

A-10 ARCHITECTURE – CONTRABAND AND BANNED SUBSTANCE CONTROL

1. SCOPE

This section establishes building construction requirements for the areas whose purpose involves screening of persons for contraband and banned substances.

2. RELATED SECTIONS

2.1 *Technical Criteria Document*

SP-3 – Gates/Sally Ports

A-11 – Inmate Cells

A-13 – Security Control Posts, Galleries & Routes

A-14 – Special Observation Cells

3. PERFORMANCE CRITERIA

3.1 *Contraband and Banned Substance Control*

3.1.1 The Gatehouse provides for the control and screening of all visitors with the aid of walk-through metal scanners, ion scanners and x-ray luggage scanners. Other areas where walk-through scanners may be located are along inmate traffic areas originating from workshops. Package scanners may also be used in Admissions and discharge area for all effects purchased by inmates. For other than the Gatehouse, need and location for contraband control equipment shall be established on a project specific basis.

3.1.2 Location of equipment shall consider potential interference from:

- Electric Cables
- Electric Motors
- Moving Metal Objects: metal doors, conveyors, carts, moving signs, metal chains
- Stationary Metal Objects: heating pipes, ventilation ducts, steel beams, and metal barriers.

3.1.3 In connection with contraband control at the main entrance, small lockers are required to provide for storage of handbags and possessions which are not permitted inside the institution. The lockers shall be located such that they are accessible to visitors prior to being screened and cleared for entry. Locker location shall also consider the need to observe what is being placed in the lockers. Smaller lockers for keys or cell phones belonging to officials may be located close to screening.

3.1.4 In addition to the use of contraband control equipment, screening is supplemented by the use of a trained drug detection dogs. This procedure requires a clearly identified spot on the floor for the person to stand.

3.1.5 A search room is provided adjacent to the screening area to allow for a search to be conducted on a suspected person in accordance with directives.

3.2 *Contraband and Banned Substances Recovery*

3.2.1 *Holding Dry Cell*

This cell provides for a safe and sanitary collection of fecal specimen. An inmate is placed in the cell when suspected of harbouring drugs in his body. Inmates are placed in this cell under supervision for up to 3 days . The cell is minimally furnished comprising a bed and a dry toilet, known by its proprietary name as

“Drugloo”. Similarly performing equipment when available shall be acceptable as alternate. The “Drugloo” requires an adjacent secure room for the collection of the specimen. The said suite which is limited to this specific use is typically situated in the segregation unit. The cell shall be constructed and equipped to minimize suspension points as a measure for suicide prevention.

Surveillance of the inmate, when locked in the cell, is performed by an infrared wide angle camera monitored from the Segregation Control Post or in person by staff from outside of the cell.

3.2.2 Banned Substances Recovery Room

The recovery room located adjacent to the dry cell with a dedicated access is used for the retrieval of banned substance from the “Drugloo” recovery port. A sink for hand washing is provided as well as a counter with a cabinet below for the officer to package and identify the specimen and store the specimen ready to be sent to a lab.

3.2.3 Urinalysis Room

This room is used for the collection of urine specimen from inmates who may be suspected of drug use or as part of a random testing procedure to ensure that inmates are free of drug use. This room is an oversized washroom where the inmate is given a container used over a toilet. An officer is typically present to observe the inmate and collect the container. The officer stands behind a glass panel located to enable viewing. A sink for hand washing is located convenient for both parties and a counter with a cabinet below is provided for the officer to identify the container and store the specimen ready to be sent to a lab.

4. DESIGN GUIDELINES

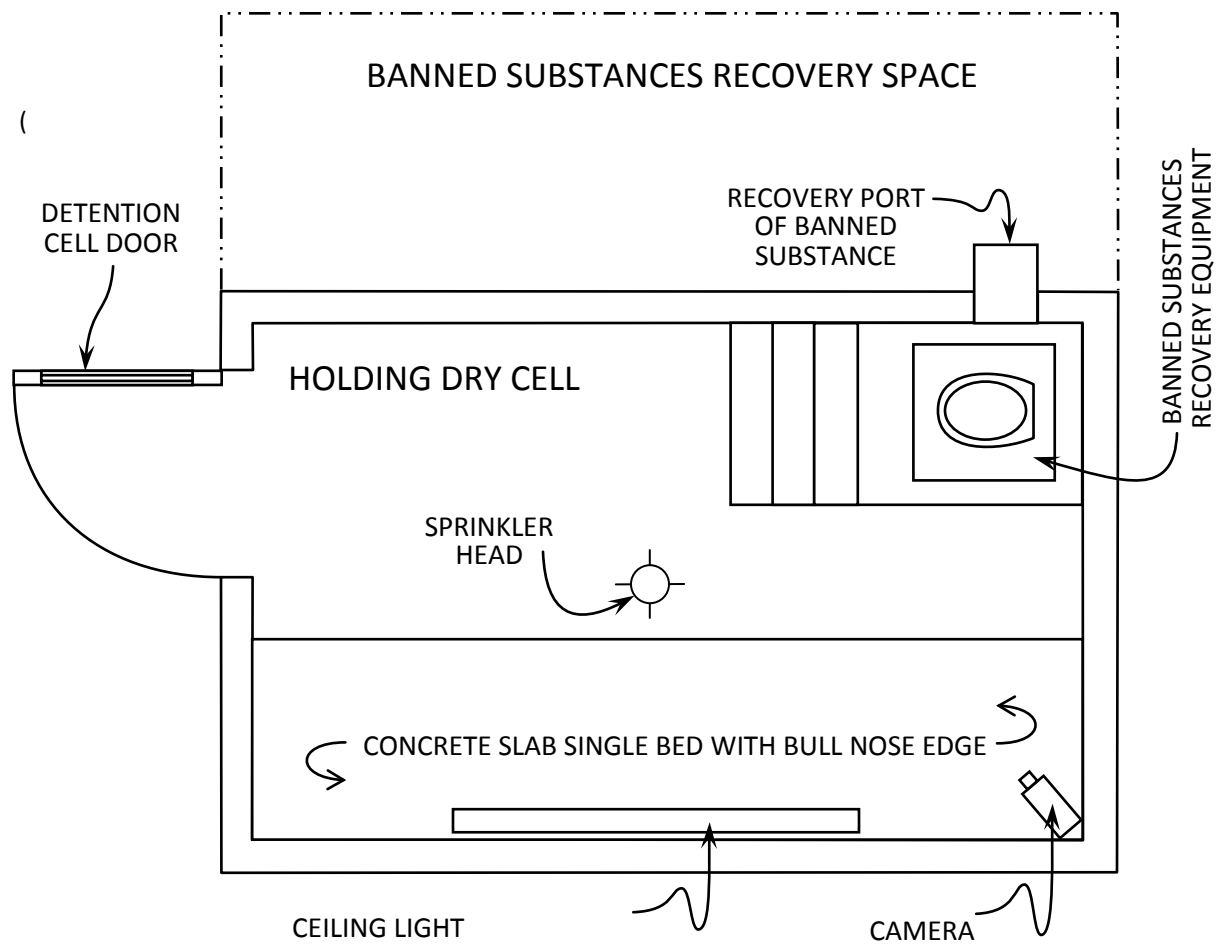
4.1 Location of Dry Cell and Recovery Room

The suite should be located close to the Segregation control post and separate from segregation inmate traffic as inmates move to showers and yards. This suite would ideally be integrated with the Special Observation cell both of which require in person surveillance with camera back-up from the exterior of the cells.

4.2 Dry Cell and Recovery Room Technical Features

Both rooms shall be designed to the same requirements as a cell: the dry cell and the recovery room each sized at 6m². These, being short term use spaces, windows are not required. Both rooms shall be equipped with floor drains and the cell with a concealed water bib. Ventilation and heating shall be as per cell requirements and light switch on the corridor side. Doors shall be style A with double half lights with a food/cuff port as for the Special observation cell. Because the Drugloo is elevated by 3 steps to reach the platform with the toilet, the height from the platform to the ceiling should be a minimum of 1900 mm.

PLATE A-10-1 – DRY HOLDING CELL & BANNED SUBSTANCES RECOVERY EQUIPMENT



A-11 ARCHITECTURE – INMATE CELLS

1. SCOPE

This section outlines performance and design requirements for inmate bedrooms and cells for Minimum to Maximum Institutions, for both “Regular” and “Special” inmate populations.

2. RELATED SECTIONS

2.1 Technical Criteria Document

A-2 – Building Construction
A-3 – Grilles, Screens and Mesh
A-4 – Glazing, Windows and Assemblies
A-5 – Doors & Frames
A-6 – Hardware
A-14 – Special Observation Cells
All Mechanical Sections
E-4 – Interior Lighting & Cell Lighting Fixtures

3. DEFINITION OF TERMS

3.1 Regular Inmate Population refers to inmates who have general access to program areas in the institution. Within the Regular populations there are sub-classifications reflecting differences in the Custody rating scale and corresponding behavioural expectations.

3.2 Special Inmate Population refers to inmates who are isolated from the regular population for specific reasons; these include inmates in Segregation, Treatment and Care, Reception, Temporary detention and the Special Handling Unit. Generally, these populations form a smaller subgroup within a larger institution and they have limited access to program areas of the Institution.

4. SECURITY REQUIREMENTS

4.1 Inmate bedrooms in Minimum security living units (S-2) are free egress with the exception that unauthorized egress to the outdoors shall be capable of being detected. This is typically achieved by the bedroom window openings being restricted to a maximum of 125 mm or by affixing window insect screens so that they would need to be ripped or damaged to allow egress.

4.2 Inmate bedrooms within S-3 living units in Medium Institutions though free-egress are located in apartments which have impeded egress and as such the exterior envelope of bedrooms and all other spaces within the suite shall provide for confinement. This is achieved by the exterior walls being constructed of concrete block reinforced and core filled and the for the bedroom windows to have a restricted opening to a maximum of 125 mm. There is no security requirement for any of the interior walls or openings of the bedrooms; drywall shall be used.

4.3 Cells in S-4 to S-7 living units in Medium and Maximum Institutions shall be designed to provide secure and safe confinement of the inmate.

4.4 Given a ban in the use of tobacco, matches or lighters are no longer permitted other than for aboriginal ceremonial purposes and therefore the threat of cell fires are mitigated.

5. PERFORMANCE REQUIREMENTS

5.1 All inmate bedrooms and cells shall meet the following requirements:

- 5.1.1 Single occupancy, unless sanctioned for double bunking by the Commissioner of CSC¹ under conditions of population pressures. This is seen to be a temporary measure;
 - 5.1.2 Natural light via an in bedroom / cell window; the size of the glazed opening shall be a minimum of 5% of the floor area of the cell;
 - 5.1.3 Natural ventilation operated by the occupant;
 - 5.1.4 Continuous access to a toilet and wash basin equipped with hot and cold running water; in S-2 and S-3 living units in Minimum and Medium Institutions, toilets and wash basins shall be outside of the bedrooms within the suite;
 - 5.1.5 An artificial lighting level adequate for reading and for personal grooming;
 - 5.1.6 A provision for electrical equipment plug in;
 - 5.1.7 Capability for unobstructed observation by staff for the purpose of counts and safety checks;
 - 5.1.8 Ambient room temperature appropriate to a winter comfort zone;
 - 5.1.9 Ambient background noise levels (NC) according to Section A-8 Building Acoustics;
 - 5.1.10 Smoke detection with annunciation in a 24/7 occupied control post and sprinkler protection within each bedroom and cell;
 - 5.1.11 Quality of construction materials, fittings, and furnishings to be commensurate with the expectations of inmate behavior and the trust accorded to inmates. S-2 and S-3 bedrooms in living units shall be designed with the least harshness and hardness.
- 5.2** Cells at Medium and Maximum Institutions, for all populations, shall satisfy the general conditions in item 5.1 and shall also provide:
- 5.2.1 Adequate mechanical ventilation of re-circulated filtered air recognizing the provision of an in cell toilet;
 - 5.2.2 A cell call system with annunciation in a 24/7 occupied control post;
 - 5.2.3 Construction materials, fittings and furniture which curtail the following:
 - 5.2.3.1 Self mutilation and suicide;
 - 5.2.3.2 Barraging of doors;
 - 5.2.3.3 Hiding of contraband;
 - 5.2.3.4 Passing of contraband;
 - 5.2.3.5 Escape;
 - 5.2.3.6 Intrusion from outside the cell;
 - 5.2.3.7 Dismantling or smash up;
 - 5.2.3.8 Easy voice communications between cells.
- Note: The degree to which this condition is to be satisfied varies with the type of inmate classification. Typically disruptive activities for “regular” populations in Medium Institutions are moderate, they are high in Maximums and they vary for “Special” populations depending on security classification.

¹ Commissioner’s Directive (CD) 550 – Inmate Accommodation and Policy Bulletin 315 (2010-08-11)

6. DESIGN REQUIREMENTS

6.1 *Spatial*²

- 6.1.1 S-2 and S-3 bedrooms at Minimum and Medium Institutions are not equipped with a toilet and wash basin. Toilet and wash basin are shared in the residential unit. The net living area of the bedroom is 6.5 m² minimum.
- 6.1.2 S-4 to S-7 cells at Medium and Maximum Institution for “Regular” and “Special” populations are equipped with a toilet and wash basin. The net living area of the cell (except for Health Care and handicapped cells) is 7.0 m² minimum.
- 6.1.3 Health Care Cells at all institutions require a larger area for manoeuvrability of a hospital bed and patient care. The net living area is 10.2 m² minimum.
- 6.1.4 Barrier free cells are intended for mechanical wheel chair use and are sized at 10m². These cells may not be suitable for motorized chairs and hence may require a furniture refit to suit. Percentage of cells dedicated for handicapped use is a maximum of 2% per housing unit but 1% of the institutional capacity given older housing units cannot be practicably retrofitted to accommodate handicapped inmates.
- 6.1.5 A utility chase accessible from a cell corridor is typically shared between two cells each equipped with a toilet and wash basin. Whether a chase serves two cells or one cell, it shall have a net area of no less than 0.5 m².
- 6.1.6 Minimum floor to ceiling height for all bedrooms and cells shall be 2400 mm.

6.2 *Floors and Ceilings*

For detailed information refer to TCD section A-2, Building Construction.

6.3 *Walls*

For detailed information refer to TCD section A-2, Building Construction.

6.4 *Ventilation Grilles*

Ventilation Grilles must not allow suspension (“ligature resistant”) and comply with the ASTM F2542–05³ physical assault test. For more detail see Section M-4. This requirement is critical for S-6 and S-7 and Segregation cells.

6.5 *Doors*

Refer to TCD section A-5, Doors and Frames, and to TCD section A-6, Hardware.

6.6 *Windows*

Refer to TCD section A-4, Windows.

6.7 *Mechanical*

Pipes located close to the ceiling shall not be exposed but encased in a housing so as not to offer a suspension point. Refer to TCD sections related to Mechanical.

6.8 *Electrical*

Conduit located close to the ceiling shall not be exposed but encased in a housing so as not to offer a suspension point. Refer to TCD sections related to Electrical.

² Commissioner’s Directive 550 – Inmate Accommodation, February, 2013,

³ ASTM F2542–05 Test Methods for Physical Assault on Ventilation Grilles for Detention & Correctional Facilities.

6.9 Furniture

- 6.9.1 With the exception of hospital type beds required in Health Care Units, CORCAN is given an opportunity to manufacture and supply furniture on a first refusal basis. The first refusal depends on price competitiveness with equivalent furniture and on an acceptable delivery schedule for the project.
- 6.9.2 Furniture at S-4 to S-7 cells at Medium and Maximum Institutions shall be metal and secured in place with the appropriate anchoring clearly specified in the construction contract documents. Furniture in S-2 and S-3 bedrooms shall be loose and of wood.
- 6.9.3 Hooks in all cells shall be a type with a pin and ball in socket to rotate down with weight and to prevent snagging or catching a line.
- 6.9.4 Cork boards for pinning pictures are permitted but must be of light and attached to the wall with 'Velcro' to facilitate removal for checking for contraband.
- 6.9.5 Furniture for bedrooms and cells is outlined in the table which follows.

6.10 Curtains and Blinds

Window curtains and blinds including textiles and films that are provided or permitted in locked detention and correctional buildings shall conform to requirements of the Fire Safety Manual – Section 8 – Paragraphs 54 and 55⁴.

6.11 Double Bunking

Double bunking is a temporary measure used during times of population pressures. CD 550 outlines requirements and conditions for the use of double bunking. In the design of double bunks, the height of the upper bunk shall be such that it does not impede viewing of the sleeping inmates during cell checks. To allow this, the mattress height should be approximately 1500 mm. Safety rails shall only be used at the location of the ladder or steps as a hold for safe access. The clear spacing between the two bunks shall be 900 mm. Space permitting; additional furniture and a modesty screen may be supplemented for convenience and dignity. For all installations, provision for the safe storage of personal belongings is required. Metal lockers or durable fabric bags are typically used and stored under the lower bunk.

⁴ 345 - FIRE SAFETY MANUAL, Issued under the authority of the Assistant Commissioner, 2005-12-01

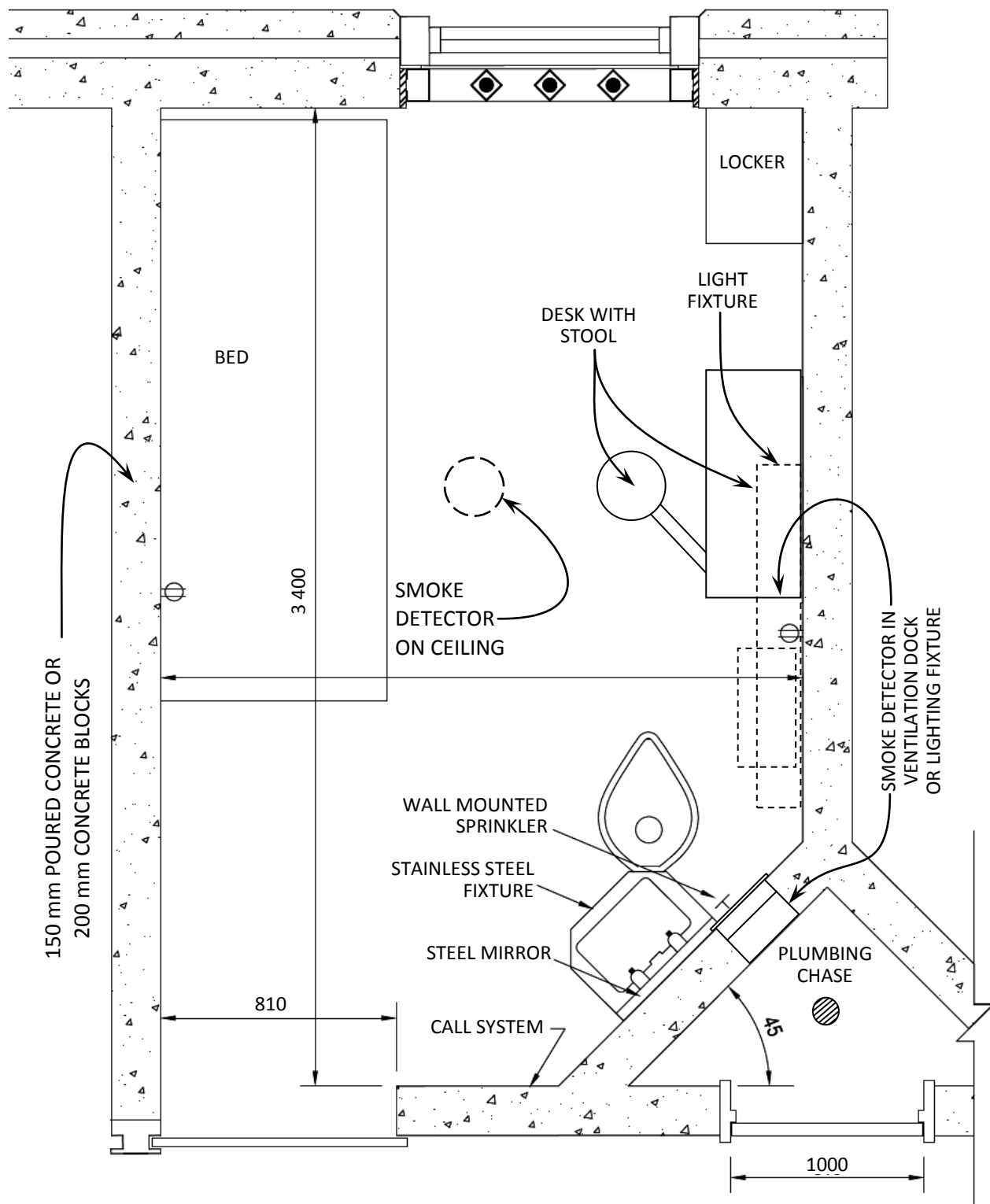
TABLE A-11-1 – BEDROOM/CELL FURNITURE

	MINIMUM BEDROOM S-2	MEDIUM BEDROOM S-3	MEDIUM CELLS S-4	MEDIUM CELLS S-5	MAXIMUM CELLS S-6 & S-7	HEALTH CARE CELLS	SEGREG. CELLS	OTHER SPECIAL CELLS
Bed, free standing	W	W						
Bed, secured			M	M				M
Bed, wall unit					M		M	
Bed, hospital						M		
Desk (free standing) + chair	W	W				M		
Desk (secured) + chair			M	M				
Tack boards (cork)	X	X	X	X	X			X
Desk-stool unit					M		M	M
Open lockers	W	W	M	M	M	M		M
Single shelf & collapsible hooks						M	M	M
Double shelf & collapsible hooks			M	M	M			
T.V. shelf	W	W	M	M	M	M		M
Window Curtain & blinds	X	X	X	X	X	X	X	X

M= Metal

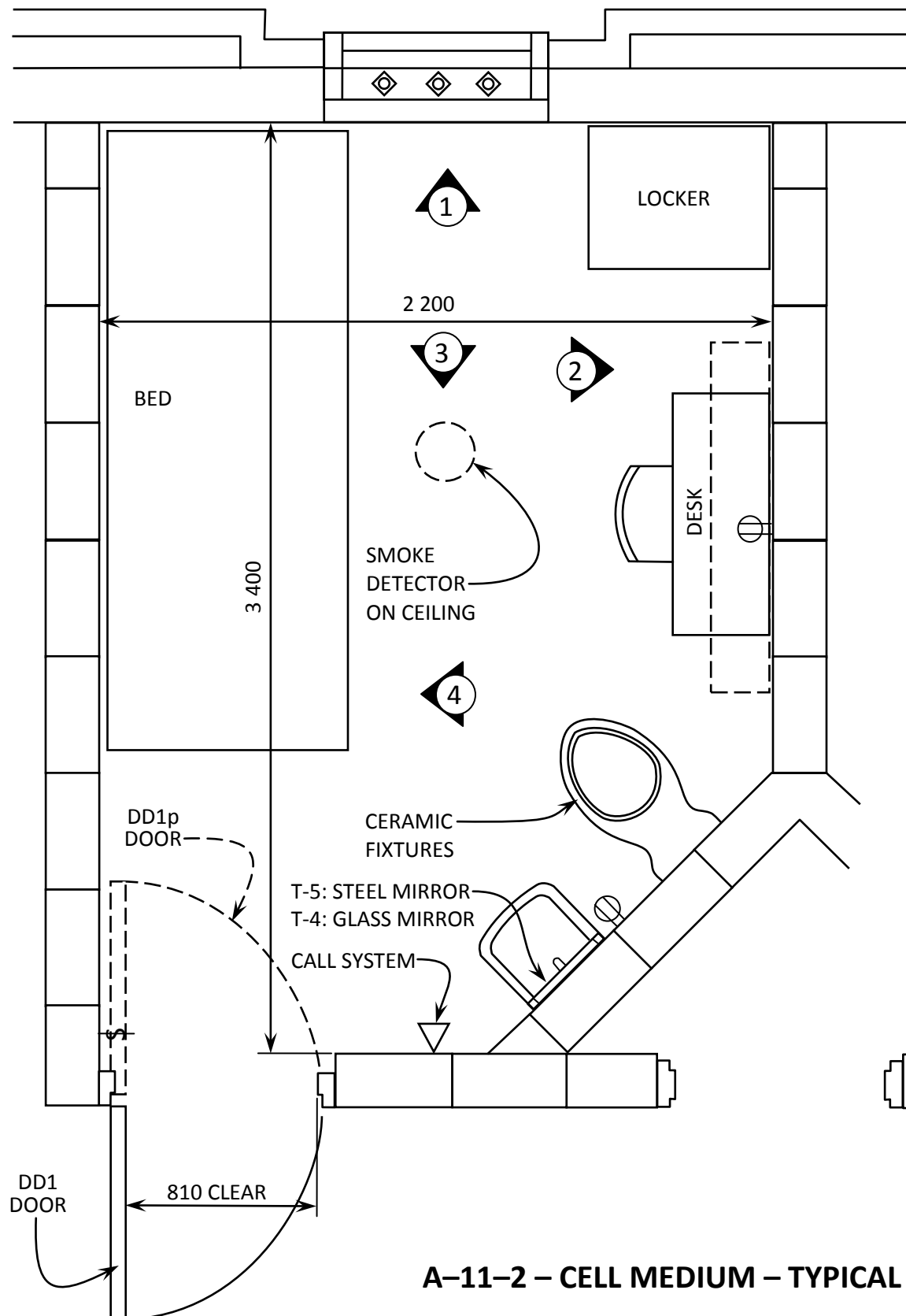
W= Wood

X= Permitted

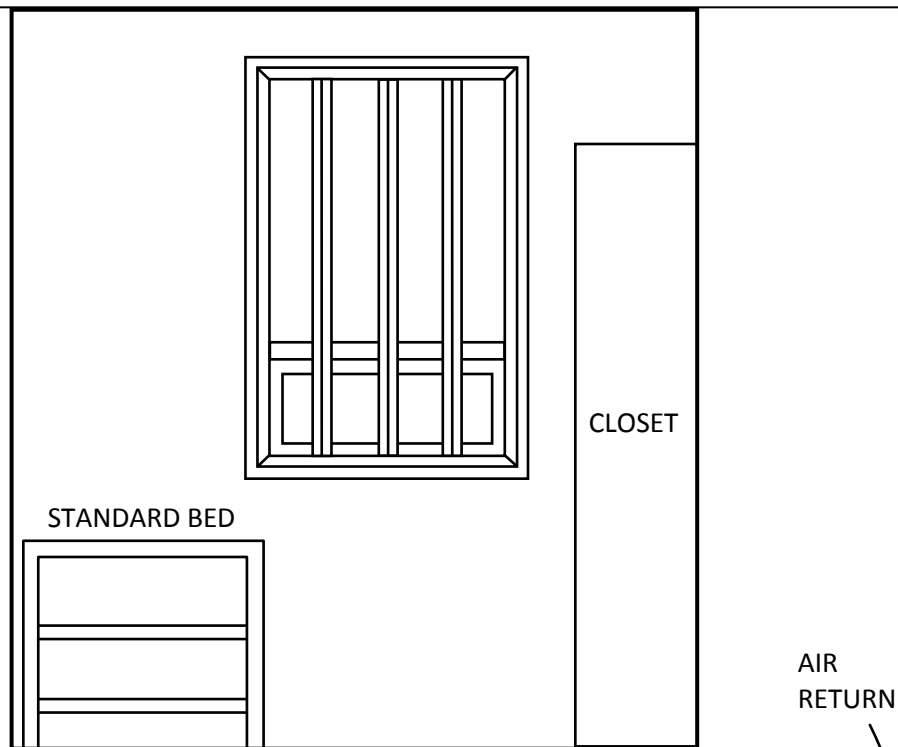
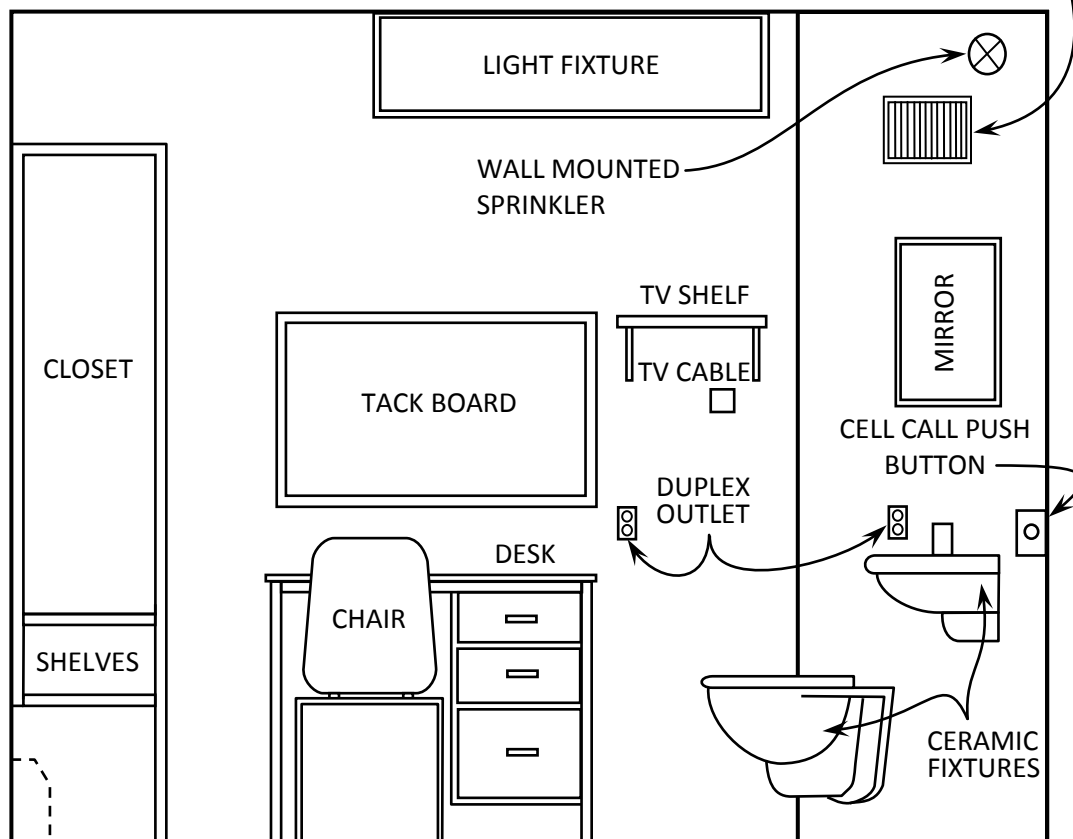


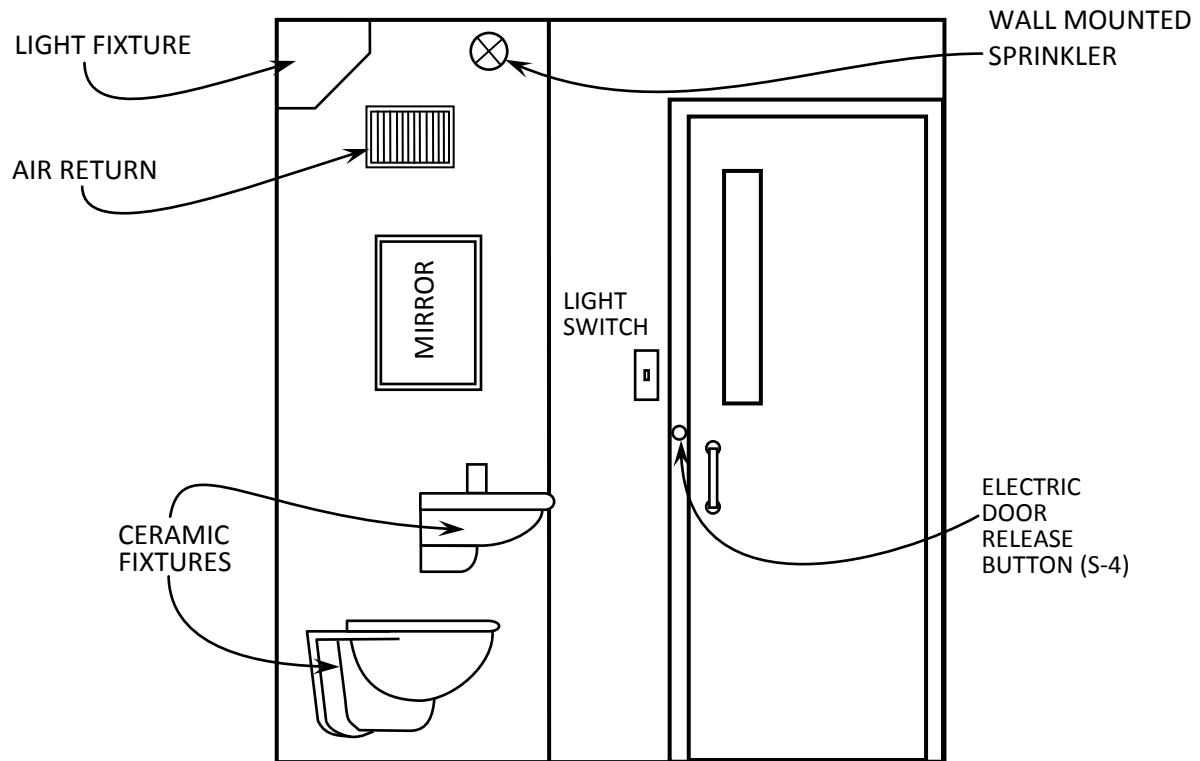
A-11-1 – CELL MAXIMUM – TYPICAL PLAN

- 1– For window details see section A-4 2– Anchor furnishing in place
 3– Weld furnishings. to plate anchors 4– Room dimensions may vary depending on building grid used

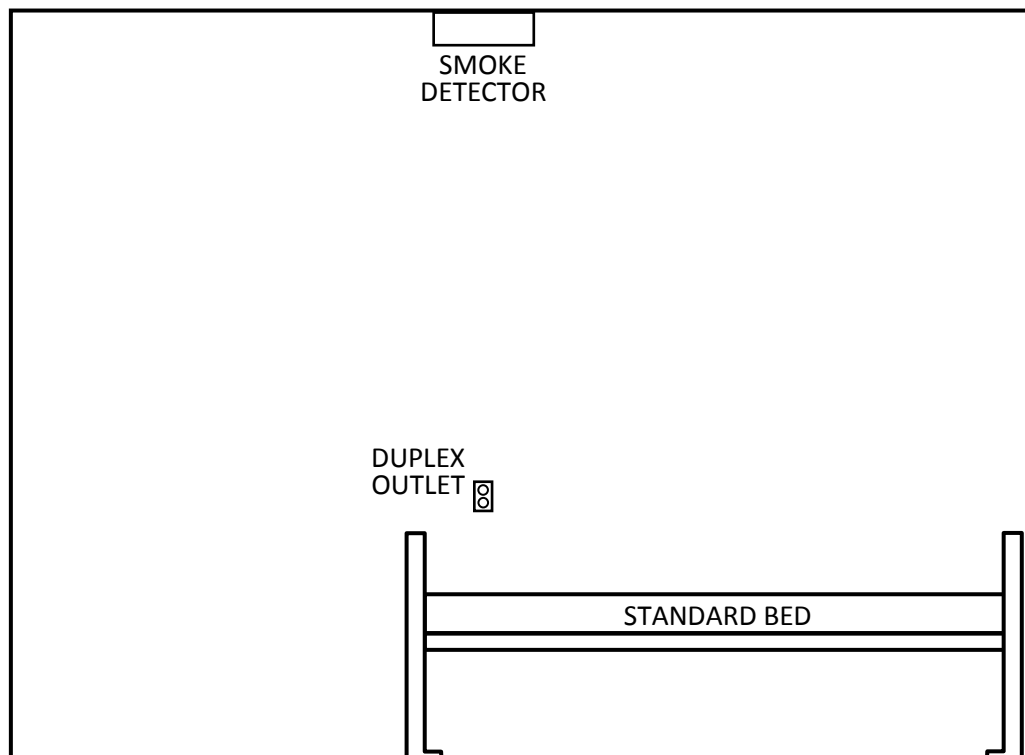


A-11-2 – CELL MEDIUM – TYPICAL PLAN

**A-11-3 – CELL MEDIUM – ELEVATION 1****A-11-4 – CELL MEDIUM – ELEVATION 2**



A-11-5 – CELL MEDIUM – ELEVATION 3



-11-6 – CELL MEDIUM – ELEVATION 4

A-12 ARCHITECTURE – SPECIAL OBSERVATION CELLS

1. SCOPE

This section outlines performance criteria for special observation cells for Medium, Maximum and multi-level Institutions in accordance with CD 843¹.

2. RELATED SECTIONS

2.1 This section should be read in conjunction with the following TCD sections as applicable:

A-5 – Doors and Frames

A-7 – Finishes and Modesty Screens

A-11 – Inmate Cells

M-3 – Fire Protection Requirements

3. PERFORMANCE CRITERIA

The categories for special observation cells and conditions of use are listed in Cases 1 and 2 below. Furniture, fixtures, fittings and finishes shall be based on the needs of each of the cases as follows:

Case 1 – Mental Health Monitoring

This may be met either by the use of a regular cell with standard furniture and fixtures, or, by placing an inmate in the Health Care Unit's inpatient room. In the event that an inmate has been assessed as requiring Pinel restraints, a Health care inpatient room shall be used by converting a hospital bed for this purpose. This is accomplished by anchoring the bed to the floor so that it is immovable. The bed and floor provisions are in place to allow for a rapid conversion. Observation may be carried out by:

- a) Frequent viewing through standard cell door light by an officer, or
- b) Frequent viewing by a nurse in the Health care unit through a half light of a hospital door. This room will also be equipped with a CCTV monitored in the Nursing station.

Case 2 - High Watch

This is a cell equipped to reduce the risk of self-harm and located in the Segregation Unit which is staffed at all times. Observation of the cell occupant is continuous via glazed panels in the cell door. Because this cell may at times be used to house segregated inmates, the glazing must be highly resistant to prevent surreptitious or sustained physical attack. See Chapter A-4 for Bar-less Detention Window and Plate A-12-1. Technical requirements for this cell are as follows:

- Door Glazing shall be laminated polycarbonate 12.7mm thick comprising 3 layers. Conforming product is Lexguard MPC 500 or equivalent. The glazing shall have an engagement of 25mm and be affixed using 9.6mm screws starting 50mm from each corner spaced at 200 mm or less on centre.
- Special observation cells shall conform to the prescriptions stated in section A-11 Inmate Cells and furnished as per a segregation cell.
- Cell shall be capable of being also monitored by CCTV from the Segregation control post.

¹ Commissioner's Directive #843 – Prevention, Management and Response to Suicide and Self-Injuries, 2009-06-03

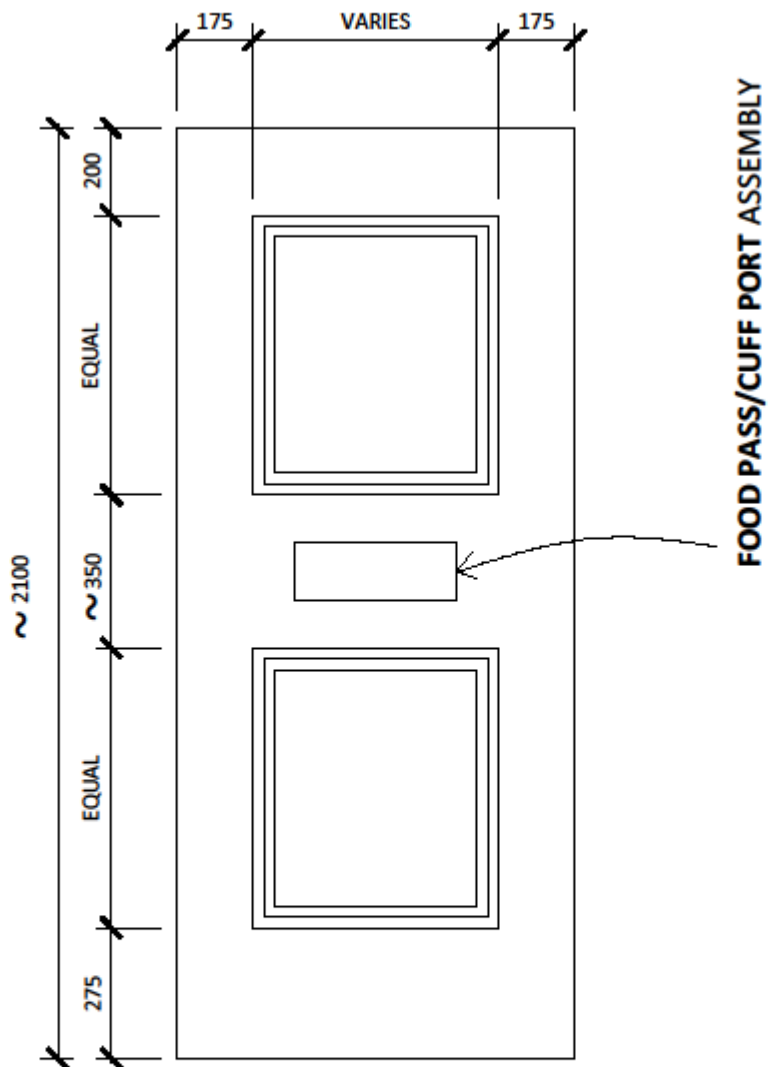


PLATE A-12-1 - OBSERVATION CELL DOOR
EXAMPLE 1 - STYLE A - TWO HALF LIGHTS

**A DETENTION STYLE DOOR WITH
SPECIAL OBSERVATION WINDOWS**

A-13 ARCHITECTURE – SECURITY CONTROL POSTS, GALLERIES & ROUTES

1. SCOPE

This section outlines design requirements for all security control posts, observation galleries, dedicated security routes and special work stations located within inmate areas.

2. RELATED SECTIONS

2.1 This section should be read in conjunction with the following TCD sections as applicable:

A-2 – Building Construction

A-3 – Grilles, Screens and Mesh

A-4 – Glazing, Windows and Assemblies

A-5 – Doors & Frames

A-6 – Hardware

E-6 – Emergency Electrical

M-3 – Fire Protection Requirements

M-4 – Heating, Ventilating and Air Conditioning Requirements

2.2 Other CSC Documents:

CSC Electronic Security Systems (ESS)

3. DEFINITIONS

3.1 Security Control Post

A security control post is an enclosed or defined space which is staffed by designated personnel and is designed to provide for at least one of the following functions:

3.1.1 Visual surveillance,

3.1.2 Control of movement through specific doors and grilles,

3.1.3 Monitoring of: detection, surveillance, safety and communications equipment,

3.1.4 Intervention when required by means of firearm or gas.

3.2 Observation Gallery

An observation Gallery is an enclosed walkway, separated from inmate areas, where security staff:

3.2.1 Carry out surveillance of adjacent inmate areas, and

3.2.2 Warn or intervene with the use of sirens and weapons during emergency situations.

3.3 Dedicated Security Route

A Dedicated Security Route is an enclosed and secured corridor which links all Armed Security Control Posts and Observation Galleries. Its principal purpose is to provide safe movement of weapons. Observation Galleries may serve as a section of a Dedicated Security Route.

3.4 Special Work Stations

A special Work Station is an enclosed area providing one or more functions of a control post but may be staffed by other than security staff. This includes the Visits and Correspondence Office and Control (V & C office control) and the Nursing Station. Design requirements for special Work Stations follow those for control posts.

4. TYPE & LOCATION OF SECURITY CONTROL POSTS

4.1 *Principal Entrance Control Post*

The Principal Entrance Control Post (PECP) is an armed post serving as a sub-armoury, from where staff monitors arrivals and departures to and from an institution. It is located in the Gatehouse or in the Entrance Building where it forms part of the perimeter of the institution. Where pedestrian and vehicular movement are combined at the Gatehouse, it monitors both movements. Where a separate service entry exists, vehicular movement is monitored from a separate Control Post or Tower. Mobile patrol exchange their weapons at the PECP.

4.2 *Main Communications Control Post*

The Main Communications Control Post (MCCP) monitors the security systems comprising: Personal Portable Alarm, Inmate Cell Call, Perimeter Intrusion Detection, Alarm Response Log, Fire/Smoke Alarm, Fixed Point Security Alarm. This post shall be located in the Gatehouse where feasible and adjacent to/or form part of the Principal Entrance Control Post. The Central Equipment room (CER) is located adjacent to the MCCP and serves as the hub for terminal equipment in support of the MCCP as well as the Uninterrupted Power Supply batteries. Where feasible, the MCCP and the CER shall each be located in a room having a 2-hour fire resistance rating.

4.3 *Main Control Post*

The Main Control Post (MCP), where it exists, monitors all pedestrian movement from the Gatehouse into the body of the institutions. In closed movement institutions, it is located such that it is the last point of control for movement to the Gatehouse.

4.4 *Area Control Post*

The Area Control Post (ACP) monitors movement through gates which separate inmate main activity areas such as a daytime occupational zone. There are generally a limited number of Area Control posts within an institution.

4.5 *Living Unit Control Post*

Living Unit Control Post (UCP) provides surveillance of housing areas and for the control of remote operated doors. These posts are located in inmate housing units and in segregation or other special population units.

4.6 *Observation Control Post*

Observation Control Post (OCP) provides for surveillance and intervention for inmate areas where observation galleries are not present. The requirement for Observation Control Posts shall be determined on a project specific basis.

5. CLASSIFICATION OF PROTECTION LEVELS

The Rooms and Areas covered in this chapter require varying levels of protection from physical attack and/or ballistics. This protection level varies with the security classification of an institution and with the degree of risk associated with the location of the post.

Classification of protection levels and performance requirements established for areas covered in this section are listed below in order of decreasing level of security.

5.1 *Level A*

This level applies to armed control posts which provide for the safekeeping of weapons. The enclosure is constructed to resist ballistics of up to a 44 Magnum hand gun and physical attack with hand tools for 60 minutes. In addition, where two armed posts face

one another being potentially subject to cross fire from the opposing post, each post will have specific glazing panels capable of resisting the ballistics from the approved firing weapon of a control post. All Level A posts are accessed from a network of protected routes to safeguard the movement of weapons and to provide a safe egress for staff. Access to the post from inmate areas is via a secure vestibule.

