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The following housing units have been established:

Special Risk/Pre-classification Housing Unit: This is a sub-divided unit to accommodate two distinct population types:

*Special Management Populations:* Male inmates posing high security risks, individuals requiring administrative segregation, disciplinary inmates, protective custody, special needs and vulnerable inmates requiring separation from the general population will be housed in the special risk housing unit. This housing unit will provide 12 single cells to accommodate these special management populations.

*Pre-Classification Populations:* Pre-classification housing provides for up to 72 hours of initial housing of newly admitted individuals. Dedicated pre-classification housing provides an opportunity for evaluation and assessment of new admissions before classification and permanent housing unit assignment. The goal is to move inmates who are not released from pre-classification to permanent housing once classified.

A total of 6 pre-classification male beds are provided, consistent with historical and future booking activity assumptions and a 72-hour assessment period for new admissions.

Because this unit is sub-divided, it will operate in a modified direct supervision mode, where the officer has a direct view of all sub-units from within an enclosed station located outside of the unit. Housing unit support spaces such as the multipurpose room, interview room, outdoor recreation area, etc. will be shared between both populations.

General Population: Male Maximum, Medium and Minimum Security:

Minimum, medium, and maximum classification male inmates are accommodated in two housing units, each accommodating 38-bed single occupancy cells, expandable to 46 occupants through double celling 20% of the cells. Housing units are envisioned as mezzanine style housing with cells organized around a common dayroom. Podular design and direct supervision management is supported by a barrier-free officer station located directly in the dayroom.

Female Housing Unit

The Female housing unit will consist of one 32- bed housing unit, expandable to 38 beds through double celling 20% of the general population cells. This unit will house the entire female population, including general population, special risk, and pre-classification categories. Female bed distribution is as follows:

- 6 Maximum security single cells, expandable to 7 beds
- 20 Medium security single cells, expandable to 24 beds
- 6 Minimum security cells, expandable to 7 beds

The unit may be sub-divided to support required classification separations, which would result in the officer being posted in the larger female sub-unit (minimum/medium classification), with a see-through glass that allows sight into the maximum/special risk sub-unit.

## Functional and Architectural Program

### *Housing Unit Support*

Greene County's operational preference is to minimize inmate movement inside the facility to maximize security and thereby reduce the need for escorting. The housing units are organized so that inmate movement can be held to a minimum, with most routine daily living needs being provided at the housing unit level. Most programs and services will be brought to the housing unit or to a space adjacent to the housing units. In support of a decentralized delivery model, all units will be configured to include:

- *Dayrooms* – primary living space for inmates, used for passive recreation, socializing and inmate dining.
- *Inmate computer kiosks* – kiosks are provided within the dayroom for communication with family and legal counsel in the event that video visitation is permitted by SCOC in the future.
- *Inmate phones*
- *Multi-Purpose Room*- provided for small group activities and programs
- *Interview Room*- intended for one-on-one counseling, interview and meeting space with correctional staff or service providers
- *Medical triage room*- where a nurse can attend to basic and routine medical needs, sick call screening, medication distribution and the like at the housing unit level, minimizing escorted inmate circulation to the health services area. More serious medical issues must be addressed in the health services area. This room should include a counter, sink, and dressing table.
- *Laundry* – includes a wall mounted washer and dryer for inmates to launder their clothing.
- *Outdoor recreation* – covered outdoor space where inmates may have access to fresh air.
- *Storage*
- *Janitor's Closet*

Access to all housing units is limited to residents of the unit, housing unit staff and other authorized personnel. Entry to each housing unit is via a secure vestibule with interlocked doors. The outer sallyport door is controlled by Central Control; the inner door is controlled by the housing unit officer.

### Design Considerations

- Housing Units should be adjacent to the housing unit support spaces located convenient to centralized medical and the inmate programs and services components.
- The housing unit officer station should allow for good sight lines into the dayrooms, cells, and activity areas. All of the housing units will be designed to provide maximum observation by the housing unit officer. Privacy will be provided where necessary in a manner that does not inhibit observation.

