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# Architectural & Engineering Services **TOR Appendix 2 – Preliminary Facility Program Space Requirements and Functional Space Utilization Floor Layouts**

CSC SMI Administration Building  
Renovation

**For:**  
**Correctional Service Canada**  
**Stony Mountain Institution**  
**Stony Mountain, Manitoba**



PWGSC WBS#: R.069417.001

September, 2015

**Stony Mountain Administration Building Renovation**  
Facility Program - Main Floor

DEPARTMENT	TOTAL				DESIGN CRITERIA
	#	CLOSED m2	OPEN m2	AREA m2	
A3 STAFF SERVICES AND TRAINING					
A305	1	15.0		15.0	Includes mailboxes, locate on staff circulation route within the secure perimeter.  Staff to access prior to being scanned into institution
A307	2	15.0		30.0	
A308	2	4.0		8.0	
A309	2	4.0		8.0	
TOTAL STAFF SERVICES AND TRAINING				61.0	
B1 EXTERNAL CONTROL					
B101	1		5.0	5.0	Include small lockers - match existing number
B102	1		10.0	10.0	
B103	2	4.0		8.0	
B104	1		40.0	40.0	Open counter and security screening equipment
B105	1	19.0		19.0	Include washroom and vestibule
B106	1	10.0		10.0	
B107	1		6.0	6.0	
B108	1	5.0		5.0	
TOTAL EXTERNAL CONTROL				103.0	
B2 EMERGENCY RESPONSE TEAM AND ARMOURY					
B211	1	14.0		14.0	Secure construction. Provide easy access for staff in emergencies. Locate away from the exterior wall.
TOTAL EMERGENCY RESPONSE TEAM AND ARMOURY				14.0	
B3 SECURITY ADMINISTRATION					
B304	1	14.0		14.0	Small work area for minor repair / maintenance of equipment. May be located adjacent Armoury.
B303	1	10.0		10.0	Preference is on the ground floor but could be located with the rest of B3 on the third floor.
B304	1		5.9	5.9	Preference is on the ground floor but could be located with the rest of B3.
B305	1	7.0		7.0	Must be located with SMO Office.
TOTAL SECURITY ADMINISTRATION				36.9	

Stony Mountain Administration Building Renovation  
Facility Program - Main Floor

DEPARTMENT	#	CLOSED m2	OPEN m2	AREA m2	TOTAL AREA m2	DESIGN CRITERIA
B4 ADMISSIONS AND DISCHARGE						
B401	1		5.0	5.0		6 FTEs
B402	1		6.0	6.0		Seats up to 4 persons. Observable form staff area.
B403	1		5.9	5.9		Open counter to Inmate Waiting for paper work / processing.
B404	1	10.0		10.0		
B405	1	10.0		10.0		May be combined with Inmate Shower & WC into one space.
B406	1	4.0		4.0		Accessible from Search / Change Area
B407	1	4.0		4.0		Accessible from Search / Change Area.
B408	1	6.0		6.0		Maybe combined with Inmate WC.
B409	1	10.0		10.0		
B410	1		5.9	5.9		Open counter for search / processing of inmate effects.
B409 Storage Inmate Effects						
B412	1	10.0		10.0		11.2 m <sup>2</sup> Per person space estimates are based on the Institute of Medicine To be located in Inmate Waiting
B413	1		5.9	5.9		
B414	1	6.0		6.0		Seats up to 4 persons.
TOTAL ADMISSIONS AND DISCHARGE					88.7	
MAIN FLOOR SUPPORT SPACES						
Vertical Circulation		1	25.0	25.0		Central stair and elevator, potential east addition
TOTAL SUPPORT SPACES					25.0	
MAIN FLOOR REDEVELOPMENT - TOTAL NET AREA					257.6	