5.2 **Level B**

This post is not intended for the keeping of firearms. Its enclosure is constructed to resist physical attack with hand tools for 15 minutes. A safe egress route is provided for staff and access to the post from inmate areas is via a single door.

5.3 **Level C**

Enclosed post not intended to resist a physical attack but to provide a degree of privacy and sound control from inmate activity areas.

5.4 **Level D**

Non enclosed area defined by counter intended to allow sound and sight of inmate areas such as housing units. For medium and maximum institutions, a safe egress route is provided for staff and access to the post from inmate areas is via a counter height door.

5.5 **Post Schedule**

The S categories are applicable to the housing type located within each of the institutional classifications: minimum, medium and maximum.

TABLE A-13-1 – POST SCHEDULE

	MIN	MEDIUM			MAXIMUM	
	<u>S-2</u>	<u>S-3</u>	<u>S-4</u>	<u>S-5</u>	<u>S-6</u>	<u>S-7</u>
Principal Entrance	D	A	A	A	A	A
Main Communication Control Post	n/a	A	A	A	A	A
Main Control	n/a	B+B	B+B	B+B	A	A
Area Control	n/a	D	D	D	A	A
Unit Control	n/a	D+B	D+B	B+B	A	A
Segregation	n/a	B+B	B+B	B+B	A	A
Observation Control	n/a	n/a	n/a	n/a	A	A
V & C Office & Control	n/a	C	C	C	B+B	B+B
Nursing Station	n/a	C	C	C	B+B	B+B
Observation Gallery/ Dedicated Security Route	n/a	n/a	n/a	n/a	*	*

n/a - not applicable

D+B – An open post with an adjacent safe egress route leading to the exterior

B+B – Class B Post with an adjacent safe egress route leading to the exterior

* Requirements for these areas are outlined under section 7.1.

6. CONTROL POST DESIGN CRITERIA

6.1 Location and Layout Requirements

- 6.1.1 Control Posts are located along main corridors and entranceways where secondary corridors emanate which give access to various functional departments or program spaces.
- 6.1.2 For maximum security institutions, where a network of control posts exists, each post shall be located at a distance not to exceed 90 m from the next control post or posts and shall have visual contact with these posts.
- 6.1.3 Where control posts are equipped with consoles for control of remote barriers and doors, these barriers and doors and movement through them shall be visible from that post.
- 6.1.4 The control post equipment placement shall be laid out to allow for effective viewing and console control from a sitting or standing position.
- 6.1.5 Level A control post shall be laid out to facilitate effective intervention through gun ports.
- 6.1.6 Level A Control Posts shall have a dedicated toilet or direct access to one.
- 6.1.7 Level A, B, and D (in living units) posts require secondary means of egress to safety.

6.2 Enclosure Requirements

- 6.2.1 The enclosure of the control post shall have sufficient glazing to allow for effective surveillance. Mullion and structural member locations shall be designed in order to minimize obstruction to field of vision.
- 6.2.2 The exterior enclosure of level A & B control posts shall have a consistent level of protection throughout.
- 6.2.3 Glazing used in control posts shall be a type which, if broken, will not form shards or be easily dismantled to become a potential weapon.
- 6.2.4 Glazing which is required to be ballistic resistant shall be no spall type.
- 6.2.5 Where a control post envelope forms an exterior wall, appropriate thermal breaks shall be provided.
- 6.2.6 Glazing panels shall be to a uniform size and to manufacturer standards to the extent possible.

6.3 Glare Reduction

Visibility from within a control post is critical to the operations. Control post conditions both interior and exterior, must ensure that glare is reduced to the minimum.

- 6.3.1 Exterior windows exposed to sun shall have glare reducing glass. Exposure to extended direct sunlight is to be reduced by shading devices (canopies, roof overhang, etc.). Similar shading devices must be used to reduce glare from exterior overhead flood lights. Shading devices should be of dark matte colour.
- 6.3.2 Refer to Section E-5 Interior lighting for details of fixtures, controls and lighting levels.
- 6.3.3 Rooms and corridors under view from the control post should be finished with low reflectance (20% - 40%) colours.
- 6.3.4 Walls opposite post window should be finished one tone darker than other walls.

- 6.3.5 Post interior surfaces, including fixtures should have low reflectance (20% - 40%) colours achieved by use of darker colours and matte surface finish. To the extent possible, slope control panel tops and avoid use of polished metal.

6.4 Building Material Requirements by Level of Post

6.4.1 For Level A Protection:

6.4.1.1 Glazing system:

- a) Level A glazing shall meet the equivalent H.P. WHITE¹ rating of Level C Ballistics and Level III Forced Entry. A glazing meeting Class/Level HG4 Ballistics (Table 1) and Class IV Forced Entry (Table 2, Sequence 31) in ASTM F1233-08² is also acceptable. 32 mm polycarbonate laminated (SP 1250) as tested and approved by HP WHITE meets this requirement.
- b) This material shall be protected by a sacrificial layer of 6 mm tempered glass with an air space between it and the 32 mm laminated polycarbonate. The sacrificial layer shall be set on the attack side. Interior side of the polycarbonate shall be treated to enhance its abrasion resistance;
- c) Glazing in panels which face similar control posts must be capable of withstanding multiple shots from stray bullets. As such, single layer tempered glass cannot be used as this will fracture upon the first shot. Acceptable glass type is safety glass of 2X6mm float glass with a 0.75mm (30mil) PVB interlayer. This glass will remain intact to resist multiple shots and when fractured will not mar vision from the control post;
- d) Glazing assembly shall consist of 3.12 mm (0.123") rolled steel frame where the frame is formed or it shall be of 4.0 mm thick steel flats where a built up assembly is provided;
- e) Glazing stops shall be a minimum of 4.24 mm (0.167") thick angle steel or solid bar with an engagement of 25 mm minimum. Stops shall be removable from the attack side. Removable stops shall be held by minimum 9.6 mm Ø security screws set at 150 mm on centre. End screws shall be 50 mm from each corner.
- f) For exterior windows in level A posts, the thermal break required by item 6.2.5 of this section, shall be provided by a separate weather window applied over the secured frame. This weather window will also serve as the sacrificial layer.

6.4.1.2 Walls:

- a) Reinforced concrete, 150 mm thick, with 15 mm bars at 150 mm on centre two ways; or,
- b) Concrete block solid or core filled 150 mm thick faced with minimum 4.67 mm (0.184") steel plate anchored to the structure; or,

¹ H.P. White Laboratory, Inc., TEST PROCEDURE, Transparent Materials for Use in Forced Entry or Containment Barriers, HPW-TP-0500.03 (March 2003): <http://www.hpwhite.com/uploads/file/500-03.pdf>

² ASTM F 1233-08, Standard Test Method for Security Glazing Materials and Systems

- c) Steel structure faced with minimum 3.12 mm steel on each side, spaced a minimum of 50 mm and filled with insulation for sound deadening; or
- d) Single steel sheet minimum 9.52 mm (3/8" or 0.375") thick with an interior wall board facing.
- e) Welded construction is preferred. If bolts are used they shall be a minimum of 9.6 mm diameter. Any bolt work exposed to the inmate side shall be security type or welded when bolted.
- f) Other configurations will be accepted provided equal performance and economies can be demonstrated.

6.4.1.3 Doors, Frames and Hardware:

- a) Entry into the control post from a public or inmate areas shall be through a vestibule constructed to level A protection. Locks for doors in vestibule shall be DH2: jamb mounted maximum security electromechanical locks interlocked.
- b) Entry into a dedicated security route shall be from level A protection area, excluding the vestibule referred to in a) above, and through a detention door with a mechanical lock keyed from two sides.
- c) The doors are DD2 Swing type with the two doors or in combination of a wall of the vestibule providing ballistic resistance. Glazing is as per section 6.4.1.1. Doors shall swing out into the corridor for maximum resistance against ramming.
- d) Door frames shall be of 2.8 mm rolled steel.

6.4.2 For Level B Protection

6.4.2.1 Glazing System:

- a) Level B glazing shall meet the equivalent H.P. WHITE rating of Level I Forced Entry (see footnote 1) and need not meet any ballistic rating. A glazing meeting Class II Forced Entry (Table 2, Sequence 6) in *ASTM F1233-98 (2004)* (see footnote 2) is also acceptable. 12.7 mm monolithic polycarbonate as tested and approved by H.P. White meets this requirement.
- b) This material shall be protected by a sacrificial layer of 6 mm tempered glass or polycarbonate with an air space between it and the 12.7 mm polycarbonate. The sacrificial layer shall be set on the attack side;
- c) Glazing assembly shall consist of 2.36 mm (0.093") rolled steel frame;
- d) Glazing stops shall be of 4.0 mm thick angle or channel steel or solid bar with an engagement of 25 mm minimum. Stops shall be removable from the attack side. Removable stops shall be held by 9.6 mm security screws set at 200 mm on centre;
- e) For exterior windows follow criteria specified for level A glazing.

6.4.2.2 Walls:

- a) Core filled concrete block, 150 mm thick minimum and reinforced. Horizontal reinforcing to be provided at every course. Vertical reinforcing to be 15 mm steel rods 400 mm o/c; or

- b) Steel structure faced with minimum 2.36 mm (0.093”) steel on each side, spaced a minimum of 50 mm and filled with insulation for sound deadening; or
- c) Single steel sheet minimum 4.24 mm (0.167”) thick with an interior wall board facing.
- d) As for level A, welded construction is preferred. If bolts are used they shall be a minimum of 9.6 mm diameter;

6.4.2.3 Doors, Frames & Hardware

- a) Access into a post is through a Detention Door Swing type (DD1).
- b) A secondary egress into an inmate restricted area shall be provided. All doors, including hatch, if provided, are Detention Door Swing type (DD1). Minimum Hatch dimension is 914 X 914 (36” X 36”).
- c) Frame for Detention Door (DD1) is made with rolled steel having the same thickness as the door panels (2.36 mm [0.093”]);
- d) Lock for door into control post shall be DH2: jamb mounted maximum security electromechanical lock, keyed both ways;
- e) Locks for secondary exit doors or hatch shall be detention mechanical type.

6.4.2.4 Class B refuge may incorporate:

- a) 1 or 2 workstation(s) for correctional officers
- b) Lockers for correctional officers
- c) Radios, emergency equipment for correctional officers
- d) Electrical panels/breakers for the living unit
- e) “Kill switch” for the control panel / computer in the D or B post
- f) Door controls computer with its printer
- g) Secondary means of safe egress
- h) Monitors for evidentiary cameras if provided

6.4.3 For Level C and D Protection

6.4.3.1 Glazing shall not form shards when broken.

6.4.3.2 No other special envelope features are required for Level C and D Protection posts.

6.5 Control Post Equipment and fitting

- 6.5.1 Some or all of the equipment and fittings below are required in a control post in the performance of duties. Preliminary design layouts of control posts shall show all equipment and fittings for design approval by C.S.C.
- 6.5.2 Post Equipment Schedule

TABLE A-13-2 – POST EQUIPMENT SCHEDULE

ITEM	PROTECTION LEVEL			
	A	B	C	D
Console / Computer	R	R	R	N
Key Pass	R	R	N	N
Speak Ports	R	R	N	N
Weapons Vault	R	N	N	N
Fire Extinguishers	R	R	R	R

Key Cabinets	R	R	P	P
Water Supply Valves	P	P	N	N
Gun Ports	R	N	N	N
Breathing Apparatus	R	R	P	P

R= Required

N= Not Required

P= Project specific basis only

6.5.3 Pertinent information with respect to each of the above items (1) through (9) follows:

6.5.3.1 Console / Computer

Console houses communication and alarm systems, door control and power switches. The design of the console and its controls shall be executed in close collaboration with CSC Electronic Security Systems (ESS) Key Pass

Key/Parcel construction shall be equal to that of the envelope performance for that post. See plate A-13-3 for acceptable design solutions.

6.5.3.2 Speak Ports

See plate A-13-4 for acceptable design solutions for speak ports and intercoms.

6.5.3.3 Weapons Vault (cabinet type) is required as the post may be used as sub-armoury. Vault shall meet detention equipment standards and be sized to meet the CSC approved arsenal for a particular post.

6.5.3.4 Fire Extinguishers

Fire extinguishers shall be provided as detailed in section M-3 Fire Protection Requirements.

6.5.3.5 Key Cabinets

Key cabinets will be sized for the keys under the control of that control post. The cabinet for the Main Control Post will be sized to hold one set of security lock keys required for the institution.

6.5.3.6 Water Supply Valves

Water supply valves for hose cabinets will control the flow to cabinets which are in sight of the respective control post.

6.5.3.7 Gun ports

- a) Gun ports shall be sized to accommodate a Colt C8 and a 40 mm multi launcher and shall permit a 90 ° arc of fire. Gun port design shall not permit a weapon to be pulled through.
- b) Gun ports shall be strategically placed around the Control Post enclosure to allow coverage of critical areas. Blind spots around the immediate location of the Control Post shall be tolerated.
- c) Gun ports shall be located at a height suited for rifle firing while standing and shall accommodate varying officer heights. Where control posts cover two tiers of cells, gun ports shall be located to suit the site specific conditions. A compromise to the shooting position shall be tolerated.
- d) Gun ports shall remain closed at all times to prevent objects from being injected except when required to intervene. Covers shall be

hinged to swing in rather than slide so that they cannot be wedged shut.

- e) An acceptable solution for new or retrofit gun ports consists of a vertical slot sized 75 mm by 150 mm cut out from a 32 mm polycarbonate glazing panel sized as per a typical window light. The slot shall have bevelled vertical sides from a 6 mm perpendicular distance from the inner face of the glazing at 45° to the outer face. Protective glazing on the threat side shall be cut at the edge of the gun port frame. It should be noted that the bevelled edge of the polycarbonate has an opaque surface, therefore, impeding visibility. A hinged door of 6 mm steel shall be framed and bolted through the glazing using through bolts. Existing gun ports needing to accommodate new firearms shall be examined for acceptable retrofit in order to avoid costly replacement. Plate A-13-6 illustrates a suggested retrofit of an existing gun port.

6.5.3.8 Breathing Apparatus

Breathing apparatus and rescue equipment shall be determined on a project specific basis for each control post.

7. DESIGN CRITERIA FOR OTHER SECURITY AREAS

7.1 *Observation Gallery/Dedicated Security Route*

7.1.1 Location, Layout and Equipment Requirements

- 7.1.1.1 Location shall be efficiently planned to minimize excessive runs. Follow Accommodation Guidelines for areas where supervision is required.
- 7.1.1.2 Minimum unobstructed width shall be 1.5 m and unobstructed height 2.1 m.
- 7.1.1.3 Observation Galleries shall be combined with dedicated security routes where possible.
- 7.1.1.4 Entrances shall be from Level A posts and from inmate restricted areas.
- 7.1.1.5 Galleries are to be laid out to reduce the number of required exists.
- 7.1.1.6 Access to water closets shall be provided from Observation Gallery. Use of control post water closets will meet this requirement.
- 7.1.1.7 The design of observation openings shall use grilles to resist forced entry by inmates.
- 7.1.1.8 Window locations overlooking large activity areas or long corridors may be equipped with a buzzer or horn to give first warning to inmates involved in violent incidents.

7.1.2 Enclosure Requirements

- 7.1.2.1 Construction shall be of fire resistant materials. Polycarbonate glazing is permitted as it does not support combustion.
- 7.1.2.2 Walls and glazing shall be to Level B Protection.
- 7.1.2.3 Glazing shall permit 1 way viewing to allow security officers to observe areas without being observed themselves. Gallery lighting shall conform to 1 way glazing requirements.

7.1.3 Observation/Intervention Gallery Windows

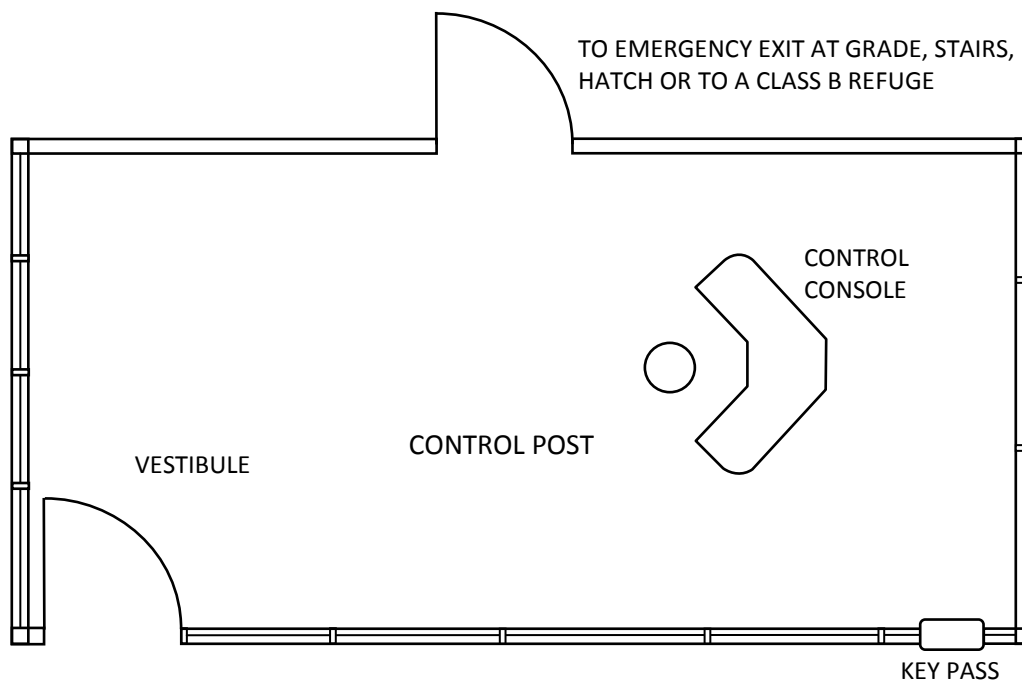
- 7.1.3.1 Observation/Intervention gallery windows shall allow for unobstructed field of fire. To minimize the number of windows yet provide maximum

firearm coverage, openings shall be formed by a framed operable window supplemented by a grille on the threat side. Given that the use of a weapon requires it to be attached to a body security harness, the risk of its removal or it being dropped is mitigated.

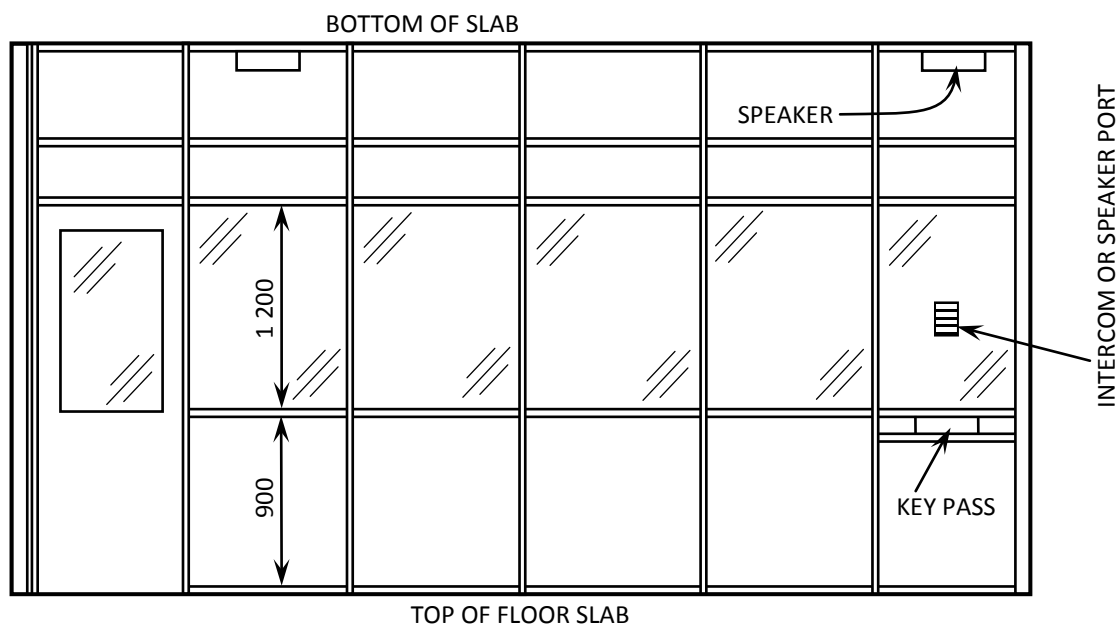
- 7.1.3.2 To permit optimal observation and provide protection from thrown objects, the gallery window should be a horizontal slider to allow the officer to stand out of the way if required. The exterior grille should be set away from the face of the window to permit downward observation/intervention. The window glazing shall be of 12.7 mm monolithic polycarbonate set in a steel frame. Commercially applied glazing film is used to enable one-way viewing of the inmate activity area.

7.2 V & C Office and Control and Nursing Station

- 7.2.1 Follow layout and location requirements shown in the Accommodation Guidelines.
- 7.2.2 Follow Post Schedule 5.5 for level of Enclosure for varying classification of Institutions.



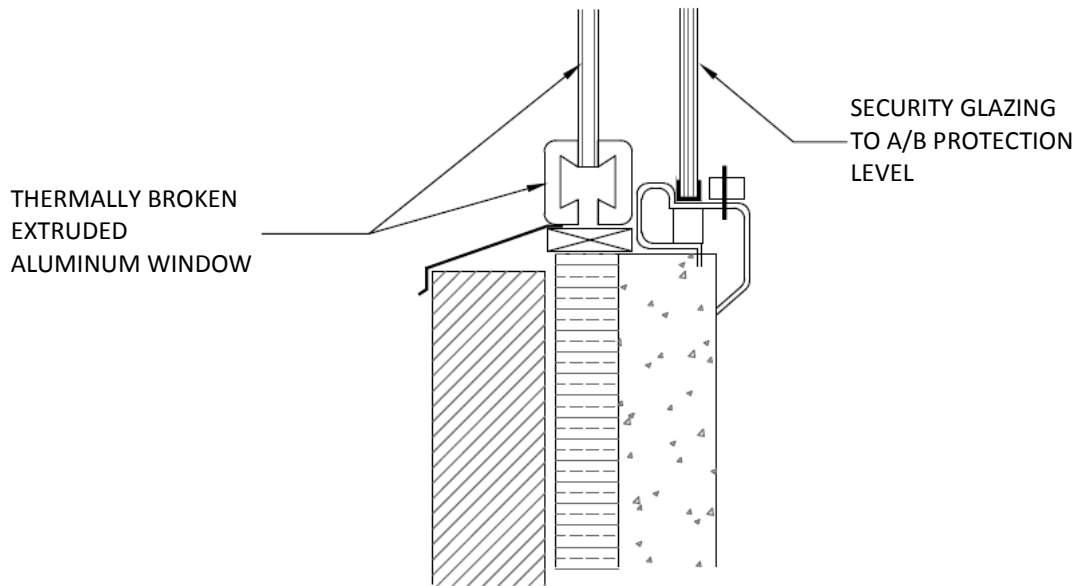
PLAN LAYOUT



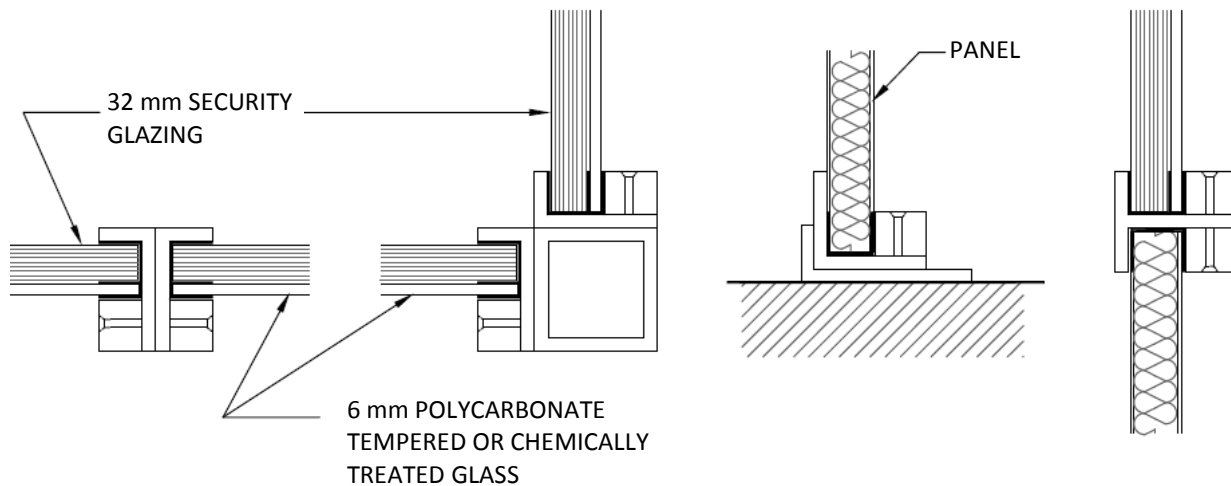
ELEVATION

PLATE A-13-2 – DIAGRAMATIC LEVEL B POST ILLUSTRATION

- 1- Post size and shape as required by location
- 2- Door control console(s) located to suit traffic viewing
- 3- Ports to suit location
- 4- Other consoles located to suit operational needs
- 5- Framing and panel system of strength to meet specified resistance to attack and building conditions



EXTERIOR LEVEL A/B CONSTRUCTION DETAILS



FRAMING – 10 mm STRUCTURAL SHAPES
 STOPS – 25 mm SOLID BARS FIXED BY 96 mm
 SCREWS @ 150 mm O.C.
 PANELS – 3.2 mm STEEL PANELS

INTERIOR LEVEL 'A' CONSTRUCTION DETAILS (STEEL PARTITION)

PLATE A-13-3 – CONTROL POST – DETAILS

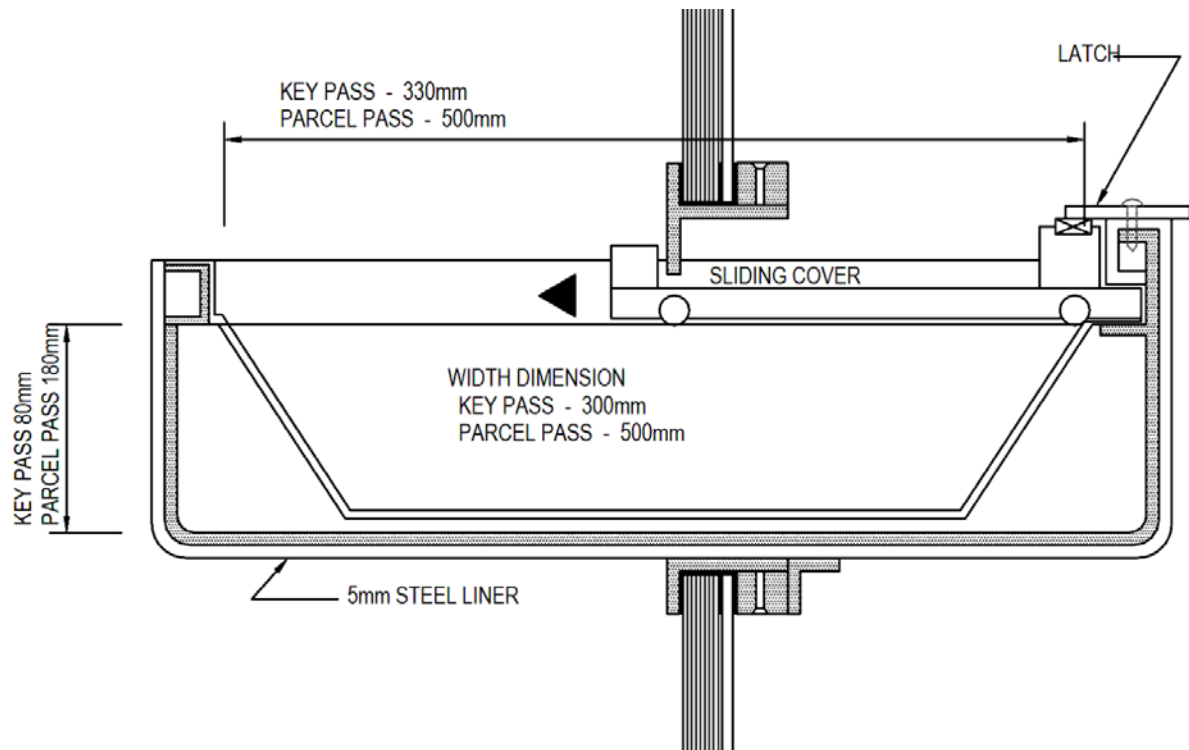


PLATE A-13-4 – KEY PASS THROUGH/PARCEL PASS

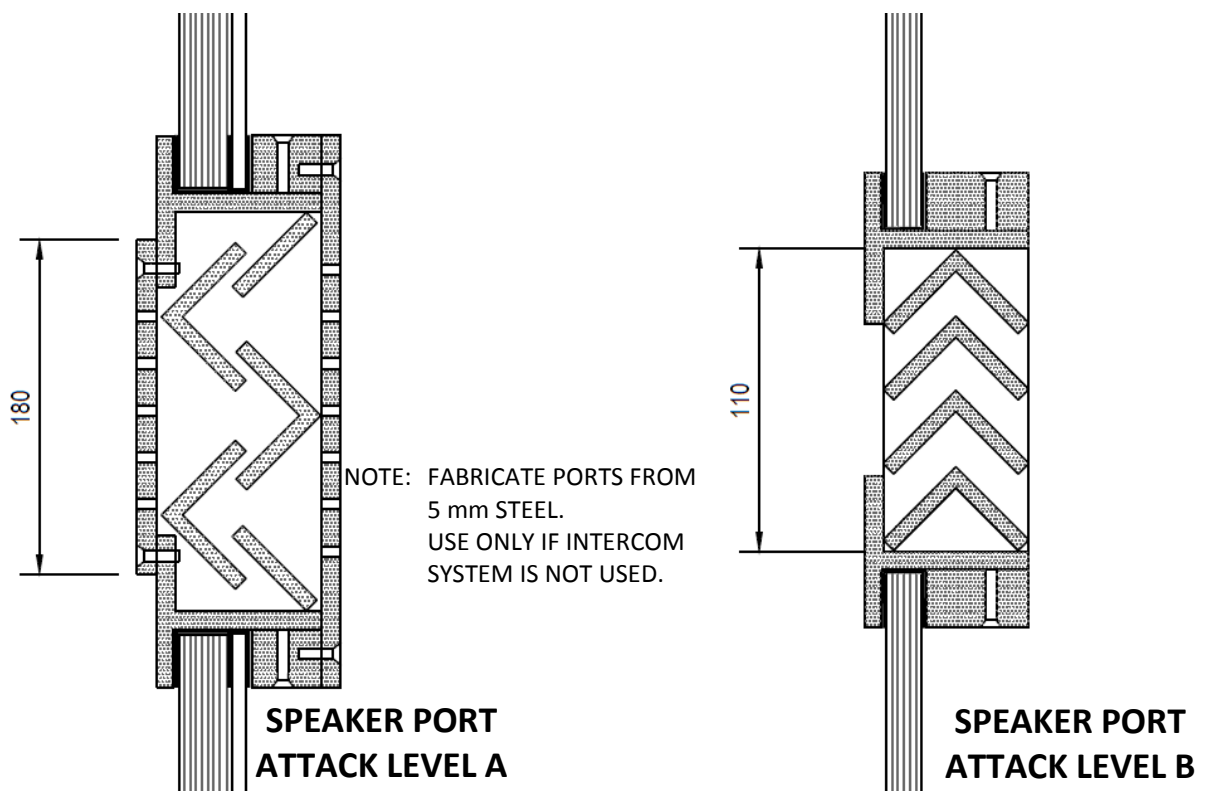


PLATE A-13-5 – SPEAKING PORT

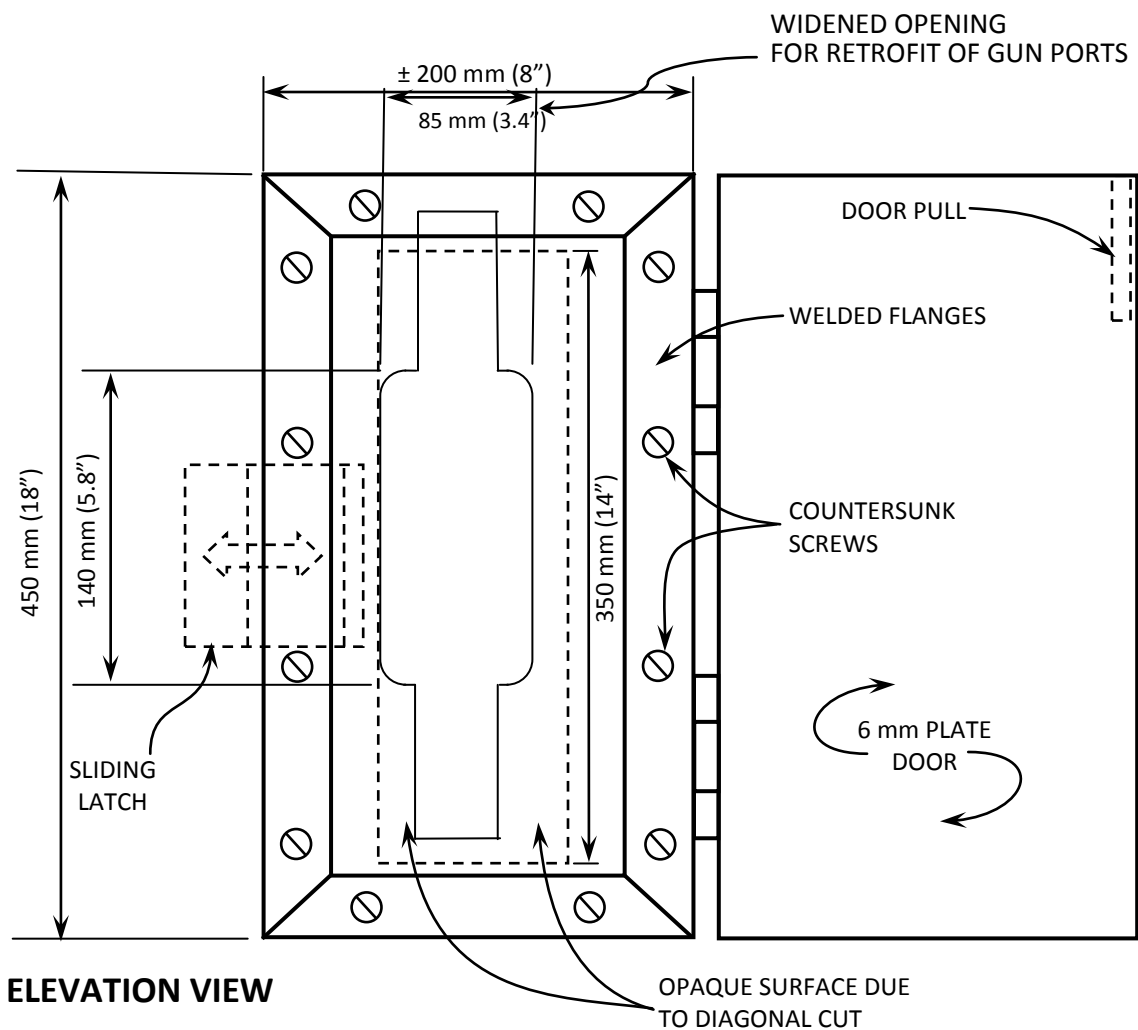
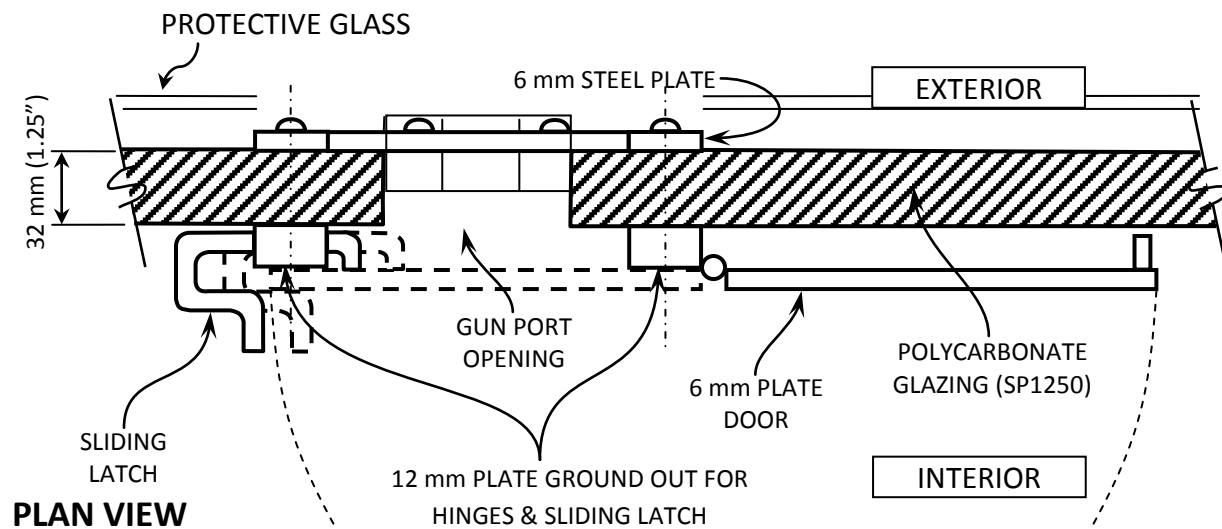


PLATE A-13-6 – GUN PORT – VERTICAL OPENING

A-14 ARCHITECTURE – ARMOURY

1. SCOPE

This section outlines the construction and location requirements for an Armoury used in Medium and Maximum Institutions.

2. RELATED SECTIONS

2.1 This section should be read in conjunction with the following TCD sections as applicable:

A-3 – Grilles, Screens & Modesty Barriers

A-5 – Doors & Frames

A-6 – Hardware

M-3 – Fire Protection Requirements

M-4 – Heating, Ventilating, and Air Conditioning Requirements

2.2 Other CSC Documents:

Scale of Issue for Firearms and Security Equipment (CSC)

3. DEFINITIONS

3.1 Armouries are CSC institutional arsenals required to store weapons, ammunition, riot control agents and emergency and rescue equipment of an explosive or toxic nature that are on inventory as specified in the Security Equipment Manual, issued by NHQ Operations. The armoury is used for the maintenance of weapons as required. Key storage and key cutting may be combined with the Armoury.

3.2 Normal security equipment, not of an explosive or toxic nature, including riot control equipment of the Emergency Response Team does not require Armoury Storage space.

4. ARMOURY SECURITY AND DESIGN REQUIREMENTS

4.1 *Location and Size*

4.1.1 The Armoury shall be located in the Gatehouse since the Gatehouse is supervised 24 hours a day and is the most secure location in the institution being remote from inmate areas. The Gatehouse also provides ready access to staff reporting for duty in the event of an emergency.

4.1.2 Level 'A' control posts may be used as sub-armouries. In this case they will be equipped with an approved weapons vault cabinet. This requirement will be identified on a project specific basis.

4.1.3 An area of 15m² will suffice for the needs of an armoury.

4.2 *Design and Fit up Requirements*

4.2.1 The armoury shall be designed to provide for the following:

- a) Weapons racks with a pull through steel cable, chain or locking bar and a lock to prevent unauthorized removal of rifles or other weapons.
- b) Lockers for hand weapons, tools and spare parts.
- c) Counter with solvent fume hood above for weapon cleaning.
- d) Sink for hand washing.
- e) A metal munitions and gas cabinet sized to meet specific needs approved by NHQ Operations. Direct exhaust shall be provided from this cabinet to prevent gas leakage into the armoury.

4.2.2 Material and Construction

- 4.2.2.1 The Armoury shall be designed to be secure against forced entry and shall have a Fire Separation with a Fire Resistance Rating of two hours.
- 4.2.2.2 The Armoury shall be constructed of cast in place reinforced concrete or precast concrete. Walls and ceilings shall have a minimum thickness of 200 mm.
- 4.2.2.3 There shall be no windows. Ventilation openings where required will have tool resistant steel bars spaced to limit one dimension of the opening to a maximum of 125 mm (5").
- 4.2.3 Doors
 - 4.2.3.1 Door to armoury shall be style E, Detention Door Maximum Swing classification (DD2s) as detailed in Section A-5 – Doors and Frames.
- 4.2.4 Hardware
 - Hardware will be maximum security type with a mechanical deadbolt lock keyed both sides.
- 4.2.5 Security and Communications
 - 4.2.5.1 During use of armoury, a corridor light will illuminate activated by switching on lights of the armoury.
 - 4.2.5.2 An intercom phone will be provided connected to the Principle entrance controls post.
 - 4.2.5.3 A door position switch shall be provided to indicate status of door at the Principle entrance control post.
- 4.2.6 Environmental Requirements
 - See section M-4:11 Armoury.



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Technical Criteria for Correctional Institutions

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M-1 MECHANICAL – GENERAL MECHANICAL REQUIREMENTS

1. SCOPE

This section outlines the basic mechanical engineering design criteria related to the special requirements of Correctional Service Canada (CSC).

2. RELATED DOCUMENTS

2.1 *Technical Criteria Document (TCD)*

M-2 to M-4 inclusive

SU-1 – Storm & Sanitary Sewers

SU-2 – Wastewater (Sewage) Treatment

SU-3 – Water Utility

2.2 *Correctional Service of Canada - Commissioner's Directives*

318-2 - Energy Measurement and Conservation

318-4 - Management of Halocarbons

3. GENERAL REQUIREMENTS

3.1 The mechanical technical criteria provided under this section describes special Correctional Service Canada (CSC) requirements and are intended to supplement the most current version of the National Building Code, National Plumbing Code, and National Fire Code of Canada.

3.2 Health care facilities construction, renovation and design shall meet the requirements of the CSA Z317 Health Care Codes: CAN/CSA Z317.13 Infection control during construction, renovation and maintenance of health care facilities, CAN/CSA Z317.1 Special requirements for plumbing installations in health care facilities, CAN/CSA Z317.2 Special requirements for heating, ventilating and air-conditioning systems in health care facilities, and CSA Z8000 Canadian health care facilities.

3.3 Any departure from these technical criteria shall be supported by explanation and back-up data, and shall receive approval by CSC NHQ-Technical Services and all Authorities Having Jurisdiction before proceeding with the design.

4. DESIGN GUIDELINES

4.1 *General*

4.1.1 Design systems to minimize opportunities for system sabotage, the concealment of contraband and to facilitate the task of staff in maintaining and controlling the institution.

4.1.2 Mechanical equipment shall generally be located in specially-designated buildings or rooms for mechanical equipment. Building mechanical rooms shall be located, laid out and designed so that major equipment items such as boiler, air handlers and hot water tanks can be efficiently serviced, removed or replaced. For example, allow adequate room for filter and coil replacement. Arrange to provide suitable wall opening(s) to replace equipment. For example, a mechanical room located on a 2nd floor or higher shall be accessible from a

high level exterior access door to avoid the use of interior stairwells when replacing large equipment. Layout of mechanical rooms shall be designed to allow for replacement of equipment without the need to remove other major equipment, piping or ducting.

4.1.3 Arrange location of controls, alarm accessories, indicators, valves, traps, cleanouts, etc., to prevent access by inmates.

4.1.4 Where a complex is served with connecting security walkways, tunnels or galleries, consider using these areas for running heating and plumbing pipes.

4.2 Central Control

The mechanical central control station shall be located in a room controlled by maintenance staff. Selected alarms shall be relayed to the 24 hour manned Main Communication Control Post (MCCP). The capability to change set points or programs shall not be available from the MCCP.

4.3 Service Chases

Design cell service chases for ease of maintenance and economy of space and provide large scale sectional drawings across critical points of chase. Provide a “mock up” of service chase with all services installed. The “mock up” shall be provided either by the consultant, through PWGSC, before tender, or specified to be provided by the successful contractor before commencing the installation of services. Mock-up shall demonstrate reasonable access to all components in the chase that may require adjustment, servicing or replacement. Access to chases shall be from corridor through secured doors as described in the Technical Criteria section A-5 Architecture-Doors and frames.

5. ENERGY CONSERVATION

5.1 General

5.1.1 The level of quality of systems provided in the institution is to be consistent with achieving the lowest possible energy consumption based on life cycle cost principles. New constructions of facilities and renovated portions of facilities shall be designed so that energy use will not exceed 1 400 MJ/m²/year, based on a national average of 4,700 Heating Degree-Days (HDD), or to meet the requirements of the National Energy Code for Buildings (2011), whichever is the lower.

5.1.2 Prepare an energy consumption analysis during the conceptual phase of design. All modelling shall adhere to the National Energy Code or another approved CSC method.

6. METERING

6.1 Provide permanent recording energy or steam flow meters in each major boiler plant, and oil or gas meters to measure fuel to the boilers.

6.2 Provide permanent meter to measure heating energy used in each major building.

6.3 Provide meters for CORCAN buildings or processes when energy usage is significant (paint baking ovens, laundry, etc.).

6.4 All meters shall be connected to the building automation system and provide both instantaneous and cumulative values.

- 6.5** Locate natural gas meters outside the secure perimeter for easier access by the utility.

7. FUELS

- 7.1** Natural gas and propane lines generally shall not be located in areas accessible to inmates. However gas may be installed where required, in kitchens, industrial areas, shops, etc.
- 7.2** Unless specifically requested by the project brief or project manager:
- 7.2.1 Propane and gasoline storage tanks shall not be installed within the perimeter security fence.
- 7.2.2 Vehicle fuelling stations shall not be installed within the perimeter security fence.