## Functional and Architectural Program

- Housing Unit cells will be outfitted with the following: wall-mounted direct/indirect light; a work surface with stool; a single bed; shelf with collapsible clothing hook; and a non-breakable mirror.
- Compliant with ACA standards, one shower is provided for every eight inmates in each housing unit. The showers should have sloped floors to help with possible flooding and a stainless steel gate for privacy. Compliant with ADA standards, handicapped accessible showers will be provided in each housing unit.
- One toilet is provided for every eight inmates in each dormitory housing unit, including a handicap accessible toilet.
- Special Management cells will be configured with food pass-through capability, as there may be some instances where some individuals must eat in their cells.
- Outdoor recreation will be adjacent to the dayrooms to minimize circulation.

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## Functional and Architectural Program

### 6. HOUSING

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<i>Male Special Risk/Pre-Class Unit</i>					
<i>Special Risk Housing Space: 12 beds</i>					
6.01	Special Risk Single Cells wet	11	80	880	Disciplinary, Ad Seg, P.C.: no double bunking
6.02	Special Risk/Pre-Class Single Cell ADA wet	1	100	100	
6.03	Sub-Dayroom	1	420	420	Direct supervision, includes tables, chairs, TV
6.04	Phone/Kiosk	1	50	50	1 kiosk per 12 inmates
6.05	Sub-Unit Shower Area (ADA)	1	60	60	
6.06	Janitor Closet	1	35	35	
<i>Pre-Class Housing: 6 beds</i>					
6.07	Pre-Class single cells, wet	5	80	400	
6.08	Pre-Class single cells, wet (ADA)	1	100	100	
6.09	Sub-Dayroom	1	210	210	Direct supervision, includes tables, chairs, TV
6.10	Sub-Unit Shower Area (ADA)	1	60	60	
6.11	Janitor Closet	1	35	35	
<i>Shared Housing Unit Space</i>					
6.12	Secure Vestibule	1	100	100	
6.13	Officer Station	1	50	50	
6.14	Staff Toilet (ADA)	1	50	50	
6.15	Storage Closet	1	35	35	
6.16	Clean/Dirty Linen	1	80	80	
6.17	Laundry	1	40	40	recessed into wall, wash everything but bedding
6.18	Interview Room	1	80	80	
6.19	Multi-Purpose Room	1	180	180	
Total Net Square Feet (NSF)				2,965	
x Department Grossing Factor				1.65	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				4,892	
<i>not included in DGSF</i>					
6.20	Speical Risk/Pre-Class Outdoor Recreation Space	1	500	500	

## Functional and Architectural Program

<u>Male GP Housing Unit: 46 beds</u>				
6.21 Secure Vestibule	1	64	64	
6.22 Officer Station	1	50	50	within dayroom
6.23 Single, wet Cells	29	80	2,320	
6.24 Single, wet cell ADA	1	100	100	
6.25 Single cells, wet, expandable	8	110	880	expandable for double bunking
6.26 Dayroom	1	1,610	1,610	Direct supervision, includes tables, chairs, TV, kiosk
6.27 Phones/Kiosk	4	50	200	1 kiosk per 12 inmates
6.28 Toilet and sink	1	50	50	within dayroom for inmates
6.29 Staff Toilet (ADA)	1	50	50	
6.30 Shower Area (ADA)	1	60	60	
6.31 Shower Area	3	40	120	
6.32 Janitor Closet	1	35	35	slop sink with some storage
6.33 Storage Closet	1	35	35	
6.34 Clean/Dirty Linen	1	80	80	
6.35 Laundry	1	40	40	recessed into wall, wash everything but bedding
6.36 Interview Room	1	80	80	
6.37 Multi-Purpose Room	1	180	180	
6.38 Medical Triage Room	1	120	120	
Total Net Square Feet (NSF)			6,074	
x Department Grossing Factor			1.65	
Sub-Total Departmental Gross Square Feet (DGSF)			10,022	
<i>not included in DGSF</i>				
6.39 Outdoor Recreation Space	1	750	750	
<u>Male GP Housing Unit: 46 beds</u>				
6.40 Secure Vestibule	1	64	64	
6.41 Officer Station	1	50	50	within dayroom
6.42 Single, wet Cells	29	80	2320	
6.43 Single, wet cell ADA	1	100	100	
6.44 Single cells, wet, expandable	8	110	880	expandable for double bunking
6.45 Dayroom	1	1,610	1610	Direct supervision, includes tables, chairs, TV, kiosk
6.46 Phones/Kiosk	4	50	200	1 kiosk per 12 inmates
6.47 Toilet and sink	1	50	50	within dayroom for inmates
6.48 Staff Toilet (ADA)	1	50	50	
6.49 Shower Area (ADA)	1	60	60	
6.50 Shower Area	3	40	120	
6.51 Janitor's Closet	1	35	35	slop sink with some storage
6.52 Storage Closet	1	35	35	
6.53 Clean/Dirty Linen	1	80	80	
6.54 Laundry	1	40	40	recessed into wall, wash everything but bedding
6.55 Interview Room	1	80	80	
6.56 Multi-Purpose Room	1	180	180	
6.57 Medical Triage Room	1	120	120	
Total Net Square Feet (NSF)			6,074	
x Department Grossing Factor			1.65	
Sub-Total Departmental Gross Square Feet (DGSF)			10,022	
<i>not included in DGSF</i>				
6.58 Outdoor Recreation Space	1	750	750	