**Stony Mountain Administration Building Renovation**  
Facility Program - Second Floor

DEPARTMENT	#	CLOSED m2	OPEN m2	AREA m2	TOTAL AREA m2	DESIGN CRITERIA
A1 MANAGEMENT CENTRE						
A101 Warden Existing office to remain						
A103	1		5.9	5.9		
A102	1	10.0		10.0		
A103	1		5.9	5.9		
A102	1	10.0		10.0		
A102	1	10.0		10.0		
A102	1	10.0		10.0		
A103	1		5.9	5.9		
A104	1		6.0	6.0		
A105	1	14.0		14.0		
A106	1	3.0		3.0		
A107	2	4.0		8.0		
TOTAL MANAGEMENT CENTRE					88.7	
A2 FINANCE						
A201	1	10.0		10.0		
A202	2		5.9	11.8		
A202	4		5.9	23.6		
A203	1		6.0	6.0		
A204	1	14.0		14.0		
A206	1		10.0	10.0		
A207	1		5.0	5.0		
TOTAL FINANCE					80.4	
B1 EXTERNAL CONTROL						
B110	1	5.0		5.0		
B111	1	25.0		25.0		Secure construction, raised floor, no windows
B112	1	22.5		22.5		Secure construction, raised floor, no windows
B113	1	4.0		4.0		Located in the MCCP
TOTAL EXTERNAL CONTROL					56.5	







Stony Mountain Administration Building Renovation  
Facility Program - Second Floor

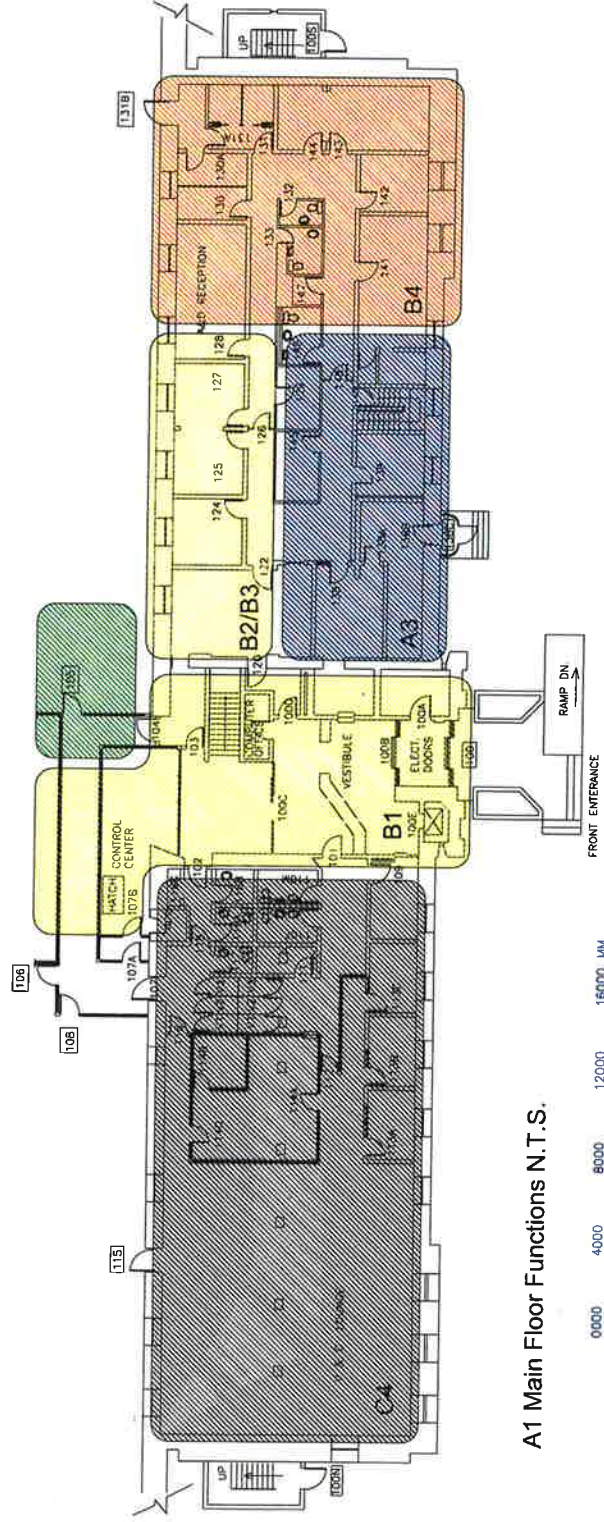
DEPARTMENT	#	CLOSED		OPEN		TOTAL		DESIGN CRITERIA
		m2	m2	m2	m2	AREA	m2	
SECOND FLOOR SUPPORT SPACES								
Staff Washroom	2	15.0		30.0				Male and female. Verify fixture requirements based on occupant load.
Vertical Circulation	1	25.0		25.0				Central stair and elevator, potential east additions
TOTAL SUPPORT SPACES							55.0	
SECOND FLOOR REDEVELOPMENT - TOTAL NET AREA							280.6	