M-2 MECHANICAL – PLUMBING REQUIREMENTS

1. SCOPE

This section outlines the special requirements for plumbing systems associated with Correctional Service Canada (CSC) institutions. In general, this Section covers the following:

- Drainage systems
- Domestic water
- Plumbing fixtures and trim
- Plumbing in health care facilities must meet the requirements of the CSA Z317 health care codes. See M-1 Mechanical: General Mechanical Requirements.

2. RELATED DOCUMENTS

2.1 *Technical Criteria Document (TCD)*

SP-1 – Site Development
SU-1 – Storm and Sanitary Sewers
SU-2 – Waste Water (Sewage) Treatment
SU-3 – Water Utility

2.2 *Correctional Service of Canada - Commissioner's Directives*

318-9 - Water Measurement and Conservation

3. DRAINAGE SYSTEMS

3.1 *Pumped Sewage*

Sewage pumps should be considered only if gravity flow cannot be employed. Where such pumps are required, only the floors which cannot drain by gravity shall be pumped. Provide duplex sewage pumps with an automatic transfer switch to alternate the unit operation, emergency power supply and high level alarm.

3.2 *Blockages*

In order to minimize the problem of drainage system blockage by inmates, either intentionally or in the attempt to dispose of unauthorized clothing by flushing down water closets:

- 3.2.1 The number and location of cleanouts in soil and waste runs and risers shall be selected to facilitate the easy removal of blockage material.
- 3.2.2 Where practical, locate cleanouts in areas inaccessible to inmates such as janitor closets, pipe chases, mechanical rooms, etc. Any cleanouts in inmate areas shall be secured with tamper-proof screws.
- 3.2.3 In inmate housing units, below-grade or concealed drain lines from water closets shall be a minimum of 150 mm in diameter.
- 3.2.4 Consideration shall be given to provide a screen or a sewage grinder to remove large objects, i.e., clothing, from sewage before it enters the sewage treatment system.

3.3 *Floor Drains*

- 3.3.1 Provide floor drains in corridors and cell runways, normally one per housing wing, located away from traffic areas.

- 3.3.2 Floor drains in areas occupied by inmates shall have grates secured with vandal-proof screws.
- 3.3.3 To reduce the possibility of inmates hiding or disposing of contraband, grate openings in inmate areas shall consist of multiple holes approximately 10 mm in diameter.

3.4 Traps

Exposed traps are not permitted in inmate areas.

3.5 Chases

Where two (2) cells share a common service chase, water closet connections to main stack in chase must be designed with a “Y” in order to prevent “fishing” of contraband from a cell to another.

4. DOMESTIC WATER QUANTITIES

Refer to Technical Criteria section SU-3 Water Utility.

General note: an electrically-operated valve must be provided to shut off domestic water supply in case of a disturbance in a unit. This valve is to be operable from the control post.

5. HOT WATER GENERATION

5.1 Temperature Requirements

- 5.1.1 Water shall be delivered at the following temperatures:
 - 5.1.1.1 Lavatories and janitors service sinks: 38°C.
 - 5.1.1.2 Clinical areas: 43°C.
 - 5.1.1.3 Food Services; general use 60°C, with booster to 82°C where required by health regulations.
 - 5.1.1.4 Washing machines: No hot water
 - 5.1.1.5 Showers: 43°C for shower with hot and cold supplies
40.5°C maximum for showers with tempered supply only.
- 5.1.2 Temperature control and mixing valves shall not be accessible to inmates and shall be provided with temperature-adjusting knob and dial thermometer to measure discharge temperature.

6. FIXTURE AND FITTINGS

6.1 General

- 6.1.1 . Do not specify “pop-up” drain fitting within the institution fence including in the administration washrooms.
- 6.1.2 Flush valves must be provided for all fixtures. Reservoirs are not acceptable.

6.2 Health Care Centre (all levels)

- 6.2.1 Dispensary and dental operating – General purpose 302 stainless steel sink 1.0 mm thick nominal 530 x 530 x 175 mm self rimming, ledge back with undercoating and swing spout aerator tip supply with indexed hooded handles and basket strainer. (Aerators not to be used in Class A and B facilities.)
- 6.2.2 Dental laboratory; general purpose sink as above but with plaster interceptor.
- 6.2.3 Examination room; hospital type lavatory and general purpose sink.

- 6.2.4 Treatment room; scrub up sink. V.T. wall hung 559 mm x 483 mm lavatory with integral back, wall carriers, rigid gooseneck spout, aerator and 100 mm indexed blade handles, drain plug and perforated strainer. (Aerators not to be used in Class A and B facilities.)
- 6.2.5 Washrooms; vitreous china prison type WC complete with seat and prison type lavatory.
- 6.2.6 Cells; vitreous china prison type WC complete with seat and cover and prison type lavatory.
- 6.2.7 Bathtubs may be provided with lift assist devices in designated Health Care tub rooms.
- 6.2.8 Fit one (1) WC in the area, but not in a cell, with bed pan washer and lugs.

6.3 Maximum Institution at S-6 & S-7 Levels

- 6.3.1 Maximum Cells: stainless steel WC and lavatory with pushbutton valves.
- 6.3.2 Segregation cells: stainless steel WC and lavatory with pushbutton valves.
- 6.3.3 Inmate washrooms in dining areas, gymnasiums, visiting area, work spaces, library, etc.: stainless steel prison type fixtures with concealed water supplies, pushbutton operated concealed flush valves, and pushbutton hot and cold water supplies for lavatories. Access for maintenance shall preferably be from pipe chase, but if this is not practical, access shall be from security type access box.
- 6.3.4 Showers: Stainless steel shower panel with chrome plated 12 1/2° tamper-proof shower head with 9 litres/min maximum flow and pneumatically-activated pushbutton valve. Single temperature tempered water shall be supplied to showers, thermostatically-controlled from remote position in non-inmate area. Thermostatic mixing valve shall compensate for both temperature and pressure.

6.4 Medium Institution at S-3, S-4 & S-5 Levels

- 6.4.1 S-3 Unit Bedrooms: no plumbing; Common washrooms: commercial vitreous china type WC with seat and cover and vitreous china lavatory.
- 6.4.2 S-4 & S-5 Unit Cells: vitreous china institutional type WC with seat and institutional type vitreous china lavatory.
- 6.4.3 Segregation cells: stainless steel WC and lavatory.
- 6.4.4 Inmate washrooms in dining areas, gymnasiums, visiting areas, work spaces, library, etc.: vitreous china prison type fixtures. Water closet with seat. Water supplies and flush valves shall be as specified in 6.3.3.
- 6.4.5 S-3 Unit Showers: hot and cold water supplied to commercial type showers. Thermostatic mixing valve shall compensate for both temperature and pressure.
- 6.4.6 S-4 & S-5 Unit Showers: see 6.3.4.

6.5 Minimum Institution

Provide commercial grade fixtures. WC's shall be flush valve type

6.6 Drinking Fountains

- 6.6.1 Fully or semi-recessed type in all areas.
- 6.6.2 Do not provide refrigerated drinking fountains in inmate-occupied areas.

6.7 Urinals

- 6.7.1 Urinals in inmate areas where stainless steel W.C's are specified shall be wall hung with concealed flush valve if backing on pipe chase, or with exposed flush valve if not backing onto pipe chase.
- 6.7.2 Urinals in inmate areas where vitreous china W.C's are specified shall be wall hung with concealed flush valve. If a pipe space is not available in which to install the flush valve, provide security access box as specified in 6.11.

6.8 Service Sinks

- 6.8.1 Since floor receptor type service sinks are less subject to damage through inmate use, they shall normally be specified.
- 6.8.2 Where it is architecturally impractical to design floor receptors, specify standard mop or service sinks with rim guard and wall mounted fittings.
- 6.8.3 All mop and service sink faucets shall be provided with a built-in vacuum breaker.

6.9 Pushbutton valves (showers and lavatories)

Other than in an S-2 or S-3, pushbutton valves shall be vandal-resistant metering type valves. Duration of flow shall be adjustable from five (5) to sixty (60) seconds, by a control located in pipe chase. Metering cartridge shall be serviceable from pipe chase without disconnecting inlet supply. No inlet water shall flow through the timing mechanism.

6.10 Access box

Security type access box shall have 1.9 mm type 304 stainless steel cover secured with vandal-resistant screws.
Frame shall be 0.90 mm galvanized steel frame with back mounting flange and front reinforcing hemmed edge.

M-3 MECHANICAL – FIRE PROTECTION REQUIREMENTS

1. SCOPE

This section outlines the special requirements for fire protection associated with Correctional Service Canada (CSC) institutions.

2. RELATED DOCUMENTS

2.1 This section should be read in conjunction with the following Technical Criteria Document (TCD) sections as applicable:

G-2 – Fire Authorities and Classification

A-13 – Control Posts

E-6 – Emergency Electrical

E-9 – Fire Alarm

2.2 In addition the following standards and guidelines shall be observed as applicable:

- National Building Code of Canada
- National Fire Code of Canada
- National Fire Protection Association (NFPA) 13 – Standard for the Installation of Sprinkler Systems
- National Fire Protection Association (NFPA) 14 – Standard for the Installation of Standpipe and Hose Systems
- PWGSC Standard and Guideline MD 15500 – Fire Protection National Master Specification (NMS) Division 15.

3. GENERAL DESIGN REQUIREMENTS

3.1 Firefighting equipment in living unit and inmate circulation areas shall be designed for maximum control by staff. Design systems to minimize opportunities for vandalism, sabotage, the hiding of contraband and the use of the system or system components as weapons.

3.2 The fire standpipe system should be combined with the automatic sprinkler system in order to economize on the distribution piping. Piping and valving shall be such that the sprinklers on a range or portion can be shut off after a fire or vandalism to permit repair yet still permit operation of the fire standpipe and hose cabinets in the area.

4. SPRINKLER SYSTEM

4.1 Location

Sprinkler systems shall be installed in all Living Units; in all new buildings and in buildings receiving major renovations except:

4.1.1 Unless otherwise required by code, sprinklers may be omitted from small detached buildings having free-egress, in which there are no sleeping units and which do not constitute an exposure hazard to the principal functional areas of the institution, where such buildings are:

4.1.2.1 Not more than two storeys in height and less than 500 m² in area, or

4.1.2.2 One storey in height and less than 1000 m² in area.

4.2 Type

Sprinkler systems shall be generally of the wet type with the following exceptions:

4.2.1 Dry type system is to be used in areas subject to freezing.

4.2.2 Pre-action type as used in meeting the requirements of clause 7 for the protection of the Main Communication and Control Post (MCCP).

4.3 Zone Shut Off Valves

It is known that sprinklers located in inmate occupied areas are more likely to be activated, either because of vandalism or purposely set fires, than in a standard building. For this reason, provide electrically supervised manually operated control valves to aid in quickly shutting off the water without disrupting sprinkler protection to other areas of the building after it has been determined that sprinkler fire suppression in the immediate area is not required. These control valves shall be capable of quickly restoring water to the system if a fire is started in the affected area.

4.3.1 The zone valves shall be located in secured areas.

4.3.2 Each zone valve shall be clearly identified using a metallic tag as to what it controls. Cell numbers and/or range identification are to be clearly indicated.

4.3.3 Each zone controlled by a shut off valve shall have an alarm and flow switch.

4.3.4 Provide a minimum of one shut off valve for each cell block wing. Further subdivision of zoning to each side of the range and upper and lower floors is desirable if feasible.

4.4 Sprinkler Heads

4.4.1 Sprinkler heads in cells must be of the type which cannot be used to secure or anchor a rope like object to be used by the inmate for self destruction by hanging. If a rope or string can be secured to the head it shall not support a weight of more than 50 kg without breaking or operating the sprinkler system.

4.4.2 While not exclusive, the following list of sprinklers meets the CSC Standard of Acceptance:

- *Pendant Type*
 - Tyco Raven Quick Response Pendant Institutional Sprinkler.
 - Viking HQR-2 Institutional Quick Response Pendant.
 - Reliable - RASCO PEND ZX-SR-INST
 - Viking Horizon Model H Residential/Extended Coverage Pendant Sprinkler.
- *Side wall Type*
 - Tyco Raven Quick Response Horizontal Sidewall Institutional Sprinkler.
 - Reliable – RASCO HSW ZX-SR-INST
 - Viking - HQR-2 Institutional Quick Response Pendant

4.4.3

4.4.4 Provide protective guards on heads in MCCP, Janitor Closets and electrical and mechanical rooms to prevent the accidental impact of objects with the heads causing unwanted sprinkler operation.

4.4.5 Dry pendant type sprinklers may be used on a wet system in areas subject to cold temperatures such as walk-in refrigeration/freezer units.

5. STANDPIPE AND HOSE SYSTEM

5.1 *Where Required*

Standpipe and hose systems shall be installed in all locked Living Units and in all buildings of more than 3 storeys or 14 m in height and of 3 storeys or 14 m or less in height when the building area exceeds the following with no exemption to sprinklered buildings:

Height (Storeys)	Area (m ²)
1	2000
2	1500
3	1000

5.2 *Non-Inmate Locations*

Fire hose and cabinets, not in inmate housing units or other inmate oriented spaces, shall be unlocked standard type as required by National Building Code of Canada (NBC) except door shall be solid steel without a glazed viewing panel.

5.3 *Minimum Institutions*

Fire hose cabinets in housing units shall generally be standard type to meet National Building Code of Canada. However, since standard type soft hose must be fully extended before water will flow, consideration should be given to installing hard rubber hose on continuous flow reels if building configuration will not readily allow this full extension. Cabinets shall be unlocked. Hose length shall depend on the distance required to travel to meet the most remote location and shall conform to NFPA 14.

5.4 *Medium and Maximum Institutions*

In institution living areas, inmate circulating corridors and other inmate oriented spaces such as gymnasium, classrooms, library, vocational shops industries etc. provide standpipe and hose system as follows:

- 5.4.1 Fire hose cabinet shall be of steel, recessed where possible, with solid steel door without viewing window and shall be equipped with a 65 mm hose connection for fire department use and a 38 mm connection with adapter to 25 mm hose. Cabinet shall not contain a hose wrench as it may be used as a weapon.
- 5.4.2 The hose shall be 25 mm inside diameter rubber not exceeding 30 m in length and shall be mounted on a continuous flow hose reel. Water shall be admitted to the hose reel by a manually operated valve in the cabinet or in the line feeding the cabinet. Use of an automatically operated valve admitting water to the hose reel is not permitted as they can inadvertently shut off the water if several metres of hose is re-racked. The hard rubber hose is required because, unlike the standard soft hose, it cannot be easily slashed and if it is damaged it can be readily detected by visual inspection.
- 5.4.3 Fire hose nozzle shall be 25 mm size constructed of brass and shall be easily adjusted under all pressures through the complete range of; off, fog straight stream, and wash-down stream.
- 5.4.4 Fire hose cabinets at S-3 and S-4 Levels shall be unlocked.
- 5.4.5 At S-5 to S-7 Levels, to prevent inmate misuse of the hoses, the following features are required:

- 4.1.5.1 Provide means to shut off the water to the living unit hose cabinets from within the security control post. This is to be accomplished by either having electrically supervised manual shut off valves in the post or by ULC certified electrically controlled valves installed in a secure area, with switch in the control post.
- 4.1.5.2 Provide means to shut off the water to the cabinets in the inmate circulating corridor and inmate oriented spaces from a secure area, without disrupting the water supply to sprinklers or fire hose cabinets in other areas. Shut off to be either electrically supervised manual valve or ULC certified electrically controlled valve.
- 4.1.5.3 The cabinets shall be specially designed of heavy steel so that inmates cannot force open the door for unauthorized use. The doors shall either be secured with padlock or preferable, if cabinet can be recessed into security control post, a locking latch operable only from within the control post. If padlocks are used all doors shall be keyed alike. Padlocks and hasps are to be used on cabinet doors rather than cylinder locks or security type locks, since they can be broken off to gain access if the key slot is plugged with foreign matter or key is misplaced. The padlocks shall be provided by the owner.

5.2 Identification

Cabinet doors shall be painted red and be identified with graphic symbols or bilingual signs reading FIRE HOSE.

6. FIRE EXTINGUISHERS

5.1 General

Fire extinguishers shall be installed in accordance with National Fire Code of Canada requirements except as required in this section.

5.2 Water Type

- 5.2.1 Shall be pressurized type of 9 l capacity.
- 5.2.2 For Maximum Institution and Medium Institution at S-5 Level, extinguishers required in living units, inmate circulating corridor and gymnasiums shall be in locked cabinets. Locks shall be as for fire hose cabinets and all keyed alike.

5.3 Water extinguisher

A water extinguisher shall be provided in every hose cabinet and generally shall be located so that the travel distance to an extinguisher does not exceed 23 m. However in areas requiring locked cabinets, permission may be given to increase the distance between extinguishers so that they will only be required in each fire hose cabinet. Dry Chemical Type

- 5.3.1 A 5 kg or equivalent multipurpose dry chemical extinguisher shall be installed in workshops or similar areas where flammable or combustible liquids are stored or handled. They shall be located so that at least 1 extinguisher is within 15 m of hazardous areas.

- 5.3.2 Dry chemical extinguishers must be of the stored pressure type. Cartridge operated extinguishers are not permitted as the cartridge could be used as a weapon.

5.4 Carbon Dioxide Type

Carbon dioxide extinguishers of 5 kg or equivalent capacity shall be provided for the protection of electrical and electronic equipment. They shall be located so that at least 1 extinguisher is within 7.5 m of such equipment.

5.5 Class K Wet Chemical

5.5.1 Class K fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). A Class “K” wet chemical portable extinguisher of 6 L capacity shall be installed within 10 m of all commercial cooking appliances producing grease laden vapours.

5.5.2 A sign shall be posted next to the Class K extinguisher stating the “Fixed extinguishing system shall be operated prior to the use of the Class K portable extinguisher.” This is required to isolate the fuel or energy source associated with the cooking appliance.

5.6 Clean Agent

Listed special purpose clean agent portable extinguishers shall be provided for the protection of areas involving fine electronic equipment such as in central computer rooms in RHQ and NHQ and in MCCP/CER’s. Dry chemical extinguishers shall not be used for protection of MCCP/CER’s.

5.7 Supplier

The location of all fire extinguishers shall be shown on the contract drawings. However, CSC shall supply and install all hand extinguishers that are not required to be located in a cabinet.

7. MAIN COMMUNICATION CONTROL POST (MCCP)

7.1 Except as otherwise noted in this Section, where the building containing the Main Communication and Control Post (MCCP) and Communication Equipment Room (CER) is required to be sprinkled, the sprinkler system in these rooms shall be of the single-interlock pre-action type, activated by heat detectors (no cross zoning) installed at ceiling level. An easily accessible, electrically supervised manual sprinkler control valve shall be located near the exit from the MCCP.

7.2 15 lb CO₂ fire extinguishers shall be provided at the exit from the MCCP and CER rooms.

7.3 Ventilation for the UPS battery units shall be provided in accordance with Canadian Electric Code C22.1¹

7.4 In lieu of a pre-action sprinkler system, institutions may consider the use of a listed clean agent (or similar) fire suppression system. All systems so installed to comply with this sentence shall be submitted via a formal project submission to CSC Technical Services, Engineering & Maintenance at National Headquarters.

8. WATER SUPPLIES

- 8.1** The water supply in litres per second for correctional institutions shall be not less than two times the square root of the largest single floor area in square metres, to a maximum of 130 ℓ/s. Floor area means the space on any storey of a building between exterior walls and required firewalls.
- 8.2** The water supply stipulated in (.1) shall be available for a period of not less than 2 h.
- 8.3** Every hydrant shall be capable of flowing not less than 30 ℓ/s of water at a residual pressure of not less than 450 kPa (gauge).
- 8.4** Water supply capacity for buildings shall be sufficient to meet the requirements for sprinkler systems and standpipe and hose systems.
- 8.5** Fire protection water supply entry into buildings shall be controlled with an above ground post indicator valve (PIV).
- 8.6** When available, the water supply shall consist of 2 separate connections from a municipal water works system.
- 8.7** When a municipal water works system is not adequate to meet the requirements stipulated in the previous clause, it shall be augmented by on site water supply from tanks or reservoirs with at least 2 fire pumps. Each fire pump shall be capable of supplying the water supply requirements based upon 120 percent of its rated capacity.

9. FIRE PUMPS

- 9.1** Fire pumps shall be automatic in operation and arranged to remain in operation until manually shut down.
- 9.2** Fire pumps shall be electrically interconnected with the fire alarm system such that their operation is indicated at the central alarm and control facility.
- 9.3** Where adequate standby power is available the two fire pumps shall be driven by electric motors with at least one of them connected to the emergency power supply.
- 9.4** Where it is not feasible to provide reliable standby power, one pump shall be electrically driven and the other shall be driven by an internal combustion engine.

M-4 MECHANICAL – HEATING, VENTILATING & AIR CONDITIONING REQUIREMENTS

1 SCOPE

This section outlines the basic HVAC criteria for Correctional Institutions and provides design guidelines for these systems.

Heating, ventilating and air-conditioning in health care facilities must meet the requirements of the CSA Z317 health care codes. See M-1 Mechanical: General Mechanical Requirements.

2 RELATED DOCUMENTS

2.1 This section should be read in conjunction with the following TCD sections as applicable:

A-3 – Architecture – Grilles, Mesh and Screens

A-8 – Architecture – Building Acoustics

M-1 – Mechanical – General Mechanical Requirements, and

E-6 – Electrical – Emergency Electrical

2.2 In addition the National Master Specification (NMS) for HVAC, Division 15000 shall be observed as applicable.

3 ENVIRONMENTAL COMFORT LEVELS

Ventilation systems shall be designed as per ASHRAE guidelines and ASHRAE standards 55¹ and 62².

4 AIR CONDITIONING

4.1 Mechanical cooling shall be provided in the following areas:

4.1.1 Office areas

4.1.2 Security control posts, duty rooms, etc.

4.1.3 Food services supervisor and general offices

4.1.4 Computer equipment and telecommunication rooms. Computer room air conditioning systems shall be to ASHRAE latest recommended standards and to CSC “Computer Facility Guidelines”

4.2 Except as provided in 4.3, air conditioning shall not be provided in inmate-occupied areas unless special approval has been obtained from NHQ – Technical Services.

4.3 Exceptions

4.1.5 Hospitals and health care centres including related cells.

4.1.6 Industrial areas where processes performed require temperatures which cannot be maintained without mechanical cooling.

¹ ANSI/ASHRAE Standard 55-2010 – Thermal Environmental Conditions for Human Occupancy (ANSI approved) – American Society of Heating, Refrigerating and Air-Conditioning Engineers including Errata

² ANSI/ASHRAE Standard 62.1-2010 – Ventilation for Acceptable Indoor Air Quality (ANSI Approved) American Society of Heating, Refrigerating and Air-Conditioning Engineers Including Errata
ANSI/ASHRAE Standard 62.2-2010 – Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings (ANSI/ASHRAE Approved) American Society of Heating, Refrigerating and Air-Conditioning Engineers Including Errata

5 HEATING PLANT

5.1 Guidelines

Investigate and provide cost study of alternative heating methods, heating media and fuels, and recommend specific systems at the conceptual design stage, giving sufficient supporting data to justify recommendations, taking the following items into consideration.

- 5.1.1 For ease of operation and maintenance, preference is to be given to low or medium temperature hot water heating systems. Steam or high temperature hot water systems shall be avoided.
- 5.1.2 Plant economic design evaluation shall take into account the level of operator certification and length of time of mandatory supervision required by the Provincial boiler and pressure vessel regulations.
- 5.1.3 To facilitate maintenance, especially in plants not requiring 24 hour supervision and to eliminate or shorten underground distribution lines, the preferred location of the boiler plant is within the institution fence adjacent to the Works and Engineering Section of the complex.
- 5.1.4 In campus-style institutions, consider designing the heating system with separate boilers for individual buildings or small groups of adjacent buildings. CSC promotes the installation of geothermal systems, solar panels, direct contact heat exchangers, etc.
- 5.1.5 Buried underground heat distribution systems:
 - 5.1.5.1 Consideration should be given to installing insulated heating pipes on a continuous concrete pad slightly below grade covered with inverted “U” precast concrete box, polyethylene and 300 mm of earth. Consider using summer boilers where the summer load is low compared to the winter load and avoid systems requiring long heat distribution lines to be kept energized to provide for a small summer load.

5.2 Boiler Standby

- 5.2.1 For Medium and Maximum institutions, boilers shall be sized so that if one boiler fails, comfort conditions in the critical spaces can be maintained and other areas of the complex can be kept above freezing under winter design conditions.
- 5.2.2 If separate boilers in the same boiler room are used for space heating, process heating, and domestic hot water, review the possibilities and cost of interconnecting the boilers to allow for maintenance and repairs while still providing all services.
If electrical heating is used, standby heating to satisfy conditions outlined in 6.2 shall be provided in the event of a main power failure.

5.3 Fuel

- 5.3.1 Investigate the availability and reliability of alternate fuels and prepare a comparison of heating costs and recommendations.
 - 5.3.1.1 Investigation to include possibility of using combination of fuels such as oil and gas to obtain interruptible gas rates, off peak electrical use with oil or gas. etc.

- 5.3.1.2 Cost comparison to include total owning and operating costs including capital, maintenance, staffing, and fuel costs.
- 5.3.2 Where local fuel delivery is readily available provide a minimum fuel storage capacity of seven (7) days based on the period having the maximum continuous heating load. Use a fourteen (14) day period minimum where local fuel delivery may not be reliable.

6. HEATING AND VENTILATION

6.1 General

6.1.1 Ceiling Access

Keep to a minimum the installation of equipment such as mixing boxes, dampers, forced flow heaters etc., in ceiling spaces in inmate-oriented areas. If equipment must be installed in ceiling spaces of these areas:

- 5.1.1.1 Access panel must be secured so that special tools are required for removal.
- 5.1.1.2 Where possible, equipment shall be located so it can be serviced from below, with the equipment directly over the access panel, preventing access into the ceiling space.

6.1.2 Rooftop Units

Because of operating and maintenance difficulties, rooftop units without heated service spaces normally shall not be installed in locations with severe winter climate.

6.2 Cells

6.2.1 Comfort Condition

- 5.1.1.1 To ensure comfort levels are maintained in the cells: provide sufficient zoning so that cells with different exposures have separate temperature controls.
- 5.1.1.2 Design air supply to eliminate drafts in occupied space, taking into consideration that the cells are small, the occupant spends considerable time in the cell, is not able to rearrange the furniture to avoid a draft, and that the grilles must meet security requirements, which limits adjustability and air diffusion patterns.
- 5.1.1.3 Temperature control must be designed so that one occupant cannot upset the temperature of adjacent cells by opening his window, closing off his return air grille, providing heat source to a thermostat, etc.
- 5.1.1.4 The system shall be designed to keep the temperature in the cells between 21°C and 23°C during the heating season.

6.2.2 Ventilation in wet cells

- 5.1.2.1 Exhaust rates as per ASHRAE Standard 62³
- 5.1.2.2 Cells shall be maintained at a negative pressure with respect to the corridor.

³ ANSI/ASHRAE Standard 62.1-2010 – Ventilation for Acceptable Indoor Air Quality (ANSI Approved) American Society of Heating, Refrigerating and Air-Conditioning Engineers– Including Errata

5.1.2.3 Heat exchangers shall be provided in order to recover heat from exhaust air.

6.2.3 Security

In Medium and Maximum Institutions, since inmates spend much of their time in the cells unsupervised, cell heating and ventilation systems shall meet the following requirements:

6.2.3.1 Supply and exhaust grilles in Maximum Institutions must not be removable from within the cell. In Medium Institution, if it is not practical to design systems so that grilles are not removable from inside the cell, use security fasteners so that special equipment is required to remove the grilles.

6.2.3.2 For cells with combination stainless steel fixtures, consider using an integral punched grille for return, exhaust or supply air.

6.2.3.3 Installation shall minimize the possibility for occupant to anchor a string or rope to use for self-destruction by hanging. Grilles with bars or heavy screens installed in the ceiling will not be acceptable. The installation of S-vents or a similar type of grill shall be used for Segregation and Maximum cells.

6.2.3.4 Limit the opportunity for inmates to hide contraband in grilles or heating units. No access panels or cleanouts shall be installed in cells.

6.2.3.5 Valves, thermostats, air vents etc. shall be adjustable and serviceable from outside the cells.

6.2.3.6 Grilles or heating units must be ruggedly constructed to resist abuse and to minimize possibility of them being used as weapons. Grilles to have closely-spaced grid openings to discourage hiding of contraband. Check with project manager to determine whether grilles will be part of the contract or whether they will be manufactured by CSC Industries and supplied by the owner.

6.2.3.7 Ductwork to adjacent cells shall be divided so that there is a minimum of four 90° elbows between cells to impede verbal communication and the exchange of contraband. If service chase is used as return air plenum, provide stub duct from each cell with 90° elbow and minimum 400 mm length of duct.

6.2.3.8 Floor grilles shall not be specified as they can be used to aide in fermentation to produce wine or conceal and pass contraband. Floor grilles also collect dust and dirt, and will collect water if sprinkler system is activated.

6.2.4 Heating

6.2.4.1 In many of our existing institutions cell temperature control is accomplished by thermostatic sensors in the return air ducts from one or more cells, controlling zone values or mixing dampers. This has not been fully satisfactory for the following reasons:

- a) An occupant may purposely change the temperature of neighbouring cells by opening his window, hanging a wet towel on his return air or adding a heat source, i.e., hair dryer, to the return air.

- b) Occupants have a habit of covering their supply and exhaust grilles, upsetting the temperature control.
 - c) Not all occupants wish to have their cells at the same temperature and may wish changes from day to night. If one occupant opens a window to cool his cell the system will provide more heat to all cells thus causing others to overheat and open windows.
- 6.2.4.2 One method of overcoming these cell temperature control problems is to install a radiant floor heating system.
- 6.2.4.3 To minimize inmate hiding of contraband, the grilles in the convector cabinet shall have round holes not more than 6 mm in diameter.
- 6.2.4.4 Convector damper shall be sliding type that can be manually adjusted from fully open to complete closure to convector top openings and shall have a small knob not removable from cell side of cabinets. Design of the knob shall be such to make it impossible to secure a rope for self-destruction by hanging.
- 6.2.4.5 Convector cabinet shall be constructed of minimum 2.6 mm steel, and shall run wall to wall. Top shall be supported by wall strip hangers, and bottom shall be secured with security screws or pop rivets to floor mounted angle iron. The angle iron shall run the total length of the cabinet and shall be secured to the floor inside the cabinet.
- 6.2.4.6 No valves, air vents or any other fittings that may require maintenance shall be installed in the cell cabinets.
- 6.2.4.7 Cabinets must be secured in place so that they can only be removed by service personnel with special tools, drills, etc.
- 6.2.4.8 It is recommended that the amount of cell radiation installed be based on lower water temperatures than used for designing the rest of the building, as cleaning of fins will be very difficult, and if fins do become dirty over time, cell temperature could still be maintained.

7. CONTROLS

7.1 *Thermostats and sensors*

Since occupants will attempt to sabotage the heating system operation, thermostat and sensor type and location, in inmate oriented areas, must be carefully chosen using the following guidelines:

- 7.1.1 Thermostats shall not be located in cells.
- 7.1.2 Any type of standard guard is likely to be breached.
- 7.1.3 Consider installing temperature sensors in return air ducts.
- 7.1.4 For forced flow units consider installing sensor within the cabinet.
- 7.1.5 Locating sensors above the reach of inmates may be acceptable.
- 7.1.6 Sensors shall not be located so that one inmate in his cell can affect the temperature of a neighbouring cell.

7.2 *Building automation system (BAS)*

Controls for HVAC systems shall be connected to a CSC building automation network (BAS) that is accessible to technical personnel. The BAS may be connected to CSC's Corporate Network via a managed connection for administrative, technical and vendor access as necessary.

The controllers and command posts shall not be accessible to inmates.

The BAS specification shall require BAC net. Systems shall be sourced from established manufacturers with a track record of long-term system support.

8. SECURITY GRIDS

8.1 Location

- 8.1.1 Steel security grids are required in Medium and Maximum Institutions to prevent inmate movement through ducts which have a minimum dimension larger than 125 mm and a total cross sectional area greater than 54 000 mm² if the ducts pass from:
 - 8.1.1.1 One major inmate department to another.
 - 8.1.1.2 Inmate area to non-inmate area.
 - 8.1.1.3 Inmate area to outside.
 - 8.1.1.4 Outside to MCCP or Guard House.
- 8.1.2 The duct work design shall minimize the number of openings requiring security grids and there shall be no duct openings larger than 54 000 mm² through control post walls or ceilings.

8.2 Construction

The security grids shall be as follows:

- 8.2.1 Structural quality steel bars not less than 12 mm diameter on 137 mm centers (2 bars of radius 6 mm plus a 125-mm gap = 137 mm), except that where the opening is between an inmate area and a security corridor the bars shall be of Tool Resistant Homogenous Steel.
- 8.2.2 Maximum bar length without cross bars not to exceed 610 mm and all bars shall be welded together where they intersect.
- 8.2.3 Bars to be welded to a flat steel frame secured to masonry/concrete. Acceptable method: bolts set a minimum of 50 mm into expansion shields. Bolt spacing not exceeding 400 mm on centers. No less than 4 bolts per grille.
- 8.2.4 Refer to Technical Criteria Section A-3 – Architecture – Grilles, Mesh and Screens for steel specifications.

8.3 Mechanical Room Openings

Exterior Openings in mechanical rooms for air intake, exhaust, etc., in Maximum Institutions and Medium Institutions at S-5 Level, which are less than 3.5 m above grade or above an accessible roof, shall be protected with security grids to prevent inmate entry. Exterior openings in mechanical room in Medium Institutions at S-3 or S-4 Level, and those more than 3.5 m above grade in Maximum Institutions and Medium Institutions at S-5 Level shall have louvers securely fastened in place with fastenings removable only from the interior, but need not have security grids.

8.4 Security Corridor

Locate ducts to minimize the number of openings larger than 54 000 mm² required through the security corridor walls.

8.5 Grilles

- 8.5.1 Aluminum bars from ventilation grilles have been used by inmates to fabricate contraband knives. These aluminum knives are not detected by the metal detector.

- 8.5.2 To reduce the chance of this occurring, all grilles in inmate-oriented areas such as kitchens, dining areas, workshop, inmate corridors, recreation areas, library, chapel, etc., that are less than 3.4 meters above the floor shall be made of steel or iron in all Medium or higher level institutions.

9. AIR SYSTEMS CONTROL

9.1 General

Chemical agent (tear gas) may be used for riot control in inmate-occupied areas and corridors with inmate movement. The ventilation systems should be designed to minimize the spread of tear gas-laden air to non-inmate areas remote from the source.

9.2 MCCP

Special attention should be given to the design of the ventilation system in the main communication control post as this post must stay in operation at all times. Tear gas will have an adverse affect on equipment, and systems should be designed so that the MCCP will not become contaminated by gas or smoke from inmate areas. The room should have a positive pressure compared to the surrounding spaces.

9.3 Health Care Unit

The health care unit shall have a separate ventilation system to ensure that neither the cells nor the operations area will be contaminated if tear gas is used in other areas of the institution.

9.4 Control Post

Design of the Security Control Posts ventilation system in Maximum Institutions and Medium Institutions at S-5 Level shall prevent the control posts from being contaminated by smoke or tear gas from inmate-oriented areas of the Institution. Secure refuge areas behind D Level posts must also meet this standard. The control post shall be maintained with positive pressure to avoid any contamination.

9.5 Living Unit System Design

For “protecting in place” during a fire and to facilitate tear gas use and purging, Medium and Maximum living units (excluding S-3 units) shall be designed with the following features: a ventilation system for normal use (including supply and exhaust/return air fans) and one separate end-of-range emergency exhaust fan per level of the living unit. The emergency exhaust fans shall be capable of providing four (4) air changes per hour.

- 9.5.1 Under normal conditions, the living unit ventilation system alone shall operate.
- 9.5.2 If there is tear gas use or a fire occurrence, to prevent cross contamination or the need to shut down ventilation systems serving a number of ranges, the end of unit exhaust fan shall be used.
- 9.5.3 Consideration shall be given to provision of a separate ventilating system for each living unit wing. Submit cost and design implications of this requirement at preliminary design submission stage.
- 9.5.4 For each living unit ventilation system, provide two (2)-three (3) position (“OFF”-“AUTO”-“ON”) manual switches in the control post to control the ventilation system supply and return fans separately. .
- 9.5.4.1 In the “AUTO” position, the ventilation system shall operate normally, controlled by the building control system.

9.5.4.2 The “OFF” position shall over-ride all other controls and shut the ventilation system down.

9.5.4.3

9.5.4.4 When return fan is in “ON” position it shall exhaust 100% to outside.

9.5.4.5 When supply fan is in “ON” position it shall supply air to the living unit but shall not re-circulate air from the wing being controlled.

9.5.4.6 Red indicator light shall be on when switch is not in “AUTO” position, to indicate abnormal system status.

9.5.4.7 Since these controls are for emergency use only and will seldom be used:

- a) Design the ventilation supply system to minimize possibility of coil freeze-up, but size the supply air heating coil for normal operation, not for 100% outdoor air at winter design conditions.
- b) Consider re-circulating air from other areas of the building when supply fan is in “ON” position.
- c) Freeze protection shall override “ON” position of supply fan to prevent coil freeze-up.

9.6 Living Unit. System Operation

During tear gas use

9.6.1 Before using tear gas, turn the living unit ventilation system supply and return fan switches to “OFF”.

9.6.2 To purge area after gas use, turn both switches to ON.

9.6.3 After the area has been purged, turn the living unit ventilation system switch to “AUTO”.

9.6.4 If quick exhaust is required, the end-of-range emergency exhaust fans may be turned ON. However these fans must be turned off before turning the ventilation system to “ON” or “AUTO”. The end-of-range fans are not provided with heated makeup air so they will cool down the range considerably in cold weather and should be used with caution to prevent possible occupant discomfort or freezing of piping or equipment.

10. SPECIAL VENTILATION

10.1 Smudging

This section provides guidelines for dedicated air exhaust in designated group rooms used for smudging in accordance with applicable CD's²

10.1.1 Locations where smudging may take place

10.1.1.1 The following locations will be supported with a dedicated air exhaust system as described below:

- a) Designated Sacred Space within the Spirituality, Chaplaincy or Aboriginal Services area of an institution.
- b) Designated room in a standalone Aboriginal Cultural Centre or building.
- c) Parole Hearing rooms.
- d) Designated program room in a standalone program building or/and isolated wing of a building used for programs.

10.1.1.2 The following locations used for smudging as outlined in CD 259 and as directed by the Institutional Head, shall not be supported with a dedicated air exhaust system:

- a) Inmate cells or bedrooms, including in segregation.
- b) Private Family Visits space;
- c) Any other space not noted above.

10.1.2 Requirements for ventilation related to smudging:

In the above-noted group rooms where smudging may take place shall have an exhaust system that vents directly to the exterior of the building. This is to prevent the transfer of smoke to other areas of the building.

The rooms used for smudging should, if possible, be located on the perimeter of the building.

10.1.2.1 Technical Requirements:

The minimum supplemental exhaust shall increase the normal air changes supplied by the existing ventilation system by two (2) air changes per hour. The maximum increase shall not be more than four (4) air changes per hour.

This can be achieved by:

- An insulated wall fan unit installed on the exterior of an outside wall of the room so that the unit can exhaust directly to the outdoors.
- A duct system with an internal fan that is ducted directly to the outdoors.

The following applies to either approach:

10.1.2.2 There shall be a manual switch with a sixty (60) minute timer.

10.1.2.3 There shall be a controlled damper on the return vent(s) for the room. The switch should be set up so that when the fan is turned on, the damper on the return vent(s) is closed. This will prevent the smoke from returning into the building ventilation system.

10.1.2.4 The supply vent(s) to the room will remain active. This may cause the ventilation system to be out of balance for a short time.

10.1.2.5 Care must be given to the placement of the exhaust vent so that it is not near operable windows, doors, or ventilation intakes to adjacent areas, in order to prevent the transfer of smoke back into the building.

10.1.2.6 There is no need to weatherstrip the room door.

10.2 Airborne isolation rooms within Health Care Centres

Airborne isolation rooms (negative pressure rooms) shall be designed as per CSA Z317.2.

10.3 Other

10.3.1 Provide special ventilation systems as required for carpenters shop, paint shop, Corcan laundry room, welding shops, automotive repair areas, hobby shop etc. Design shall be to ASHRAE standards and shall be designed taking into account that users will attempt to sabotage the systems:

10.3.1.1 Underfloor exhaust systems for carbon monoxide removal should be avoided, as they are easily plugged and made ineffective.

10.3.1.2 Providing appropriate portable equipment may be the most suitable solution for some ventilation requirements.

11. ARMOURY**11.1 *Environment control***

- 11.1.1 Temperature must be controlled in the armoury within the range of 1°C to 27°C.
- 11.1.2 Relative humidity shall be maintained below 50% within the armoury.
- 11.1.3 The armoury shall be cooled during summer.
- 11.1.4 Make-up air shall come from adjoining rooms by transfer grilles.
- 11.1.5 A slot exhauster type fume hood and ventilated cabinet (storage closet) shall be installed in the armoury. As solvents are used to clean the firearms, they shall be stored in the ventilated cabinets and used under the fume hood. Fume hood to be designed as per ACGIH standards.
- 11.1.6 Total evacuation airflow shall be 160 litres/second, including that of the fume hood, storage closet, and main room.
- 11.1.7 When beneficial, recover heat from exhaust air with heat exchanger.



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Technical Criteria for Correctional Institutions

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E-1 ELECTRICAL – GENERAL ELECTRICAL ENGINEERING & DISTRIBUTION SYSTEM

1. SCOPE

- This section outlines the basic electrical engineering design criteria related to the special requirements of Correctional Service Canada (CSC) and the requirements for electrical distribution.
- It applies for CSC buildings that are inside and outside the fenced institutional perimeter.
- Approval from CSC must be obtained before any variations from this document are incorporated into any designs.

2. RELATED SECTIONS

E-2 to E-6 inclusive

SP-4 – Site Lighting

SU-4 – Power Supply & Electrical Power Distribution (Comply with all clauses in this section)

3. CODES AND STANDARDS

3.1 The design for the electrical work shall:

- 3.1.1 Be based on and conform with the updated requirements of the applicable National, Federal, Provincial and Local Municipal Codes, Standards, Rules, Regulations and all the appropriate authorities and agencies having jurisdiction.
- 3.1.2 Specify applicable standards for all equipment, i.e. EEMAC, CSA, NEMA, ULC, ASTM, NFPA, ANSI, IEEE, ULI.
- 3.1.3 Avoid specifying trade names, when it is required, provide not less than 3 trade names and/or equivalent equal.

3.2 The last edition of the “Canadian National Master Construction Specification” format shall be used when preparing specifications.

3.3 For wiring in hazardous locations follow CSA publication “A Guide for the Design, Construction and Installation of Electrical Equipment”.

4. GENERAL REQUIREMENTS

4.1 The scope of technical work shall include, but not be limited to, engineering services required for sound planning and design of all electrical work necessary for the Project including:

- 4.1.1 Determination of existing and site conditions.
- 4.1.2 Economic and feasibility studies of alternatives.
- 4.1.3 Services and connection to utilities.
- 4.1.4 Integration of design with that of other disciplines.
- 4.1.5 Preparation of preliminary and detailed cost estimates.
- 4.1.6 Preparation of Drawings and Specifications as complete Contract Documents suitable for tendering.

5. SYSTEM CONSIDERATIONS AND PRIMARY DESIGN

5.1 The guiding principles for design of electrical systems are to ensure sustainable development, reliability and LEED program.

The electrical design shall be based on the following characteristics and features:

- 5.1.1 Safety to personnel during operation and maintenance.
- 5.1.2 Flexibility of electrical services.
- 5.1.3 Stringent security requirements up to the level of maximum security institutions.
- 5.1.4 High level of vandalism and deliberate tampering with systems and equipment.
- 5.1.5 Availability of electrical power to critical security and life safety support systems shall exceed 99.99%; that is, less than one hour down per year. Redundancy for UPS power and air conditioning for CER and MCCP Rooms and electronics located within this room.
- 5.1.6 Fail safe systems and equipment of a quality consistent with anticipated building life and/or required reliability of service.
- 5.2** Reliability/availability studies shall be carried out for power delivery to the main communications and control post, security control posts and other areas as designated by CSC. The study shall be carried out in accordance with *IEEE Standard 493-2007*¹.
- 5.3 Service**
 - 5.3.1 Carry out preliminary load study and establish approximate loads at each load centre/connection point.
- 5.4 Voltage**
 - 5.1.1 Preferred secondary voltages and systems for internal distribution are:
 - 600/347 volt wye grounded 3 phase – 4 wire
 - 208/120 volt wye grounded 3 phase – 4 wire
 There may be some limited requirement to serve special loads at 120/240 volt 3 wire on 240 volt, 2 wire single phase.
 - 5.1.2 Review voltage considerations as presented in
 - *IEEE Standard 241-1990*² – Section 3 and
 - *IEEE Standard 141-1990*³
 - Voltage profile limits to be as presented in Figure 6 of Reference *ANSI Standard C84.1-2006*⁴ – Range “A”.
- 5.5 Metering Requirements**
 - 5.5.1 Arrange and provide revenue metering to suit utility requirements in conjunction with configuration for service/distribution.
 - 5.5.2 Distribution configuration to provide internal energy metering upon request of the institution. Metering equipment shall be similar to that provided by the utility and shall be in accordance with *CSA Standard C17-M84 (R2008)*⁵.
 - 5.5.3 Instrument transformers for metering to be in accordance with *CAN3-C13-M83 (R2004)*⁶. Specify instantaneous indicating voltmeters and ammeters at each distribution switchboard.