GREENE COUNTY, NY  
JAIL NEEDS ASSESSMENT

Functional and Architectural Program

<i>Female Housing Unit: 38 beds</i>					
6.59	Secure Vestibule	1	100	100	
6.60	Officer Station	1	50	50	within dayroom
<i>Maximum Security/Special Risk: 7 beds</i>					
6.61	Single, wet cells	4	80	320	
6.62	Single, wet cell ADA	1	100	100	
6.63	Single cells, wet, expandable	1	110	110	expandable for double bunking
6.64	Sub-Dayroom	1	250	250	
6.65	Sub-Unit Shower Area (ADA)	1	60	60	
6.66	Phones/Kiosk	1	50	50	1 kiosk per 12 inmates
<i>Medium Security: 24 beds</i>					
6.67	Single, wet cells	15	80	1200	
6.68	Single, wet cell ADA	1	100	100	
6.69	Single cells, wet, expandable	4	110	440	
<i>Minimum Security: 7 beds</i>					
6.70	Single, wet cells	4	80	320	
6.71	Single, wet cell ADA	1	100	100	
6.72	Single cells, wet, expandable	1	110	110	expandable for double bunking
6.73	Dayroom	1	1,085	1085	Direct supervision, includes tables, chairs, TV, kiosk
6.74	Phones/Kiosk	2	50	100	1 kiosk per 12 inmates
6.75	Toilet and sink	1	50	50	within dayroom for inmates
6.76	Staff Toilet (ADA)	1	50	50	
6.77	Shower Area (ADA)	1	60	60	
6.78	Shower Area	1	40	40	
6.79	Medical Triage Room	1	120	120	cabinet, counter top, sink, table, workstation, sick call screening, dressing/changings, medication distribution, some injections, storage for some meds
6.80	Multi-purpose Room	1	180	180	
6.81	Interview Room	1	80	80	
6.82	Janitor's Closet	1	35	35	slop sink with some storage
6.83	Storage Closet	1	35	35	
6.84	Clean/Dirty Linen	1	80	80	
6.85	Laundry	1	40	40	recessed into wall, wash everything but bedding
Total Net Square Feet (NSF)				5,265	
x Department Grossing Factor				1.65	
Sub-Total Departmental Gross Square Feet (DGSF)				8,687	
<i>not included in DGSF</i>					
6.86	Outdoor Recreation Space	1	750	750	
Total Departmental Gross Square Feet (DGSF)				33,624	

## Functional and Architectural Program

### 7. Inmate Programs and Services

#### Functional Description

The mission of the Inmate Programs and Services component is to provide inmates with guidance and opportunities to participate in a variety of programs and services that encourage self-improvement, release readiness, group interaction and educational skills development. Constructive use of leisure time can improve safety and security by reducing inmate idleness and encouraging positive behavioral change and self-improvement. Accordingly, the new jail will be designed to support delivery of a variety of inmate programs, services and meaningful interventions that benefit inmates while in custody and upon release. All inmates in the facility will be able to participate in all programs, which are comparable for each gender. These may include:

- Education programs
- A.A. and N.A. classes
- Religious services, bible studies, pastoral/spiritual counseling
- Counseling services
- Re-entry/release readiness programs
- Law Library and legal aid
- Recreational Library
- Outdoor recreation
- Leisure time activities
- Commissary
- Visitation
- Hair Care

In order to minimize the frequency of inmate movement throughout the facility, many inmate programming opportunities may be accommodated in the multi-purpose rooms located at the housing unit level. However, some programs may include inmates from more than one housing unit, or may require specialized space. Therefore, a centralized multi-purpose room is also planned to accommodate GED, religious services, and other group programs.