Stony Mountain Administration Building Renovation  
Facility Program - Third Floor

DEPARTMENT	#	CLOSED		OPEN		TOTAL		DESIGN CRITERIA
		m2	m2	m2	m2	AREA	AREA	
B2 ERT AND ARMOURY								
B211	Sub Armoury	1.0	10.0		10.0		10.0	Secure construction. Locate in the IERT area.
TOTAL ERT AND ARMOURY							10.0	
B3 SECURITY ADMINISTRATION								
B301	SIO	4.0	10.0			40.0		This department should be located within an Inmate Restricted or Inmate Controlled Access zone, away from general circulation areas with ample security provisions.
B302	SIO Assistant	1.0		5.9		5.9		
B303	Correctional Manager	1.0	10.0					
B304	CM Assistant	1.0		5.9				
B306	Secure Storage (Evidence / Seized items)	1.0	10.0			10.0		May not be collocated with B302 as they have different security level requirements.
B307	Electronics and Communications Workshop	1.0	30.0			30.0		Workspace for ADGA Technicians.
B308	Meeting Room	1.0	30.0			30.0		Seats 12 persons. Video Conferencing capability. Only required if convenient access to other meeting room is not available.
TOTAL SECURITY ADMINISTRATION							115.9	
A5 CASE AND SENTENCE MGMT.								
A501	Sent. Mgmt - Chief	1.0	10.0			10.0		
A502	Sent. Mgmt - Associate	4.0		5.9		23.6		
A503	Reception / Waiting	1.0		6.0		6.0		
A504	Meeting Room	1.0	6.0			6.0		Interview room.
TOTAL CASE AND SENTENCE MGMT.							45.6	
THIRD FLOOR SUPPORT SPACES								
	Staff Washroom	2.0	15.0			30.0		Male and female. Verify fixture requirements based on occupant load.
	Kitchenette	1.0		3.0		3.0		Open area.
	Shared Boardroom	1.0	25.0			25.0		
	Vertical Circulation	1.0	25.0			25.0		Central stair and elevator, potential east addition.
	IT Server	1.0	30.0			30.0		Currently in basement. Verify space and location requirements.
	Main Telephone Room	1.0	24.0			24.0		Currently in basement. Verify space and location requirements.
TOTAL SUPPORT SPACES							137.0	
THIRD FLOOR REDEVELOPMENT - TOTAL NET AREA							308.5	

# Stony Mountain Administration Building Renovation

-  A3 Staff Services and Training
-  B1 Principle Entrance
-  B2 Armoury/B3 Security Administration
-  B4 Admissions and Discharge (effects storage in basement)
-  Support Spaces - vertical circulation
-  C4 Visits and Correspondence - unaffected