¹ 493-2007 – IEEE Recommended Practice for the Design of Reliable Industrial & Commercial Power Systems

² 241-1990 – IEEE Recommended Practice for Electric Power Systems in Commercial Buildings

³ 141-1993 – IEEE Recommended Practice for Electric Power Distribution for Industrial Plants

⁴ C84.1-2006 – American National Standard for Electric Power Systems & Equipment – Voltage Ratings (60 Hz)

⁵ CAN3-C17-M84 (R2008) – Alternating-Current Electricity Metering

⁶ CAN3-C13-M83 (R2004) – Instrument Transformers

5.6 Service/Distribution System (Transformer) Configuration

- 5.6.1 Reliability considerations dictate that some redundant transformation is provided for large customer owned 3 phase stations since a suitable temporary spare is usually unavailable.

For smaller stations single non redundant configurations should be considered. A source for replacement spare must be established. This could mean on a project with a number of single transformer stations that a suitable spare be provided and held on the premises.

The stations must be standardized at least to the extent that the single spare may be installed at each location. Consideration should be given to installing and connecting the spare at one station in a redundant or “double ended” configuration.

Design size and configuration of systems to recognize limitations of components:

- Full load rating, interrupting capacity and withstand capability of switching, protection and control equipment.
- Short circuit capability and thermal capacity of system conductors.

- 5.6.2 Generally the following guidelines should be considered.

- 600 volt systems - maximum transformer size - 2500 kVA with 6.5 to 7.0% impedance to limit maximum 3 phase bolted secondary through faults to 35,000 RMS (without considering internal system sources). (3300 kVA with single stage of fan cooling on a power transformer).
- 208/120V systems - maximum transformer size - 400 kVA with 5.0 to 5.5% impedance to limit maximum 3 phase bolted secondary through faults to 20,000A RMS.
- 4160 volt systems - maximum transformer size - 4000/5333 kVA with single stage of fan cooling.

5.7 Preliminary Design Study

- 5.7.1 Carry out an economic study to establish optimum system configuration, voltage levels and size. Establish at least 2 and preferably 3 alternative system configurations which reasonably represent the options to consider.

- Prepare capital cost estimates for each system.
- Evaluate complete owning and operating cost estimates including
 - utility energy charges
 - losses
 - depreciation
 - cost of money
- Also carry out a quantitative analysis of the reliability of each option. Methods for this study to be set out in *IEEE Standard 493-2007*⁷.
- The study to be presented in report form and should include qualitative analysis and comparisons, recognizing factors which fall outside quantitative economic reliability analysis.

⁷ 493-2007 – IEEE Recommended Practice for the Design of Reliable Industrial & Commercial Power Systems

The reliability analysis should consider the system through to typical points of utilization one of which must be the critical “Emergency” power connection to the “Control Centre”.

- 5.7.2 Based on preliminary load calculations transformer sizes and main secondary system equipment must be sized to permit 50% future expansion.

5.8 Co-ordination Study

- 5.8.1 Carry out preliminary co ordination study during system development.
- 5.8.2 Use manufacturer's typical time overcurrent characteristics for relays, fuses and circuit breaker tripping elements.
- 5.8.3 Specify preparation of a complete co-ordination study as part of the contract. Contractor to employ recognized independent company. Co ordination study to be submitted over stamp of a Professional Engineer, licensed to practice in a Province of Canada.
- 5.8.4 Co-ordination study to be submitted for approval as shop drawings.
- 5.8.5 Final corrected copies to be included with maintenance manuals.
- 5.8.6 Co-ordination studies to be carried out and presented in accordance with *IEEE Standard 242-2001*⁸.

5.9 Commissioning

- 5.9.1 Specify preparation of a load study as part of the contract. Load study is to be reviewed and commented on by the design engineer. Study is then to be submitted to CSC.
- 5.9.2 Load study is to contain full load current readings of all feeders connected to 50 A circuit interrupting devices and larger. Currents are to be read at the line side of the feeders if possible.
- 5.9.3 Load study is to contain voltage readings taken at the load side of the feeders. Adjust transformer taps to within 2% of rated voltage of equipment.
- 5.9.4 Load study is to identify loads i.e. are they motors, lighting or heating.
- 5.9.5 Specify equipment and wiring identification as covered in Canadian National Master Construction Specification Section 26 05 00.
- 5.9.6 Specify balancing of loads.
- 5.9.7 Specify for contractor to demonstrate that systems operate as design intended them to operate and that contractors must be prepared to operate each device, such as switches, relays etc, to the satisfaction of CSC and PWC personnel involved in the acceptance procedure.

6. DISTRIBUTION EQUIPMENT

6.1 General Requirements

- 6.7.6 Copper bus bars for all distribution equipment.
- 6.7.7 Main electrical and telecom rooms should be built above 200-year flood plains.
- 6.7.8 Apply ground fault protection as per Canadian Electrical Code.

⁸ 242-2001 – IEEE Recommended Practice for Protection and Commercial Power Systems

6.2 Switchgear Assemblies

Refer to and specify in accordance with *CSA Standard C22.2 No. 31-04 (R2009)*⁹. Also refer to and specify as “*Metal Enclosed Low Voltage Power Circuit Breaker Switchgear*” in accordance with *EEMAC G8-2, 1972*¹⁰ (section from page 48 to page 55).

6.3 Distribution Switchboards

Refer to and specify in accordance with *CSA Standard C22.2 No. 31-04 (R2009)*¹¹. Also refer to *ANSI/IEEE Standard 241-1990*¹² under “*Metal Enclosed Distribution Switchboards*” and to *NEMA PB 2-2006*¹³.

6.4 Unit Substations

Refer and specify in accordance with:

- *EEMAC G13.1, 1978*¹⁴
- *ANSI/IEEE C37.121-1989*¹⁵
- Refer to Section SU-5.

6.5 Feeder Switch Units (Fusible)

Refer to and specify heavy duty classified switch units in accordance with:

- *NEMA KS 1-2001 (R2006)*¹⁶, and
- *CAN/CSA-C22.2 No. 4-04 (R2009)*¹⁷

Units shall be horsepower rated for overload current interrupting capability.

6.6 Fuses for Feeder Switch Units

Select and specify a suitable time delay J type fuse (not covered under referenced standard) and apply for transformer primary protection where required.

6.7 Moulded Case Circuit Breakers

6.7.1 *CSA Standard C22.2 No. 5-09*¹⁸.

6.7.2 The use of solid state trip units for moulded case breakers at the distribution level is encouraged to allow for best protection coordination

6.8 Panel boards

6.8.1 Refer to and specify in accordance with *CSA C22.2 No. 29-M1989 (R2009)*¹⁹.

A considerable number of spare breakers and spaces are required.

6.8.2 For panel boards supplying appliance loads to cells, specify contactor, electrically held in mains with 120V 600Hz coil for remote control (3 wire) from central control station.

6.8.3 Panels with GFP to be installed as close as practical to the outlets served.

NOTE: All appliance receptacle circuits to cells supplied from GFP breakers.

⁹ C22.2 No.31-04 (R2009) – Switchgear assemblies

¹⁰ EEMAC G8-2, 1972 – EEMAC Standard for Switchgear Assemblies

¹¹ C22.2 No.31-04 (R2009) – Switchgear assemblies

¹² 241-1990 – IEEE Recommended Practice for Electric Power Systems in Commercial Buildings

¹³ NEMA PB 2-2006 – Deadfront Distribution Switchboards

¹⁴ EEMAC G13-1, 1978 – EEMAC Standard for Unit Substations

¹⁵ ANSI/IEEE C37.121-1989 – American National Standard for Switchgear – Unit Substations – Requirements (NEMA 210.1970(R1976) – Secondary Unit Substations has been withdrawn no direct replacement.)

¹⁶ NEMA KS 1-2001 (R2006) – Enclosed and Miscellaneous Distribution Equipment Switches (600 V max.)

¹⁷ CAN/CSA-C22.2 No. 4-04 (R2009) – Enclosed and Dead-Front Switches

¹⁸ C22.2 No. 5-09 – Molded-Case Circuit Breakers, Molded-Case Switches, and Circuit-Breaker Enclosures

¹⁹ C22.2 No. 29-M1989 (R2009) – Panelboards and Enclosed Panelboards

6.9 **Busways**

- 6.9.1 Refer to and specify in accordance with CSA C22.2 No. 27-09²⁰.
- 6.9.2 Where practical specify for feeders 1000A and larger, and where run between switchboards within equipment rooms and in service corridors:
- for feeder specify low impedance type, open ventilated with insulated bus bars and joints.
 - specify copper bus bars.
 - specify bracing for available fault current.
 - specify neutral if required.
- 6.9.3 Where feasible - in manufacturing areas, in accordance with accepted industrial practice, specify plug in bus duct, totally enclosed type.
Plug in units with circuit breaker for branch power circuit protection.
Size Ranges: 100A and 225A.
- 6.9.4 3 phase 4 wire bus duct to have full size neutral.

6.10 **Step down Transformers**

Refer to and specify dry type transformers in accordance with CSA C9-02 (R2007)²¹.

6.11 **Grounding Systems**

- 6.11.1 When designing grounding systems for Electrical Distribution refer to and comply with the following standards:
- CSA Standard C22.1-09²²
 - ANSI/IEEE Standard 142-2007²³
- 6.11.2 Design is to ensure that grounding system ground resistance suits the needs of the most sensitive equipment even if this exceeds by far the CSA Standard (50 ohms).

7. **WIRING**

7.1 **Methods**

- 7.1.1 For feeders, 1000A and larger which run in
- main electrical rooms
 - main power plant
- Specify - bus duct.
- 7.1.2 For feeders 1000A and less, emergency feeders, branch circuits, control circuits, alarm circuits and any other kind of feeders and/or circuits; Specify copper conductors and shall conform with the applicable Codes, Standards, Rules, Regulations and all the appropriate authorities having jurisdiction.
- 7.1.3 Specify flexible steel conduit for final connections to motors of all equipment subject to vibration.
- 7.1.4 Specify liquid tight flexible steel conduit where conditions of installation, operation or maintenance require flexibility and protection from liquids, vapours or solids.

²⁰ CSA C22.2 No. 27-09 – Busways

²¹ CSA C9-02 (R2007) – Dry-Type Transformers

²² C22.1-09 – Canadian electrical code, part I (21st ed.), safety standard for electrical installations

²³ 142-2007 – IEEE Recommended Practice for Grounding of Industrial and Commercial Power Systems

- 7.1.5 Specify minimum conduit size for light and power branch circuits to be 20 mm.
- 7.1.6 In armouries and wherever solvents are used, specify explosion proof installations. (Refer to Section A-13 Armoury)

7.2 Conduit Raceway

- 7.2.1 Specify conduit raceway in accordance with applicable CSA Standard.
 - C22.2 No. 45.2-08²⁴
 - C22.2 No. 56-04 (R2009)²⁵
 - C22.2 No. 83.1-07²⁶
 - C22.2 No. 211.2-06²⁷
- 7.2.2 The electrical designer is to request in writing to the Project Manager that he, the designer, is given in time all the necessary information on all the empty conduit and raceway systems required for other systems such as alarms and telephones etc. so that these conduits can be included in the electrical design before the electrical tender call.

7.3 Conductors

- 7.3.1 Specify all conductors to be of copper.
- 7.3.2 Insulation is to be of the thermosetting type XLPE, Rated RW90. Conductors are to be manufactured and tested in accordance with CSA C22.2 No. 38-05²⁸. Specify RWU90 type if in conduit raceway in or below slab or in perimeter wall when in contact with earth or backfill materials.
- 7.3.3 Minimum conductor sizes for lighting and appliance circuits to be copper AWG #12.
- 7.3.4 For feeders specify compression lugs wherever possible.
- 7.3.5 For feeders and branch wiring specify colour coding of conductors for phases, neutral and ground.

7.4 Wiring Design

- 7.4.1 Design interior distribution system so that branch circuits are concentrated at the panelboards and the circuits so connected that the loads on each side of the system will balance within three percent with all the lamps burning.
- 7.4.2 Specify that Contractor, in providing this installation balances all loads as evenly as possible on all phases at each panel.
- 7.4.3 Special requirements - for cells:
 - Separate lighting circuits for cells.
 - Institutions for men; separate receptacle circuit (120V) for each cell. Receptacle circuits in cells supplied with 15 Amp breakers ground fault circuit interrupter type GFCI at panel, separate neutral required.

²⁴ C22.2 No. 45.2-08 – Electrical rigid metal conduit – Aluminium, red brass, and stainless steel

²⁵ C22.2 No. 56-04 (R2009) – Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit

²⁶ C22.2 No. 83.1-07 – Electrical Metallic Tubing – Steel

²⁷ C22.2 No. 211.2-06 – Rigid PVC (Unplasticized) Conduit

²⁸ CAN/CSA-C22.2 No. 38-05 – Thermoset-Insulated Wires and Cables

- Institutions for women; separate receptacle circuit (120V) for each cell. Receptacle circuits in cells supplied with 20 Amp breakers ground fault circuit interrupter type GFCI at panel, separate neutral required.
- Arc Fault Circuit Interrupter AFCI is considered a non code requirement for cells.

7.5 Underfloor Duct System

Base design of an underfloor distribution system, specify in accordance with CSA C22.2 No.80-1978 (R2008)²⁹ and CEMA F 4-1, 1970³⁰.

8. ELECTRIC HEATING

8.1 General

- 8.1.1 In areas where hot water heating is not feasible or such heating is unavailable, electric heaters should be considered.
- 8.1.2 Specify heaters to be controlled by either remote wall mounted room thermostats or built in thermostats. Thermostats should be used singly or in combination to control several heaters up to the permissible thermostat ampere rating. Where required, appropriate contactors should be specified.
- 8.1.3 All thermostats should be programmable line voltage with modulating output.

8.2 Electric Heaters for Pipe Tracing

Where electric heater cables are to be used for protecting piping from freezing, only heaters of the required length of cable and capacity should be specified.

8.3 Heater Units

Specify heater units consisting of a heating section of specified length, joined to a cold section of required length to connect to junction boxes located to suit the particular conditions.

8.4 Heating Sections

Specify heating sections to be of two or three conductor copper alloy resistance wire, insulated with compressed magnesium oxide, and covered by an annealed seamless copper sheath. Cold section should consist of two or three conductor mineral insulated copper sheathed power cable with a current carrying capacity in accordance with the Canadian Electrical Code.

8.5 Thermostats

Specify that heater circuits be controlled by thermostat(s) with temperature range of 0°C to 40°C housed in NEMA 4 cast aluminium enclosure.

²⁹ CSA C22.2 No.80-1978 (R2008) – Underfloor Raceways and Fittings

³⁰ F4-1, 1970 – CEMA Standard For Underfloor Distribution System

E-2 ELECTRICAL – WIRING DEVICE

1. SCOPE

This section outlines the requirements and characteristics of wiring devices.

2. RELATED SECTIONS

SP-4 – Site Lighting

E-1 and E-3 to E-6 inclusive

3. LOCAL SWITCHES

3.1 Local switches are to be rated 15 A at 125 V with fully enclosed composition cases, and rated 20 Amperes at 250 V for control of fluorescent lighting loads exceeding 500 W. Specify mounting 1370 mm centre from finished floor.

3.2 Specify three tamper resistant receptacles in living unit cells and administrative segregation cells.

3.3 Switching of Cell Lights and receptacles can be combined onto a single touch screen that is combined with door control, P/A, and Cell Call Systems.

3.4 Specify a master control to cut power to all cell receptacles in each living unit etc. This could be achieved by use of main breaker in cell receptacle panel.

4. CONVENIENCE RECEPTACLES

Duplex receptacles *NEMA Standard 5-20R*¹ U ground - rated 20 A at 125 V with double wiping contacts. Specification grade. Specify mounting at 300 mm centre from finished floor, unless otherwise directed by User. Cell and segregation receptacles to be tamper resistant.

5. POWER AND SPECIAL PURPOSE RECEPTACLES

5.1 Specify all receptacle in accordance with *CSA C22.2 No. 42-99 (R2009)*² and related *NEMA Standards WD 1-1999 (R2005)*³, and *WD 6-2002 (R2008)*⁴.

5.2 Power and special purpose receptacles of ratings and configurations compatible with usage in shops, laboratories, etc. Specify a minimum of one receptacle 30A, voltages that are available on site (208, 240 or 347V) per laboratory.

6. G.F.C.I.

Provide G.F.C.I. breaker on all circuits supplying receptacles in cells and any other locations required by code.

¹ Receptacles design: ANSI/NEMA WD 6-2002 (R2008) – Wiring Devices—Dimensional Specifications
² C22.2 No. 42-99 (R2009) – General Use Receptacles, Attachment Plugs, and Similar Wiring Devices

³ NEMA WD 1-1999 (R2005) – General Color Requirements for Wiring Devices

⁴ ANSI/NEMA WD 6-2002 (R2008) – Wiring Devices-Dimensional Specifications, WD 5-1977 has been withdrawn with no clear replacement

7. COVER PLATES

- 7.1** Specify device plates for switches and receptacles for single and multigang application. Stainless steel, satin finish on flush mounted outlet boxes, and galvanized pressed steel surface covers on surface mounted outlet boxes. Plates for weatherproof receptacles gasketed with spring loaded lift covers. Corrosive resistant where corrosive materials may be used. Bushed openings where required in laboratories. Specify that finishes on electrical equipment, cover plates and surface mounted outlet boxes match the finishes on mechanical fittings. Specify all receptacle cover plates be identified to the panel and breaker for that circuit.
- 7.2** For devices in cells, specify cover plates with “Security Screws” or have special boxes and cover plates fabricated. Refer to detail included herewith.

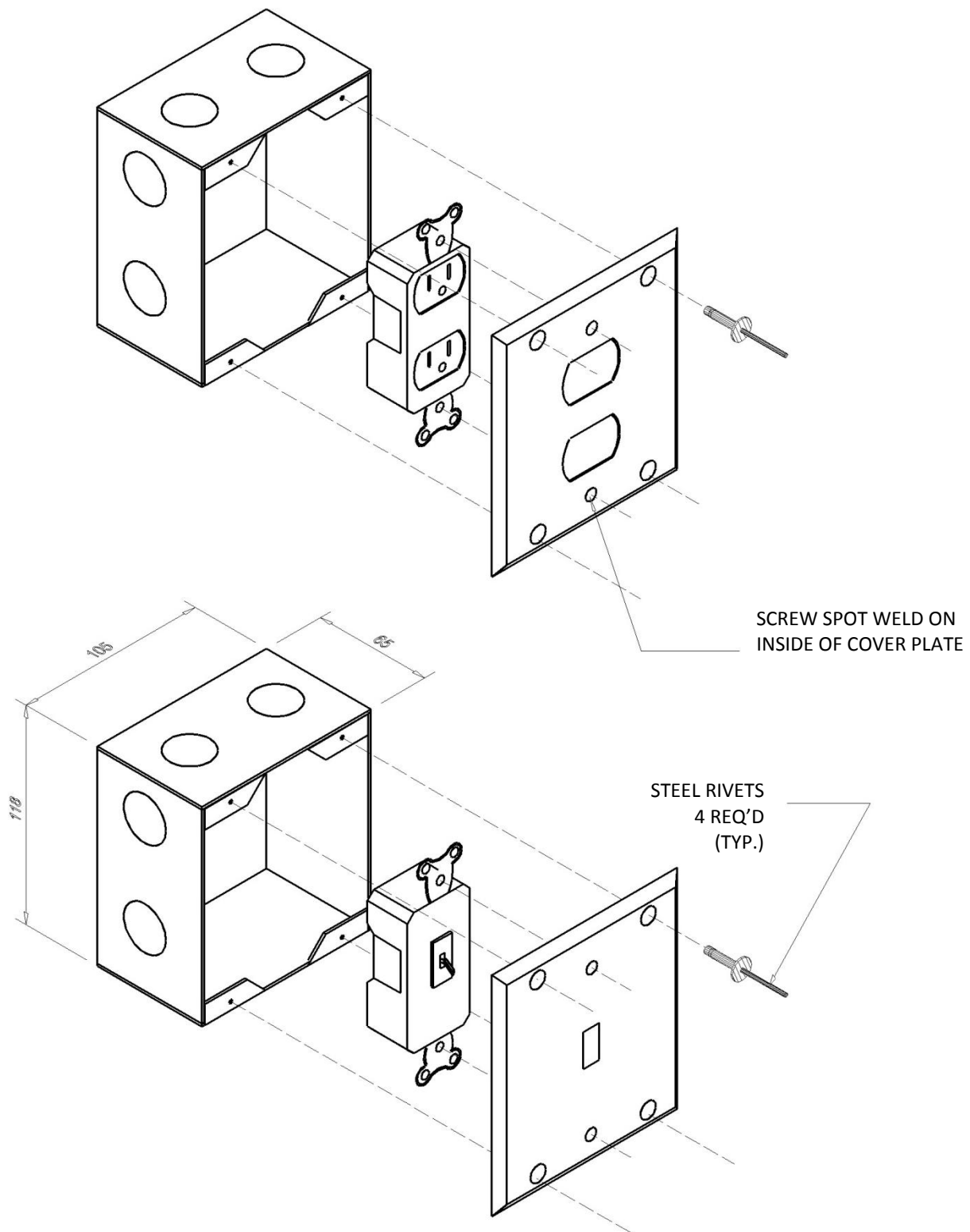
8. OUTLET BOXES

Galvanized steel outlet boxes, 4 inch square minimum and oversized where number of conductors exceed standard size. Open back concrete type where cast in slab. Cast iron fittings where exposed and appropriate supports for secure fastening.

9. MULTIOUTLET SYSTEMS

In laboratories and certain shops consider the use of multi-outlet systems of the following types and characteristics:

- 9.1** Surface mounted all steel raceways for use with number and type of wiring devices required.
- 9.2** System of raceway with snap on cover containing brackets for mounting of grounding type wiring devices located and rated as required and having the capability of being installed wherever desired within the raceway.
- 9.3** Alternate system of raceway with snap on cover containing prewired coils with 15A, 125V grounding type receptacles spaced in groups of two(2), on 1500 mm centers, or as directed by User (providing a duplex receptacle at each location).
- 9.4** Device plates finished to match that of multi-outlet system raceway. Each receptacle cover indent stamped with the voltage and ampere rating of that receptacle. Receptacles fed from an emergency source should be of the illuminated face type with integral neon glow lamp.

**PLATE E-2-1 – FASTENING OF CELL WIRING DEVICES USING POP RIVETS**

E-3 ELECTRICAL – MOTOR CONTROLS

1. SCOPE

This section outlines the characteristics and features of motor controls and auxiliary control components and provides design guidelines for these components.

2. RELATED SECTIONS

E-1 – General Electrical Engineering

E-2 – Wiring Devices

3. MOTOR CONTROLS

3.1 General

Consider and specify the following characteristics and features for motor controls and auxiliary control components to obtain the performance intended.

3.1.1 Motor controls to conform to UL Standard 508¹.

3.1.2 Sequential starting of large motors connected to emergency generator.

3.1.3 Provide for an overload heater in every phase.

3.1.4 Draw to the attention of the mechanical designer to call for factory installed thermistors, one in each phase, wired to identify terminals in the motor terminal box. This thermal protection shall be provided for all motors above 25 HP. The motor starters must also be specified to include the required controls.

3.2 Magnetic Starters

3.2.1 Combination magnetic motor starters shall be provided for all 3 phase motors.

3.2.2 Combination magnetic starters requiring motor circuit protection shall be equipped with circuit breaker type or “Motor Circuit Protector” with integral current limiting fuses where required for available short circuit: Multipole opening on blown fuses.

3.2.3 Combination magnetic starters not requiring motor circuit protection shall be equipped with horsepower rated unfused switch. Switch to comply with applicable sections of *CSA C22.2 No. 4-04 (R2009)*².

3.2.4 Combination magnetic starters shall have low voltage protection type control circuit, with momentary contact type manual control. Where auto restart is required provide timing relay adjustable pickup to ensure stable voltage on application (return) of power. Applicable for motor sizes 5 HP and larger.

3.2.5 Manual automatic control with HOA selector switch, LED pilot light and low voltage release shall be provided for motors below 5 HP. Positive indication using LED pilot lights shall be provided for motors with local disconnect switches.

3.2.6 Black sandwich type laminated plastic nameplates with white letters indicating function and association shall be provided for all magnetic starters.

3.3 Manual Type Motor Starters

For manual type motor starters specify toggle switches with thermal overload protection and LED pilot light.

¹ UL 508 -- Industrial Control Equipment, Edition: 17th, Underwriters Laboratories / 28-Jan-1999 / 208 pages
² CAN/CSA-C22.2 No. 4-04 (R2009) -- Enclosed and Dead-Front Switches

3.4 Reduced Voltage Starters

- 3.4.1 Verify whether the voltage drop due to motor starting is within limits acceptable to the local Power Authority. Also consider motor starting transient voltage effect on other building systems, motor circuit, distribution system protection device and sensitive electronic equipment.
- 3.4.2 Determine, according to application, the most appropriate method of limiting the starting inrush current and specify the type of reduced voltage starter to satisfy the starting requirements of the load. Consider star delta, auto transformer, part winding and primary resistor starter types depending on the specific application requirements. All starting sequences shall be of the closed transition type.
- 3.4.3 Specify motor starter with soft start on motor > 5 HP or where reduced starting torque will reduce maintenance and energy requirement significantly.

4. MOTOR CONTROL CENTRES

Motor control centres shall include:

- 4.1** Multiple vertical sections with main horizontal and vertical copper buses.
- 4.2** Ground bus copper, minimum 25% of main bus.
- 4.3** Main disconnect device, heavy duty load break, or non auto air circuit breaker.
- 4.4** Individual combination (fuses, unfused or circuit breaker) controllers of required NEMA size, mechanically interlocked to prevent opening door when in ON position except through release mechanism, and suitable for padlocking. Equipped with appropriate push buttons, selector switches, pilot lights, reset buttons. Other applicable features as described for individually mounted motor starters, manual and magnetic types.
- 4.5** Auxiliary relays for automatic operation.
- 4.6** Wiring compartments for copper conductors, power and control wiring.
- 4.7** Black sandwich type laminated plastic nameplates with white letters identifying each circuit.
- 4.8** Use Class II C for motor control requiring interlocks or extensive automatic sequenced pilot control for industrial process or building systems.
Use Class 1B for stand alone or single automatic pilot control.
- 4.9** Specify primary and secondary fuses for all control transformers in motor control centres.
- 4.10** Bus supports: With high dielectric strength, low moisture absorption, high impact material and long creepage surface signed to discourage collection of dust.
- 4.11** Refer also to *EEMAC Standard E14-2, 1983*³.

5. CONTROL SEQUENCES

Specify that Contractor co ordinate all work with respect to motors controlled by individual starters or/and from motor control centers and all control sequences.

³

EEMAC E14-2, 1983 -- EEMAC Standard for Industrial Control and Systems

6. DISCONNECT SWITCHES

- 6.1** Specify horsepower rated disconnect switches, fused or unfused, mounted adjacent to all motors regardless of their location with respect to the motor circuit branch circuit breaker.
- 6.2** Disconnect switches shall comply with *CSA C22.2 No. 4-04 (R2009)*⁴.

7. WIRING

- 7.1** Power wiring shall be in accordance with Section E-1 Electrical Distribution.
- 7.2** Specify stranded tinned copper for control wiring. All terminations shall be on terminals or terminal blocks. All control wiring shall be colour coded.
Wherever practical specify multi conductor cable assemblies; conductors with 600 V insulation; minimum size 2 mm² overall PVC jacket.
- 7.3** Control wiring shall be terminated with compression type terminals.
- 7.4** Control wiring method shall generally be conductors (cable assembly) in electric metallic tubing.

⁴

CAN/CSA-C22.2 No. 4-04 (R2009) Enclosed and Dead-Front Switches

E-4 ELECTRICAL – INTERIOR LIGHTING & CELL LIGHTING FIXTURES

1. SCOPE

This section outlines the requirements for interior lighting and provides design criteria for the following:

- 1.1** Quality and quantity of illumination for specific visual tasks, movements and exits.
- 1.2** Interior lighting fixtures.
- 1.3** Cell lighting fixtures.

2. RELATED SECTIONS

E-1 – General Electrical Engineering
E-2 – Wiring Devices
E-6 – Emergency Electrical

3. CODES AND STANDARDS

Design the interior lighting in accordance with the following Codes and Standards and applicable local regulations:

4.1 *National Building Code -- Latest Edition*

The requirements of the National Building Code have been included in this Document. Wherever local regulations differ from the Code and this Document, the most stringent conditions shall apply.

4.2 *ANSI/IESNA RP-1-04¹.*

I.E.S. Handbook 10th Edition

The latest edition of the Illuminating Engineering Society Handbook² contains detailed information on light sources and lighting for all types of applications.

4.3 *CSA-C22.2 No. 250.13-12 – Light emitting diode (LED) equipment for lighting applications*

4. ELEMENTS OF ILLUMINATION

4.1 *General requirement*

Design the lighting system to provide the levels of illumination in accordance with Latest Edition of IESNA. Consideration should be given to environment, green initiative and rapid changes due to new technology. Select lighting fixtures of the quality and characteristics to achieve and maintain the following criteria.

4.2 *Glare Control*

Keep direct glare and reflected glare to a minimum.

4.3 *Brightness Pattern of Environment*

Design lighting system to conform to the following visual criteria:

- 4.3.1 Ensure that the task is visible by being brighter than its immediate background

¹ ANSI/IESNA RP-1-04 -- American National Standard Practice for Office Lighting (CSA C92.4-1977 has been withdrawn, CSA has adopted the ANSI equivalent)

² IESNA -- Lighting Handbook on CD-ROM, 9th edition, 10th edition → late 2010

- 4.3.2 Control other brightness within the office environment and reflectance of interior finish.

4.4 Colour

The colour of the illuminant (light) is an important facet of the lighting quality and has a direct effect on the people and furnishings within an office environment. Therefore, the following aspects shall be considered in selecting light sources (lamps):

- 4.4.1 In offices, administrative areas, maintenance and service areas specify 32W, rapid start (RS) fluorescent cool white lamps which offer a more efficient, moderately cool source of illumination. For LED lighting, specify a colour temperature of 4000k.
- 4.4.2 In areas where people congregate for discussion, e.g., conference rooms, cafeterias, etc. specify good colour rendering 32W rapid start, deluxe cool white fluorescent lamps which offer a warmer atmosphere.
- 4.4.3 LED and induction lamps and luminaires with high colour rendering may also be specified as necessary to achieve the desired illumination levels and effects. A 3500K color temperature shall be specified to achieve a warmer ambiance.
- 4.4.4 Confer with Architect and draw to his attention the following considerations affecting general visual comfort:
 - 4.4.4.1 Light colours are preferred for interior furnishings and dark colours should only be used in small areas as contrasts to the colours of the major areas.
 - 4.4.4.2 Selection of colours of walls, floors, furniture and furnishings should be made in accordance with the Technical Criteria Section A-7 "Finishes".

4.5 Office Lighting Layout

In laying out the office lighting systems, consider the fact that most office spaces undergo rearrangement. This need for rearrangement requires that the lighting system be flexible and suitable for partitions to be erected between rows of luminaires and individual units. Modular co-ordinated systems are suited to the solution of this problem and should be studied for possible incorporation into the design.

4.6 Supplementary Lighting

- 4.6.1 Design supplementary or local (task) lighting in the form of units attached to the ceiling or building structure for limited areas that require higher levels of illumination.
- 4.6.2 Design lighting so as to avoid and discourage the use of portable desk lights, table lamps, swag lamps, etc.

4.7 Video Display Units

- 4.7.1 Consider indirect lighting systems.
- 4.7.2 Arrange lighting fixtures to eliminate source brightness contrast on video screens. Employ low brightness louvers with minimum 45° shielding angle.
- 4.7.3 Consider reduced task lighting levels in order to eliminate brightness contrast.
- 4.7.4 Provide 500 lx on task surface where source documents must be read.

4.8 Control Posts and Ranges

In ranges and related control post areas, design corridor lighting to eliminate glare and source brightness in field of view from control post. Take note of glass/plastic and other highly reflective surfaces and ensure against mirrored light source images within control post field of view. Refer to Technical Criteria Section A-13 regarding glare control in control posts. Include dimmer controls for general lighting in control posts. Make provision for Task Lighting.

5. LIGHTING FOR MOVEMENTS AND EXITS

In designing lighting systems for areas of circulation, means of egress and means of vertical transportation, consider the following factors:

5.1 Public Entrance Lobbies

- 5.1.1 Design lighting to facilitate movement throughout the area without being garish or creating glare and discomfort.
- 5.1.2 Where canopies extend outside the entrances, specify lighting which is not subject to fluctuation on light output due to high winds or low temperatures.
- 5.1.3 Specify low temperature ballasts (-40°C) in all fixtures located outdoors.
- 5.1.4 Totally enclosed and gasketed fixtures should be specified for outdoor applications only.

5.1 Corridors and Hallways

- 5.1.1 The spacing of lighting equipment from centre to centre should not exceed 1½ times the mounting height.
- 5.1.2 The level of illumination shall be between 20% and 30% of adjacent areas but not less than 215 lx minimum. Where security viewing is involved the minimum shall be 325 lx.
- 5.1.3 Reflectance for ceilings, walls and floors shall equal or exceed those recommended for the offices. Draw to the Architect's attention the fact that if, for maintenance reasons, dark finishes must be used, they should be limited to the baseboard.
- 5.1.4 Changes in elevation in corridors where one or two steps are necessary shall have attention drawn to the change by locating small shielded lighting units recessed into the walls at the steps or by painting the edges of the steps in a distinctive colour.

5.2 Stairways

- 5.2.1 Locate and shield lighting equipment so that persons neither cast shadows on the stairs nor encounter glare at eye level.
- 5.2.2 Locate units at least on every landing and closer if necessary.
- 5.2.3 Specify battery operated Lighting Units in all stairways and exit corridors as emergency lighting backup.

5.3 Elevators

- 5.3.1 Design adequate lighting at the threshold to call attention to any difference in level between the landing and the car.
- 5.3.2 Draw the Architect's attention to the fact that the interior finish off the car should be as light as possible, consistent with reasonable ease of maintenance.

5.4 Exits

- 5.4.1 All exit doors and passageways other than the exits serving as the main entrance to a room or building shall have exit signs placed over them as described in paragraphs 5.4.3, 5.4.4 and 5.4.5, and as required by the National Building Code, Subsection 3.4.5³. These signs shall be LED lighting and illuminated continuously while the building is occupied and be connected to a separate emergency lighting circuit.
- 5.4.2 Exits and paths of exit travel are to be indicated by electrically illuminated bilingual exit signs. Size of lettering to meet the National Building Code and the requirements of the local Fire Department.
- 5.4.3 Illuminated exit signs are to be provided in stairwells at points of egress to outdoors and/or to corridors leading to exits.
- 5.4.4 Specify additional sockets and lamps in each EXIT sign fixture to be connected to a battery system. If there is no provision for a standby generator, specify self contained battery powered exit lights.
- 5.4.5 All exit doors leading to the outside of buildings shall have lighting fixtures above the exits, on the outside of the building.

6. LIGHTING FIXTURES**6.1 General Requirements**

In specifying lighting fixtures follow the following general criteria:

- 6.1.1 Fluorescent fixtures utilizing low brightness pure virgin acrylic lenses and LED luminaires are preferred.
- 6.1.2 Minimize the use of incandescent fixtures and maximise the use of LED.
- 6.1.3 Where more than 100 fixtures are used, specify that the Contractor submit a sample fixture for approval, if requested by the Engineer. Select the sample at random from those delivered on site for approval of all fixtures for installation.
- 6.1.4 Specify that the Contractor submit complete photometric data, based on the actual fixtures proposed to be furnished for the Project.

6.2 Fixture Construction

The following features should be considered:

- 6.2.1 Free of light leaks
- 6.2.2 Ventilation for lamps and ballasts
- 6.2.3 No crossbars over light shields.
- 6.2.4 Weatherproof enamel finish, including hangers for weatherproof and vapour tight fixtures.
- 6.2.5 Fluorescent fixtures to be suitable for operating with specified ballasts without tripping under conditions of maximum 10% voltage above and below nominal.
- 6.2.6 Maximum 38°C ceiling cavity ambient for recess mounted units.
- 6.2.7 Maximum 38°C surrounding air ambient for pendant mounted units.
- 6.2.8 Maximum 27°C surrounding air ambient for surface mounted units.
- 6.2.9 Aluminium to concrete contact surfaces with coating of polyurethane base paint.
- 6.2.10 Minimum 20 gauge sheet steel for fluorescent fixture housings.

³

National Building Code of Canada, Volume 2, Thirteenth Edition, 2010, National Research Council Canada

- 6.2.11 Interior reflecting surfaces of fluorescent fixtures finished with polymerized baked white coating to achieve a reflectance of at least 85%.
- 6.2.12 Exterior surfaces of fluorescent fixtures finished with baked white enamel.
- 6.2.13 Bonderized and painted after fabrication.

6.3 Ballasts

- 6.3.1 For fluorescent fixtures specify ballast of the following characteristics, meeting *ANSI C82.1-2004*⁴ and *CSA C22.2 No. 74-96 (R2005)*⁵:
 - 6.3.1.1 Instant start, electronic ballasts with 20% THD or less are preferred.
 - 6.3.1.2 Internal non resetting thermal protector for core and coil and non-resetting, end of life protector for capacitor.
 - 6.3.1.3 Low NEMA rated noise level.
 - 6.3.1.4 Energy efficient, high power factor, having long life and low operating temperature.
- 6.3.2 HID's ballasts to meet or exceed the performance requirements to *ANSI C82.4-2002*⁶. Ballast to be of constant wattage and have isolated secondary.

6.4 Lamps

- 6.4.1 Fluorescent: Energy efficient type; 32 Watt, T8 lamp, 5000 K, high CRI.
- 6.4.2 LED lamps, Induction lamps, HPS and LPS lamps.

6.5 LED Luminaires

- 6.5.1 Luminaires must comply with the following standards:
 - 6.5.1.1 CSA-C22.2 No. 250.13-12**
 - 6.5.1.2 IESNA LM-79-08**
 - 6.5.1.3 IESNA LM-80-08**
- 6.5.2 LED Luminaires to meet or exceed the following characteristics:
 - 6.5.2.1 50 000 hours rated but higher would be preferred.
 - 6.5.2.2 80 CRI colour rendering.
 - 6.5.2.3 20% THD or less is preferred.
 - 6.5.2.4 0.9 power factor or higher is preferred.
 - 6.5.2.5 Valid IES photometric data file.
 - 6.5.2.6 cULus listed.
 - 6.5.2.7 All of the luminaires parts warrantied for at least five years.

7. CELL LIGHTING FIXTURES

7.1 Fixture Type

Cell light fixtures may be supplied by CSC at a cost per unit to the Contractor. The fixture will be manufactured for CSC. Specify storing, installing etc. by Contractor, unless instructed by CSC otherwise.

⁴ C82.1-2004 – American National Standard for Lamp Ballasts—Line Frequency Fluorescent Lamp Ballasts

⁵ CAN/CSA-C22.2 No. 74-96 (R2005) – Equipment for Use with Electric Discharge Lamps

⁶ C82.4-2002 – American National Standard for Ballasts for High-Intensity Discharge and Low-Pressure Sodium (LPS) Lamps (Multiple-Supply Type)

7.2 *Power Requirement*

The fixture shall include a 2/32 W fluorescent lamp rapid start ballast. It shall operate on 120 VAC 60Hz on a separate circuit than receptacles. It will also have a small lamp as night light. LED strip lighting may be used instead of fluorescent.

7.3 *Installation*

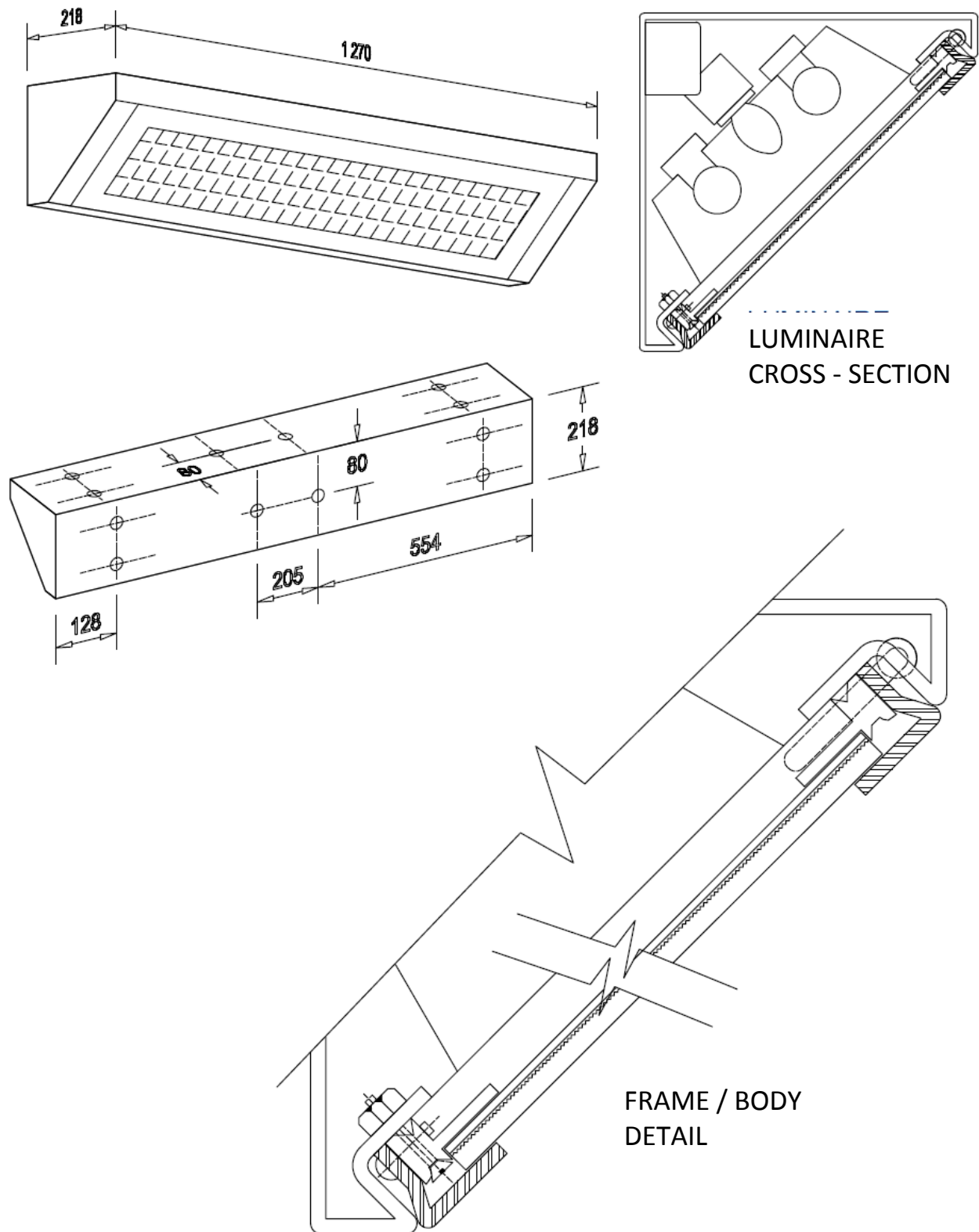
Specify installation of fixture to suit the dimensions given in “Plate E-4-1” at end of this section.

7.4 *Use*

Specify use of this fixture for all medium, maximum, and multi security institutions. The fixture is to be used in all cells and similar inmate secure areas.

8. *LEVELS OF ILLUMINATION***8.1 *General***

8.1.1 Lighting levels should be in accordance with Illuminating Engineering Society Handbook, Latest Edition – IESNA. Submit to CSC detail calculations of light intensities to support the design.

**PLATE E-4-1 – CELL LIGHTING FIXTURES**

E-5 ELECTRICAL – LIGHTNING PROTECTION

1. SCOPE

This section outlines guidelines for determining the need for lightning protection and for the design and specification of an appropriate system.

2. RELATED SECTIONS

SU-4 – Power Supply and Electrical Power Distribution

E-1 – General Electrical Engineering & Electrical Distribution

3. CODES AND STANDARDS

3.1 The standard for design of the protection system described herein is *CSA B72-M87 (R2008)*¹.

3.2 Approval, inspections and testing by Authorities having jurisdiction must be obtained.

3.3 Other applicable codes and standards:

- *Canadian Electrical Code, Part I CSA C22.1-09*².
- Canadian Labour Code, Part IV.

4. GROUNDING

4.1 Special attention must be paid to obtain good grounds. The Installation Code calls for a ground resistance of 50 ohms or less. This may suffice for general building structures, for protection of communication and alarm systems the ground resistance may have to be much lower.

4.2 For information refer to *ANSI/IEEE 142-2007*³ and *IEEE 487-2007*⁴.

¹ CAN/CSA-B72-M87 (R2008) – Installation Code for Lightning Protection Systems

² C22.1-09 – Canadian electrical code, part I (21st ed.), safety standard for electrical installations

³ 142-2007 – IEEE Recommended Practice for Grounding of Industrial and Commercial Power Systems

⁴ 487-2007 – IEEE Recommended Practice for the Protection of Wire-Line Communication Facilities Serving Electric Supply Locations

E-6 ELECTRICAL - EMERGENCY ELECTRICAL

1. SCOPE

This section outlines the emergency power requirements with regard to light and power provisions and essential generating equipment.