Health Services will be provided in the centralized Health Services area, with the exception of some medication distribution and basic triage, such as minor injuries, sick call screening, and the like, which will occur in triage rooms located at the housing unit level.

Inmates will be issued electronic tablets that are pre-loaded tablets with reading and law library materials, and program curricula/support materials to supplement face-to-face programming.

*Commissary* will be ordered through the institutional tablet and delivered bagged to the housing unit.

## Functional and Architectural Program

### Design Considerations

- Multipurpose and interview rooms furnishings (chairs and table) should be lightweight and movable to accommodate a variety of activities.
- The Centralized multipurpose room will have an intercom system, good acoustics and will be easy to supervise and monitor. It will be large enough to accommodate a maximum of 20 inmates and will support multiple program uses.

### 7. INMATE PROGRAMS AND SERVICES

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
7.01	Multi-Purpose Room	1	300	300	capacity for 20 inmates
7.02	Inmate Toilet (ADA)	1	50	50	
7.03	Commissary Office/phone system	1	150	150	private office, 1 workstation, storage closet
7.04	Janitor's Closet	1	35	35	
Sub-Total Net Square Feet (NSF)				535	
x Department Grossing Factor				1.10	
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>589</b>	

## Functional and Architectural Program

### 8. Health Services

#### General Description

The Health Services Unit is responsible for providing services to inmates with medical and mental health needs. Services include basic medical exams, sick call, minor medical procedures, dental exams, mental health consultations, and medication dispensing. Preliminary medical screening and very minor routine medical activities, including general direct medication dispensing, is planned to occur in the medical triage rooms located at the housing unit level. Inmates requiring additional medical attention are scheduled by nursing to be seen by the physician in the Health Services area or transferred to an appropriate medical bed in the Health Services Unit. For medical matters more serious than can be accommodated in the jail, inmates are transported off-site to a hospital or more appropriate medical facility.

Nursing staff supplemented by a contracted physician will provide health services for most of the facility's medical needs. An on-call psychiatrist will be available for examination and consultation. Clients may request mental health services at any time by filling out a request form or letting any staff member know.

The following health services and functions will be available at the facility:

- initial screening and assessment
- first aid
- provision for emergency medical care
- health care assessment/physical examinations
- sick call
- medication management and distribution
- medical testing (blood and urinalysis)
- minor treatment and medical referrals
- storage of bio-hazardous waste
- dental health care
- mental health services, including evaluation for the appropriateness of psychotropic medications
- medical storage and records keeping

#### *Centralized Health Services*

Inmate access to the centralized medical area will be by appointment or emergency. Inmates requesting medical attention will be seen by a nursing staff on the housing units, in the medical triage room. This room will also be used for medication distribution. If additional medical attention is required, the nurse will schedule the inmate to be seen by a physician in the Centralized Clinic Services, where inmates will be brought on a scheduled basis.

## Functional and Architectural Program

### Personnel Space:

The Health Care Personnel area will provide private offices and support spaces for the nurses and doctor that support the overall management of the healthcare program. This area will also include spaces for medical records and storage. The medical supply storage room must be secure, as it contains medical supplies such as wheelchairs, crutches, canes, and a cabinet for OTC drugs such as topical treatments, needle storage, narcotics, and refrigerated medications. The records/supply storage room must also be secure as it contains file cabinets with inmate health records, a fax/copy machine, workspace counter, and paper storage capability.

### Exam/Treatment:

The Exam/Treatment area will provide spaces for the assessment and treatment of inmates with medical and mental health needs. Exam rooms should be equipped and able to accommodate an exam table, counter/wall cabinets, a sink and a desk. A Dental Room will also be provided within this area for emergency (not preventive or routine) dental care that will include a dental chair and sterilization/lab area. A Dentist will be contacted on a per-need basis, as the Greene County jail aims to minimize transporting inmates out of the facility as little as possible.

Inmates are escorted to the Health Services area by officers, and all access in and out of the clinic is controlled. A designated officer post is not envisioned for this area. Rather, the escort officer supervising inmates in this area must have clear sightlines of all inmate-accessible areas with sensitivity towards the need for patient confidentiality and dignity. Inmates will wait in a waiting area (with a capacity of 10 seats) and will be seen in an examination area when called. A nurses' station is provided to oversee inmate waiting.