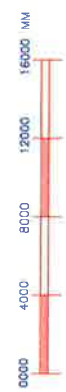
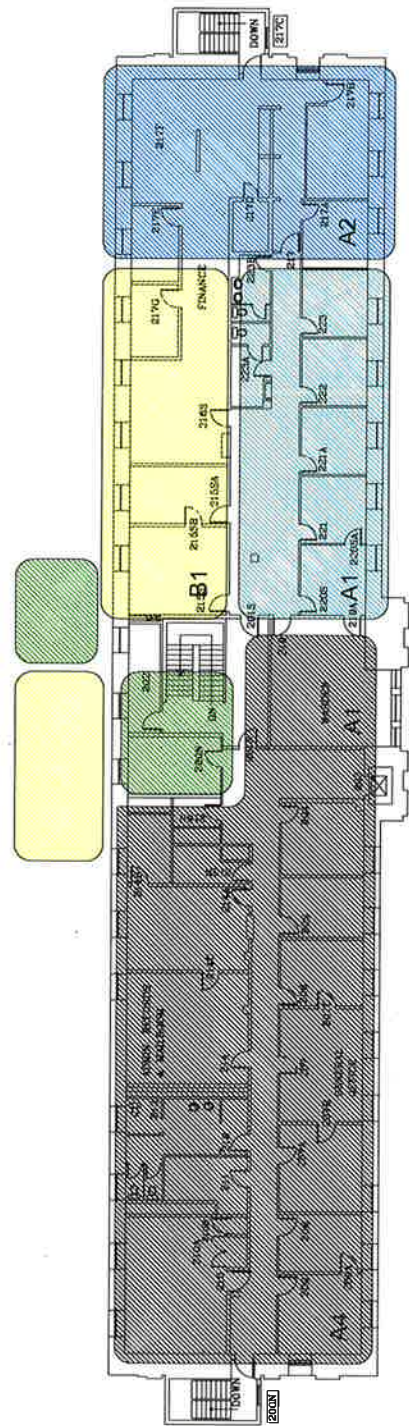
A1 Main Floor Functions N.T.S.

May 2015



# Stony Mountain Administration Building Renovation

- A1 Management Centre
- A2 Finance
- B1 External Control - MCCP/CER
- Support Spaces - circulation and washrooms
- A1/A4 Warden's Office/Administration - unaffected

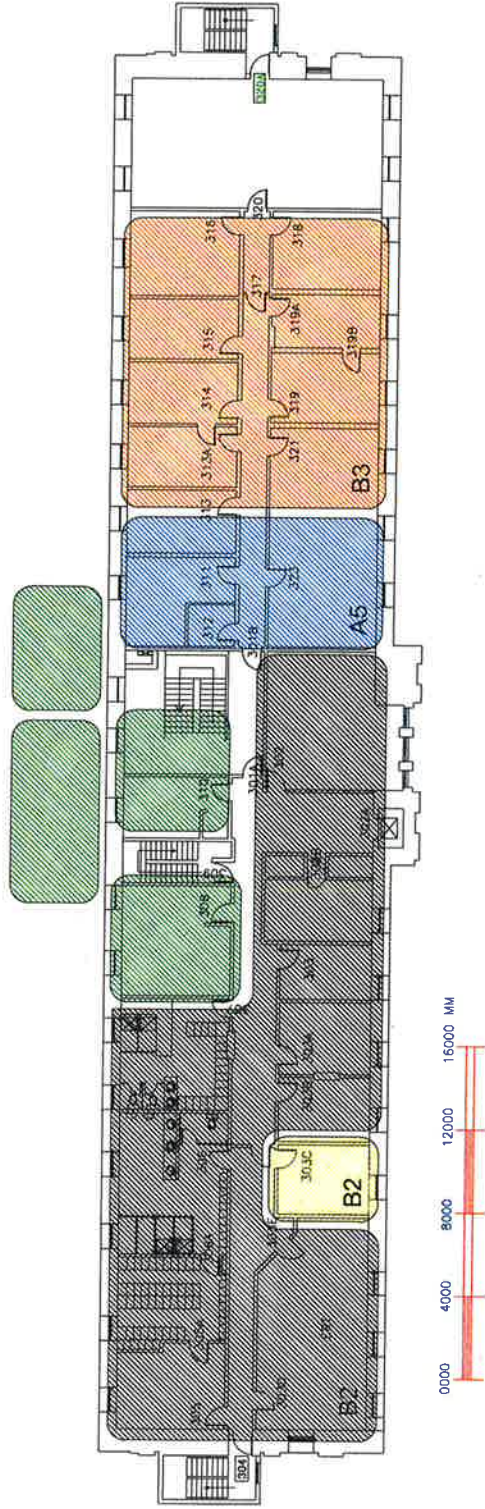


A1 Second Floor Functions N.T.S.



# Stony Mountain Administration Building Renovation

- A5 Case and Sentence Management
- B2 Sub Armoury
- B3 Security Administration
- Support Spaces - circulation, washrooms, boardroom, IT
- B2 IERT - unaffected



A1 Third Floor Functions N.T.S.