2. RELATED SECTIONS

SU-4 – Power Supply and Electrical Power Distribution
E-1 to E-6 inclusive

3. ADDITIONAL REFERENCES

3.1 The following standards (including latest revisions) and texts should be referenced when designing emergency electrical installations:

3.1.1 *CSA Standard C282-09*¹

3.1.2 *CSA Standard Z32-09*²

3.1.3 *EEMAC Standard M1-6, 1986*³ (See related Standard Ref. 5)

3.1.4 *NEMA Standard MG 1-2009*⁴

3.1.5 Beeman D – McGraw Hill Systems Publications – Industrial Power Handbook

3.1.6 *IEEE Standard 446-1995*⁵

3.1.7 *CSA Standard C22.2 No. 178.1-07*⁶

3.1.8 *CSA Standard C22.2 No. 178.2-04 (R2009)*⁷

3.1.9 Fire Commissioner of Canada - FCC No. 501 Standard for Emergency Lighting Services

4. REQUIREMENTS FOR MINIMUM SECURITY LEVEL INSTITUTIONS

4.1 Standby power is not required for minimum security level Institutions as there is more flexibility in allowing temporary refuge.

4.2 Consider battery powered backup for use in critical areas.

5. REQUIREMENTS FOR MEDIUM SECURITY LEVEL INSTITUTIONS

5.1 General Requirements

Standby power is a requirement for medium security level institutions. Requirements can be broken down into three categories as follows:

5.1.1 Total Standby power is required as follows:

5.1.1.1 Cells and Living units all lighting and receptacles. For S-3 units, consider the use of battery back-up.

5.1.1.2 Kitchen and dining areas; Kitchen equipment, lighting, refrigerators, freezers and walk in coolers

5.1.1.3 Medical Centre and maintenance building

5.1.1.4 Segregation

¹ CSA Standard C282-09 – Emergency electrical power supply for buildings.

² CSA Standard Z32-09 – Electrical safety and essential electrical systems in health care facilities.

³ EEMAC M1-6, 1986 – EEMAC Standard for Motors and Generators

⁴ NEMA Standard MG 1-2009 – Motors and Generators

⁵ IEEE Standard 446-1995 – IEEE Recommended Practice for Emergency and Standby Power Systems for Industrial and Commercial Applications

⁶ CSA Standard C22.2 No. 178.1-07 – Requirements for Transfer Switches

⁷ CSA Standard C22.2 No. 178.2-04 (R2009) – Requirements for Manually Operated Generator Transfer Panels

- 5.1.1.5 Control Posts and UPS equipment.
- 5.1.1.6 All systems and devices such as: telephone, intercommunication, fire alarm, riot alarm, door control and alarm, P.A. etc.
- 5.1.1.7 Outdoor security lighting
- 5.1.1.8 Equipment and alarms associated with the site water supply
- 5.1.1.9 Sump pumps, fire pumps, chillers and associated alarms
- 5.1.1.10 All night lights and battery operated lights
- 5.1.1.11 Several convenience outlets throughout complex
- 5.1.1.12 Power to provide full heating and ventilation for control posts, medical centre, kitchen and dining rooms and to provide partial heating to prevent freezing in other areas.

5.1.2 No Standby power (except for night lights) for:

- 5.1.2.1 Industrial shops
- 5.1.2.2 Vocational shops
- 5.1.2.3 Meeting rooms
- 5.1.2.4 Academic rooms
- 5.1.2.5 Library
- 5.1.2.6 Chapel
- 5.1.2.7 Outdoor recreation areas.

5.1.3 Partial standby power for:

- 5.1.3.1 Administration offices (25% lighting)
- 5.1.3.2 Indoor recreation areas (50% lighting).

5.2 Battery Backup

Refer to Article 7. Battery Backup this section.

5.3 Emergency Lighting

Refer to Article 8. Emergency Lighting this section.

6. REQUIREMENTS FOR MAXIMUM AND MULTI SECURITY LEVEL INSTITUTIONS

6.1 General Requirements

Requirements apply also to Regional Reception Centres, Regional Mental, Psychiatric Centres and Special Handling Units.

Standby power is required for the entire complex of maximum and multi Security level Institutions with the following exceptions:

- 6.1.1 No standby power for:
 - 6.1.1.1 Outdoor recreation areas
 - 6.1.1.2 Industrial shops equipment
- 6.1.2 Partial standby power for 50% reduced lighting in the following areas:
 - 6.1.2.1 Industrial shops
 - 6.1.2.2 Vocational shops
 - 6.1.2.3 Meeting rooms
 - 6.1.2.4 Schools
 - 6.1.2.5 Libraries
 - 6.1.2.6 Chapels
 - 6.1.2.7 Administration Offices

6.2 Battery Backup

Refer to Article 7. Battery Backup this section.

6.3 Percentage of Emergency Lighting

Refer to Article 8. Emergency Lighting Systems this section.

7. BATTERY BACKUP FOR MEDIUM, MAXIMUM, AND MULTI-LEVEL INSTITUTIONS

7.1 Need for Battery or UPS System Back up

- 7.1.1 Design to include battery back-up or UPS system for the areas or systems as listed. All systems indicated below are tied to institutional Emergency Power to ensure uninterrupted operation.
- 7.1.2 Control Posts and MCCP
 - For ease of maintenance battery units may be located remotely.
 - Capacity 1 hour full load continuous operation.
- 7.1.3 Critical Security and Life Safety Signal Systems
 - For security and ease of maintenance battery units may be located remotely.
 - Capacity 1 hour continuous operation.
- 7.1.4 Equipment Rooms
 - Emergency generator room.
 - Main electrical rooms
 - Main security, life safety signal system control equipment rooms
 - Main fire protection pump and heater rooms.
 - Capacity 1 hour.

7.2 Requirements

- 7.2.1 When a battery powered system is required for secondary emergency backup for use in extra critical areas use the following type of unit.
- 7.2.2 Type of Battery backup:
 - Unit emergency lighting equipment integral and remote heads. Voltage (6 volt, 12 volt, 24 volt) and capacity to suit the application. Automatic charging, automatic switching in event of power failure. Unit to meet *CSA Standard C22.2 No. 141-02 (2007)*⁸ as a minimum.
 - Unit plugs into circuit connected to the room lighting circuit that is fed from the emergency power distribution system. Plugs to be secured to receptacles.
 - Do not consider use of central battery banks for emergency lighting. A central battery bank, for example, would not provide lighting in critical areas where individual circuits only have failed while there is no general power failure.

8. EMERGENCY LIGHTING SYSTEMS

- 8.1** Specify that the emergency lighting system operates automatically in the event of an interruption of the power supply to the normal lighting.

⁸ C22.2 No. 141-02 (R2007) -- Unit Equipment for Emergency Lighting

- 8.2** Design lighting system to provide adequate levels of illumination at all means of egress from a building such as doorways, corridors, lobbies, stairways, ramps or other facilities provided for the speedy evacuation of persons from a building or room to a public thoroughfare or other approved open space in case of emergency.
- 8.3** Battery powered backup units for secondary emergency backup is provided for lighting in extra critical areas.

9. EMERGENCY STANDBY SYSTEM

Emergency standby power set may be installed indoor inside a building or outdoor in a well equipped trailer. The building or the trailer may be located inside or outside the institution security fence.

9.1 General Requirements

- 9.1.1 Design an emergency standby based on the use of an emergency generator designed to serve the Institution's critical loads via automatic transfer switches and distributed throughout the premises in a separate wiring system.
- 9.1.2 Base emergency system design on the use of a diesel generator set, of capacity sufficient to supply the Institution's emergency loads and capable of generating on a standby basis the required kW rating at 0.8 power factor continuous.
- 9.1.3 Design total diesel generator capacity to be able to carry the total connected load, including definitely known "future loads" plus 25% spare capacity.
- 9.1.4 Specify security grill barriers for air intake Louvers as covered in this Technical Criteria Section M-4.
- 9.1.5 Optional depending on institution's acceptance and site conditions; the emergency generator may supplied by an off-site utility natural gas supply, conditions of *CSA Standard C282-09*⁹ shall be met as a minimum.
- 9.1.6 Specify engine capable of operating at light loads for extended periods of time providing for pre-combustion of the fuel or a similar means for the prevention of carbonization.
- 9.1.7 To maintain environmental quality, engine is to be provided with a pre-combustion chamber fuel system or have suitable emission control equipment to ensure that gaseous exhaust emissions do not exceed the established maximum levels.
- 9.1.8 Generator set must be able to carry the institutional load within ten (10) seconds after failure of normal power. (Note: this exceeds *CSA Standard C282-09*, see footnote 9).

9.2 Engine (Diesel)

In specifying the engine, consider the following features and characteristics:

- 9.2.1 Reciprocating Engine: 2 or 4 cycle.
- 9.2.2 Minimum net brake power designed for continuous operation.
At altitudes above 500 meters and air intake temperatures above 32°C engines must be down rated for the elevation and temperature of the site of installation.
- 9.2.3 RPM - 1800.

⁹ CSA C282-09 -- Emergency electrical power supply for buildings

- 9.2.4 Radiator and cooling 405 fan sized for continuous operation based on 40°C ambient air and 12.7 mm (½ inch) water gauge external static pressure.
- 9.2.5 Fuel transfer system, fuel injection system, lube oil system and associated pumps, filters, etc.
- 9.2.6 Jacket water heating system designed to maintain minimum 37.8°C water temperature based on 10°C ambient and associated pump, heaters, etc.
- 9.2.7 Engine freeze up protection to -29°C ambient.
- 9.2.8 Starting Motor.
- 9.2.9 Governor electronic with hydraulic activator and load sensing, provision for paralleling, designed to ensure generator voltage, frequency and performance, and to provide backup protection to prevent engine runaway.
- 9.2.10 Heavy duty type air cleaners.
- 9.2.11 To be able to run on No. 2 Heating and Diesel oil.

9.3 Fuel Supply System

- 9.3.1 Main aboveground storage tank as per SOR/2008- 197 “Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations” and “Federal Regulations and Canadian Council of Ministers of Environment CCME Code of Practice 2003”. Size of tank to be at least 2 days continuous operation at full load ultimate system.
- 9.3.2 Day tank: 1000 ℓ.
- 9.3.3 Automatic fuel transfer pumping system as well as manual pumping capability.
- 9.3.4 For fuel supply and return for engine consider need to return unused fuel from engine to main tank (not day tank). This may be required to prevent fuel in day tank from overheating.
- 9.3.5 Where the emergency generator is supplied by an off-site utility natural gas, the conditions of CSA C282-09 (see footnote 9) shall be met.

9.4 Engine Instrument Panel

- 9.4.1 Engine instrument panel containing:
 - 9.4.1.1 All the necessary pressure, temperature and time gauges and indicators.
 - 9.4.1.2 All the required high and low pressure and temperature alarm actuators for water, oil and over speed.
 - 9.4.1.3 Terminal cabinet to accommodate internal and remote wiring.
 - 9.4.1.4 Note engine instrument panel to be mounted independently from engine/generator set either mounted on pipe stand from floor or where practical in main control panel.
- 9.4.2 Required Controls and Instrumentation
 - 9.4.2.1 Automatic and manual starting.
 - 9.4.2.2 Manual remote emergency stop.
- 9.4.3 Automatic shut down and alarms on:
 - 9.4.3.1 Overcranking
 - 9.4.3.2 Over speed; out of frequency range.
 - 9.4.3.3 High engine temperature
 - 9.4.3.4 Low lube oil pressure
 - 9.4.3.5 Short circuit
 - 9.4.3.6 Alternator over and undervoltage
 - 9.4.3.7 Lube oil high temperature.

9.4.4 Alarms only (below shutdown levels) on:

- 9.4.4.1 High engine temperature
- 9.4.4.2 Low lube oil pressure
- 9.4.4.3 Lube oil high temperature
- 9.4.4.4 Low fuel
- 9.4.4.5 Low battery
- 9.4.4.6 Low engine temperature

9.5 Generator

- 9.5.1 Heavy duty, single bearing, revolving field, brushless.
- 9.5.2 0.8 PF, 60 Hz.
- 9.5.3 Drip proof.
- 9.5.4 Alternator windings.
- 9.5.5 Dynamically balanced rotor permanently aligned to engine by SAE flexible disc coupling.
- 9.5.6 Exciter: rotating brushless or static with permanent magnet or series boost option.
- 9.5.7 EEMAC Class F insulation on rotor.
- 9.5.8 Alternator winding temperature rise not to exceed 80°C as measured by resistance at an ambient temperature of 40°C.
- 9.5.9 Voltage regulator to be solid state, silicon controlled rectifiers with phase controlled sensing circuit, regulation +1% no load to full load. Provide auto manual control module, hand trimmer adjustment and located inside control cubicle, suitable for parallel operation.
- 9.5.10 Voltage stability: plus or minus 0.5% maximum deviation about rated generator terminal voltage at any constant load, from no load to full load.
- 9.5.11 Voltage transient: 20% maximum deviation from rated generator terminal voltage on one step application or removal of full load.
- 9.5.12 Frequency stability: ¼% maximum deviation from rated generator terminal frequency at any constant load from no load to full load.
- 9.5.13 Frequency transient: 7% maximum deviation from rated generator terminal frequency one step application or removal of full load.
- 9.5.14 Voltage and frequency transient recovery time: 4 seconds maximum between one step application or removal of full load and the time generator terminal voltage and frequency recovers and remains within respective stability limits.
- 9.5.15 Terminal cabinet to accommodate internal and outgoing wiring with grounding provisions.
- 9.5.16 Identify alternator windings with metal tags. Bring windings to insulated terminals in a metal junction box mounted on the alternator. Size junction box to permit mounting of engine and alternator low voltage controls and wiring terminal blocks. Provide barrier in junction box to separate low and high voltage wiring.
- 9.5.17 Design generator set to minimize radio frequency interference (RFI) under all operating conditions. Balanced Telephone Influence Factor (TIF) to meet or better requirements of *EEMAC Standard M1-6, 1986*¹⁰.

¹⁰

EEMAC Standard M1-6, 1986 -- EEMAC Standard for Motors and Generators

- 9.5.18 The alternator shall be capable of sustaining 300% rated current for a period not less than 10 seconds which would allow for selective tripping of down line protective devices when a short circuit occurs. Alternator protection breaker trip curves to be matched against alternator damaged and decrement curves such that breaker trips before over-current situation damages alternator.

9.6 Motor Starting

- 9.6.1 Specify motor starting capability
- integrated system requirement including:
 - engine and governor
 - alternator and voltage regulator
- 9.6.2 Motor starting capability required in parallel and independent mode.
- 9.6.3 Indicate maximum motor horsepower _____.
or maximum motor starting KVA _____.
with system preloaded at _____ kW and _____ kVA.
- 9.6.4 Maximum voltage and frequency transient and recovery to be as indicated under 9.5 for full load step.
- Note: In case of large high inertia motors it may be necessary (to avoid over-sizing) to indicate that full recovery time to be calculated from instant motor reaches breakaway speed.

9.7 Standby Plant Control Panel

- 9.7.1 Specify enclosure of the following construction:
- 9.7.1.1 Dead front type, free standing, moisture proof, metal enclosed structure, bolted or welded steel framing of sufficient strength to maintain alignment and withstand maximum interrupting capacity.
- 9.7.1.2 Louvered, No. 12 gauge steel panels with locked hinged access covers.
- 9.7.2 Specify control panel to consist of 2 full height sections
- Section one for AC power, main breaker and terminations specify auxiliary transformer breakers and interlocks for control of ventilation
 - Section two for engine start, control, alarm system.
- 9.7.3 As a minimum specify all alarms and controls to CSA C282-09¹¹.
- 9.7.4 Specify cranking cycle as follow:
- Three automatic starting attempts shall be made. Each attempt shall be for 15 seconds with 15 second rest periods between cranking periods. At the end of the third unsuccessful starting attempt the overcrank alarm shall come on and enough battery capacity shall be remaining to conduct four more manual starting attempts.
- 9.7.5 Control Section to contain completely electronic, solid state control and alarm components for concept refer to PWGSC Standard (see Reference No. 1.3).

9.8 Main Circuit Breaker

Specify main protective device of rating compatible with generator output characteristics. Provide state protective relaying with adjustable long time and intermediate adjustable ranges.

¹¹ CSA C282-09 -- Emergency electrical power supply for buildings

9.9 Battery Charger

Specify automatic dual rate battery charger of the following characteristics and features:

- 9.9.1 Solid state, dual rate
- 9.9.2 AC line compensated
- 9.9.3 Stabilized output voltage with low voltage alarm, and limited output current.
- 9.9.4 Ampere rating, approximately 10 percent of 8 hour ampere/hour rating of battery.
- 9.9.5 With ammeter and voltmeter in front panel.
- 9.9.6 Housed in separate wall mounted enclosure adjacent to control panel, or mounted in control panel cover.
- 9.9.7 Low battery or malfunction alarm for connection to control room.

9.10 Batteries

Specify engine starting batteries to the following characteristics:

- 9.10.1 Lead calcium in transparent flame retardant jars and covers providing the required starting voltage.
- 9.10.2 Ampere/hour capacity sufficient to crank engine at constant firing speed in minimum room ambient of 21°C for a minimum of seven 15 second cranking cycles with 15 seconds of rests between attempts.

9.11 Silencer

Specify heavy duty, residential type exhaust silencer with companion flanges and piping, expansion joints, drain plug, finished in high temperature resistant paint.

9.12 Vibration Isolators

Specify vibration isolators of the following characteristics and features:

- 9.12.1 Spring type with neoprene acoustical pads, levelling devices and vertical limit stops.
- 9.12.2 25 mm minimum static deflection.

10. EMERGENCY POWER DISTRIBUTION**10.1 General Requirements**

- 10.1.1 Arrange electrical distribution system so that no power interruption takes place on the non essential side of the distribution system while the generator is being exercised carrying all of its connected loads.
- 10.1.2 Arrange electrical distribution system so that sufficient capacity mobile generator can be connected to a box located on outside of the building. This box shall be protected against sabotaged etc. Connection of mobile generator should be possible without disconnecting any electrical cabling of distribution system.
- 10.1.3 Connection point for load bank should be provided for annual maintenance of generator. Connection should be possible without disconnecting any electrical cabling of distribution system.
- 10.1.4 Study ground fault protection considerations in systems with multiple neutral to ground connections. Neutral switching with overlapping contacts as part of the transfer switches may be one possible solution.

10.2 Automatic Transfer Switches**10.2.1** Specify the following accessories:

10.2.1.1 All engine controls to be part of the main engine generator control panel.

- e.g. • time delay – auto start (signal received instantly from transfer switch(es))
- engine cool down – timing after normal power restored and all transfer switches returned to normal.

10.2.2 Each transfer switch equipped with:

- Voltage sensing, normal and emergency
- Instantaneous signal to control of normal power failure and return.
- Time delay on transfer to emergency (adjustable 0-60 sec.).
- Time delay on retransfer to normal after power returned (adjustable 0-300 sec.)
- Closed auxiliary contacts 2 on normal and 2 on emergency.
- Green pilot light to indicate “Normal” position amber pilot light to indicate “Emergency” position push-to-test emergency indicating pilot light with long life lamps and fuses.
- Test circuit for connection to central control (remote)
- Solid state type phase monitor with advance angle initiation, inhibiting transfer between two live sources until their phase angle difference is within plus or minus 5 electrical degrees.

10.2.3 Specify automatic transfer switches in accordance with CSA C22.2 No. 178.1-07¹² and relevant sections of CSA C282-09¹³.

10.2.4 Specify contactor type transfer devices with single solenoid actuator. Maximum transfer time from signal initiation 3 cycles. Standard of Acceptance “ASCO”.

10.2.5 Consider available short circuit and transfer switch withstand capacity.
Short circuit operation - minimum 6 times rating (Standard)
Short circuit withstand - minimum 20 times loading rating (Standard)
Consider increasing switch size to attain withstand requirement.

10.2.6 If necessary to use current limiting fuses (in breakers), ensure fully co-ordinated throughout system.

10.2.7 Specify neutral only if required in which case specifies overlapping switched neutral.

10.2.8 Enclosing cabinet with flush mounted tumbler lock or switchboard mounted as indicated.

11. ENGINE/GENERATOR SWITCHBOARD

11.1 Switchboard for protection and control of engine/generator.

11.2 If suitable, subject to space layout and configuration specify engine/generator control panel to be included as part of the switchboard.

¹² CSA C22.2 No. 178.1-07 – Requirements for Transfer Switches

¹³ CSA C282-09 – Emergency electrical power supply for buildings

- 11.3** Switchboard to be equipped with output breaker for the generator. Circuit breaker shall be electrically operated ACB Type.

12. REMOTE MONITORING SYSTEM

Emergency power system shall have remote monitoring capability located at the maintenance building to follow up the emergency power status from the chief of maintenance office.

13. OTHER DESIGN CONSIDERATIONS

- 13.1** Ensure adequate air supply for cooling and combustion system to consist of modulating damper arrangement discharge, intake, circulates to room, powered from emergency supply and arranged to open intake louver immediately on engine start.
- 13.3** Consider separate exhaust fan and heater to maintain acceptable temperatures in engine generator room throughout the year.
- 13.3** Specify installation of safety signs near generating plants. Signs to be 250 x 500 mm in size and to read as follows:

THIS UNIT OPERATES AUTOMATICALLY AND MAY START AT ANY MOMENT

DANGER

CET APPAREIL AUTOMATIQUE PEUT DEMARRER SUBITEMENT

14. TESTING

- 14.1** Specify factory testing and submission of results comprising 23 hrs at 100% load and one hr at 110% load. Readings of load tests to be taken at 30 minute intervals.
- 14.2** Specify on site testing, commissioning by manufacturer/ suppliers diesel/electric technician and submission of results.
Include - 8 hour full load test including 1 hour with 10% overload. Full function tests - all instruments, alarms and operation Vibration analysis.
All transfer switches and complete sequence testing.
- 14.3** Specify submission of forms for PWGSC/CSC approval 10 days before commencement of tests.

15. COMPUTER POWER SUPPLIES

- 15.1** Specify "Uninterruptible Power Supply" (UPS) systems for computers where short interruptions of power, such as between the loss of normal power and the start up of an emergency generator could result in loss of computer memory or information. Where computers are relatively close, a single UPS system may be used to serve several pieces of equipment.
- 15.2** UPS systems are required for Data Centers, LAN rooms, T&E rooms, CER, etc. Co-ordinate exact requirements for data network equipment with IMS infrastructure standards.

16. COMMISSIONING

- 16.1** Specify preparation of a load study as part of contract. Load study is to be reviewed and commented on design by the design engineer. Study is then to be submitted to CSC.
- 16.2** Load study is to contain full load current readings at the feeders connected to 50 am-pere circuit interrupting devices and larger. Currents are to be read at the line side of the feeders if possible.
- 16.3** Load study is to contain voltage readings taken at the load side of the feeders. Adjust transformer taps to within 2% of rated voltage of equipment.
- 16.4** Load study is to identify loads ie. are they motors, lighting or heating.
- 16.5** Specify balancing of loads.
- 16.6** Specify for contractor to demonstrate that systems operate as design intended them to operate and that contractor must be prepared to operate each device, such as switches, relays etc., to the satisfaction of CSC and PWGSC involved in the acceptance procedure.

E-7 ELECTRICAL – FIRE ALARM SYSTEMS

1. SCOPE

- 1.1** This section outlines specific requirements for a fire alarm system in federal institutions. Refer to the National Building Code of Canada (NBCC) and other documents listed below for all other requirements not covered in this section. Additional requirements or modifications may be specified by CSC for a particular project or installation.
- 1.2** Unless specified herein, this section is not intended to apply to existing installations nor to require retro-active modifications unless these are undergoing a significant renovation (See Sentence 1.1.3).
- 1.3** “Significant renovations” include (but are not limited to):
- Projects identified as “Fire Alarm Upgrade”,
 - Replacement of a fire alarm panel,
 - Replacement of more than 50% of the fire alarm devices on an existing fire alarm system,
 - Addition of fire alarm devices to a fire alarm system increasing the number of devices to greater than that which is calculated using Sentence 2.2.15.
- 1.4** This section describes the overall institutional networking of fire alarm systems and the monitoring of this network.
- 1.5** This section describes the requirements for the design, construction and installation of fire alarm systems in
- New buildings;
 - Major alteration and reconstruction of existing buildings; and
 - Upgrading of a fire alarm system to remove an unacceptable fire hazard.

2. RELATED SECTIONS

2.1 *Technical Criteria Document sections:*

G-2 - Fire Authorities and Classification

A-13 - Control Posts

M-3 - Fire Protection Requirements

M-4 - Heating, Ventilating and Air Conditioning Requirements

E-6 - Emergency Electrical

2.2 *CSC Standards:*

ES/SPEC-0102 - Electronics Engineering Specifications for Data Logger in Federal Correctional Institutions

2.3 *Standards:*

- 2.3.1** If not specified herein, the applicable version/edition of a referenced standard or document is as referenced in the currently applicable edition of the National Building Code of Canada or, if not referenced by the National Building Code, the latest published edition.

In cases of discrepancies between this section and applicable codes and standards, the codes and standards will prevail unless specifically stated otherwise.

2.3.2 The following ULC Standards are to be referenced:

- CAN/ULC-S524, Standard for the Installation of Fire Alarm Systems.
- CAN/ULC-S527, Control Units for Fire Alarm Systems
- CAN/ULC-S536, Standard for the Inspection & Testing of Fire Alarm Systems.
- CAN/ULC-S537, Verification of Fire Alarm Systems.
- CAN/ULC-S561, Standard for Installation and Services for Fire Signal Receiving Centres and Systems

Note: Treasury Board Chapter 3-4 “*Standard for Fire Alarm Systems*” and Treasury Board Chapter 3-6 “*Fire Protection Standard for Correctional Institutions*” have been rescinded by Treasury Board effective April 1, 2014. Relevant portions of those documents have been moved to this document.

3. DEFINITIONS

3.1 Terminology used in this section is first to be defined per the definitions found within the National Building Code of Canada. If the term is not defined therein, the dictionary definition is to be used.

3.2 Buildings in this section are mostly distinguished according to type of living unit or by the type of restrictions which are imposed to egress and exiting conditions. The following clarifications are to be understood:

3.2.1 Free Egress buildings are buildings which can freely be exited at all times without the need of keys, special devices or specialized knowledge. Minimum security buildings should typically meet this definition. (Free Egress buildings may be located within a medium or maximum security facility.)

3.2.2 Impeded Egress buildings are to mean buildings in which egress is restricted. This includes buildings with impeded egress zones and contained use areas. (Medium and Maximum security living units are typically of this configuration.)

3.2.3 Health Care facilities and administrative buildings are to be addressed in keeping with the egress conditions of the building and may fall as “minimum”, “medium”, or “maximum” security buildings.

3.3 Where a Duty Office is used in lieu of an M CCP, references to “M CCP” in this document shall apply to the Duty Office.

4. FIRE ALARM SYSTEM

4.1 *System Overview*

4.1.1 A fire alarm system shall have the following characteristics:

4.1.1.1 In medium and maximum security buildings, all exposed components shall be resistant to vandalism and sabotage.

- 4.1.1.2 Fire alarm systems shall be designed to provide audible and visible signals per CAN/ULC-S524.
- 4.1.1.3 A fire alarm signal shall be of a distinctive sound to other sounds or institutional alarm signals.
- 4.1.1.4 The trouble signal at panels and annunciators shall be distinct in sound from that of the fire alarm signal.
- 4.1.1.5 A fire alarm system shall be capable of providing signaling to selected areas and zones as well as selected inmate population and staff.
- 4.1.1.6 A fire alarm system shall be highly resistant to nuisance alarms such as those caused by environmental conditions, interference and similar. The design of the fire detectors shall incorporate features which can discriminate between products of a fire and other possible products in the air not related to fire.

4.2 System Description

- 4.2.1 A fire alarm system shall be installed in each building as required by the National Building Code of Canada's determination of requirement for a fire alarm system.
- 4.2.2 A fire alarm system shall be installed in each building provided with sleeping accommodation.
- 4.2.3 A fire alarm system shall be designed and installed in accordance with CSA C22.1, Canadian Electrical Code, Part I, and CAN/ULC-S524, "Standard for the Installation of Fire Alarm Systems" and the National Building Code of Canada.
- 4.2.4 Each building is to be provided with its own independent fire alarm system which shall be monitored from the Main Communication and Control Post (MCCP).
- 4.2.5 Each building's fire alarm system is to be networked to the institution's MCCP which is to be designed as a campus-style network. Each system is to be connected to the MCCP in peer to peer topology.
- 4.2.6 Where multiple buildings abut to one another and operate in a similar operational manner (complexes), it may be permissible to install one fire alarm system, providing for selective activation of alarm signals by zones or groups of zones provided that the building incorporates such features of design and construction that partial or phased evacuation procedures may be safely used.
- 4.2.7 Along with the provisions of Sentence .8, the MCCP is to receive all alarm and trouble signals from all fire alarm systems within the institution.
- 4.2.8 Provisions are to be made for direct monitoring to the Local Municipal Fire Department or other approved fire alarm receiving centre. This capability shall be channeled through the MCCP.
- 4.2.9 Each fire alarm system shall have the capability of operating interchangeably as either a 2-stage or as a single-stage fire alarm system. See Section 4. of this document for specific operational requirements.
- 4.2.10 Each fire alarm system shall be fully addressable.
- 4.2.11 New systems shall be microprocessor based using latest technology and must be capable of fully integrating into the existing fire alarm network.

Note: The requirement to use latest technologies must not be construed as a requirement to upgrade existing components of a fire alarm system or network.

- 4.2.12 Each building's fire alarm shall be designed to operate independently in case of failure of the communication link between the fire alarm panel and the MCCP. Loss of communication with the MCCP shall cause a trouble signal at the MCCP.
- 4.2.13 Fire alarm systems shall monitor each device and each zone of grouped devices for alarm and trouble and shall display each zone individually. See Section 3.4 for annunciation requirements.
- 4.2.14 The time required to complete a single monitoring sequence for all zones and devices shall not exceed 5 seconds.
- 4.2.15 The capacity of each fire alarm system shall be such that it can accommodate, at minimum, all present and known future requirements plus 50%.
- 4.2.16 The Fire Alarm System shall be independent of all other Security, Communication and Monitoring systems. It shall have independent hardware and software, but with the capability of ready integration with the Facility Alarm Annunciation System (FAAS).

4.3 Fire Alarm Zoning

- 4.3.1 The buildings and areas shall be divided into zones.
- 4.3.2 Alarm signaling zones shall be logical subdivisions generally related to Control Posts (CP's).
- 4.3.3 Signaling devices shall correspond to initiating zones. Further subdivision of alarm signaling zones within an SCP area shall be based on:
 - Fire separations
 - Sprinkler zone
 - Floor levels
 - Each cell as one address
 - Fire suppression systems (Kitchen Extinguishing System)

5. EQUIPMENT

5.1 *Installation of Equipment*

All fire alarm equipment and associated components are to be ULC/cUL listed and installed per its specified listing.

5.2 *Protection of Equipment*

Protection of fire alarm components is required in order to prevent tampering, vandalism, hiding of contraband and eliminating potential suspension points.

- 5.2.1 In inmate-occupied areas, rigid steel conduits for fire alarm wiring, if exposed, as well as all fire alarm devices shall be securely anchored to the wall in such a manner as to prevent the forceful removal of the conduit. Security fasteners shall be used.
- 5.2.2 Audible/visible fire alarm devices shall not be hidden. If protective guards are to be installed, these must not impede the visibility or the audibility of the device.
- 5.2.3 A spot-type heat detector or smoke detector, when installed in inmate areas, shall lock onto its base using a feature that prevents removal of the detector without the use of a tool.

5.3 *Initiating Devices*

Fire alarm initiating devices are to be installed in locations specified by the National Building Code of Canada as well as in additional locations specified in this section or as modified herein.

- 5.3.1 Manual Pull Stations:
 - 5.3.1.1 In a 2-stage fire alarm system, manual pull stations shall be 2-stage type utilizing a key to operate the 2nd stage.
 - 5.3.1.2 Pull stations shall be robust and of metal construction and must not incorporate glass rods or other removable parts.
 - 5.3.1.3 Manual pull stations shall be addressable.
 - 5.3.1.4 Wall-mounted manual pull stations shall be mounted not less than 1200 mm nor more than 1400 mm above the floor.
 - 5.3.1.5 A two-stage manual pull station shall be installed in a readily visible and accessible location on the security console at every Control Post.
 - 5.3.1.6 In administrative and non-inmate areas, single-stage manual pull stations are to be wall-mounted within a horizontal distance of 1500 mm of every exit door, preferably on the latch side of the door if possible.
 - 5.3.1.7 In inmate-occupied work areas (kitchen, industrial shops, heating plant, etc), two-stage (keyed) manual pull stations are to be wall-mounted outside the instructor/supervisor office within a horizontal distance of not more than 1500 mm from the door opening.
 - 5.3.1.8 In free egress buildings, single-stage manual pull stations shall be installed in all locations required by the National Building Code of Canada
 - 5.3.1.9 Except as noted in the following sentence, exit doors leading from areas with impeded egress or from contained use areas shall be provided with two-stage pull stations having a keyed second stage.

- 5.3.1.10 Where the exit door noted in the previous sentence is within a direct line of site of a continuously staffed Control Post (ex: S4-S6 living units), the pull station at the exit door may be omitted in favour of the pull station discussed in Sentence 5.3.1.5 of this Section (in accordance with NFPA 101).
- 5.3.2 Heat Detectors (not including sprinklers)
 - 5.3.2.1 In addition to the locations specified by the National Building Code of Canada, in non-sprinklered buildings, heat detectors are to be located in workshops (ex: machine shops, electrical shops, carpenter shops, paint shops, maintenance shops), storage areas, garbage rooms, tunnels, and perimeter observation towers.
 - 5.3.2.2 Heat detectors shall be suitable for the specific installation environment.
- 5.3.3 Smoke Detection
 - 5.3.3.1 Smoke detection is required by the National Building Code of Canada in each room and corridor in a contained use area.
 - 5.3.3.2 Institution grade multi-tube addressable Aspirating Smoke Detection (ASD) is to be installed in sleeping rooms in medium and maximum security facilities (except for S-3) as well as cells in segregation, health care and psychiatric locations. ASD sample points are to be directly within the cell and not within a duct. (See Sentence 5.3.3.7)
 - 5.3.3.3 Aspirating Smoke Detection systems shall be capable of pinpointing the cell where the smoke originated (single point detection).
 - 5.3.3.4 Aspirating Smoke Detection systems shall be capable of pinpointing blocked sample points and display blocked points as a Trouble condition on the fire alarm system.
 - 5.3.3.5 Aspirating Smoke Detection sample points shall consist of metallic, flush-mounted points and shall be installed using security fasteners.
 - 5.3.3.6 In open common areas such as range corridors, either multi-hole ASD systems or spot type detectors may be installed.
 - 5.3.3.7 In S-3 Living Units, the institution may choose to use addressable ASD or addressable spot-type smoke detection within sleeping facilities
 - 5.3.3.8 Spot-type smoke detectors are required (in addition to typical code-required locations) within record storage rooms/vaults, the MCCP/CER, enclosed Security Command Posts and LAN rooms.
 - 5.3.3.9 Spot-type smoke detectors shall be highly stable, photo-electric type.
 - 5.3.3.10 Spot-type smoke detectors shall be equipped with self-compensating circuitry to provide maximum stability against effects of aging, dust and film accumulation. The detector sensitivity shall be adjustable.
 - 5.3.3.11 Duct-type smoke detectors in air handling systems shall be listed for air-duct installation consisting of a highly stable, addressable, photo-electric type detector in an enclosure mounted to the duct wall with connected sampling tubes installed across the duct interior.

- 5.3.3.12 When duct-type detectors are required by the NBCC, duct-type smoke detectors shall be installed at a location in the main supply air duct on the downstream side of the filter units; and at a location in the return air duct prior to exhausting from the building or prior to being diluted by outside fresh air.

5.3.4 Other Initiating Devices

A number of other initiating devices may be provided in a building. Such devices must also initiate the fire alarm signal. These devices may include:

- Kitchen fire suppression systems,
- Automatic sprinkler system alarm and flow valves,
- Fire pump flow valves.

5.4 *Supervisory Devices*

Fire alarm supervisory devices are to be installed in locations specified by the National Building Code of Canada and its associated documents and standards. Examples of supervisory devices include (but are not limited to):

- 5.4.1 Sprinkler tamper and pressure monitoring switches (as per NFPA 13 “Standard for the Installation of Sprinkler Systems”).
- 5.4.2 Fire pump monitoring devices (as per NFPA 20 “Standard for the Installation of Stationary Pumps for Fire Protection”).
- 5.4.3 Fire protection water supply monitoring devices for municipal supply valves, Post Indicator Valves (PIV), water tower level and temperature, and reservoir levels as applicable.

5.5 *Audible and Other Signaling Devices*

- 5.5.1 Audible signal devices shall only be used for fire emergency purposes associated to the fire alarm system.
- 5.5.2 Audible signal devices shall continue to operate until the system has been restored to normal or until silenced from the control panel (See Silencing Procedures in Sentence 4.3).
- 5.5.3 Audible signal devices shall be located in common areas (not within cells) and should ideally be located where they are under continual surveillance such as outside the Control Posts or in easily recognized secure enclosures designed to not impede the audibility of the device.
- 5.5.4 Audible signal devices shall consist of addressable combination Audible/Visible devices being red coloured, wall-mounted combination horn/strobe units.
- 5.5.5 The sound pattern of an alarm signal shall conform to the temporal pattern per the requirements of the NBCC.
- 5.5.6 Sound and light output capability shall be suitable for the environment.
- 5.5.7 Devices shall have the capability of multiple audible and multiple candela settings.
- 5.5.8 Synchronized strobes are required only when more than one strobe is visible at any one time.

- 5.5.9 Audible and visual combination devices shall not share a common output circuit unless devices can be programmed for independent operation of the horn and the strobe.
- 5.5.10 Fire alarm audibility and visibility shall be suitable to the nature of the individuals using the building, subject also to security oversight. For example:
- Hearing and Visual impairments: Institutions shall ensure that means are provided to ensure that persons with sensory impairments are capable of being notified of a fire alarm within their usual living unit. This may include additional devices within a cell, devices not otherwise covered in this standard or administrative provisions to varying combinations.

Note: CSC's Fire Safety Manual 345 may be used for additional guidance on this matter.

5.6 Fire Alarm Annunciators

- 5.6.1 The activation of a fire alarm or supervisory alert in a building shall be annunciated at the following locations:
- MCCP,
 - Control Posts in the building,
 - At the primary entrance to the building, and
 - In the Chief of Works office where applicable.

There may be additional annunciators in staffed locations in shops or other inmate areas depending on operational requirements of the institution.

- 5.6.2 Bulk annunciation shall be provided indicating building and functional area as well as detailed annunciation by device and location. Annunciation shall display over multiple lines. It shall be possible to scroll through the various events.
- 5.6.3 At the MCCP, annunciation shall be provided by an LCD screen (or similar) at the video terminal connected to a data logger capable of providing a readout of multiple events per the requirement of CAN/ULC-S524. All institutional fire alarm related events shall annunciate at the MCCP.
- 5.6.4 At the primary entrance to each building having a fire alarm system, annunciation shall be provided. All fire alarm events related to the building shall annunciate at the building annunciator.
- 5.6.5 At Command Posts (CP), the annunciator shall receive and display alarm and alert signals which originate in areas within the CP's operational control. Alert signals (stage 1) originating in other parts of the building need not annunciate at the CP. Alarm signals (stage 2) originating in other parts of the building shall annunciate.

6. OPERATION

6.1 *Sequence of Activation*

The system shall operate so that the activation of any heat/smoke detector, fire suppression system or manual fire alarm station operates the fire alarm system in the following ways:

6.1.1 Minimum institution (general):

- The fire alarm system shall be a single-stage fire alarm system.

6.1.2 Minimum institution with sleeping accommodations:

- The fire alarm system shall be a single-stage fire alarm system.
- Smoke detectors shall be installed in lieu of smoke alarms per NBCC 3.2.4.21.(8) sounding a localized alarm only within the individual suite of detection. This shall result in a trouble condition on all required annunciators. The local alarm shall clear once the detector no longer detects smoke.

Note: this is only applicable to smoke detectors which are used in lieu of required smoke alarms. All other smoke detectors and fire alarm devices are to operate per standard fire alarm requirements (CAN/ULC-S524).

6.1.3 Medium and Maximum security with sleeping accommodations (including common areas):

- The fire alarm system shall be a two-stage fire alarm system.
- First-stage (alert) shall sound a local piezo-electric alarm at the SCP responsible for the area containing the activated device. (Common areas and mechanical rooms shall annunciate at all SCPs in the building.)
- First-stage (alert) shall also initiate visible strobes throughout the operational area of detection.
- Provided that the first stage alarm has not been attended to and corrected, upon a delay of 5 minutes, a 2nd -stage audible alarm shall take place in the building or area affected for general evacuation purposes.
- Manual 2nd stage may be initiated by key at any manual station.

6.1.4 Medium and Maximum security – Operational (ex: Corcan, Kitchens, etc):

- The fire alarm system shall be a two-stage fire alarm system.
- Detection devices shall initiate 2nd stage alarm (general evacuation).
- Manual fire alarm pull stations shall be located at all exit doors and shall consist of two-stage pull stations. Normal operation of the pull station shall result in a first stage alert. Key-operation of a pull station shall result in 2nd stage alarm.

6.2 Controls

In addition to the required controls for a fire alarm panel, each annunciator panel shall be provided with the following controls:

6.2.1 Alert/Alarm Status

- 6.2.1.1 Each control unit shall have a reset switch with visual indicators.
- 6.2.1.2 Control Posts not associated with the zone of alarm origin shall not be able to reset/clear a fire alarm condition originating elsewhere in the building.
- 6.2.1.3 The MCCP shall not be able to reset/clear a fire alarm condition resulting in a separate building.

6.2.2 Silencing of alarm/alert signal

- 6.2.2.1 Each control unit shall have signal silence and trouble silence switches with visual indicators.
- 6.2.2.2 Control Posts shall be capable of only silencing the alert/alarm bells and buzzers located within their own area of operational control.
- 6.2.2.3 The MCCP shall not be capable of silencing the alarm in a building other than the building in which it is located.
- 6.2.2.4 Silencing of an alarm condition at the local alarm panel (or Control Post) shall not be possible during the first
 - - 20-seconds of that condition in a two-stage fire alarm system.
 - - 1-minute of that condition in a single-stage fire alarm system.
- 6.2.2.5 A silenced alarm signal shall re-initiate after 10-minutes of silence if the condition remains unchanged.
- 6.2.2.6 A silenced alert signal shall initiate an audible alarm signal 5-minutes after initiation of the alert signal regardless of when it was silenced.
- 6.2.2.7 Means shall be provided to manually re-initiate the audible signal from a “silence” condition.

6.3 Trouble/Supervisory

Troubles and Supervisory monitoring shall occur in accordance with CAN/ULC standards.

6.4 Door Controls

- 6.4.1 In impeded egress facilities, fire exit doors provided with remote electric release features shall **not** be connected to the fire alarm system. Independent door release devices shall be installed in Control Posts.
- 6.4.2 Automatic door openers (ex: barrier-free operators) installed on doors located in a fire separation shall be connected to the fire alarm system so as to disconnect the automatic opening feature of the power door operator.

7. AIR HANDLING SYSTEMS

- 7.1** Smoke detectors as stipulated in NBCC are to be installed in re-circulating heating, ventilating and air conditioning (HVAC) air handling systems.
- 7.2** Air handling system in buildings which do not need detectors in air handling systems are to be shut off automatically by tripping the power supply should a local zone alarm be activated. These may be restarted manually once the alarm is cleared.
- 7.3** Unless provided with an engineered smoke control system, the operation of smoke detectors installed in air handling systems shall:
 - 7.3.1 Cause an alarm signal at the local building, Control Post and MCCP;
 - 7.3.2 Indicate the origin of the alarm signal at the annunciator(s);
 - 7.3.3 Shut down all HVAC fans. Commercial kitchen hoods and associated make-up air units are an exception to this configuration.

8. INCIDENT RECORDING

All panels shall provide a means to recall alarms and trouble conditions in chronological order for the purpose of recreating an event history. A separate alarm and trouble log shall also be provided.

8.1 *Printer/keyboard*

- 8.1.1 A printer/keyboard shall be provided within the MCCP and/or the CER in order to record all alarm, supervisory, and trouble events.
- 8.1.2 A printer/keyboard shall also be provided in the Chief Facilities Maintenance (CFM) office where applicable.
- 8.1.3 The printer/keyboard shall be ULC listed and compatible with the fire alarm system.
- 8.1.4 The printer shall be capable of listing:
 - 8.1.4.1 Fire alarm with time, date and location.
 - 8.1.4.2 Trouble alarms with time, date and location.
 - 8.1.4.3 Status of output functions, "on" or "off".
 - 8.1.4.4 Sensitivity of addressable smoke detectors if used.
 - 8.1.4.5 Detection device type and location.
 - 8.1.4.6 Status of remote relays, "on" or "off".
 - 8.1.4.7 Acknowledgement time and date.
 - 8.1.4.8 Signal silence time and date.
 - 8.1.4.9 Reset time and date.
- 8.1.5 The printout is required to differentiate alarm signals from all other printed indications (ex: different font).
- 8.1.6 Printer paper shall be 8.5 inch wide, fan fold, tractor feed.

8.2 MCCP Data Logger Interface

- 8.2.1 A data logger (also known as FAAS) shall be provided to record the occurrence of all fire alarms, listing the time and zone location of each alarm, time of occurrence, acknowledgement, cancel and alarm disable/enable. This system is independent from the fire alarm system.
- 8.2.2 A fire alarm system shall include an output for an external data logger connection.
 - Display unit to be equipped with 3 LED's: Alarm; Trouble; Power;
 - System to be suitable for serially connecting or multiplexing to a main "Host" Building Security/ Management Central Processor System to duplicate display on a terminal screen.