A lab testing area will accommodate nurses and doctors to have space for urine tests, blood tests, pregnancy tests, and blood sugar tests.

Staff and Inmate Toilets will also be provided within this area.

### Medical/Mental Health Beds:

Four Medical/Mental Health beds will be provided: two patient single cells (sized for hospital beds), one constant supervision cell, and one detox cell. These beds are provided for inmates whose medical/mental health condition requires separation from the general population, including but not limited to daily monitoring, inmates recently discharged from the hospital, suicidal inmates and inmates r medication therapy. An officer station is provided, which will be manned as needed. Inmates in this area will be reviewed daily to determine their continued need for treatment and supervision. Based on medical staff's judgment, cases requiring acute or hospital level of care for further diagnosis, as well as cases requiring long term isolation, would be transported to a local hospital with a security escort.

The medical beds should have exterior windows, if possible, with hot and cold water in each room and in convenient access to the patients' shower room.

## Functional and Architectural Program

### Design Considerations

- The Centralized Health Services area should be adjacent to or in close proximity to the Intake, Transports and Release area and the Pre-classification Housing Unit.
- The Health Services area should be designed to take into account environmental factors such as lighting, temperature control, acoustics, and cleanliness. The entire area should be ADA compliant for accessibility.
- The nurse's station should be located for direct supervision of inmate waiting and exam areas. The station will be a built in counter available to accommodate two (2) workstations.
- Exam rooms should be observable from the open officer post, but also designed with sensitivity for patient confidentiality and dignity.
- Medical bed rooms are sized for hospital beds.
- Though barrier-free design is required throughout the facility per building codes, handicap accessible design is particularly important in the medical services area.

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## Functional and Architectural Program

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Centralized Health Services</u>					
8.01	Waiting Room	1	150	150	adjacent to booking and intake capacity of 10 inmates, in proximity of nurse's station
8.02	Doctor's Office	1	100	100	Located in clinic, private office with no inmate access
8.03	Nurse's Office	1	100	100	private office shared across shifts
8.04	Nurse's Workstation	2	60	120	
8.05	Exam Rooms	2	120	240	contains table, cabinetry, counter, sink, surface area for work
<u>Support Space</u>					
8.06	Records/Supply storage room	1	80	80	must be secure: 6 file cabinets, fax/copy machine, workspace counter, paper storage
8.07	Medical Supply storage Room	1	80	80	must be secure: wheelchair, crutches, canes; separate cabinet for OTC drugs, topical treatments, etc; needle storage; narcotics, locked cabinets, refrigerations
8.08	Lab Testing	1	60	60	Urine tests, blood tests, pregnancy, blood sugar tests
8.09	Dental Room	1	140	140	contains dentist chair, work counter, cabinets
8.10	Staff Restroom	1	50	50	
8.11	Inmate Restroom	1	50	50	
8.12	Janitor's Closet	1	35	35	
Sub-Total Net Square Feet (NSF)				1,205	
x Department Grossing Factor				1.40	
Sub-Total Departmental Gross Square Feet (DGSF)				1687	
<u>Medical/MH Housing Beds</u>					
8.13	Patient Single Cells, wet	2	100	200	sized for hospital bed
8.14	Constant Supervision cell	1	70	70	
8.15	Detox Cell, wet	1	80	80	
8.16	Dayroom	1	140	140	tables, chairs, TV
8.17	Officer Station	1	50	50	within dayroom, has control of inner door and all cell doors
8.18	Shower Area (ADA)	1	80	80	for inmates
8.19	Interview Room	1	100	100	
Total Net Square Feet (NSF)				720	
x Department Grossing Factor				1.50	
Sub-Total Departmental Gross Square Feet (DGSF)				1,080	
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>2,767</b>	
<i>not included in DGSF</i>					
8.20	Outdoor Recreation Space	1	500	500	separate outdoor rec space

## Functional and Architectural Program

### 9. Food Services

#### General Description

Food Services is responsible for serving three nutritionally adequate, well prepared and balanced meals to the inmates on a daily basis and to provide meal services for staff who are not allowed to leave the building during their shift.

