	SECURITY rover	Dep./CO	4				
POST 10	SECURITY rover	Dep./CO	4				
POST 11	SECURITY rover	Dep./CO	4				
POST 12	Classification	Dep./CO	4				
POST 13	3-A	Dep./CO	4				
POST 14	3-B	Dep./CO	4				
POST 15	3-C	Dep./CO	4				
POST 16	4-A	Dep./CO	4				
POST 17	4-B	Dep./CO	4				
POST 18	4-C	Dep./CO	4				
POST 19	4-D	Dep./CO	4				
POST 20	5-A Female AdSeg	Dep./CO	4				
POST 21	5-A Female AdSeg	Dep./CO	4				
POST 22	5-B	Dep./CO	4				
POST 23	5-C	Dep./CO	4				
POST 24	5-D Shelled	Dep./CO	0				
POST 25	CORE	Dep./CO	4				
POST 26	CORE	Dep./CO	4				
				Alternative Sentencing Bureau			
POST 27	SWP	Dep.	2	POST 5	SWP	LOS	2
POST 28	SWP	Dep.	2	POST 6	SWP	LOS	1
POST 29	WFF/EMP	Dep.	2	POST 7	Accountant	FOA	1
				POST 8	ASB Lobby	OA	2



**REPLACEMENT JAIL
San Mateo County Sheriff's Office**

STAFFING ANALYSIS
Example of DAYSHIFT Roster

POST 30	OIS Comp.swp.view.emp	Dep.	2
POST 31	Transitional Male	Dep.	4
POST 32	Transitional Female	Dep.	4
POST 33	ASB	Dep.	2
POST 34	Facility Cmdr	Cpt.	1
POST 35	Admin Lt.	Lt.	1

TOTAL SWORN POSITIONS 120

TOTAL CIVILIAN POSITIONS 25

TOTAL POSITIONS = 145

NOTE: This Roster was developed by the San Mateo Co. Sheriff's Office Jail Planning Unit

Staff Costing with all Relief Covered through Overtime Budget

Replacement Jail Staffing Plan Costing - May 2010

Existing		Transitions/Planning Positions Added		New Positions For Replacement Jail		Total Replacement Jail Staffing	
Positions/Budget to Be Transferred	Cost	Positions	Cost	Positions	Cost	Positions	Cost
1 Lieutenant	\$317,233	6 COs	\$1,176,029	(1) MA	(\$144,224)	3 Lieutenants	\$951,696
6 Sergeants	\$1,679,859	4 DS	\$948,495	2 Lieutenants	\$634,465	10 Sergeants	\$2,799,765
26 DS	\$6,165,215	1 Civilian	\$106,485	4 Sergeants	\$1,119,906	42 DS	\$9,959,193
25 COs	\$4,900,122	1 Facility Manager	\$150,000	12 DS	\$2,845,484	64 COs	\$12,544,314
1 MA	\$144,224			33 COs	\$6,468,162	24 Civilian	\$2,555,648
4 LOS	\$425,941			19 Civilian	\$2,023,221	1 Captain	\$338,706
				1 Captain	\$338,706	1 Facility Manager	\$150,000
Overtime / Relief Budget	\$1,417,628	Overtime / Relief Budget	\$0	Overtime / Relief Budget	\$1,727,911	Overtime / Relief Budget	\$3,145,539
Total	63 Positions \$15,050,222	12 Positions \$2,381,009	+	70 Positions \$15,013,631	=	145 Positions \$32,444,862	

* All Costings are in FY 2010-11 Dollars and Does Not Include Operating Costs/ Service Charges (Medical/Food/DPIW/Rent/ISD, etc...)

Total Existing Budget = \$15,050,222

Total New Budget = \$17,394,640 Available MSF 5.2 Budget (JM Staff/1.2 Ops)

Total Replacement Jail Annual Budget Estimate = \$32,444,862

Developed by Carolyn Welch and the Jail Planning Unit 5/2010