9. INSTALLATION AND WIRING

9.1 Power Supply Sources

- 9.1.1 Fire Alarm systems shall be supplied by essential power source.
- 9.1.2 Fire alarm systems shall be arranged so that in the event of failure of the main power supply, the system shall switch automatically to the stand-by or auxiliary supply.
- 9.1.3 The fire alarm system shall monitor and record on its printer the loss and return of the AC supply and the return of its DC supply and provide annunciation at the central control panel and MCCP.
- 9.1.4 Fire alarm systems shall be provided with a 24V DC power supply consisting of gel cell type rechargeable batteries with charging means so arranged as to automatically maintain the batteries in a fully charged condition.
- 9.1.5 In all buildings having a fire alarm system, the battery power source shall be capable after having supervised the system for 24 hours, of operating the alarm and fire alarm system under general alarm conditions for an additional period per that which is required by the NBCC. Following this general alarm condition, the batteries must still have 85% of their rated voltage. The source shall be capable of full recovery within 24 hours.

9.2 Power Supply Circuit

- 9.2.1 Power supply circuit conductors for building fire alarm systems shall be stranded copper of adequate size to handle the current required to supply the maximum capacity of the system in accordance with the manufacturer's recommendations plus 50% for future expansion of the building.
- 9.2.2 The power supply circuit shall be dedicated for the fire alarm system, and connected to the terminals of the automatic transfer switch (ATS) or the transformer terminals where transformation is required.

9.3 Wiring Methods

- 9.3.1 Wiring methods for all input (initiating) and output (signaling) circuits shall be 2 conductor in accordance with manufacturers recommendations.

- 9.3.2 Conductor Sizes - minimum No. 16 AWG. Refer to manufacturer recommendations for line drop and use larger conductors where required. Particularly note capacitance limits for each multiplex circuit.
- 9.3.3 The main fire alarm panel and the panels in the Control Posts (CP) and the Main Communications Control Post (MCCP) shall be interconnected via supervised class "A" wiring. Panel-to-panel wiring shall be protected in a non-combustible conduit where feasible (except where buried).
- 9.3.4 In a building, circuits for initiating and signaling to be class A loop. Tee taps are not permitted.
- 9.3.5 Class "B" Loop circuits may be used with smaller Fire Alarm Systems such as those in single-storey PFV's, 8-bed units, etc.
- 9.3.6 The wiring installation shall be carried out in a manner which physically separates the outgoing and return portion of each loop in order to ensure circuit integrity.
- 9.3.7 Wiring to each major signaling zone shall enter through a main remote terminal cabinet. Returning portion shall also connect through a remote terminal cabinet.
- 9.3.8 Remote terminal cabinet shall be factory assembled and pre-wired with all devices and terminals by the fire alarm system manufacturer/supplier.
- 9.3.9 All conductor terminations shall be on device terminals, or numbered terminal blocks in terminal cabinets.
- 9.3.10 Both ends of each conductor to be identified using numbered markers. The numbering is to be shown on shop drawings and to be subject to approval.
- 9.3.11 All fire alarm wiring in areas exposed to inmates shall be concealed or in rigid conduits.

10. VERIFICATION AND CERTIFICATION

- 10.1** Verification and Certification shall be in accordance with CAN/ULC-S537 "Standard for the Verification of Fire Alarm Systems".
- 10.2** In addition, final system check out shall be by representatives of the Crown with presence of qualified representatives of manufacturer and contractor.

11. INSPECTION AND TESTING

- 11.1** Ongoing Inspection and Testing shall be in accordance with CAN/ULC-S536 "Standard for the Inspection and Testing of Fire Alarm Systems".

12. WARRANTY

- 12.1** Guarantees in writing against defective material and workmanship shall be provided for a period of 2 years, from the date the building or system (or portion thereof) is granted occupancy by CSC Fire Protection Engineering, Technical Services.

13. TRAINING AND INSTRUCTION

- 13.1** Subject to the scope and scale of the work, training and documentation shall be provided. Subject to negotiation with the end users, provide training and documentation by the contractor and Fire Alarm Manufacturer - minimum of 3 days.
- 13.2** Training to take place after completion and verification but prior to final acceptance.

13.3 The manufacturer of the fire alarm equipment and the contractor installing the system shall conduct lectures and demonstrations, as necessary, on site, to train personnel in the use and maintenance of the systems.

13.4 The contractor shall develop and deliver a thorough training plan to CSC for comments and final approval. This plan must be submitted to CSC at least 60 days in advance of provision of the training, allowing at least 30 days for CSC review. As a minimum the training material shall contain:

13.4.1 Training Plans - one each, for contractors, instructors and two CSC supervisors.

13.4.2 Manuals - one for each student (up to six copies) to add notes.

13.4.3 Training Aids, consisting of a portable panel upon which system components are mounted and interconnected to enable "Hands-On" operations of pull stations, detectors, sprinkler flow and tamper switches, bells etc.

13.4.4 Student materials, including manuals.

It is anticipated that at least two submissions will be required to obtain final approval. This material shall be produced in English. Sufficient copies of all student materials shall be provided by the Contractor at the beginning of a training course to assure one copy for each student. The contractor must discuss this with CSC and his proposal should confirm that he will train the number called for. Upon final approval by the CSC project officer, six (6) sets plus one (1) set of reproducible copies of all materials shall be delivered to the CSC Design Authority.

13.4.5 Language of instructions, student materials and manuals shall be available in English and French. Actual language of training manuals and materials supplied, to be determined by CSC.

14. MAINTENANCE MANUALS

14.1 The Contractor shall submit at least two draft copies of maintenance manuals for CSC approval 30 days prior to submission of training material.

14.2 The Contractor shall provide, prior to the start of training, at least six copies of CSC approved manuals to support ongoing maintenance of system(s). The manuals shall be prepared to best commercial standards, and shall be consistent in format, quality and content, with sample manuals submitted with the proposal for approval by CSC. The final maintenance manuals shall meet the following minimum requirements:

- A title page
- A warranty page - explaining the warranty and expiry date
- A revision notice page, lined, with columns for revision numbers, dates and initials.
- Table of contents
- Introduction - general information including a full description of equipment for system(s), technical summary/specifications and detailed block diagram.
- Theory of operation, including an in-depth explanation of all circuits and parts
- Alignment and test procedures
- Repair procedures, including step-by-step fault finding or fault localizing
- Block and riser diagrams
- Circuit schematics (clear, easy to read, fold-out type)

- Complete parts lists
- Mechanical drawings, chassis layout illustrations where applicable, and wiring data lists
- Drawings, including as-built and as installed drawings.

14.3 The Contractor shall provide before the date of the interim certificate, five additional sets of updated final maintenance manuals. The Contractor shall update the approved manuals through the warranty period, and provide revision bulletins when the need arises to record manufacturer -recommended modifications, etc. to be made during the life of the equipment. Within thirty (30) days prior to expiry of the warranty, the Contractor shall submit for CSC approval one set of final, updated revision bulletins.

15. MAINTENANCE AND SPARES

The Contractor shall develop maintenance and spare support plans for CSC approval.



Correctional Service
Canada

Service correctionnel
Canada



SAFETY, RESPECT
AND DIGNITY
FOR ALL

LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

Technical Criteria for
Correctional Institutions

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ST-1 SPECIAL STRUCTURE – GUARD TOWERS

1. SCOPE

This section outlines design and location requirements for guard towers.

2. RELATED SECTIONS

SP-1 – Site Development

SP-2 – Fences

SP-3 – Gates and Sally Ports

SP-4 – Lighting

SP-5 – Traffic Circulation and Parking

A-5 – Doors, Frames, Grilles and Modesty Screens

A-6 – Hardware

Electronic Security Systems Standards for Perimeter Intrusion Detection System (PIDS)

3. PURPOSE FOR TOWERS

3.1 Guard Tower Primary Use

Guard towers are not intended to supplement the perimeter surveillance function accomplished by perimeter mobile patrol and the fence system combined with PIDS. Historically, subsequent to the introduction of PIDS, guard towers have provided surveillance of large playfields at medium and maximum institutions. The current approach for Maximums however is to integrate small yards with the living units thus requiring multiple guard towers which is just not feasible. As for Mediums, playfields are often located centrally away from the perimeter, which also renders towers non-effective. Therefore the need for new and retrofit of existing towers is not a given and shall require the approval of the issuing authority.

3.2 Other uses for Towers

Towers cannot be viewed as being capable or helpful in providing banned substance interdiction as multiple towers would have to be used and continually deployed which is just not feasible. Towers are currently used to provide control of gates either used for vehicles or persons and to provide protection for staff performing vehicle inspections. Their extended use for these functions must be weighed against more commonly used movement control through the perimeter.

4. TOWER LOCATION

4.1 Recreation Towers

Where existing towers can be justified for continued use to provide surveillance of yards and to warn other staff of suspicious activity, a single tower shall be considered located on the outside of the perimeter closest to the yard. The tower of choice, if several exist, is the one which is closest to vulnerable areas such as Health Care and 'Special' population housing units. New towers which meet the above considerations shall conform to the following requirements.

5. DESIGN REQUIREMENTS

5.1 Tower Shaft

- 5.1.1 The height of the tower shall ensure that it does not interfere with the perimeter fence lighting system and cause impediments to viewing by eye or cameras.
- 5.1.2 The access door at the ground level of the tower shall be a swing security detention type located on the side of the tower facing the perimeter road.
- 5.1.3 The tower shaft shall be unheated.
- 5.1.4 Door locking hardware shall be maximum security type with a mechanical deadbolt lock keyed both sides.
- 5.1.5 Spiral steel stairs with a handrail shall be located inside the tower shaft; the stair radius shall not be less than 900 mm.
- 5.1.6 No flammable material shall be used in the construction of the tower shaft.

5.2 Cupola

- 5.2.1 The cupola shall be insulated for staff comfort and for energy conservation. A roof overhang is required with matte black soffit finish to limit reflection and to improve visibility.
- 5.2.2 The cupola shall be enclosed by glazing on all sides. Each glazing panel shall be as per Plate ST-1-1: double glazed with a safety glass interior pane and an exterior pane of 6 mm polycarbonate or of safety glass: 2 layers of float glass laminated together. The inner face of the glazing shall be clad with mirror membrane to reduce viewing from the exterior. All glazing shall be angled inward 10° at the panel bottom to permit downward vision. Sash track rollers to ease sliding action for one sliding section shall be provided on each side of the cupola; sliding insect screens shall also be provided as windows may remain open to allow for natural ventilation.
- 5.2.3 Shelving shall be installed under the window sill on one side of the cupola.
- 5.2.4 Lightning protection shall be provided.
- 5.2.5 Minimum clear height within the cupola shall be 2100 mm.

Ballistic Protection of glazed areas of towers shall not be provided in order to match the conditions available to the mobile patrols. The glazing film does however obscure the tower officer from view when lights are down. Floor and wall sections on the other hand shall have 6 mm (0.23") steel or equivalent protection.

5.3 Mechanical**5.3.1 Heating**

The heating system shall be capable of maintaining a temperature of 20°C (68°F). Air circulation shall be provided at windows in order to prevent condensation.

5.3.2 Plumbing Fixtures

Cupolas shall be provided with a water closet and hand wash basin which are to be located on the side of the cupola away from the activity area. The water closet shall be located so that observation functions by the staff are not interrupted. Cold water service only is required.

5.3.3 Sewage Disposal

Sewage lines shall be connected to the institution system, except where individual septic tanks prove to be more economical.

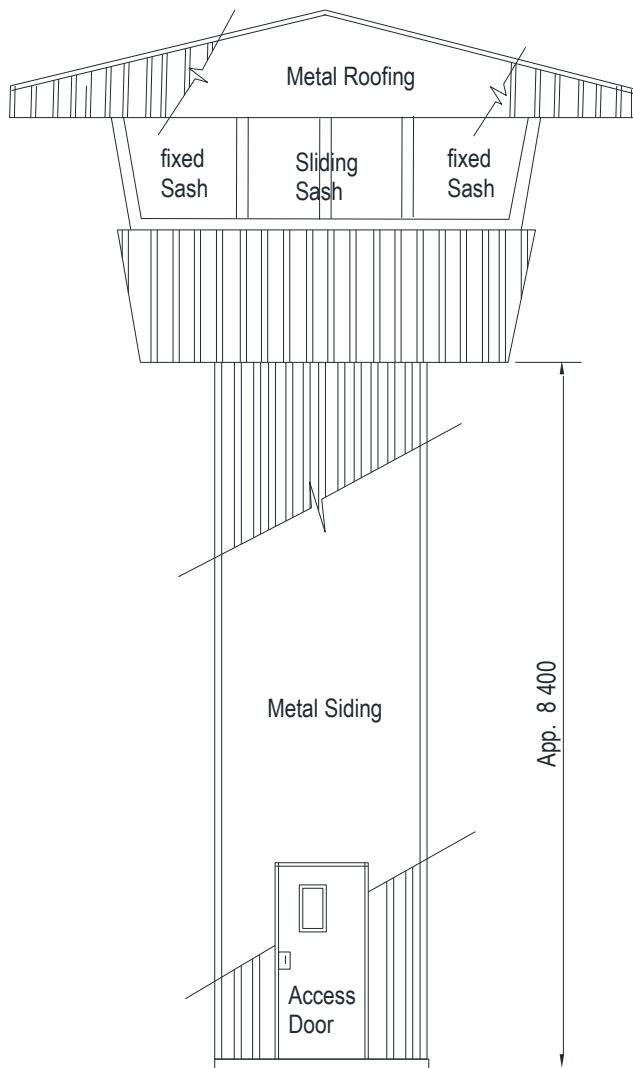
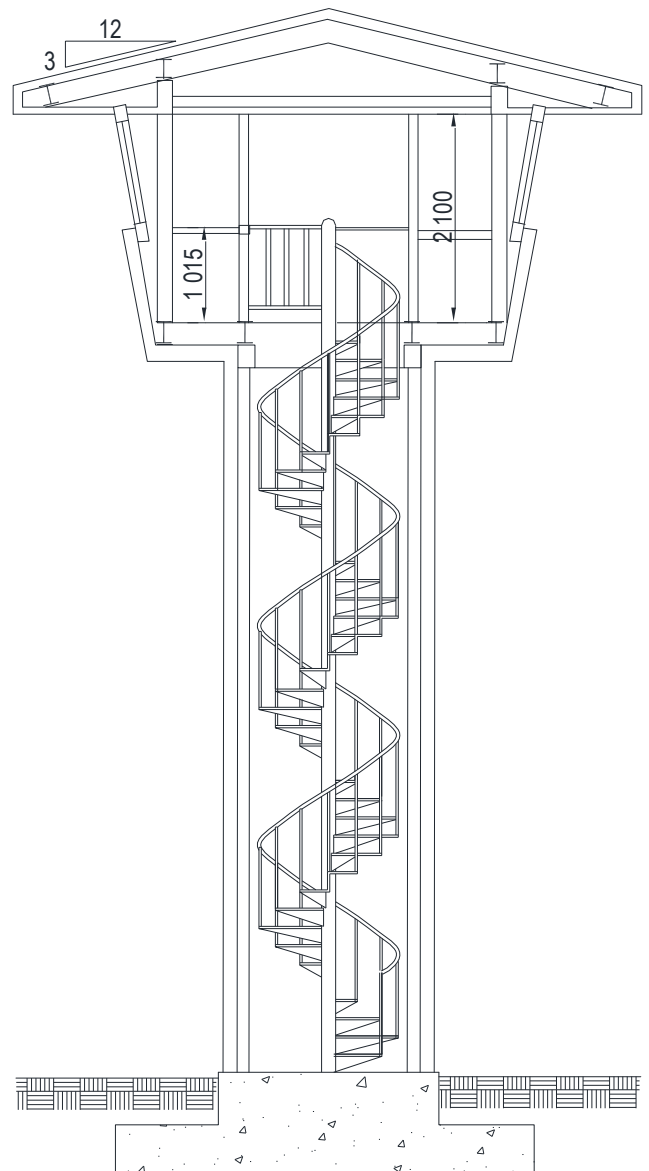
All drainage and supply lines located within the guard tower and shaft shall be protected against freezing by the use of insulation and electric heating cables.

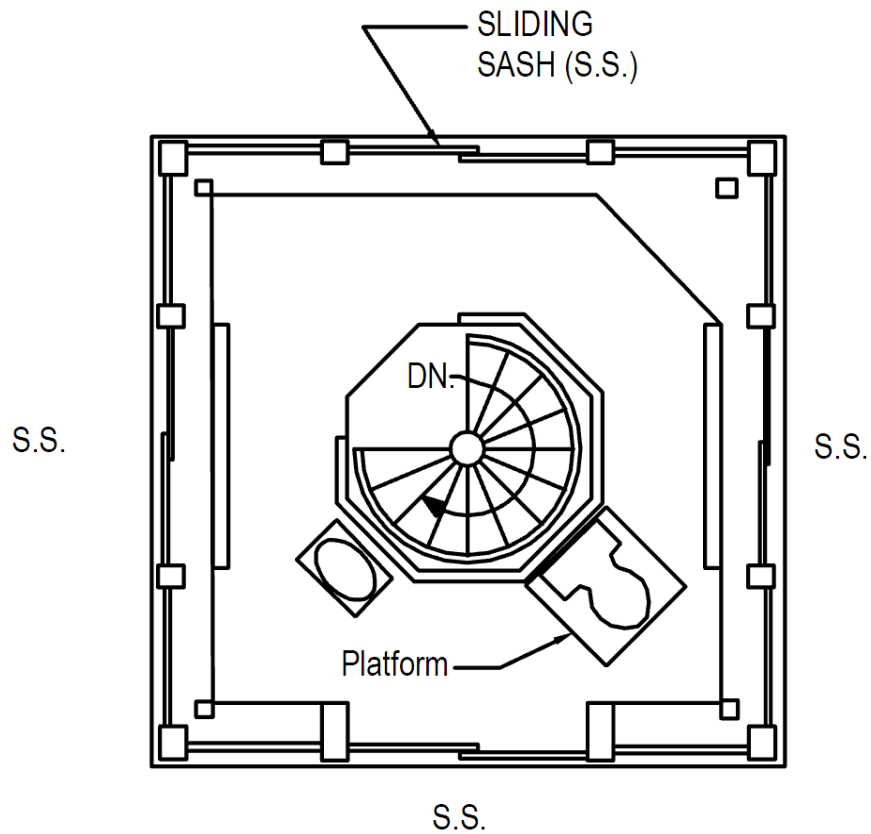
5.4 Electrical

In order to avoid loss of vision at night, lights within the cupola shall be provided with a dimmer control. A shelf with duplex receptacle and shaded task light shall be provided, as well as electric outlets for each side of the cupola. Lighting fixtures which illuminate the tower shaft and the ground below shall be provided beneath the cupola and controlled from the cupola.

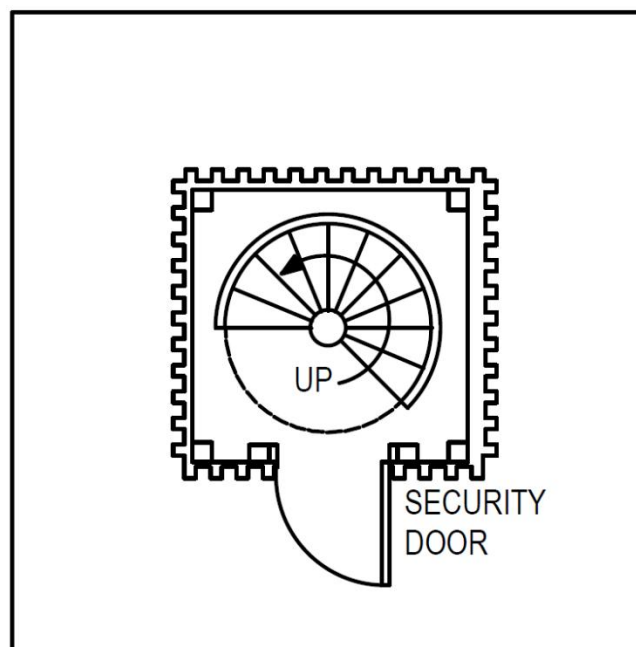
5.5 Communications

An intra mural telephone shall be installed in the cupola to provide communication with the MCCP. The officer in the tower is also equipped with a portable two way radio.

ELEVATION**ELEVATION**SECTION**SECTION****PLATE ST-1-1 – TOWER ELEVATION/SECTION**



PLAN – CUPOLA



PLAN - SHAFT

PLATE ST-1-2 – TOWER PLANS

ST-2 SPECIAL STRUCTURE – SHOOTING RANGES

1 SCOPE

This document outlines the requirements for partially weather protected outdoor shooting range for use by Correctional Service Canada.

2 PURPOSE

A shooting range forms part of Correctional officer training and provides for the upkeep of skills in the use of rifles, revolvers and other approved firearms. Each Region has shooting ranges located on institutional reserves; the number of which would be dictated by the number of staff having access to it within a maximum of 50 kilometer travel distance. Remote institutional sites require dedicated ranges. Use of a range is scheduled to ensure equitability.

3 PERFORMANCE CRITERIA

- Safety of personnel
- Effective ventilation – particularly of harmful lead dust and gaseous combustion products
- Effective backstop
- Effective natural lighting – no direct sunlight facing shooter
- Year round usage
- Safety of public outside of the shooting range
- Low cost to operate and maintain
- Minimal area footprint
- Environmental stewardship: ensures minimal impact on wildlife and natural habitat.

4. DESIGN REQUIREMENTS

- 4.1 Design shall meet the requirements set out in the RCMP Canadian Firearms Centre Range Design and Construction Guidelines, 2007 for an open structure 'zero blue sky' range.
- 4.2 The range shall be located on the Correctional reserve and accessible by an existing maintained road which may as an example provide access to a utility plant. It should be remote from the institution, property permitting, and be out of sight where possible.
- 4.3 The range shall be designed to fully contain bullets and projectiles from the CSC approved weapons including:
 - 4.3.1° C-8 .223 calibre rifle
 - 4.3.2 9mm pistol
 - 4.3.3 40mm multi-launcher
- 4.4 Range shall be confined on all sides by concrete walls 2.7 m high with the target end configured and fitted to catch bullets and projectiles.
- 4.5 The number of firing lanes shall be based on use frequency and number of users. Centralized firing ranges shall have more lanes than those at single institutions in remote locations. Typically, 6 to 12 lanes are provided. Each firing lane shall be 1 m wide. In addition, a 1 m aisle shall be located on the side with the exit / service door.

There shall be no equipment kept in this aisle. Maintenance equipment such as a snow blower or lawn mower will be brought in from the main institution as required.

- 4.6 The distance from the firing line to the end target shall be 50 m.
- 4.7 Firing points shall accommodate standing, kneeling and prone firing positions and shall be covered and protected from weather. Included in this protected area shall be a lockable cabinet which provides for items such as rubber floor rolled mats, eye and ear protectors, and an emergency first aid kit. There shall be no provision for cleaning of weapons in the Range. Cleaning shall be done off-site.
- 4.8 The floor accommodating the firing points and the cabinet area shall be sized to be the width of the lane X the number of lanes plus the side aisle by 3.5 m deep and shall be of concrete.
- 4.9 There shall be 2 doors for access to the firing range. Each door type and hardware shall be of commercial grade. One door shall be the main access person door behind the firing points. The rear door located in line with the targets shall be a double door with the second leaf used for maintenance equipment. This door shall be the secondary exit door and may also be used for target setting. A strobe light shall be located above the door activated by contacts when door is being opened. Audible alarms are less effective as shooters wear ear protectors.
- 4.10 Targets shall be located under weather covered backstop. Targets shall be supported on wooden racks which will be changed as required. Racks shall be moveable to allow for a closer target for pistol training.
- 4.11 Bullet trap and lead collection system shall meet Canadian Firearms center Range Design and Construction Guidelines and applicable regulations.
- 4.12 The ground cover of the range exposed to the weather shall be of grass. To assure good drainage and based on local conditions, a drain tile connected to an outside tile and sloped to a retention pond or to a lower elevation on the outside may be required. At minimum, the sub-base shall be of sand topped with Geo-textile fabric, topsoil and sod. The area will not be used until the sod has taken root. The lane alongside the wall with the door and the target protected end will be of compacted stone and stone dust separated from the sod by a lawn edging.
- 4.13 The roof is designed to allow the weather in but to block views of the sky from the firing point at any position – standing to prone. To achieve this, the roof shall have baffles free spanning across the width of the range. The bottom of the baffles shall be set above the 2.7 m concrete wall height. Baffles closest to the shooter will have closer spacing. As the angle from the eye of the shooter to the bottom of the baffle is reduced, the spacing of the baffles down range can progressively widen. A cross section of the 50 m length will determine the appropriate baffle spacing.
- 4.14 The construction of each baffle shall be a covered truss set at a steep angle so that it sheds water and snow and prevents dripping. As well, the baffles block views of the sky from the firing position but allow daylight to reach the floor of the range. The wall supporting the baffles should be as high as the top of the baffle and equally opaque. The combined side wall and the baffles shall be solid to withstand lateral forces. Shadow

lines, apparent but somewhat muted, do not hinder shooting. The objective is to prevent direct sunlight facing the shooter.

- 4.15 The baffle shall be designed and constructed to prevent a stray bullet from an approved weapon to penetrate the baffle and potentially endanger anyone outside of the range. This may mean that the baffles closest to the shooter require to be reinforced with bullet proof material. Alternately, a single wider baffle located at some juncture along the cross section may address this requirement. This provision should compare to the height of an earth berm of an outdoor range and the degree to which it offers the required protection.
- 4.16 Electrical service in the form of lighting are required for the weather protected front area and for the rear area at the target. In between areas shall not be lit which may limit the use of pistols needing a closer target to daytime use. The lighting closest to the target location shall be outdoor type and set behind the end baffle for its protection and to prevent direct light from obstructing the shooter. The lights shall be wired to two separate dimmer switches. The strobe and contact on the rear door will also be connected to the service. Bringing a power line to the range location should be weighed against the use of photo voltaic solar collectors with a battery pack.
- 4.17 Parking will be provided for as many vehicles as there are firing lanes plus 2 spare spaces for overflow at times of user changes. Parking lot shall be lit to 10 lx level.
- 4.18 Several 'zero blue sky' shooting ranges have been constructed at CSC and plans and specifications are available for review as are assessments by users.



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Technical Criteria for
Correctional Institutions

APPENDIX – WOMEN'S TECHNICAL REFERENCE GUIDELINE

APPENDIX – WOMEN’S TECHNICAL REFERENCE GUIDELINE**SECTION WG – GENERAL**

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Women's Technical Reference Guideline

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WG-1 GENERAL - INTRODUCTION

1. PURPOSE

- 1.1** The Purpose of this document is to prescribe proven technical requirements for site and perimeter design for Women's institutions as tested in use or in accordance with recognized standards authorities. Requirements are described by performance and specification and cover the needs unique to women's correctional facilities. Other governing construction codes and authorities supplement this document.
- 1.2** This document is to be used for the development of all CSC Women's institutional design and construction projects in conjunction with the Technical Criteria Document (TCD) which details all technical requirements not described in this document.
- 1.3** The prescriptions in this document are cross referenced in the CSC "Accommodation Guidelines" which is a separate document used in the planning and design of CSC correctional facilities.

2. APPLICATION

- 2.1** For new construction, adherence to the documented solutions is considered important. Deviations, however, will be considered providing equal performance can be demonstrated. In such cases, requests shall be submitted to the issuing authority, the Director Facility Planning and Standards.
- 2.2** For renovations, alterations and expansions of existing buildings and systems, conformity to this document may not always be practicable or cost effective due to existing physical features and the age of the facility. In such cases, information contained in this document should be used as guidelines and alternate solutions, with appropriate justification, shall be submitted to the issuing authority.
- 2.3** This document is not meant to apply retroactively to existing facilities. Any variance between the guidelines in this document and existing facilities will be corrected as part of future construction projects, if and when planned as part of the Capital Program / Plan.

3. UPDATING

In order to keep the document current, Technical Reference Guideline and TCD sections are systematically amended as new information or lessons learned are raised to the issuing authority. The Technical Criteria Document is also periodically reviewed to determine the need for revisions.

4. DOCUMENT DISTRIBUTION

- 4.1** The document in its final revised version is distributed in a loose-leaf format to allow replacement of amended pages between final revised versions.
- 4.2** Distribution of the Women's Technical Reference Guideline and amendments will be made to listed recipients. Recipients are responsible for broader distribution and for subsequent updating.
- 4.3** The office of Director Facility Planning and Standards at NHQ is responsible for issuing the Women's Technical Reference Guideline in both official languages.

5. SECURITY REQUIREMENTS FOR CONSTRUCTION

Security requirements, which are critical for construction within occupied institutions, have been established to satisfy the special needs of CSC. Contractors performing construction in operating institutions must conform to the provisions contained in the "Security Requirements" issued by the office of Director Facility Planning and Standards. This document will form part of the specification of the contract documents for works to be undertaken.

6. SECURITY CLASSIFICATION AND HOUSING

While CSC uses the minimum, medium, maximum and multi-level designations to classify their institutions¹, there exists another designation (S-X) which describes the types of housing units found at CSC. Because institutions and expansions have been built over time and since the influencing factors may have differed from time to time, there exists an array of unit types. CSC has classed these housing units by an S category ranging from S-2 to S-7, with higher security in ascending order. Further description of this rating system can be found in the Technical Criteria Document Section G.

All Women's correctional institutions are classified as Multi-Level institutions. While they fall under the same general classification of a Multi-Level institution as described in the Technical Criteria Document, there are some distinct differences between women's and men's multi-level sites. Both are institutions where different security levels are co-located on one site; however, within the perimeter of a Women's Facility Minimum and Medium security populations are not physically separated within the perimeter.

There are four distinct offender populations within Women's Facilities each housed in a distinct housing type:

6.1 Minimum Security Unit

This type of unit accommodates Minimum security offenders who can live in a residential type of environment located outside the secure perimeter of the institution. These units are self-contained integrating housing, program areas, staff support and outdoor activity space, reducing the frequency for offenders in these units to enter the main institution except for special services.

¹ Following Commissioner's Directive #706 of March 15, 2010

Outdoor activity areas are accessible from the Unit and will be designed for use as outdoor visiting and socialization space. These area's are not fenced and access/egress to and from the unit is controlled operationally.

Control and supervision is managed through operational means. This type of unit does not provide any level of containment.

These units fall under the S-2 category.

6.2 Residential Housing Units

This type of unit accommodates Minimum and Medium security offenders in an environment which incorporates a more residential institutional design in order to encourage inmate responsibility for behaviour and daily living activities located within the secure perimeter of the institution. There are no physical separations between Minimum and Medium security offenders in these units. These units are either standalone or row house type residential units with no integrated program or staff space. The offender population housed in these units utilize the main institution for Socialization, Spirituality, Program and Recreation facilities in a fully integrated manner.

Control and supervision is managed through operational means and dynamic security. This type of unit does not provide any level of containment.

These units fall under the S-2 category.

6.3 Structured Living Environment (SLE)

This type of unit accommodates Minimum and Medium security female offenders with significant cognitive limitations or mental health concerns in a small group living environment. The SLE provides a house-like appearance that mirrors community standards, while ensuring safety and security in instances of acting out behavior. Offenders housed in this unit may have controlled access to the institution at large and have restricted movement as a part of their correctional plan. The SLE units are self-contained integrating Program and Staff areas; but offenders will have access to Socialization, Spirituality, Health Care, Education and Personal Development and other support areas of the institution.

Control and supervision is managed through both physical and operational means. This type of unit can provide for short term containment at the bedroom level but does not secure inmates within the unit.

These units fall under the S-3 category.

6.4 Secure Units

This unit accommodates Maximum security offenders who require intensive program intervention in a secure environment. Offenders housed in the Secure Unit remains largely in the unit, and do not mix with the general population which has normal movement to Socialization, Spirituality, Program and Recreation facilities. The specialized Secure Unit is fully self-contained and includes Program, Staff and exercise spaces. The exercise spaces in this unit

are fenced and topped with Barbed Tape Concertina (BTC), and the complete unit is physically separated from the rest of the institution through secure construction and controlled access/egress to and from the unit

Control and supervision is managed primarily through the physical infrastructure and operational security practices. This type of unit can provide containment at the cell, pod, and unit level.

These units fall under the S-5 category.

6.5 Segregation Units

This unit accommodates offenders who require segregation from the general offender population. The segregation of an offender, which may be voluntary or involuntary, is provided to increase the safety and security of all individuals within the institution. Segregation should only be used for the shortest period of time necessary, when there are no reasonable alternatives and in accordance with a fair, reasonable and transparent decision making process based on a review of all relevant information.

The Segregation Unit at Women's Institutions is within the Secure Unit as an isolated pod of specialized cells. Offenders housed in the Segregation Unit remains in the unit, and do not mix with the general population, they receive services on unit or under escort to specialized services such as Health Care. The specialized Segregation Unit is fully self-contained with a dedicated exercise space. The exercise space of this unit is fenced and topped with BTC, and the complete unit is physically separated from the rest of the institution through secure construction and controlled access/egress to and from the unit

Control and supervision is managed primarily through the physical infrastructure and operational security practices. This type of unit can provide containment at the cell, pod, and unit level.

These units fall under the S-5 category.

7. PERIMETER AND SITE

Women's institutions have distinct Perimeter and Site requirements from men's institutions. The primary difference in the secure perimeter being that women's facilities have a single fence perimeter equipped with only with a Fence Detection System (FDS); pole mounted perimeter lighting system; and perimeter cameras are primarily 'eye in the sky'. Women's institutions are sited on a reserve of land which is relatively small as compared to the institutional fenced compound and its related amenities. Full technical details for site planning and development, fences, gates and sallyports, exterior lighting, traffic circulation and parking and temporary construction fences can be found in Section WSP – Site of this document.

8. INTERNAL CONTROL AND POSTS

The purpose of an institution's Internal Control is to provide static controls, compatible with security operations, which create secure working and living environments for staff, visitors and inmates. It is comprised of different types of Control Posts, Terminal Equipment Rooms, Security Observation Galleries, and Dedicated Security Routes and are applicable only to institutions with a Secure Perimeter (i.e. not applicable to minimum-security institutions).

While Women's Facilities do have a Perimeter Security Fence, they have distinct Internal Control requirements from Men's institutions. There are no firearms held at Women's Facilities, and therefore there is no requirement for Security Observation Galleries, Dedicated Security Routes, or Armouries.

Additionally, there are fewer Control Posts at Women's Facilities and they are primarily Level D open posts. The only enclosed Control Posts at a Women's Facility are the Visits and Correspondence Control Post which is a Level C closed post; the Unit Control Post in the Secure Unit which is a Level B closed post and the Main Communication Control Post (MCCP) which is a Level B closed post.

9. PLANNING FOR EXPANSION IN CAPACITY

The infrastructure of every institution (service and program areas and all utilities: water, sewage, heating electrical, etc.) is designed to meet the needs of the designated rated capacity of an institution and for an expansion of housing accommodation by 25% without significant strain on the original infrastructure. All expansions should nonetheless undergo a review to assure that all current needs can be satisfied by the existing infrastructure.



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WSP-1 SITE – PLANNING AND DEVELOPMENT

1. SCOPE

This section outlines planning and development principles and specific definitions of terms related to Women's detention institutions.

2. RELATED SECTIONS

WSP-2 – Fence

WSP-3 – Gates / Sally Port

WSP-4 – Exterior Lighting

WSP-5 – Traffic Circulation and Parking

3. INSTITUTIONAL PROPERTY

3.1 Women institutions are typically situated within or at the edge of urban centres except for Healing lodges which are on remote and rural sites. As such, Women's institutions are sited on a reserve of land which is relatively small as compared to the institutional fenced compound and its related amenities. In the case of a Healing lodge, the land reserve is significantly larger as compared to the open institution. For both cases, there is no specific requirement for demarcation or fencing at the CSC owned property line. Signage at the property line is recommended and shall follow the Federal Identity Program¹.

3.2 Existing property features such as topographical conditions and existing trees and bushes shall be used where possible to screen the CSC institution from adjoining properties and uses. The main access and approach to the institution shall be landscaped to be visually appealing.

3.3 Where a Women's institution on a single reserve comprises a fenced compound and an adjacent Minimum (open) Security Unit, the adjacent Unit shall be located furthest from that part of a closed institution where inmate circulation and activities take place.

4. BUFFER ZONE

4.1 A 4-meter buffer zone parallel to the interior side of the perimeter fence shall be free of all structures, trees, and shrubs.

4.2 Where adjacent to ceremonial grounds and gardens, this zone shall be marked by signage informing inmates not to trespass. Fencing shall not be used to demarcate this zone as it only serves to obstruct views. In addition, any low and scalable fence may invite trespassing resulting in enforcement and imposition of charges.

4.3 The buffer zone shall be covered by CCTV located on poles or buildings on the interior side of the institution.

¹ 4.3 – Common-use and operational signs, Federal Identity Program Manual, March 1990
http://www.tbs-sct.gc.ca/fip-pcim/man_4_3-eng.asp

5. NO BUILDING ZONE

- 5.1** With the exception of the Principle Entrance Building, no building shall be closer than 5m to the perimeter fence.

6. NO INMATE ZONE

- 6.1** This is the area along the perimeter fence which is close to the Principle entrance and functions serviced by vehicles. Offender access to this area is controlled. There is no specific distance to delimit this zone as it varies depending on the site layout.
- 6.2** Functions having controlled access to offenders within this zone include Visits and Private family visits, both shared with outside visitors. Additional functions include food services, material management and works.

7. SITE PLANNING AND DEVELOPMENT OF AN INSTITUTION

- 7.1** Planning of facilities and amenities shall be dictated by time of use and user type. Institutional buildings closest to the Principle entrance shall accommodate functions which are either restricted to offenders or where access is supervised. Those functions requiring vehicle access for servicing and supplies shall be relatively close to the Principle entrance and remote from offender circulation and activity areas. Evening use functions; housing, outdoor recreation areas and yards, gardens, and ceremonial grounds shall be located furthest from the entrance.
- 7.2** See sub-sections 9 for Landscaping and limited access grounds and 10 for Outdoor Recreation areas and yards. Also see Plate SP-1-1 for idealized site plan which illustrates building relationships.

8. SIGNAGE

- 8.1** All exterior and interior building signage shall conform to the Federal Identity Program (FIP). The FIP Manual is fully available at:

<http://www.tbs-sct.gc.ca/fip-pcim/>
- 8.2** The CSC “Search Sign” shall be located at each public entry leading to an institution. The “Search Sign” is a warning sign as prescribed in the Federal Identity Program Manual² (Caution!, Attention! under Type 3). The standard is yellow background with black letters. For the purpose of a reading distance of 30 m and a vehicular speed of 30 km/h, “x” is defined as 50 mm. Therefore, the text letters size is 50 mm (x) and the header letters size is 150 mm (3x). The layout is provided in Table 5 – Standard spaces, 50 mm to 200 mm x-height of section 4.3 of the FIP Manual (see footnote 8). The bilingual text is side by side, the official language on the left side being according to the regional practice. As the font and design follows the Federal Government standards the use of the Department signature or CSC crest is optional.

² Federal Identity Program Manual – 4.3 Common-use and operational signs, Treasury Board of Canada, Secretariat, March 1990; http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p1.pdf and http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p2.pdf
Federal Identity Program Manual – 4.5 Signage typeface, Treasury Board of Canada, January 1988; http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_5.pdf

<p>Attention!</p> <p>You are now entering a Correctional Service Canada reserve and all vehicles and persons on this reserve are subject to search.</p>	<p>Attention!</p> <p>Vous pénétrez présentement sur une réserve du Service Correctionnel Canada et tout véhicule et personne sur cette réserve sont sujets à être fouillés.</p>
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OR

<p>Attention!</p> <p>Vous pénétrez présentement sur une réserve du Service Correctionnel Canada et tout véhicule et personne sur cette réserve sont sujets à être fouillés.</p>	<p>Attention!</p> <p>You are now entering a Correctional Service Canada reserve and all vehicles and persons on this reserve are subject to search.</p>
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Refer to *CAN/CGSB-109.1M-1989*³ for the sign structure and characteristics.

- 8.3** All areas restricted only to authorized personnel shall be clearly and boldly identified according to the common-use and operational signs as described in the Federal Identity Program Manual⁴. Refer to section A-9 Interior Signage for interior signage requirements.

9. LANDSCAPING AND LIMITED ACCESS GROUNDS

- 9.1** Only indigenous plants and locally available materials shall be used.
- 9.2** All layouts and landscape material shall take into account snow removal, grass cutting, watering and tree and shrub trimming to ensure minimum watering.
- 9.3** Soft landscaping is encouraged but plant type should be selected so as not to obstruct views. Gentle contouring is also acceptable as are earth berms and timber retaining walls provided they do not facilitate hiding.
- 9.4** Colour and visual relief can be achieved by the use of flowers beds, which shall be planted and maintained by inmates.
- 9.5** At closed institutions, all site furniture shall be secured in place. All walking surfaces shall be of monolithic material or compacted stone dust. Small and light paving materials (brick, concrete pavers, or gravel) shall not be used.
- 9.6** Positive drainage for the entire site shall be provided with the use of ditches, swales and flumes. All drainage areas shall be designed to be as shallow as possible to allow for ease of maintenance and so not to obstruct visibility.

³ CAN/CGSB-109.1M-1989 – Signage System, Extruded Aluminum, Federal Identity Program

⁴ Page 11 – Federal Identity Program Manual – 4.3 Common-use and operational signs, Treasury Board of Canada, Secretariat, March 1990; http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p1.pdf

- 9.7** The minimum grade slope shall be 3% or gradual slope where natural grade changes exist for grass and landscaped areas.
- 9.8** Vegetable gardens where provided shall be located in designated areas away from general offender traffic and yards. Authorized offenders are permitted access to gardens.
- 9.9** Fruit trees are not permitted on institutional grounds.
- 9.10** Sacred Grounds for sweat lodge and ceremonies shall be located in designated areas away from general inmate traffic and yards. Only authorized offenders are given access to sacred grounds. Firewood used in ceremonies shall be stored under cover and be protected.
- 9.11** Snow storage areas shall be located in a manner that does not restrict drainage and visibility. A space wide enough to accommodate tractor power mowers shall be provided between trees and planting beds. Hose bibs shall be provided throughout the site as required on a project specific basis. Underground watering pipes or hoses shall not be used.

10. OUTDOOR RECREATION AREAS

- 10.1** Outdoor recreation areas, which may have a higher concentration of offenders, shall be located remote from the perimeter fence, Principal Entrance, and the Secure Unit in order to minimize opportunity for transfer of contraband.
- 10.2** Outdoor recreation areas shall be grassed except where an activity calls for a hard surface. Compacted fine gravel or stone dust or, a monolithic hard surface such as asphalt is acceptable.
- 10.3** Fenced outdoor areas associated with the Secure Unit are provided with an engineered asphalt surface to allow use in all weather, to prevent hiding of contraband, and to facilitate maintenance. The asphalt surface shall extend beyond the containment fence by 900 mm for anti-tunnelling protection and to prevent edge fracture and removal. Poured in place concrete surface may be used on account of seasonal or installation constraints. Use of concrete may be favoured for ease of construction and maintenance where an area is enclosed by buildings or walls where a wall is intended for screening.

11. FLAG AND FLAGPOST

Rules and protocol for “flying the flag” are fully available at:

<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm>

Refer to *CAN/CGSB-98.1-2003*⁵ for the outdoor use of the National Flag of Canada.