The Food Service component will be operated by licensed food services employees of the County. Daily meals will be prepared and served by inmate workers under the supervision of food services staff in a manner that meets safety codes and established governmental health regulations. With the exception of those inmates classified as workers, this area is off limits to inmates and generally restricted to Food Services personnel.

#### *Receiving, Storage, Food Production and Sanitation*

Fresh food is delivered to the facility on a regular basis, but there must be enough food storage space in the kitchen for two weeks of food in case of emergencies, such as bad weather, when food deliveries are not possible. Cold and frozen food should be accommodated in climate controlled refrigerator and freezer rooms accessible from the kitchen. The Food Services area will be connected to a Receiving/Loading Dock shared with the jail Maintenance component of the correctional facility. The Receiving/Loading Dock will be accessed via a dedicated vehicular sallyport yard under the observation of and controlled by Central Control. The exterior dedicated loading dock door for food reception will be locally controlled by Food Service staff and CCTV monitored with override by Central Control.

The Food Service area should also have access to a Trash and Recycling pick-up room, also accessible from the Loading Dock, which will be used for building-wide sorting of recyclables and waste containers. The majority of the trash is disposed immediately in the Trash Compactor after collection.

The Food Services component is comprised of a cook-serve kitchen accommodating all phases of food preparation.

Included within this functional component are a large food preparation area with cooktops, ovens, boilers, fryers, tray assembly line, counter space, dishwashing area, freezer, refrigeration and dry storage, and other support spaces. A cleaning supply storage will be provided for the storage of cleaning supplies, dishwashing products and mops.

The use of sharp utensils by inmates in the Food Service operation requires close monitoring and strict supervision by staff. Use of all sharp utensils is restricted to the main kitchen area. Before returning to their Housing Unit, inmate workers will be searched for contraband and possession of sharps and kitchen utensils. The delivery of food at the proper temperature and in a timely fashion is critical to the successful operation of a correctional facility. Meals will be prepared, placed in thermal trays, and delivered to the housing units for each of 3 daily meals using wheeled push carts. With the exception of inside workers, access to the food services area



## Functional and Architectural Program

is off limits to inmates and generally restricted to food services and detention supervisory personnel.

A private Office will be provided within this area that contains two workstations and provides visibility into the kitchen area. Staff and inmate restrooms are provided adjacent to the food services area. A small open break area with a table, coffee station, and seating for up to six inmate workers is provided in the food services area.

A staff break area is also provided for staff breaks, adjacent to the food services area.

### Design Considerations

- The Receiving and Loading area should be located outside of the secure perimeter, with a secure vestibule leading from the receiving area to the food service area. The Receiving/Loading dock will be a covered and gated dock. One dock bay with a dock leveler will be required to accommodate a single tractor trailer.
- The Food Service component will be located within the secure perimeter, adjacent to or near the Receiving/Loading Dock for the convenience of receiving large delivery trucks. It should be also located adjacent to the trash/recycle area and for convenient access to the Housing Units for efficient movement to and from for meals delivery, as part of the overall daily schedule.
- The Food Services area will be designed as to include separate long-term and short-term food storage and food cart storage, staging and washing spaces. There will be sanitary, temperature-controlled areas for dry, refrigerated and frozen food storage.
- Good sightlines and lighting is required for all work areas within the food preparation and assembly area. The whole area shall have appropriate ventilation, floor drains, appropriate non-skid flooring, and fire detection and suppression conforming to local building codes.
- Doors to and from kitchen, trash room and storage areas should be of appropriate width to accommodate carts and movement of materials.
- The Staff Break room shall have durable and easy to maintain furnishings and flooring. It should provide a comfortable atmosphere with natural light.

## Functional and Architectural Program

### 9. FOOD SERVICES

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
9.01	Preparation Area	1	800	800	shares loading dock with maintenance Ovens, steamers, prep tables, mixing/slicing, grill area, coffee station
9.02	Wash/Dry Area	1	300	300	sinks, dishwashers
9.03	Private office	1	120	120	2 workstations with open view to kitchen area
9.04	Walk-in fridge	1	200	200	storage for up to 2 weeks at a time
9.05	Walk-In freezer	1	200	200	Storage up to 2 weeks at a time
9.06	Dry Storage	1	200	200	dry good storage for up to 2 weeks at a time
9.07	General storage	1	300	300	
9.08	Cart Storage	1	100	100	
9.09	Trash/Recycling Room	1	100	100	
9.10	Trash Compactor	1	100	100	
9.11	Kitchen Worker Break Room	1	150	150	6 users: open area with seating, table, coffee station
9.12	Staff Restroom	1	50	50	
9.13	Inmate Restroom	1	50	50	
9.14	Janitor's Closet	1	35	35	
Total Net Square Feet (NSF)				2,705	
x Department Grossing Factor				1.20	
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>3,246</b>	

## Functional and Architectural Program

### 10. Warehouse and Maintenance

#### Functional Description

##### Warehouse

The Warehouse is a stand-alone facility located outside of the secure perimeter. It does not require secure construction; a butler style facility is acceptable. However, the warehouse should be located adjacent to the jail facility loading dock. The warehouse includes storage capacity for excess office equipment, maintenance and IT storage equipment, and surplus inmate/staff uniforms and mattresses.

##### Facility Maintenance

Maintenance staff plays an active role in the upkeep of the jail, making frequent inspections of their assigned areas and correcting those items that are within their capability such as replacing light bulbs, fuses, plumbing adjustments, missing screws, etc. Inmates will be responsible for cleaning their living units. Supplies will be secured and stored in janitor closets located within or in proximity to the living areas. Although janitorial closets are provided in the facility program and distributed throughout the jail, they are not considered part of the maintenance component.

A maintenance shop will be provided to support routine facility maintenance and small repairs. This will be located inside the Warehouse building which allows for work space and simultaneous security of the warehouse (warehouse manager). A workstation is included in the space.

The maintenance shop will be an open workspace subdivided by to support the various maintenance functions (electrical, carpentry, etc). Tool carts and individual shop equipment will be maintained within this area. Contained within this space will be a lockable caged tool space for the control and inventory of shop tools.

A service entrance and loading dock (shared with food services) provide delivery access and serves as a point of exit for trash and recycling from the secure facility. Access to and from the loading dock area must be strictly controlled from central control with particular sensitivity to ensure that vehicles and items moving in and out of the service entrance area are all authorized, contraband does not enter through the service entrance, and no inmates or contraband items are exiting through the service entrance. The loading dock must be restricted to authorized vehicles only, and all deliveries must be verified and screened before entering the facility. Delivery personnel are not permitted into the secure perimeter.

In addition to maintenance support, an I.T. work room will be provided in the jail. This room will be outside of the secure perimeter near staff support functions, and will contain a work bench and work table for IT equipment repair. The work room will have locked cabinets for extra equipment storage.

## Functional and Architectural Program

### Design Considerations

- The loading dock includes a lift gate and adequate staging area for efficient deliveries.
- The loading dock and sallyport must be large enough to accommodate a tractor trailer.
- Rooms housing building systems and equipment must be inaccessible to inmates and strictly monitored. Rooms requiring access by outside contractors and vendors should be accessible without the need to enter the facility's secure perimeter where possible.
- All tool storage must be secure.
- All shops must be properly ventilated.
- Warehouse should have high ceilings to accommodate efficient stacking of stored items.

### 10. MAINTENANCE AND SUPPORT

Space Number	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Support</u>					
10.01	Sallyport/Loading Dock	1	500	500	large enough for tractor trailer, shared with food services
Total Net Square Feet (NSF)				500	
x Department Grossing Factor				1.3	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				650	
<u>Energy Plant/Building Support</u>					
10.02	Intermediate I.T. Closet	2	80	160	
10.03	Telephone Switch Room	1	80	80	
10.04	Central Mechanical Room	1	2,000	2000	
10.05	Main Electrical Room	1	500	500	
10.06	Main Emergency Electrical Room	1	200	200	
Total Net Square Feet (NSF)				2,940	
x Department Grossing Factor				1.10	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				3,234	
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>3,884</b>	

## Functional and Architectural Program

### 11. WAREHOUSE BUILDING

Space Number	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
11.01	Warehouse Building	1	1000	1000	Separate, stand-alone building but close to jail: holds extra office equipment, maintenance and IT storage, kitchen storage, inmate/staff uniforms, surplus of mattresses
12.02	Maintenance workstation	1	180	180	Located inside warehouse
Total Net Square Feet (NSF)				1180	
x Department Grossing Factor				1.1	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				1298	
Total DGSF				1298	
1.1 Building Grossing Factor				1.1	
<b>Total BGSF</b>				<b>1,428</b>	