⁵ CAN/CGSB-98.1-20011 – National Flag of Canada (Outdoor Use) ICS 99.020.10

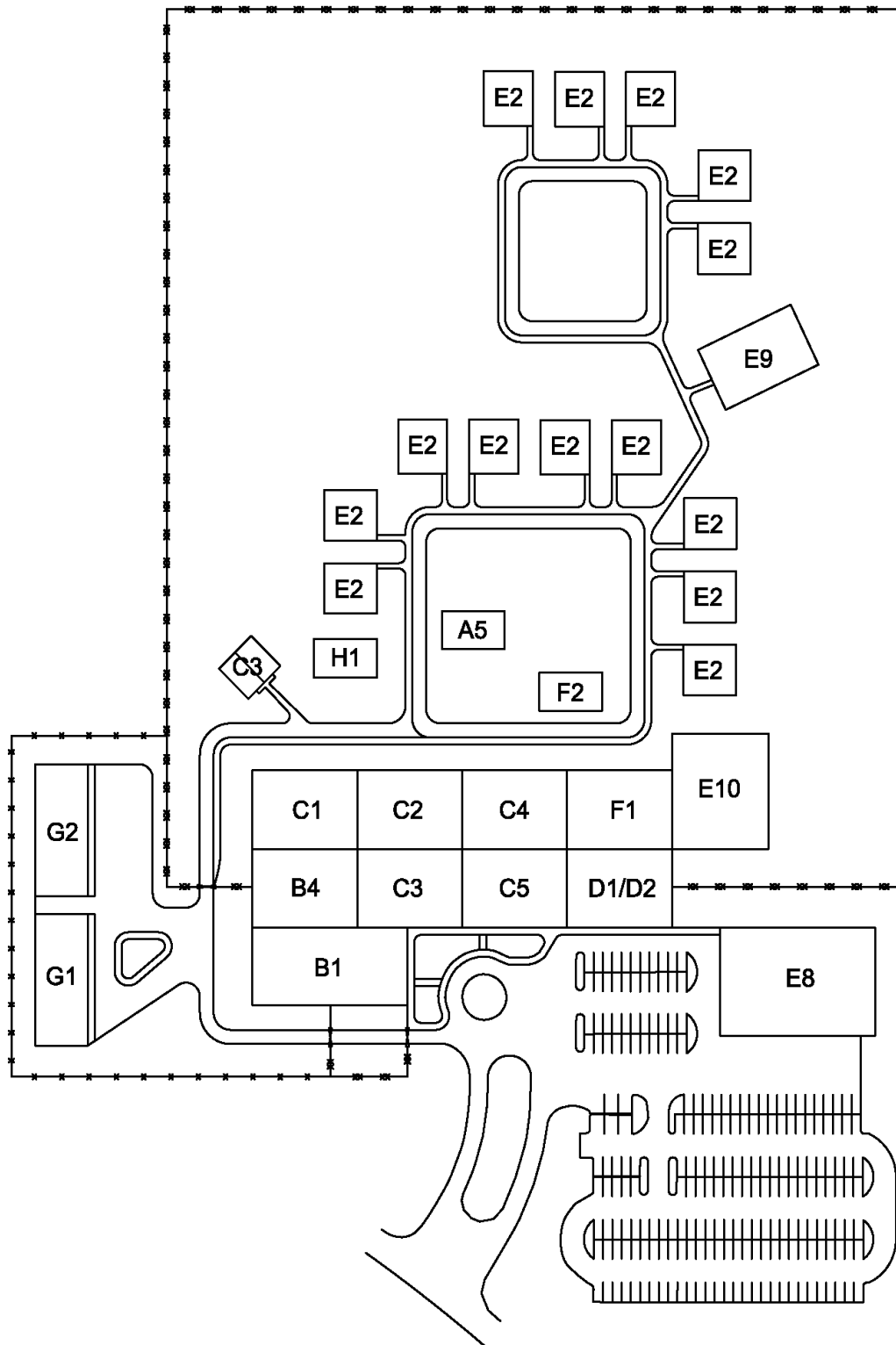
PLATE WSP-1-1

TABLE A-1-1 – ORGANIZATION OF DEPARTMENTS**GROUP A – ADMINISTRATION**

- A1 MANAGEMENT CENTRE
- A2 FINANCE
- A3 STAFF SERVICES AND TRAINING
- A4 ADMINISTRATION AND PERSONNEL
- A5 CASE AND SENTENCE ADMINISTRATION
- A6 NATIONAL PAROLE BOARD HEARING

GROUP B – SECURITY

- B1 EXTERNAL CONTROL (GATEHOUSE)
- B2 EMERGENCY RESPONSE AND ARMOURY
- B3 SECURITY ADMINISTRATION
- B4 ADMISSIONS AND DISCHARGE

GROUP C – SOCIALIZATION

- C1 SOCIAL AND CULTURAL DEVELOPMENT
- C2 ARTS AND CRAFTS
- C3 PRIVATE FAMILY VISITING
- C4 VISITS AND CORRESPONDENCE
- C5 RECREATION

GROUP D – SPIRITUALITY

- D1 CHAPLAINCY
- D2 ABORIGINAL SERVICES

GROUP E – HOUSING

- E1 SMALL GROUP ACCOMMODATION
- E2 RESPONSIBILITY UNITS
- E3 STRUCTURED SECURITY UNIT – OPEN POST/RANGE
- E4 STRUCTURED SECURITY UNIT – CLOSED POST/RANGE
- E5 CLOSED CONTROL UNITS
- E6 SEGREGATION UNITS
- E7 SPECIAL HANDLING UNITS
- E8 MINIMUM SECURITY UNITS
- E9 STRUCTURED LIVING ENVIRONMENT (SLE)
- E10 WOMEN'S SECURE UNIT

GROUP F – HEALTH CARE

- F1 HEALTH CARE CENTRE
- F2 MENTAL HEALTH CARE

GROUP G – TECHNICAL SERVICES

- G1 MAINTENANCE
- G2 FOOD SERVICES
- G3 MATERIAL MANAGEMENT
- G4 INSTITUTIONAL SERVICES

GROUP H – OCCUPATIONAL DEVELOPMENT PROGRAMS

- H1 OCCUPATIONAL DEVELOPMENT PROGRAMS (ODP)
- H2 CORCAN

GROUP J – EDUCATION AND PERSONAL DEVELOPMENT

- J1 EDUCATION
- J2 CORRECTIONAL PROGRAMS
- J3 LIBRARY

WSP-2 SITE - FENCES

1. SCOPE

This section provides performance criteria and conforming specifications for all fences related to Women's institutions with a secure perimeter. This section does not apply to an open Healing Lodge.

2. RELATED SECTIONS

2.1 Women's Technical Reference Guideline sections:

WSP-1 – Site Planning and Development

WSP-3 – Gates/Sallyport

WSP-4 - Exterior Lighting

WSP-5 – Traffic Circulation and Parking

& any sub-section referring to the Perimeter Intrusion Detection System (P.I.D.S.)

2.2 National Master Specification Section

01 35 13.16 – Special Project Procedures for Detention Facilities

28 01 10 – Operation & Maintenance of Electronic Access Control & Intrusion Detection

28 16 00 (13705) – Intrusion Detection

32 31 13 – Chain Link Fences and Gates

32 31 13.53 – High-Security Chain Link Fences and Gates

3. EXTERNAL BOUNDARY FENCE

External boundary (property) lines shall not be fenced unless specific site conditions warrant it. The type of fence in such locations will be project specific.

4. PERIMETER SECURITY FENCE

4.1 Performance Criteria

4.1.1 The institution will be enclosed by a single chain link fence perimeter supported by a fence detection system and CCTV which shall be located on the interior of the institution mounted high enough to optimize viewing of the fence line. The perimeter fence forms the last physical obstacle to escape from the institution. The design of the fence system shall deter inmates from attempting to breach the perimeter.

4.1.2 The fence shall be erected in a straight line to the extent possible from corner to corner to allow for direct long views. The corners of the perimeter may be truncated or be at right angle contingent on the property lines and the proximity to that line.

4.1.3 To render climbing more difficult, the fence fabric shall be installed on the institution side of the fence posts.

4.1.4 The fence shall be equipped with a Fence Detection System (FDS) and its fabric tensioned to ensure vibration travel across posts while not causing excessive false alarms. Fabric vibration terminates at strain post locations where the fence fabric ends thus allowing zone separations for the PIDS.

- 4.1.5 Special attention shall be paid to sloped sites to ensure that gaps do not develop between the ground surface and the lower fence rail. Where necessary, due to severe ground slope longitudinally, fencing may be stepped, but the minimum height of the fence shall be maintained at all times. Ground slope across the fence line shall be minimized to prevent erosion under the perimeter fence.
- 4.1.6 Barbed tape concertina (BTC) coils shall be installed on top of the fence in such a manner that it prevents the passage of a person across the barbed coils. (See plate WSP-2-2).
- 4.1.7 Where interior fences intersect the perimeter fence, the interior fence shall be designed to prevent it from being used to aid in crossing the perimeter fence. To achieve this, the interior fence shall be equipped with:
- a Fence detection system (FDS) for a length of 2.5 meters. The fence fabric shall extend for that length and be connected to a strain post so that the vibration does not travel beyond.
 - and BTC on both sides on the fence. No gap between posts or fabric shall exceed 125 mm.
- 4.1.8 To inhibit tunnelling under the Perimeter Fence, a ground barrier shall consist of a footpath on the interior side. This could be of concrete or asphalt and shall be engineered to prevent heaving. (See Plate WSP-2-1). Roadways crossing the perimeter fence line shall be topped with asphalt which also serves as a ground barrier.
- 4.1.9 The fence system comprising foundation, line, strain, corner and gate posts shall meet local environmental conditions. Fence systems shall be engineered to resist local wind and snow conditions.
- 4.1.10 Where a building or other structure interrupts the perimeter fence run, the design to ensure perimeter integrity shall be approved by the issuing authority.
- 4.1.11 Where a perimeter comprises or integrates a wall, the design to ensure perimeter integrity shall be approved by the issuing authority.

4.2 Conforming Specifications

- 4.2.1 The perimeter fence shall be 2.4 m to the top of the chain link fabric with an overhang arm to support the BTC above.
- 4.2.2 No structure, with the exception of the Principle entrance building, shall be closer than 5 m to the Perimeter fence.
- 4.2.3 All chain link fencing shall be installed in accordance with the *National Master Specification (NMS) 32 31 13*⁶ and *CAN/CGSB-138.3-96* standard⁷. Where there is a conflict between the NMS and this criterion, the TCD shall prevail.
- 4.2.4 Chain link fence fabric shall conform to the following specifications⁸:

⁶ National Master Specification 32 31 13 – Chain Link Fences and Gates (2004/12/31), there is also specifically Master format reference number 32 31 13.53 for High-Security Chain Link Fences And Gates

⁷ CAN/CGSB-138.3-96 – Installation of Chain Link Fence

⁸ Refer also to: CAN/CGSB-138.1-96 – Fabric for Chain Link Fence

- 4.2.4.1 Wire Size: 4.8 mm (min) (6 Gauge)
- 4.2.4.2 Size of mesh: 50.8 mm
- 4.2.4.3 Height of fence fabric: 2400 mm
- 4.2.4.4 Barbed edges top and bottom
- 4.2.4.5 Average mass of zinc coating to be not less than 610 g/m² of uncoated wire
- 4.2.4.6 Breaking tensile strength to be 10,000 N·min.
- 4.2.5 Wire mesh shall be continuous from top to bottom and shall be applied on the institutional compound side of the posts.
- 4.2.6 Fence fabric shall be pulled taut before fixing in place. Tautness, when fixed in place, is to be established by pull tests. The application of a 12 kg perpendicular pull at the midpoint of the mesh panel (midpoint of posts/rails) shall show a displacement of no more than 30 mm from the fence at rest plane.
- 4.2.7 Posts, (corner, gate, strain, line) shall conform to *CAN/CGSB-138.2-96*⁹, galvanized steel pipe.
 - 4.2.7.1 Posts shall be spaced a maximum of 2.5 m apart.
 - 4.2.7.2 Line post minimal size shall be 73 mm O.D. 8.6 kg/m.
 - 4.2.7.3 Strain post minimum size shall be 114.3 mm O.D. 15.92 kg/m. Strain posts shall be spaced not more than 60 m apart.
 - 4.2.7.4 Corner and gate post minimum size shall be 143.3 mm O.D. 21.0 kg/m.
- 4.2.8 Galvanized steel arms shall be provided on all posts where barbed concertina is to be installed, as shown on Plate SP-2-2.
- 4.2.9 Bottom and top rails shall be 42.2 mm O.D. minimum, 3.4 kg/m.
- 4.2.10 Tie wires shall be 3.7 mm diameter (9 gauge) galvanized steel wire to secure chain link fabric to bottom rail, top rail and line posts at 300 mm spacing.
- 4.2.11 Intermediate rails shall not be used.
- 4.2.12 Tension bars used for holding the ends of the fence fabric at the location of strain posts and corner posts shall be 5 mm x 20 mm minimum x 2400 mm galvanized steel.
- 4.2.13 Tension bar bands shall be 3 mm x 20 mm minimum galvanized steel and spaced vertically at 300 mm o.c.
- 4.2.14 Where nuts and bolts are required for fastening, nuts shall face compound exterior and be torqued tight.
- 4.2.15 Where tension cables are used at corner, end, gate, strain posts, and fittings shall be of galvanized steel.
- 4.2.16 Barbed tape concertina (B.T.C.) shall be galvanized tape 20 x 0.5 mm clenched around a 2.5 mm diameter spring steel galvanized core wire to form a concertina coil with a nominal exterior coil diameter of 710 mm. The coil, when

⁹ CAN/CGSB-138.2-96 -- Steel Framework for Chain Link Fence

installed, shall have a minimum diameter of 635 mm. The barbed concertina shall have 20 mm long blade type barbs measured from tip to tip of the blade, and barb clusters shall be spaced approximately 45 mm on centre (see Plate SP-2-3). The concertina shall be formed by clipping adjacent loops of single helical coils together at a minimum of three (3) points on the circumference. Clips shall be galvanized. The resulting coil, when stretched, shall form a cylindrical pattern. The loop spacing shall not exceed 230 mm.

- 4.2.17 For concertina coil support at fence top, two barbed wires stretched and fixed to post arms shall be provided. Barbed wire shall consist of two strands of 12 gauge wire with 4 point barbs at 130 mm spacing, all galvanized.
- 4.2.18 Concertina coils are to be turned onto an internal intersecting fence for a distance of 2.5 m (See plate SP-2-6). Where the threat of breach exists from either side of the intersecting fence, concertina coil shall be installed on each side.
- 4.2.19 The Concertina coils shall be supported and tied at 230 mm spacing onto each of the two barbed wires.

5. INTERIOR FENCES

5.1 Area Fences

5.1.1 Performance Criteria

- 5.1.1.1 Interior fences separating vehicle service functions from the main institution and those enclosing yards of the Secure Unit shall be a maximum of 2.4 m in height topped with steel arms, barbed wire, and BTC. Any other fenced area shall not be topped with BTC.
- 5.1.1.2 Where interior fences intersect the Perimeter Fence, refer to item 4.1.18 above and plate WSP-2-6.
- 5.1.1.3 Tunnelling barriers are not required on interior fences except where they are topped with BTC. Barrier type shall be compacted gravel to 300 mm in depth and extending 600 mm on either side.
- 5.1.1.4 See chapter WSP-1 Site Planning and Development, item 10.3 for yard ground surface and anti-tunnelling protection.
- 5.1.1.5 Fences shall not be used to demarcate the buffer zone.

5.1.2 Conforming Specifications

- 5.1.2.1 Materials shall be similar to those specified for the perimeter fences (see item 4.2).
- 5.1.2.2 For fences where post steel arms are not provided, posts shall have galvanized post caps.
- 5.1.2.3 For secure unit yards where visibility and contact is at issue, fencing shall be provided with appropriate masking. A flat solid wall may be integrated with the yard fence given approval by the issuing authority.

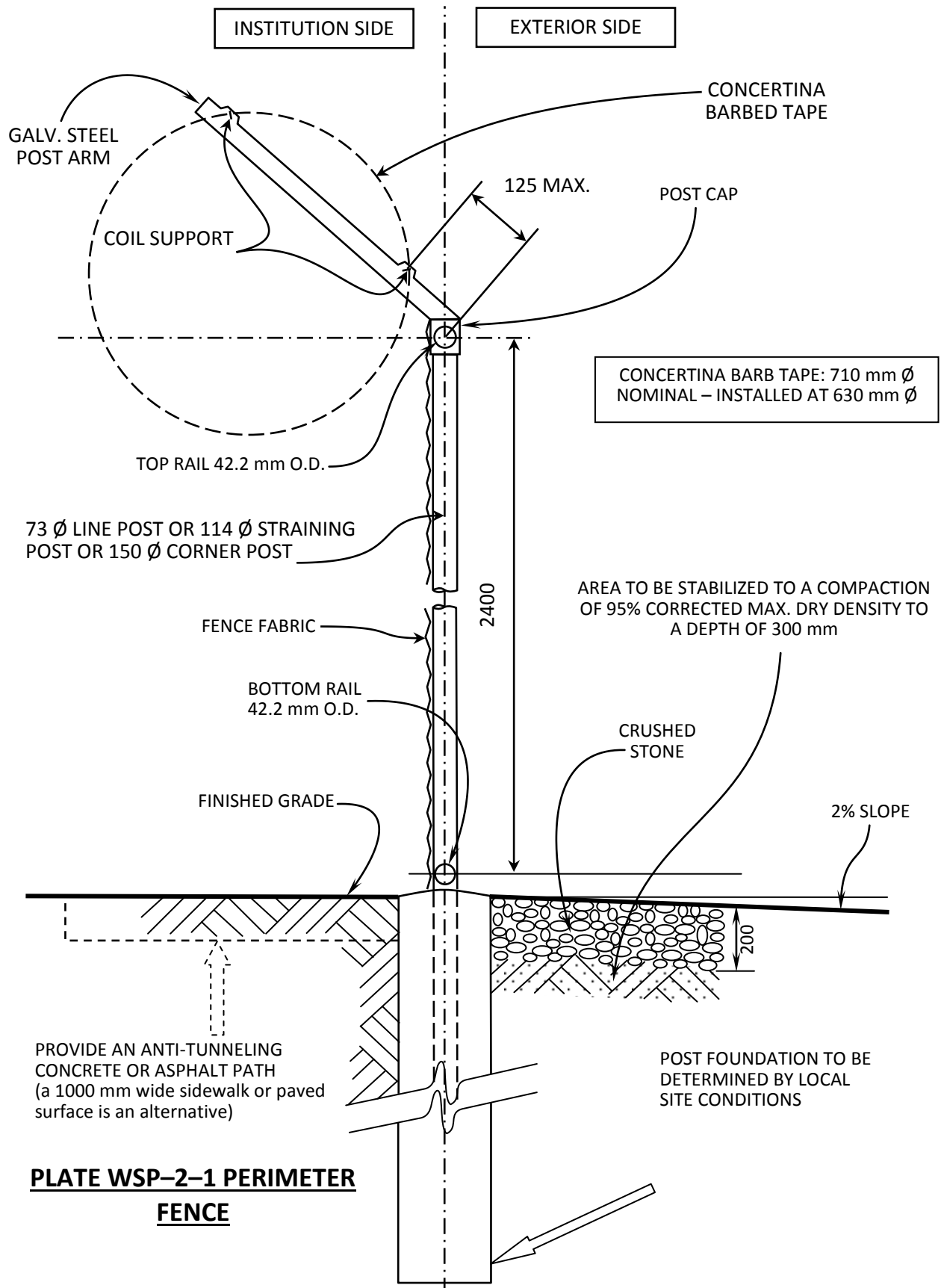
6. EXTERIOR SERVICE COMPOUND FENCE**6.1 Performance Criteria**

Where bulk fuel storage (propane and gasoline) is provided, the storage area shall be fenced (see section WSP-5, Traffic Circulation and Parking).

6.2 Conforming Specifications

7.2.1 Materials will be similar to those specified for the perimeter fences (item 4).

7.2.2 Fence height shall be 2.4 m.



WSP-3 SITE – GATES/SALLY PORT**1. SCOPE**

This section outlines requirements for vehicle and pedestrian access and egress control for Women's institutions with a secure perimeter.

Access and egress control for open minimum security units outside the perimeter fence involves signage and reporting to a 24 hr open control post but does not include fencing and gates. Refer to type 'D' control post under chapter A-12 Control posts for functional requirements as well as the CSC Accommodation Guidelines.

2. RELATED SECTIONS**2.1 Technical Criteria Document sections:**

WSP-1 – Site Development

WSP-2 – Fences

TCD A-6 – Hardware

TCD A-10 – Contraband Control Systems

TCD A-12 – Control Posts and Dedicated Security Routes

2.2 National Master Specification Section

01 35 13.16 – Special Project Procedures for Detention Facilities

08 34 56 – Security Gates

32 31 13 – Chain Link Fences and Gates

32 31 13.53 – High-Security Chain Link Fences and Gates

34 1 13 – Vehicle Barriers

3. ACCESS CONTROL SECURITY REQUIREMENTS

- 3.1** Women's institutions shall have a co-located entrance point for pedestrian and vehicle traffic. Where impractical, a vehicle dedicated access shall be located in close proximity to the Principle entrance. The 24 hour Principle Entrance Control Post (PECP), supervises all traffic by eye or assisted by CCTV and controls all pedestrian and vehicle gates.
- 3.2** Because the Principle entrance may malfunction or be inoperable, one Emergency Vehicle Entrance shall be provided, to be located at a point convenient for vehicle access. This Emergency Vehicle Entrance shall be manually operated and be either a Sliding Gate (Section 5.1) or a Swing Gate (Section 5.2).
- 3.3** Vehicles shall access a fenced sally port with a gate at each end. The sally port is where in-coming and out-going vehicles will be inspected by a dispatched officer.

4. MAIN ENTRANCE

4.1 Definition

The Principle Entrance controls all traffic into and out of the institution. This involves the screening and recording of all movement and the control of all gates and doors through the secure perimeter. The PECP performs all entrance functions from an open reception station and is supported by a closed security office for the Shift Supervisor. Traffic in and out of the institution shall meet the following criteria:

- 4.1.1 A vehicle sally port, which gives access into a vehicle fenced compound accommodating multiple functions shall be equipped with sliding gates. The sliding gates shall be remote controlled from the PECP and be interlocked to prevent simultaneous unlocking. The sliding gates control must provide for the opening of one gate at a time and only when the other gate is in its latched position. Both gates shall be also capable of manual unlocking and opening.
- 4.1.2 A vehicle sally port shall be sized to include an inspection area to facilitate a thorough inspection of vehicles. It shall be capable of holding two van type trucks astride (8.5 m min.) and hold one semi trailer truck in length (23 m min). There shall be no sentry station in the sally port as an officer is called to perform inspections as required. As such, a pedestrian gate is also required for access from the interior side of the compound.
- 4.1.3 In order to prevent forced drive through of vehicles, the exterior gate of the vehicle sally port shall be equipped with a crash barrier (see section 4.4 and Plates WSP-3-6 to WSP-3-8). The width of the sally port shall be sized to accommodate the crash barrier in the open position.
- 4.1.4 The vehicle compound with buildings, situated on the edge of the perimeter, shall also be equipped with a vehicle and pedestrian gates for access into the main institution for servicing needs. The vehicle gate shall be sliding and of similar type to the sally port gates. The pedestrian gate shall be swing type. Both gates shall be remote controlled with the aid of CCTV from the PECP.
- 4.1.5 All Principal Entrance pedestrian traffic shall be physically separated from vehicular traffic.
- 4.1.6 All pedestrian traffic shall enter directly into an Principle entrance building reception area for processing / screening by the PECP. This building may accommodate other functions and be integrated with the Fenced perimeter. The initial point of access shall be through a vestibule with both doors remote controlled.
- 4.1.7 See Plate WSP-3-1 for a typical Principal Entrance layout.

4.2 Crash Barriers

- 4.2.1 A crash barrier for the sally port shall be connected to the interior side of the exterior gate or the rack and pinion rail depending on the gate operator type and shall be operated simultaneously with the remote operation of the gate.
- 4.2.2 In order to resist vehicle impact, crash barriers shall be made of a steel I-beam or rectangular tubing supported on anti friction rollers on heavy uprights. In a

test equivalent to the US Department of State K4 certification¹⁰ (6 804 kg @ 48.3 km/hr or 15,000 lbs @ 30 mph) the vehicle must be inoperable after hitting the crash bar; disabling the vehicle being the main purpose.

- 4.2.3 Three heavy engineered uprights support the crash barrier and as well serve as bollards protecting the adjacent fence and gate posts. In either open or closed gate position, the crash barrier is supported by 2 uprights.
- 4.2.4 If crash barriers are used for emergency gates on the perimeter, they shall be made of a simple beam or rectangular tubing with a counter weight mechanically lifted and lockable in closed position with the use of a security padlock.
- 4.2.5 Gates having integrated crash bar or crash cables system are acceptable if they meet M30 designation of *ASTM F2656-07*¹¹, K4 certification of the US Department of State (see footnote 1) or the European equivalent.
- 4.2.6 See Plates WSP-3-3 to WSP-3-5 for typical sally port crash barriers.

5. FENCE GATES

5.1 *Vehicle Sliding Gates*

- 5.1.1 The size of each gate shall provide for a 4 m wide x 2.4 m high clear opening.
- 5.1.2 Sliding gates which match the fixed fence shall be topped with 600 mm upright stands with three strands of barbed wire. The fixed fence along the travel of the gate shall be similarly topped. (See section SP-2, Fences).
- 5.1.3 Gate framing members shall be 73 mm O.D. pipe weighing 8.6 kg/m welded and drained.
- 5.1.4 Motorized gates shall be capable of moving at a speed of 150 mm/s.
- 5.1.5 Gate shall have three point locking (top, bottom and middle) or be locked by way of rack and pinion mechanism and a vertical channel to clasp the gate.
- 5.1.6 Locking column shall be equipped with an emergency manual control mechanism located for easy access.
- 5.1.7 Operator and track shall be protected and electrically heated to ensure all weather operation. In rack and pinion system (or “drive rail” operator) the teeth of the rack can be unprotected provided that they are on the lower side of the rack and visible to the operator.
- 5.1.8 Outer perimeter gates with connected crash beams shall be designed to take the additional weight into account.
- 5.1.9 For gates operated by an overhead chain drive system, a guide shall be provided at the bottom of the gate running in a channel.
- 5.1.10 Motors shall be located low to the ground to facilitate maintenance
- 5.1.11 All gate components shall be galvanized.

¹⁰ US Department of State SD–STD–02.01, Revision A , March 2003, Test Method for Vehicle Crash Gate Testing of Perimeter Barriers and Gates

¹¹ ASTM F2656–07, Standard Test Method for Vehicle Crash Testing of Perimeter Barriers, M30 Designation: Medium-duty truck (M) 6800 kg @ 50 km/h

5.1.12 All security hardware shall be in accordance with chapter A-6, Hardware of the present document. All other components shall be in accordance with the Fences section of this criterion.

5.1.13 See Plates WSP-3-2 and WSP-3-3 for a typical gate installation.

5.2 Vehicle Swing Gates (Perimeter and Internal Fences)

5.2.1 Gates shall consist of a pair of 2 m wide by 2.4 m high sections, for an opening of 4 m wide X 2.4 m high, except where municipal by law or sufficient height and width for local emergency vehicles (fire trucks) dictate otherwise¹².

5.2.2 The swing direction of gates shall be based on road access design and snow removal constraints.

5.2.3 Any gap between the bottom rail of a gate and the ground shall not exceed 125 mm. Where gates are located on a fence equipped with a ground barrier, this barrier shall be continuous.

5.2.4 The chain link fabric for gates shall match that of the fence (see section SP-2, Fences).

5.2.5 Gate framing shall be as per item 5.1.3 above.

5.2.6 There shall be three gate hinges and they shall be of standard quality. Foot, mid height, and top locking shall be accomplished with Southern Folger detention grade locks or equivalent.

5.2.7 Plate SP-3-7 illustrates a typical design for vehicle swing gate.

5.3 Pedestrian Gates (Perimeter and Internal Fences)

5.3.1 The size of each swing gate shall provide for a 1.2 m wide x 2.1 m high clear opening.

5.3.2 Items 5.2.2, 5.2.3 and 5.2.4 noted above for vehicle swing gates shall apply.

5.3.3 Swing gate framing members shall be 43 mm O.D. pipe weighing 3.4 kg/m.

5.3.4 Swing gates shall be manually operated with security key locks when gates are used daily. Infrequently used gates shall be security padlocked.

¹²

For example, in Ontario the *Highway Traffic Act* Section 109 stipulate a maximum height of 4.15 m by a width of 2.6 m, which is similar to the 13'-6" (4.12 m) by 8 (2.43 m) in USA.

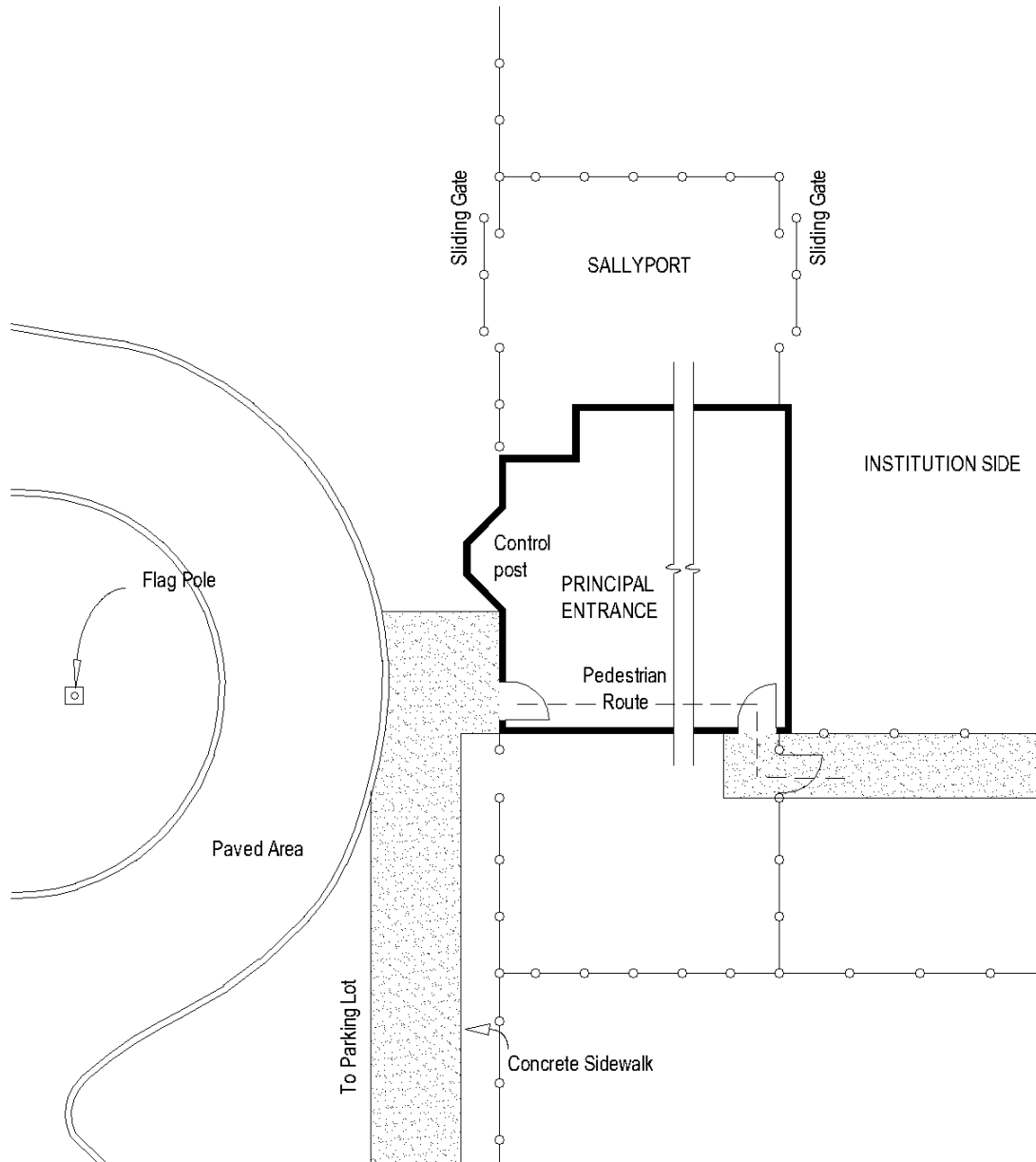


PLATE WSP-3-1 – TYPICAL SALLY PORT ARRANGEMENT

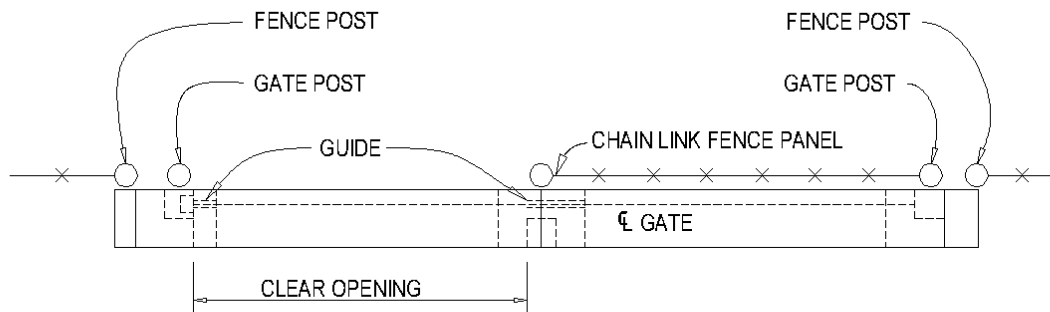
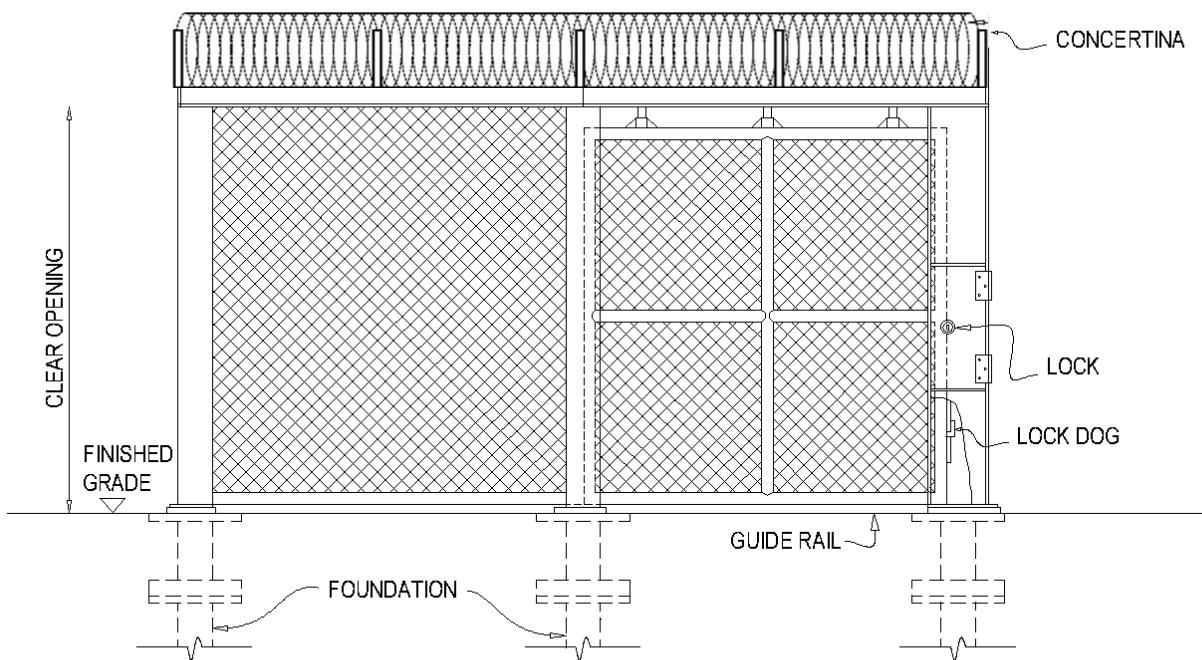
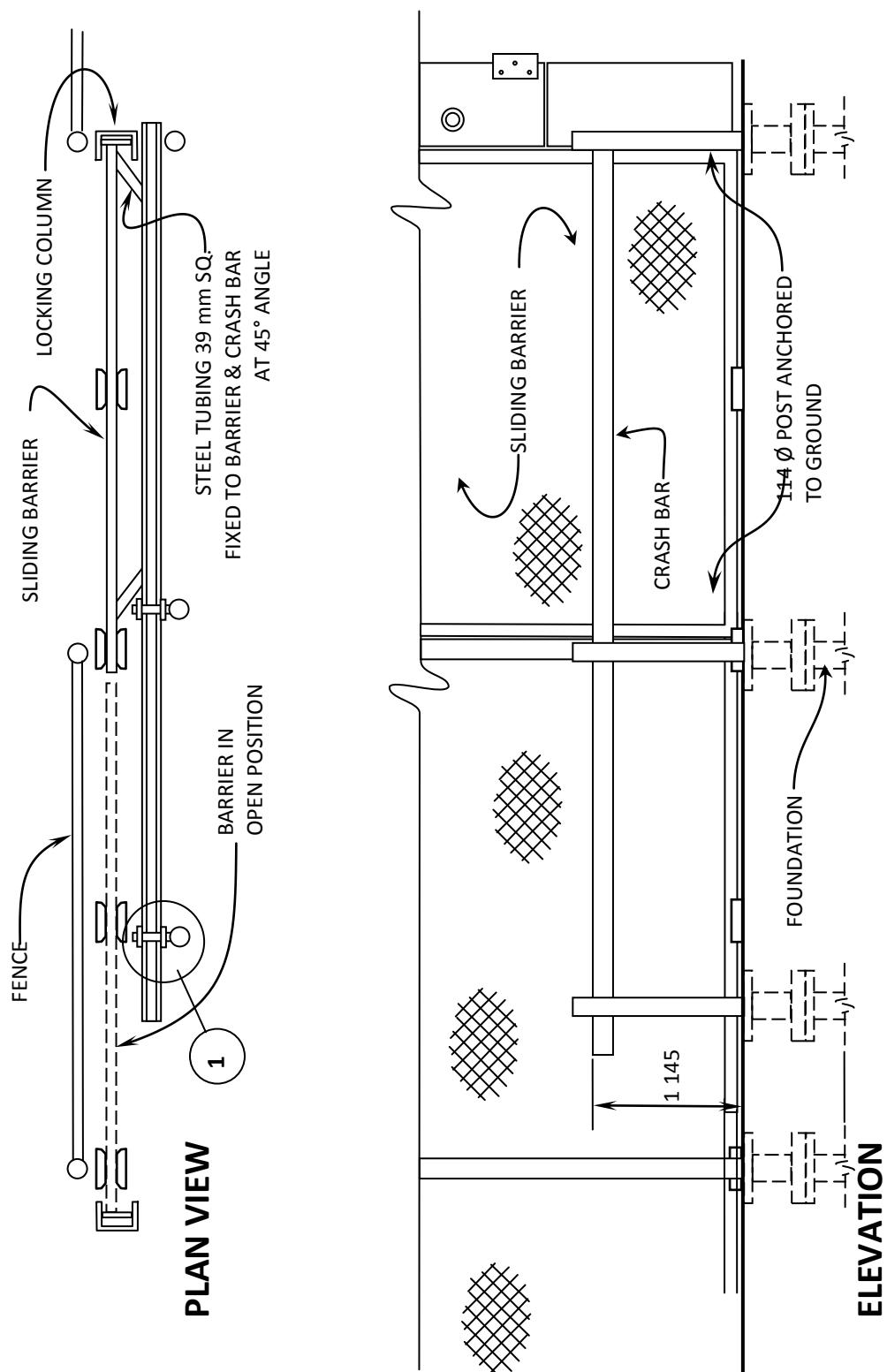
**TOP VIEW****FRONT VIEW**

PLATE WSP-3-2 – FENCE GATE WITH OVERHEAD CHAIN DRIVE
PERIMETER FENCE



**WSP-3-3 – FENCE GATE WITH OVERHEAD CHAIN DRIVE
PERIMETER FENCE**

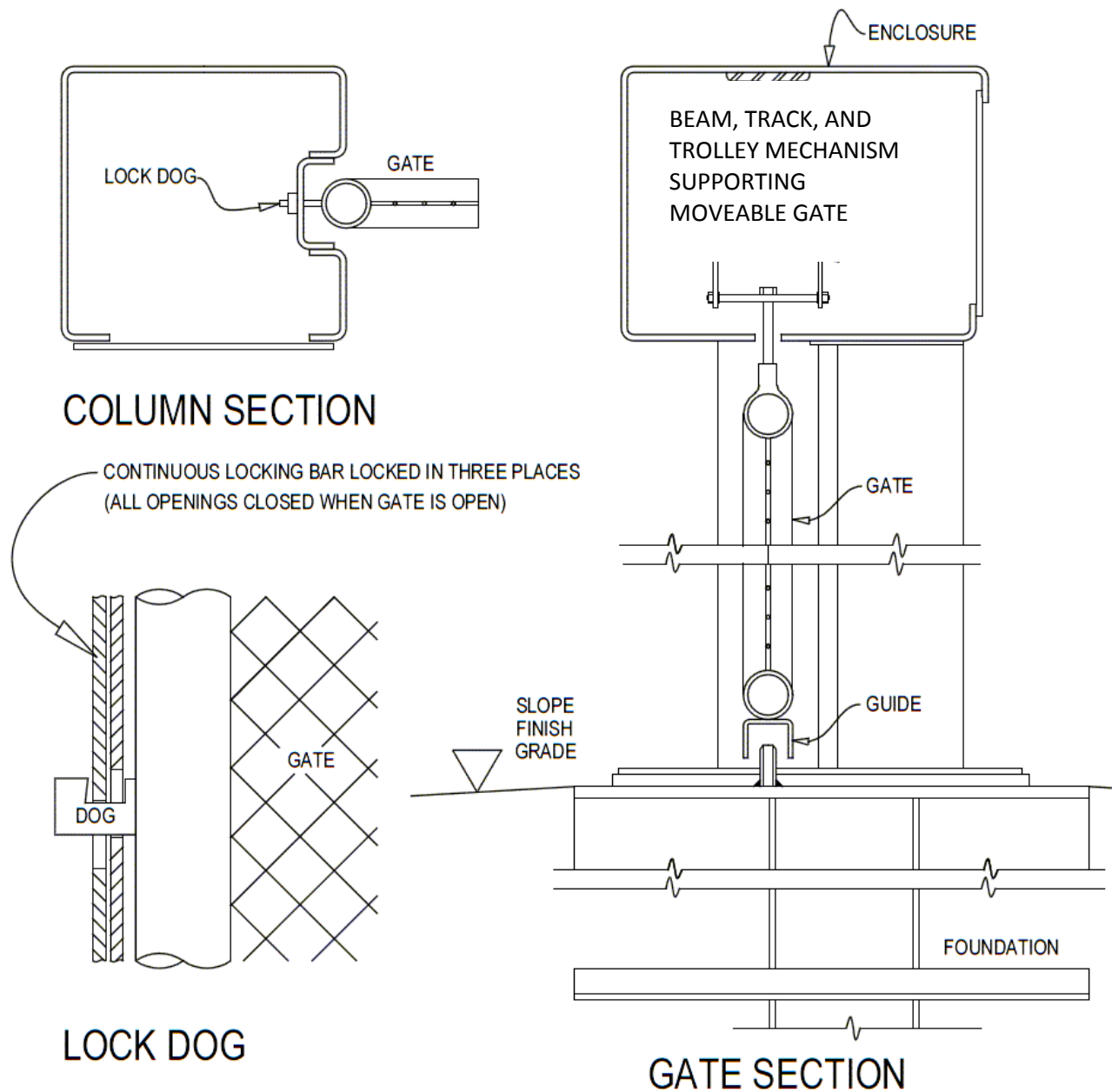


PLATE WSP-3-4 – FENCE GATE WITH OVERHEAD CHAIN DRIVE – DETAILS

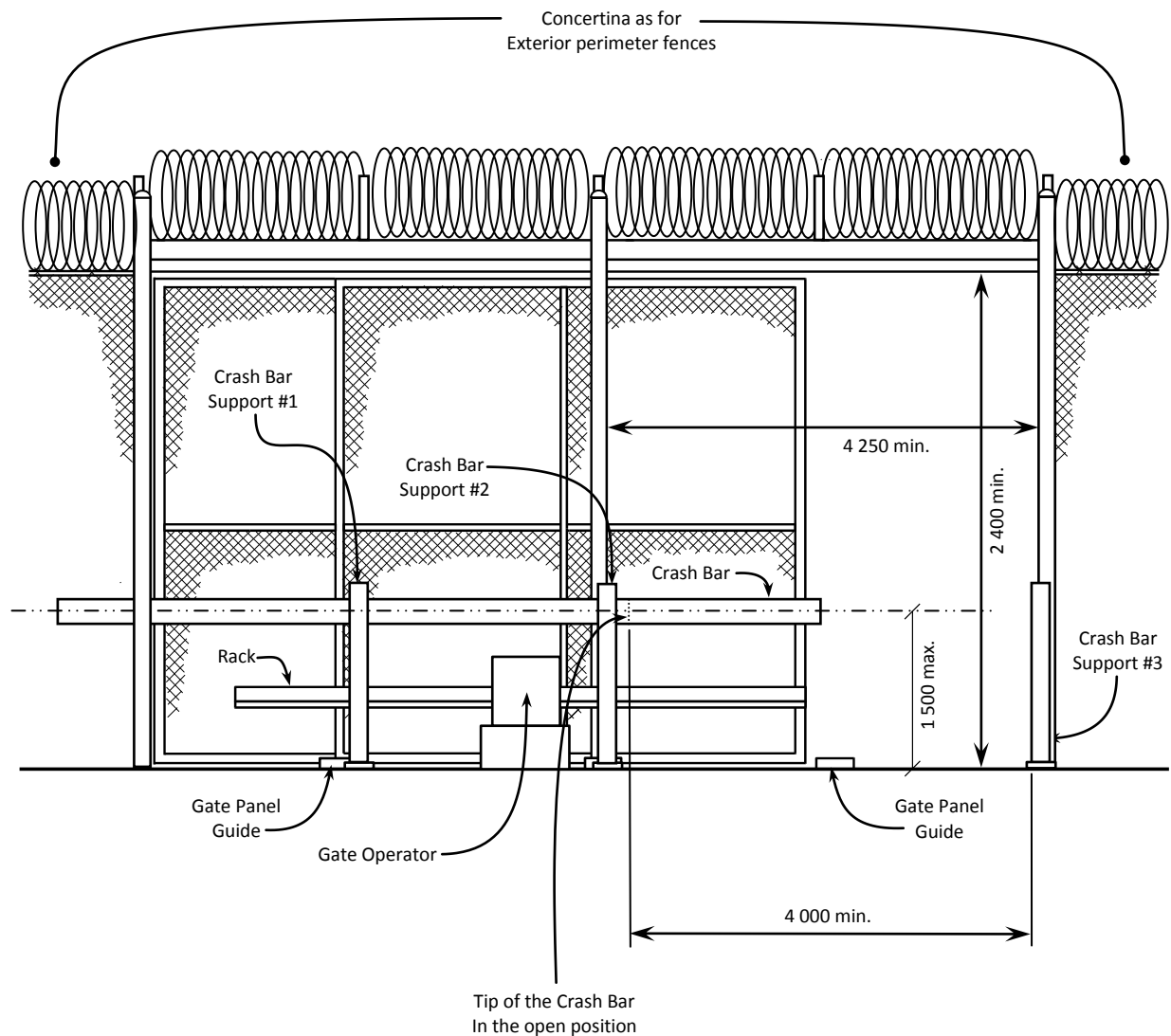


PLATE WSP-3-5 – FENCE GATE WITH RACK & PINION –
INSIDE ELEVATION PERIMETER FENCE

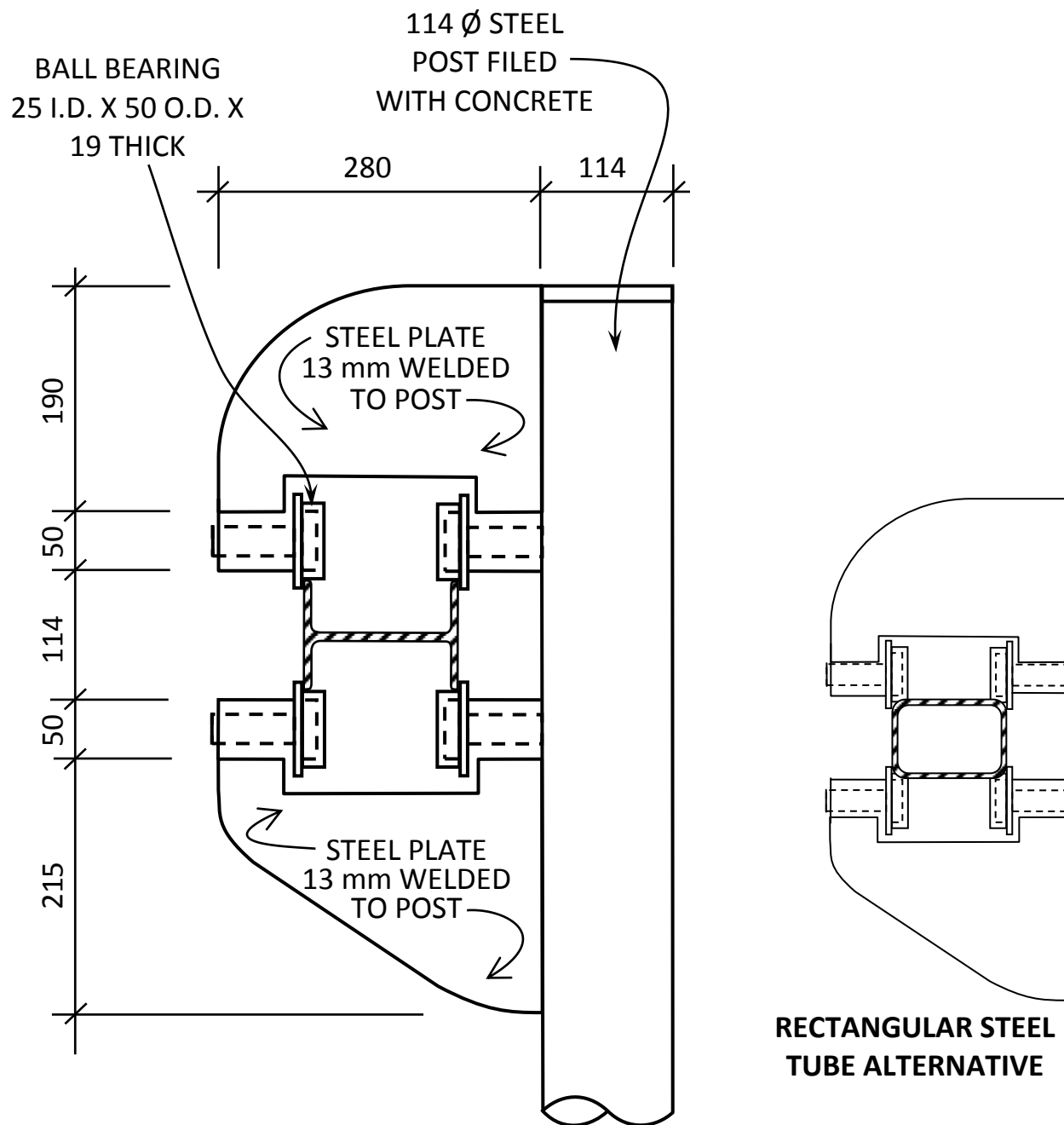


PLATE SP-3-6 – CRASH BAR DETAILS

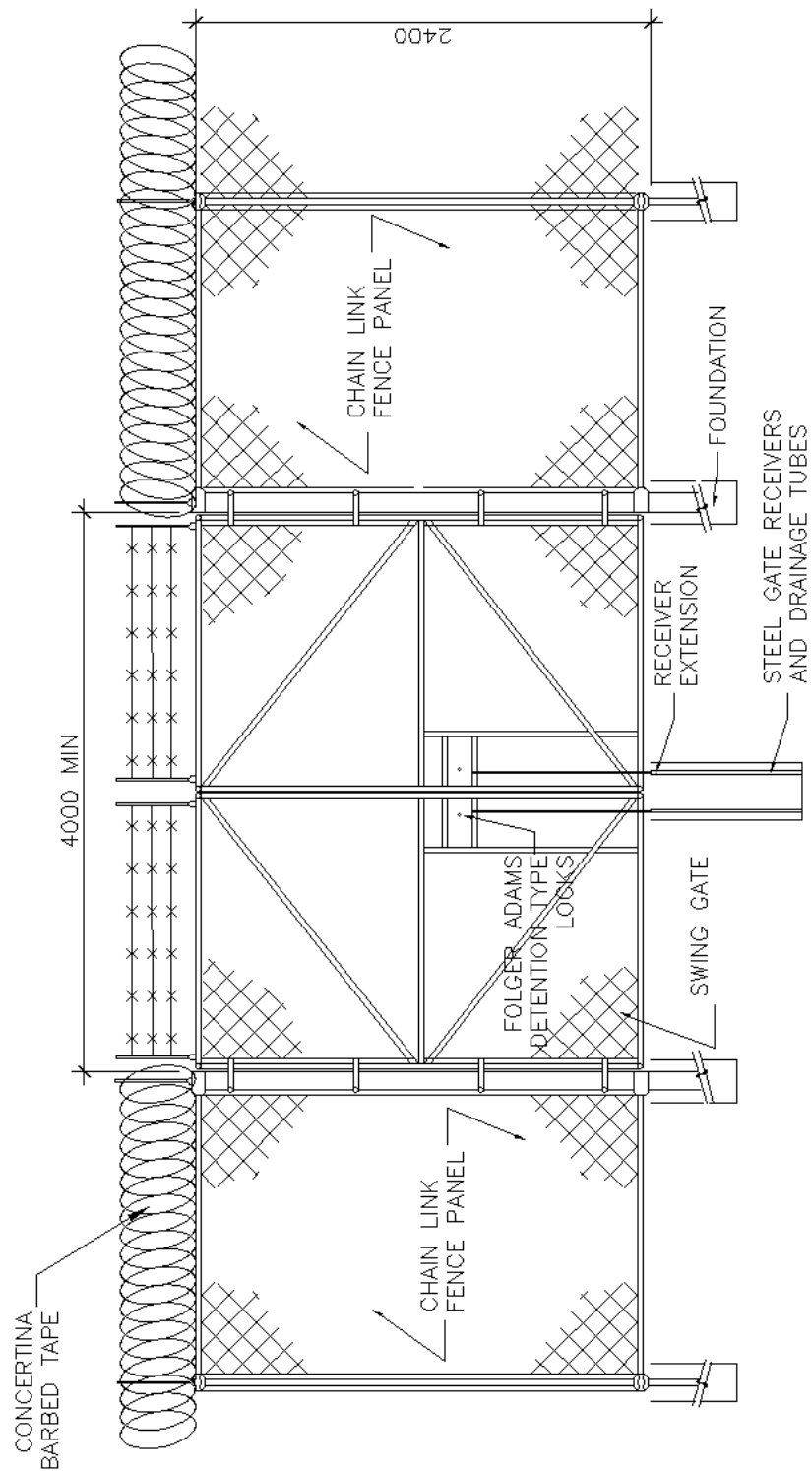


PLATE WSP-3-7 – VEHICLE SWING GATE (EMERGENCY GATE)

WSP-4 SITE – EXTERIOR LIGHTING**1. SCOPE**

This section outlines the requirements for site lighting for Women's institutions including perimeter fence lighting and provides design guidelines for the following:

- Type of lighting systems and standards.
- Recommendations for lighting levels.
- Quality of illumination.
- Recommendations for control of glare.
- Recommendations for uniformity and brightness control of the environment.
- Recommendations for maintenance of the lighting system.

2. RELATED SECTIONS

WSP-2 – Fences

WSP-5 – Traffic Circulation

TCD E-1 – General Electrical Engineering and Electrical Distribution

TCD E-7 – Emergency Electrical

3. GENERAL REQUIREMENTS

- 3.1** Exterior lighting is provided for safety and security within institutional grounds; to assist in the visual detection of escape attempts, and to permit the use of outdoor amenities after daylight.
- 3.2** Exterior lighting shall be situated to minimize light entering sleeping areas.
- 3.3** Exterior lighting systems shall be designed to cast a practicably uniform level of lighting, free of shadows or dark spots and with minimal glare.
- 3.4** Energy saving features and systems shall be used in accordance with government policy.
- 3.5** Levels of illumination herein presented refer to average and avg./min. ratio values for either horizontal, ground level, or vertical illumination, unless otherwise stated. Local conditions may make it necessary to adjust values.
- 3.6** Lighting is provided to assist CCTV monitoring.
- 3.7** Systems shall be designed to withstand a wind velocity of 160 km/h and ice loading characteristic of the area in which the institution is located.
- 3.8** All security lighting systems shall be equipped with automatic control and manual override. The manual override shall reset itself to the automatic mode after it has been left in the manual mode for 24 hours. Recreation area lighting controls shall be manual only.

4. APPLICATIONS

4.1 Exterior lighting is designed to provide illumination of the following:

- Signage
- Entranceways and exits, including exterior stairways and ramps
- Pedestrian walks
- Institutional Grounds
- Parking lots and roadways
- Outdoor amenity areas
- Secure perimeter

5. PERFORMANCE REQUIREMENTS

5.1 *Security Lighting*

5.1.1 Lighting requiring Emergency Power Source

5.1.1.1 Perimeter Fence Lighting System - Special requirements for the perimeter system are covered in item 5.2.

5.1.1.2 Institutional Compound – the entire area within the perimeter fence illuminated to 10 lx average to allow silhouetting surveillance.

5.1.2 Illumination

5.1.1.3 Entrances and Sally ports shall be illuminated to allow recognition of persons entering the institution after daylight hours. Fixture placement shall achieve optimal visibility. The Entrance and Sally ports shall generally have an illumination level matching that of the perimeter fence.

5.1.1.4 Glare Control - Lighting system shall be engineered to ensure that spill light will not produce a glare problem without affecting the minimum illumination levels.

5.1.1.5 Uniformity – The placement of the luminaires should be arranged so as to ensure good uniformity of illumination over the area illuminated. Uniformity is expressed as the ratio of average illumination to minimum. In the area between perimeter fences the ratio should not exceed 3:1.

5.1.1.6 Luminaires – perimeter security lighting fixtures shall be based on the following requirements:

- a) Shatterproof lenses and vandal resistant housings
- b) Non yellowing lenses
- c) Pole, luminaires and brackets capable of withstanding the force of 160 km/h wind
- d) Lighting fixtures location to facilitate replacement of components.

5.1.1.7 Electrical System – The electrical system must meet the following minimum requirements.

- a) The security lighting system including the perimeter fence lighting shall be connected to the standby power system for continuity of service.

- b) Grounding methods shall meet the requirements of the Canadian Electrical Code, *CSA C22.1-09*¹³.
- c) Protect each phase with dedicated single phase circuit breaker. This will prevent the possibility of a fault on one phase affecting the other two.

5.1.1.8 Codes and Standards – Installation shall comply with the latest edition of the Canadian Electrical Code, Part 1, *CSA C22.1-09* (see footnote 2) and any applicable local or provincial regulation. Requirements outlined herein however, shall take precedence.

5.2 Perimeter Fence Lighting

5.2.1 General

5.2.1.1 Security Lighting for the Perimeter fence shall:

- a) Discourage or deter escape attempts.
- b) Make detection certain should an escape be attempted at scaling the perimeter fence.
- c) Avoid glare that can impact good visibility while not adversely affecting surrounding area.
- d) Ensure high system reliability.
- e) Meet levels of illumination indicated in Plates SP-4-2 and SP-4-6.
- f) Have automatic control.
- g) Consist of poles, lighting equipment and components located inside the perimeter fence and be made vandal or sabotage proof.
- h) Be connected to the standby power system for continuity of service.
- i) Provide a monochromatic light source.
- j) Provide minimum illumination level of 10 lx at the fence line.

5.2.2 Design

Perimeter Fence Lighting System shall be designed to achieve and maintain lighting quality based on the following factors and considerations:

- 5.2.2.1 Where a Women's institution is located in an area with little light from off property, the lighting system shall independently enable clear viewing within the illuminated area of the fence line.
- 5.2.2.2 Where an institution is located in close proximity to the community and more specifically housing, the lighting system shall reduce the impact of light spill beyond the institutional reserve.
- 5.2.2.3 A maintenance factor shall be applied in the design calculation to make allowance for luminaire dirt and any depreciation. Also consider weather conditions which will adversely affect visibility.

5.2.3 Luminaires

- 5.2.3.1 Luminaire type – The current choice for lighting is Light Emitting Diode (LED) or Induction lighting. These will normally be fully operable between -40°C (or less) and + 50°C (or more) and emit a white and bright light quality which enhances vision. LED systems can also be integrated with PIDS to allow the lighting to run at two illumination settings: low and high. Lighting could normally run at the low setting but

¹³ CSA C22.1-09 -- Canadian electrical code, part I (21st edition), safety standard for electrical installations.

should the perimeter fence be disturbed as detected by the FDS, the lighting for that zone only could increase to the high setting. This will signal to the escapee that his attempt has been detected and as well highlight the disturbed zone to the any officer on ground. The lighting therefore operates at 50% power increasing to 100% for the disturbed zone reducing the power output even beyond its already highly efficient performance. See Plate SP-4-6 for LED layout.

5.2.3.2 LED lamps are specified by manufacturers and must be selected based on engineer's recommendation for CSC application.

5.2.4 Poles are specified as follows:

5.2.4.1 Octagonal tapered of steel complete with transformer bases, eye bolts and gasketed electrical outlet boxes.

5.2.4.2 Hot dipped galvanized on interior and exterior surfaces as per *ASTM A123-09* and hot dipped galvanized anchor bolts and hardware accessories where possible.

5.2.4.3 Height and luminaire spacing to match type of lighting system as shown on Plates SP-4-3 & SP-4-6.

5.2.4.4 Hardwood plywood template for retaining anchor bolts when grouting them in place in the concrete base.

5.2.4.5 With non-shrink grout.

5.2.4.6 Transformer base plates drilled in the manufacturer's plant to match the anchor bolt configuration set in the bases.

5.2.4.7 Access doors in the transformer bases are c/w gasket and use tamperproof hardware for securing doors in place.

5.2.4.8 Transformer base oriented so that their access doors are parallel to but facing away from the fence.

5.2.4.9 For grounding requirement specify:

a) 10 mm threaded copper grounding stud welded to the inside of each transformer base at the back and above the bottom of the door opening. Ground studs are supplied complete with two nuts, one lock washer and one copper clamp type lug for minimum 13 mm² stranded bare copper wire.

b) Ground studs welded to the transformer bases in such a manner as to present a smooth surface on the exterior of the bases.

5.2.4.10 Aluminium nameplate located one foot above its base to include the manufacturer's name or identification mark, year of manufacture, pole length and ordering reference number.

5.2.4.11 Shims for levelling consisting of one 1.5 mm and two "U" shaped 3 mm.

5.2.5 Pole Mounted Luminaires and Lamps

5.2.5.1 Distance between luminaires shall be based on Light diffusion modelling using approved lighting, their manufacturers and fixtures. Plate SP-4-6 illustrates existing installation characteristics for pole mounted luminaires.

5.2.6 Controls

Perimeter fence lighting shall be controlled by a photo cell and meet the following requirements:

5.2.7.1 A photo control unit shall automatically turn on the security fence lighting system.

5.2.7.2 The weatherproof unit capable of operating over a range of -60°C to +55°C shall be mounted on a fence lighting pole located closest to the Main entrance.

5.2.7.3 The control shall energize the lamps on a preset (adjustable) value.

5.2.7.4 A manual control override turns the lights on and off as required.

5.2.7.5 The system shall operate on stand-by power and “be fail-secure”.

5.2.7.6 Controls shall be connected in parallel with the “ON” contacts of the “ON OFF” selector switch located as specified.

5.2.7.7 The photo control shall have a standard NEMA twist lock plug.

5.2.7.8 The photocell shall be temperature stabilized pre-aged and hermetically sealed.

5.2.7.9 The Installation Contractor shall adjust the photo control unit to switch on at not less than 40 lx. The unit shall be rated 1000 W incandescent, 120 volts, 60 HZ and CSA approved.

5.3 Other Exterior Lighting**5.3.1 Luminaire type**

Lighting type shall be selected based on energy efficiency, economy and accepted practices for Recreation Areas, Parking Lots, Signage, Roads and sidewalks, Building entranceways and exits, and Institutional grounds. Luminaires must be fully operable between -40°C (or less) and + 50°C (or more).

5.3.2 Recreation Areas and Yards

5.3.2.1 The recreation area illumination system shall be installed on a project specific basis so as to form an integral system as part of the exterior lighting system. Illumination levels for dedicated yards connected to living areas -70 lx.

5.3.3 Parking Lots, Institutional Grounds. Roads and sidewalks

5.3.3.1 Average Illumination Levels – 10 lx.

5.3.3.2 Illumination Uniformity – Maintain a maximum ratio of average lux to minimum lux of 3:1.

5.3.3.3 Illumination Quality – To minimize shadows especially between parked cars illuminate each point from at least two luminaire locations.

5.3.4 Signage, Building entranceways and exits

5.3.4.1 Direct lighting with similar luminaires to that for sidewalks and roads will serve to illuminate the target door or sign to a higher level.

5.3.5 Controls

5.3.5.1 The recreation area lighting controls shall be manually switched on and off as required from a specified location.

5.3.5.2 All other exterior lighting shall be controlled by photocell or astronomical dial time clock with manual bypass from a specified location. Lighting controls shall be separated for each use.

5.3.6 Poles

- 5.3.6.1 Specify that all poles used as light standards shall be fabricated from steel conforming to *CSA Standard G40.21-04 (R2009)*¹⁴ Type T, grade 60T, Low silicon, 60,000 psi yield strength. Do not use concrete poles.
- 5.3.6.2 Avoid having steps on poles.
- 5.3.6.3 Minimum height of post for pedestrian walks 3.05 m, for parking lots 6.1 m.
- 5.3.6.4 The lighting system should incorporate a method by which luminaires on poles may be easily and economically maintained.
- 5.3.6.5 High Standards (30 m poles) are shall not be used for Women's institutions. Maximum height shall not exceed 13 m.

¹⁴ CSA G40.20-04/G40.21-04 (R2009) – General Requirements for Rolled or Welded Structural Quality Steel/Structural Quality Steel

WSP-5 SITE – TRAFFIC CIRCULATION AND PARKING

1. SCOPE

This section outlines requirements for vehicle and pedestrian circulation and for vehicle parking inside and outside Women's institutions.

2. RELATED SECTIONS

WSP-1 – Site Development

WSP-2 – Security Fences

WSP-3 – Gates/Sally Port

WSP-4 – Lighting

3. CIRCULATION SECURITY REQUIREMENTS

3.1 *Outside the Institutional Perimeter*

- 3.1.1 For ease of control, there shall be only one roadway providing access to the institution from a public thoroughfare.
- 3.1.2 All parking, including that of staff, visitor and CSC owned vehicles, shall be located on the exterior of the institution and in proximity to the Principle Entrance.
- 3.1.3 Pedestrian walks shall only be provided from the parking area to the Principle Entrance.

3.2 *Inside the Institutional Perimeter*

- 3.2.1 A pedestrian outdoor circulation network shall connect all buildings. Enclosed circulation networks shall not be provided except where buildings are connected.
- 3.2.2 Fire vehicle access shall be in accordance with applicable authorities. Two different access routes, one via the Principle Entrance, one via the Emergency Vehicle Entrance shall be provided with clear signage (see SP-3:3.2).
- 3.2.3 Vehicle roadways are required for service functions and shops. Vehicle movement shall be separated from offender circulation and located away from outdoor offender activity areas.
- 3.2.4 Vehicle loading and unloading zones shall be centralized where possible, or located in proximity to one another to facilitate their control. Loading zones shall be located away from inmate movement and exterior activity areas, and shall be close to the Principle Entrance.

4. DESIGN REQUIREMENTS

4.1 *Roadways*

- 4.1.1 The access road shall be integrated into the public road system; it shall not provide hazardous crossings nor cause undue congestion during peak hour movements.
- 4.1.2 All roads shall be asphalt paved unless local conditions dictate otherwise.

4.1.3 The minimum widths of paved surfaces shall be as follows:

- One way single lane: 3.5 m
- Infrequently used access ways: 4.8 m
- Two way double lane: 7.0 m

4.1.4 Roadway curbs shall not be used.

4.1.5 Drainage, turning radii, prepared shoulders and intersections shall conform to local municipal standards.

4.1.6 Pedestrians and vehicles shall share the same traffic surfaces except as provided for above.

4.1.7 Roadways shall be illuminated as per section WSP-4 Exterior Lighting.

4.2 *Perimeter Walkway*

4.2.1 A paved walkway for fence inspections shall be provided along the interior side of the perimeter fence. The Walkway shall be 900 mm wide and engineered for local conditions.

4.2.2 Illumination of the walkway shall be satisfied by perimeter fence lighting as per Section WSP-4 Exterior Lighting.

4.3 *Pedestrian Walkways*

4.3.1 Walkways shall be of monolithic material such as asphalt, concrete, or compacted stone dust. Small or thin pavers which can be lifted or broken shall not be used.

4.3.2 Walkway design shall allow for movement of handicapped persons and snow removal equipment s well as projected traffic volume.

4.4 *Parking (Other than for CSC Vehicles)*

4.4.1 Offender visitor parking and staff parking shall be separately demarcated. Offender visitor parking stalls shall be provided at a ratio of 50% of the maximum number of offenders allowed in the visits area at one time (visit capacity); such visit capacity shall be identified on a project specific basis. For optimal time of use distribution, the visitor parking lot shall also accommodate official visitor cars.

4.4.2 The number of staff parking stalls shall be provided at the rate of 1.2 multiplied by the peak weekday shift. Staff complement shall be identified on a project specific basis.

4.4.3 Barrier-free parking shall be located close to the gatehouse and be combined for use by staff and visitors. The number of stalls shall be based on established need ranging from a minimum of 2 to a maximum of 4.

4.4.4 Parking areas shall be asphalt paved unless local conditions dictate otherwise.

4.4.5 Curbs shall not be used, although pre-cast wheel stops are permitted.

4.4.6 Landscape islands and trees are permitted but dense planting shall be avoided.

4.4.7 Parking stall dimensions (including barrier-free) and drainage provisions shall conform to governing standards.

4.4.8 Parking areas shall be illuminated as per section WSP-4 Exterior Lighting.

4.5 *Parking for CSC Vehicles*

4.5.1 A CSC vehicle parking compound shall be provided, located on the outside of the perimeter fence; size shall be defined on a project specific basis.

4.5.2 The parking compound shall be located in proximity to the Main entrance.

4.5.3 Fuel shall not be stored on site except for light vehicles and for the emergency generator. Fuel shall be stored in registered tanks in accordance with the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations².

4.5.4 The parking compound shall be illuminated as per section WSP-4 Exterior Lighting.

4.6 *Electrical Outlets for Engine Blocks*

Where an institution is located in an isolated area in climate zones having sustained low temperatures of -20°C or less, electrical outlets for engine blocks shall be provided based on the following:

4.6.1 CSC Vehicles

The intent being that institutions have ready to run CSC vehicles for everyday operations including escort or transfer of inmates. Consequently, electrical outlets for block heaters are mandatory.

4.6.2 Staff Vehicles

The provision of outlets must be consistent with local practices. For this, a survey of other Government buildings and local area business and plants will determine the need to provide electrical outlets for block heaters.

4.6.3 Other Vehicles

Electrical outlets for block heater shall not be provided for visitor parking or for other short term parked vehicles.

4.6.4 Parking Electrical Outlets General Requirements

Where provided, electrical outlets may be controlled by timer or by a programmable controller.

WSP-6 SITE – TEMPORARY CONSTRUCTION FENCES

1. SCOPE AND DEFINITIONS

This section provides performance criteria and relevant specifications for all temporary construction fences for Women's institutions.

Several options for temporary fences are available. Their selection must weigh the following factors: location of construction, the risk of breach, and the duration of construction. Type of fence and conditions of use:

Type 1 Fence for open facilities without fenced perimeter provides a physical barrier to prevent unauthorized persons access to the site for reasons of safety and to protect the contractor's assets. This fence is no different from that used in the community.

Type 2 Fence in restricted or controlled offender areas such as where routine vehicle movement takes place within the service compound and therefore where breach concerns should not be elevated. This fence serves to prevent unauthorized access for similar reasons as above and as such the fence type is also as above. Construction truck traffic is via the Principle entrance vehicle sally port where it is inspected for contraband. Type 2 Fence shall also be used where construction duration is short term as for a repair or replacement of existing systems or where the work site shifts by phase from building to building. The institution in this case will schedule offender movement and activities so as to mitigate risk of breach. Truck traffic to the site will be escorted from the Principle entrance.

Type 3 Fence used in offender movement and activity areas within the main perimeter and where breach is possible. Construction truck traffic is via the main entrance vehicle sally port where it is inspected for contraband. Trucks are escorted to the construction site. This fence is used for long term projects which have a substantial scope and cost. Fences here must assure appropriate security based on assessed risk. . Type 2 fence may be used here complemented by being topped with BTC to assure adequate security against scaling.

Type 4 Fence used for long term projects in proximity to the perimeter fence. This fence forms a secure compound which is integrated with the perimeter fence. Type 3 fence is used except that it is fitted with a Fence detection system and covered by camera and lighting integrated with the PIDS. A dedicated access will be constructed on the perimeter fence line for construction truck traffic to be controlled by contracted commissionaires.

2. RELATED SECTIONS

2.1 *Technical Criteria Document sections:*

WSP-1 - Site Development

WSP-2 - Fences

WSP-3 - Gates/Sally Ports

WSP-4 - Exterior Lighting

WSP-5 - Traffic Circulation and Parking

2.2 *Other CSC document*

Statement of Technical Requirements – Temporary Construction Fences at Medium and Maximum Security Institutions, Correctional Service Canada, Technical Services Branch – Electronic Systems, Issue 5, April 8, 2011.

2.3 National Master Specification section:

01 35 13 – Security Requirements (prior to 2004: 01003 – Security Requirements)

01 56 26 – Temporary Fencing

01 56 36 – Temporary Security Enclosures

3. PERFORMANCE CRITERIA**3.1 Type 1 Fence**

This fence type shall be a self supporting welded mesh sectional fence typically available by rental ('Modu-loc' or similar). The height of the fence shall be no less than 1800 mm high but may be higher depending on local availability. The fence must be stable and self supporting. Welded wire mesh is considered to be non-climbable due to its mesh size which inhibits the insertion of a foot to aid climbing. The top of the fence also has its vertical wire projecting over the top rail to discourage breach. Matching vehicle gates are padlocked after work hours. The temporary construction fence shall be removed from the institution by the contractor after construction is completed.

3.2 Type 2 Fence

This fence type shall be similar to the above but with a height of 2.4 m. This fence must not come in contact with the perimeter fence nor be closer than 5 m to the perimeter fence so as not to interfere with PIDS camera viewing on the interior side of the institution. The temporary construction fence shall be removed from the institution by the contractor after construction is completed.

3.3 Type 3 Fence

This fence shall be similar to the Type 2 fence except that it shall be topped with BTC, with a base securely pinned in the ground from each side and with the ground compacted to prevent tunneling. Matching swing type vehicle gates shall be padlocked after hours. As for type 2 fence, this fence must not come in contact with the perimeter fence nor be closer than 5 m. Truck access to this compound shall be via the Main entrance with all vehicles escorted. The temporary construction fence shall be dismantled and removed by the contractor after construction is completed.

3.4 Type 4 Fence

This type of fence forms part of the perimeter. It shall be a Type 3 fence with BTC and equipped with a fence detection sensor connected to the M CCP. Cameras are also required to monitor the fence line connected to the M CCP as well as lighting to enhance viewing. Access is through a single gate similar to the emergency gate and is secured with padlocks and keys under the control of a Commissionaire. A commissionaire's temporary hut is required within the construction site. The fence and systems must be dismantled and removed by the contractor.

4. RELEVANT SPECIFICATIONS**4.1 Type 1 Fence**

Rental construction protection fence comes with welded wire mesh and components conforming to ASTM F2919 Welded Mesh Fence specification. Mesh is galvanized steel no larger than 50X150mm (vertically long rectangle) with vertical wire projecting and exposed at top. Fence must be at least 1800mm high and secured with pins inserted in the ground through the 'T' base support. Sections of fence must be securely clamped

together to ensure that the each fence run acts as a continuous barrier which will resist lateral forces and separation. Sloped runs must be protected by mesh panels to ensure continuity of barrier from ground up.

4.2 *Type 2, 3, and 4 Fence*

This fence is similar to Type 1 above but shall be 2400mm high. Ground along the fence run shall be surfaced with compacted gravel. 'Barbed tape concertina' (BTC) where required shall be as per SP-2-4.2 except that it could be directly attached with galvanized twist ties or clips to the top rail or wire resting against the mesh on the threat side. Use of steel arms fastened to the posts may also be considered for the support of 2 barbed wires and BTC.

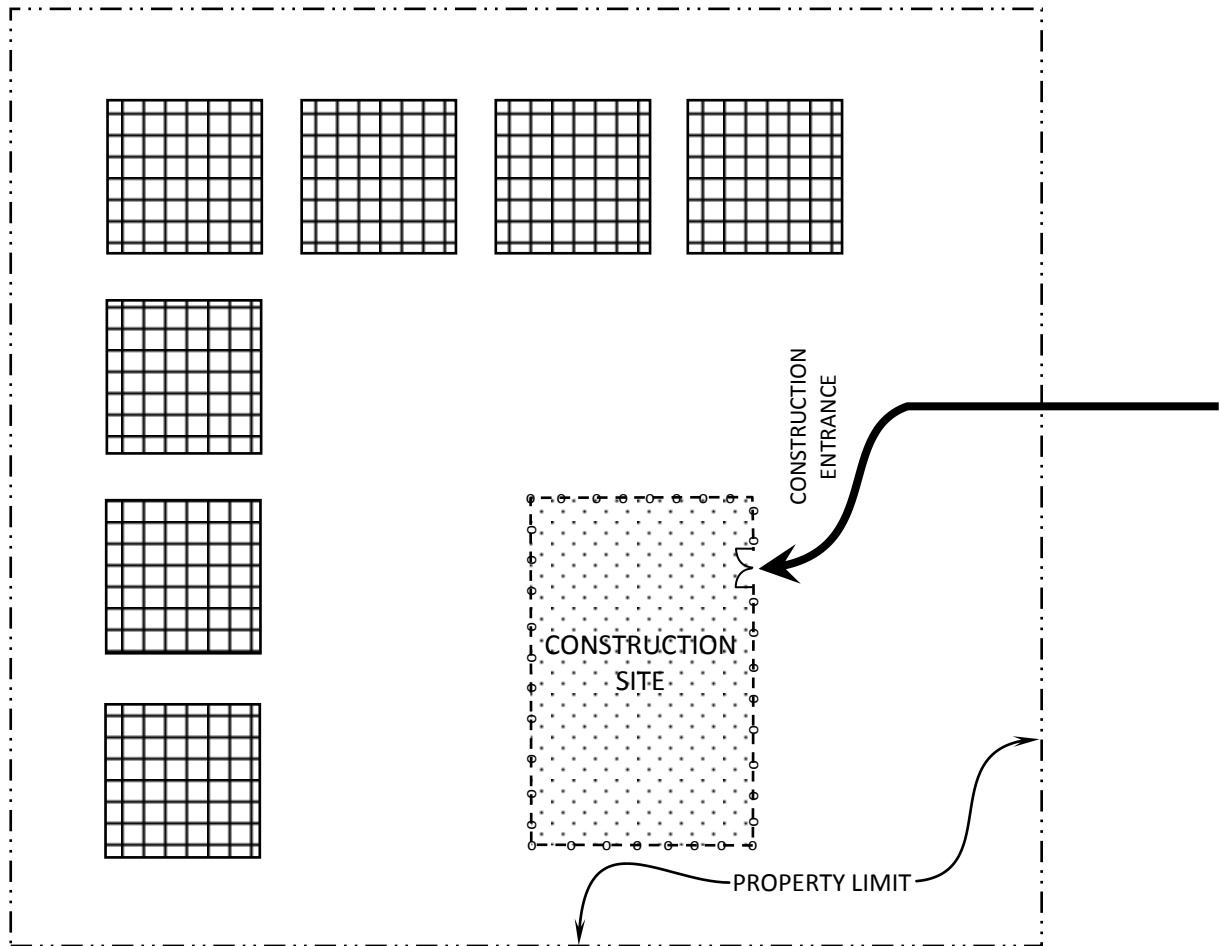


PLATE WSP-6-1 – TYPE 1 FENCE

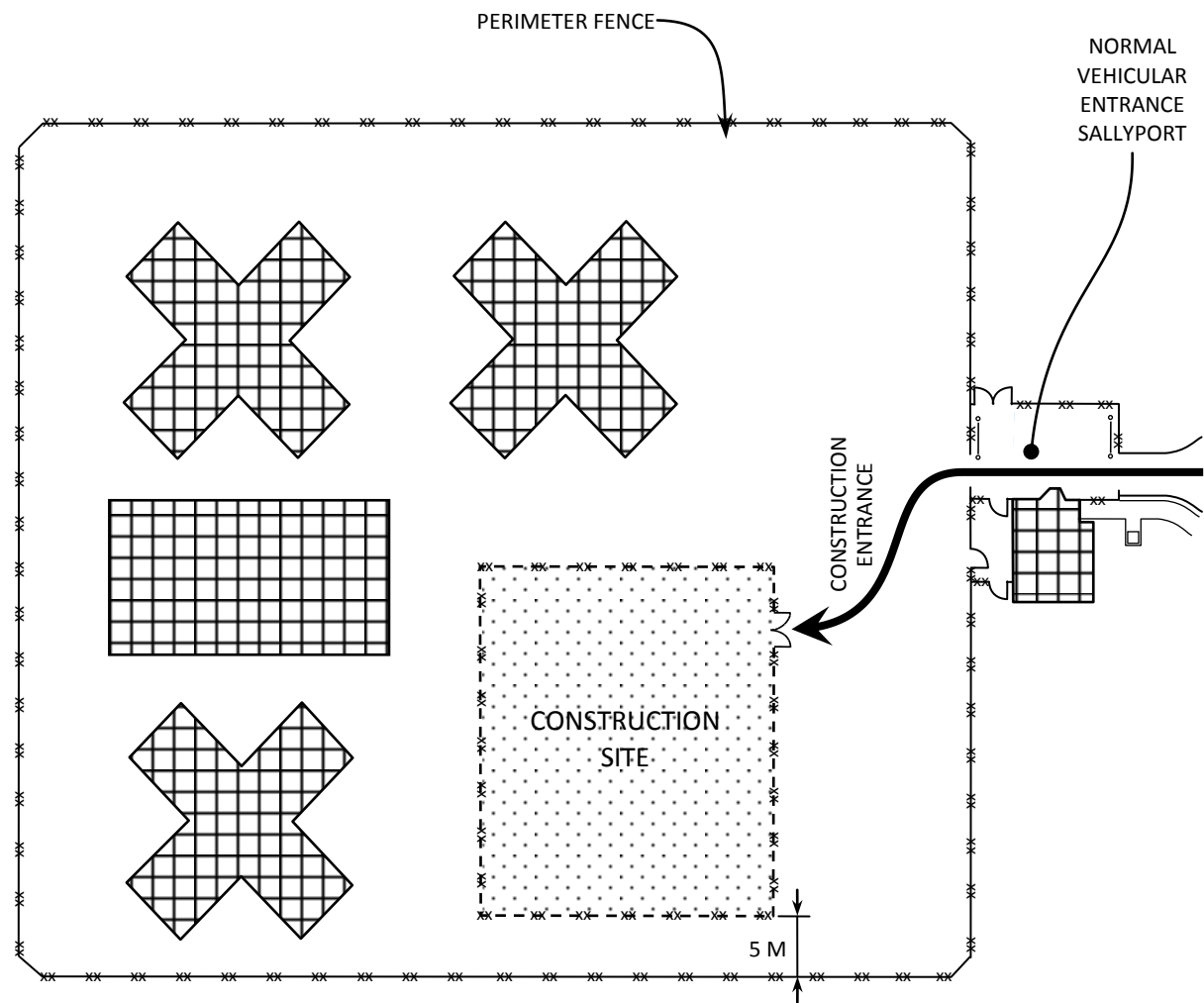
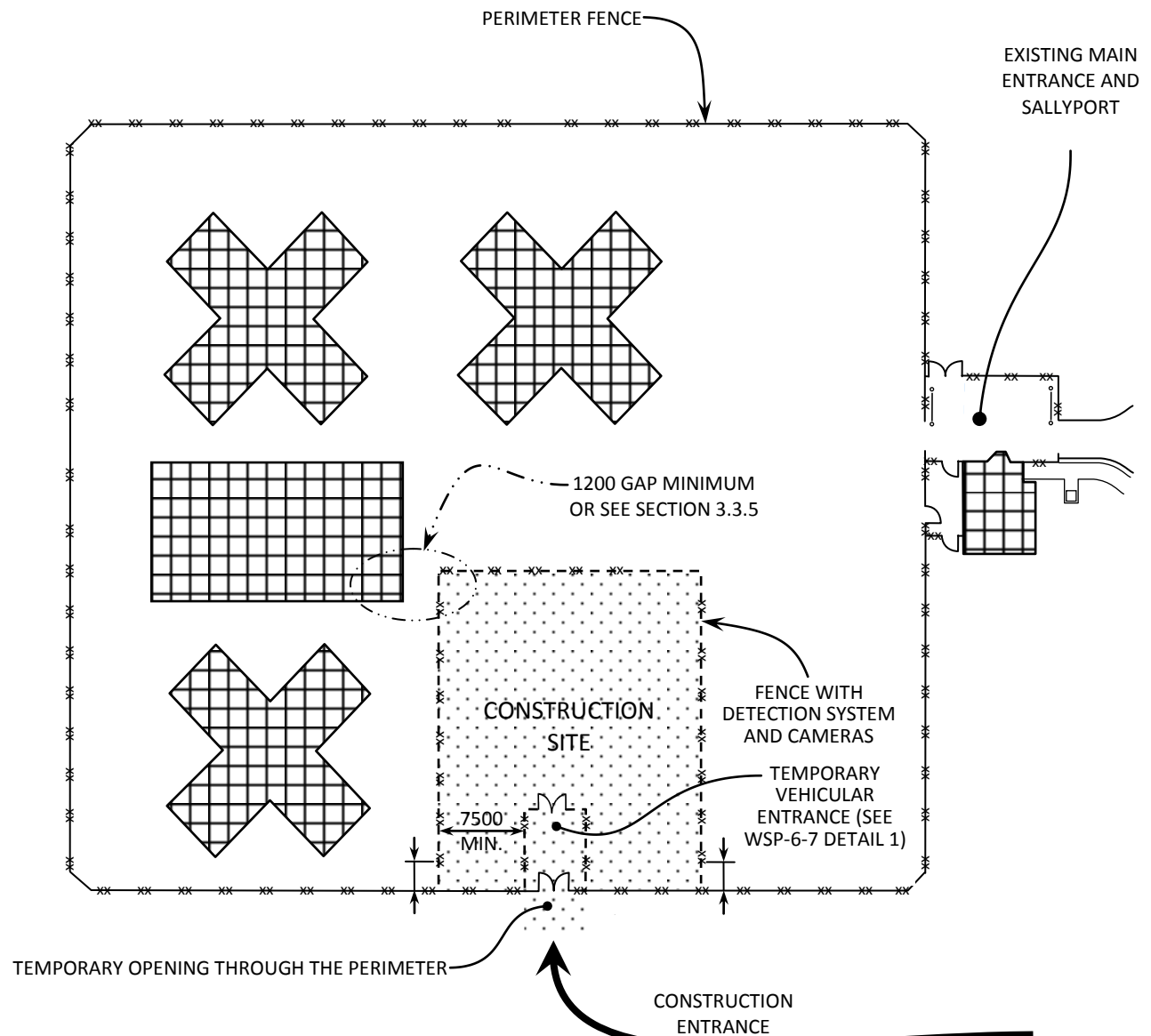
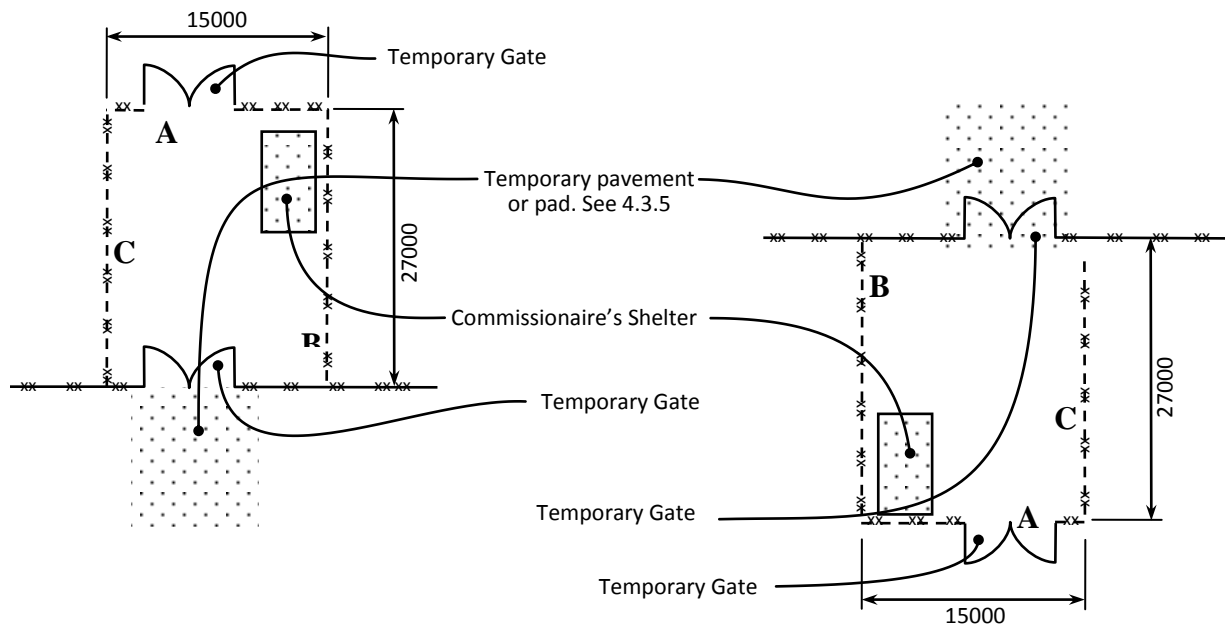


PLATE WSP-6-2 – TYPE 2 AND 3 FENCE

PLATE WSP-6-3 – TYPE 4 FENCE

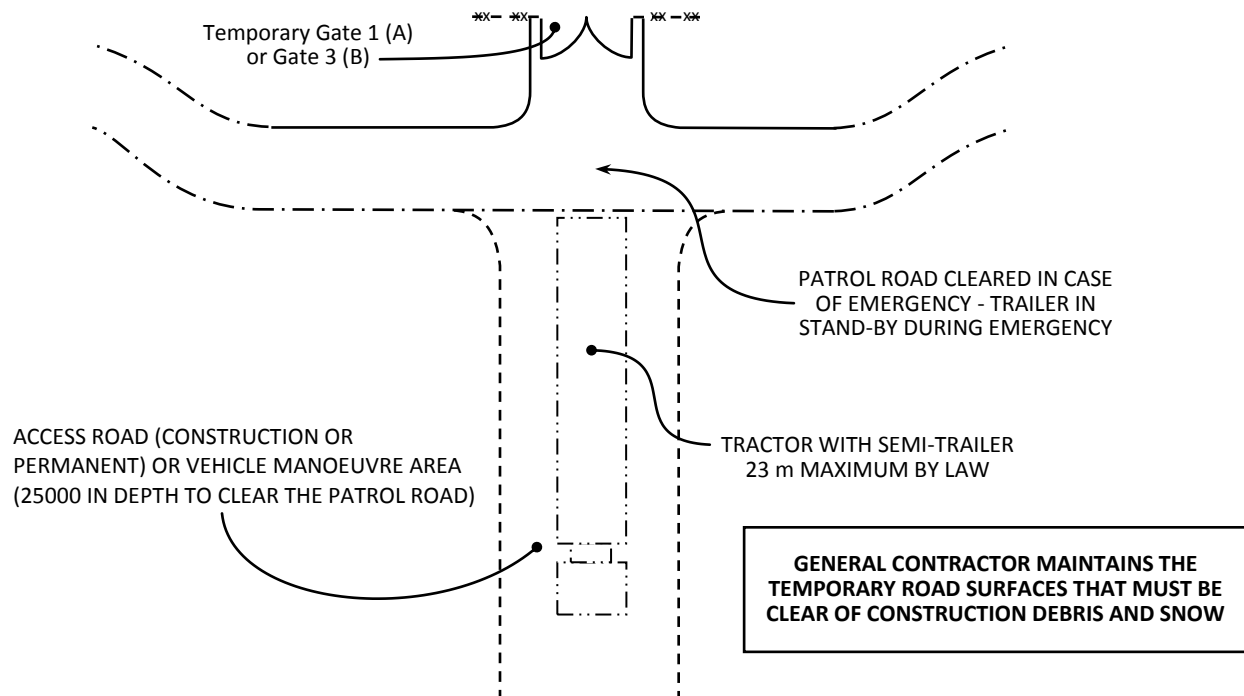




A – INSIDE THE INSTITUTION

B – OUTSIDE THE INSTITUTION

WSP-6-4 – TYPE 4 FENCE –
ENTRANCE OPTIONS



WSP-6-5 – TYPE 4 FENCES –
VEHICLE ACCESS DETAIL