

**Program of Requirements – POR**  
**for the**  
**Western County**  
**Recreation Center**



**October 31, 2023**  
**Revised January 2024**

**Montgomery County Maryland**  
**Department of General Services (DGS)**  
**Office of Planning and Development (OPD)**  
101 Monroe Street, 9th Floor,  
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**NOA Architecture Planning Interiors, LLC**

**Western County Recreation Center – Program of Requirements**

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**Western County Recreation Center – Program of Requirements**

Program Of Requirements – POR  
October 31, 2023  
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Montgomery County Maryland  
Department of General Services (DGS)  
Office of Planning and Development (OPD)  
and  
NOA Architecture Planning Interiors, LLC

**Western County Recreation Center – Program of Requirements**

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## **1. Facility Requirements**

### **1.1. Statement of Needs for the Facility**

The Town of Poolesville and neighboring communities in Western Montgomery County are located in the Agricultural Reserve, a vast region covering nearly one-third of the County's land area but with only just over one percent of the County's total population. Consequently, residents in this area have limited access to County services that are commonly available in more densely populated settings. These services include recreation classes, medical/clinical services, mental health services, social services, senior living services, and rentable space for social events.

Furthermore, there is a scarcity of nutritional advice, affordable fitness programs, after-school youth programs, and convenient public transportation. Many civic groups in the area use meeting rooms or other spaces rented from churches, which often do not meet their needs in terms of size, amenities, hours, and availability. This limits their activities, and a multi-use facility could improve their current services and make it possible to expand.

The public library's meeting room is only available during business hours. Poolesville Town Hall's conference room can hold only 8-10 people and is typically in use by the community many nights a week. The main meeting room can hold around 70 people, but it has fixed furniture configured for Commission Meetings.

There is a great need for the envisioned facility as no such facility currently exists in Western Montgomery County, and neighboring County facilities are far away due to the spread-out nature of the communities and residences in the area. Were a multi-use facility such as the one proposed exist, civic groups and certain County departments believe they can improve and expand their programs and participation to better address the needs of these communities.

### **1.2. Project Location**

Site selection process is a future stage of the project development.

### **1.3. Facility's Mission**

The facility's mission is to provide a state-of-the-art community center that serves the recreational, educational, social, and health needs of the residents of Western Montgomery County.

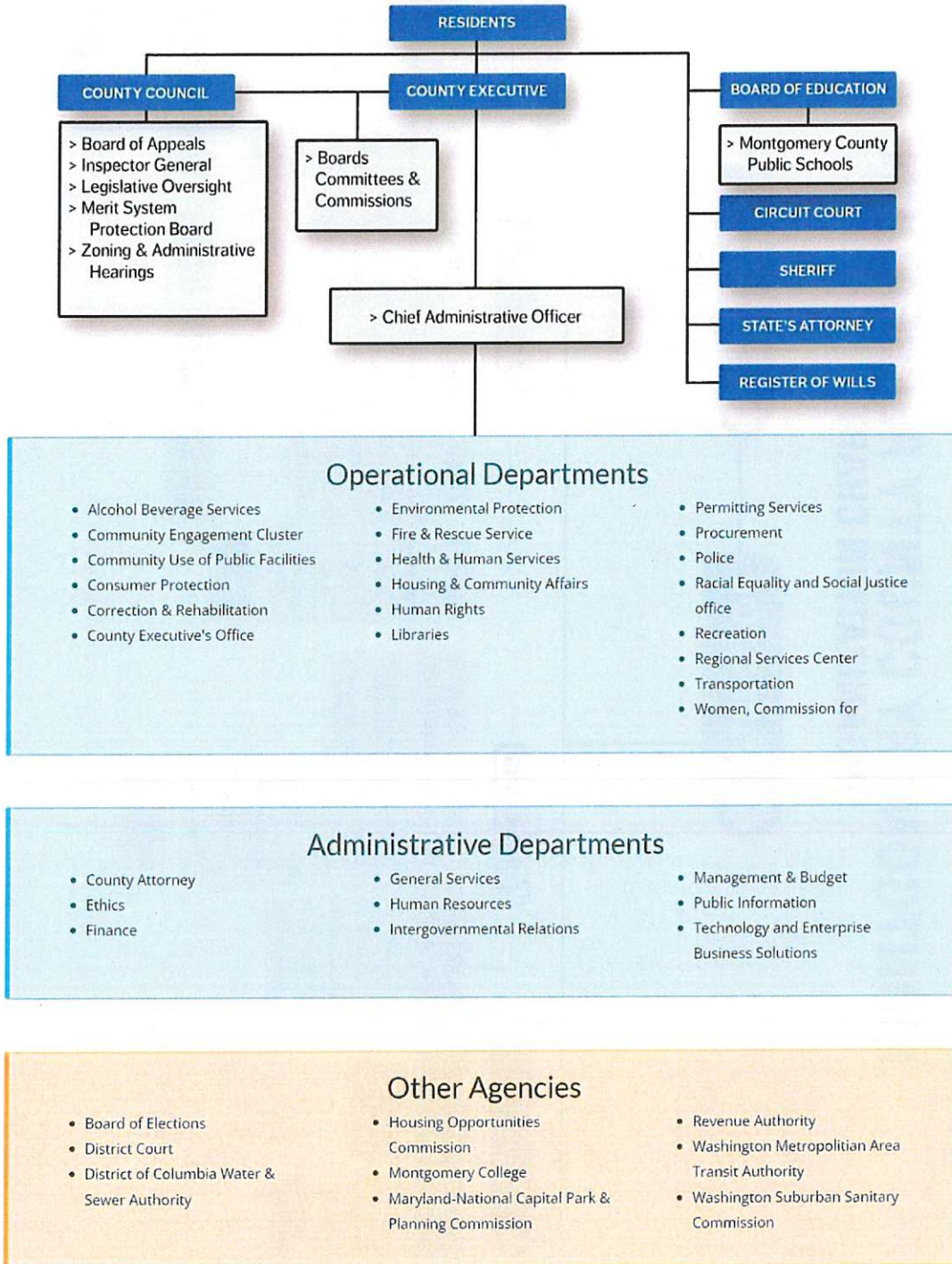
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The center will offer a variety of programs and services and be a place where people can come together to build relationships and create a sense of community. The facility should provide a welcoming environment that promotes community engagement and a sense of belonging for all members of the community.

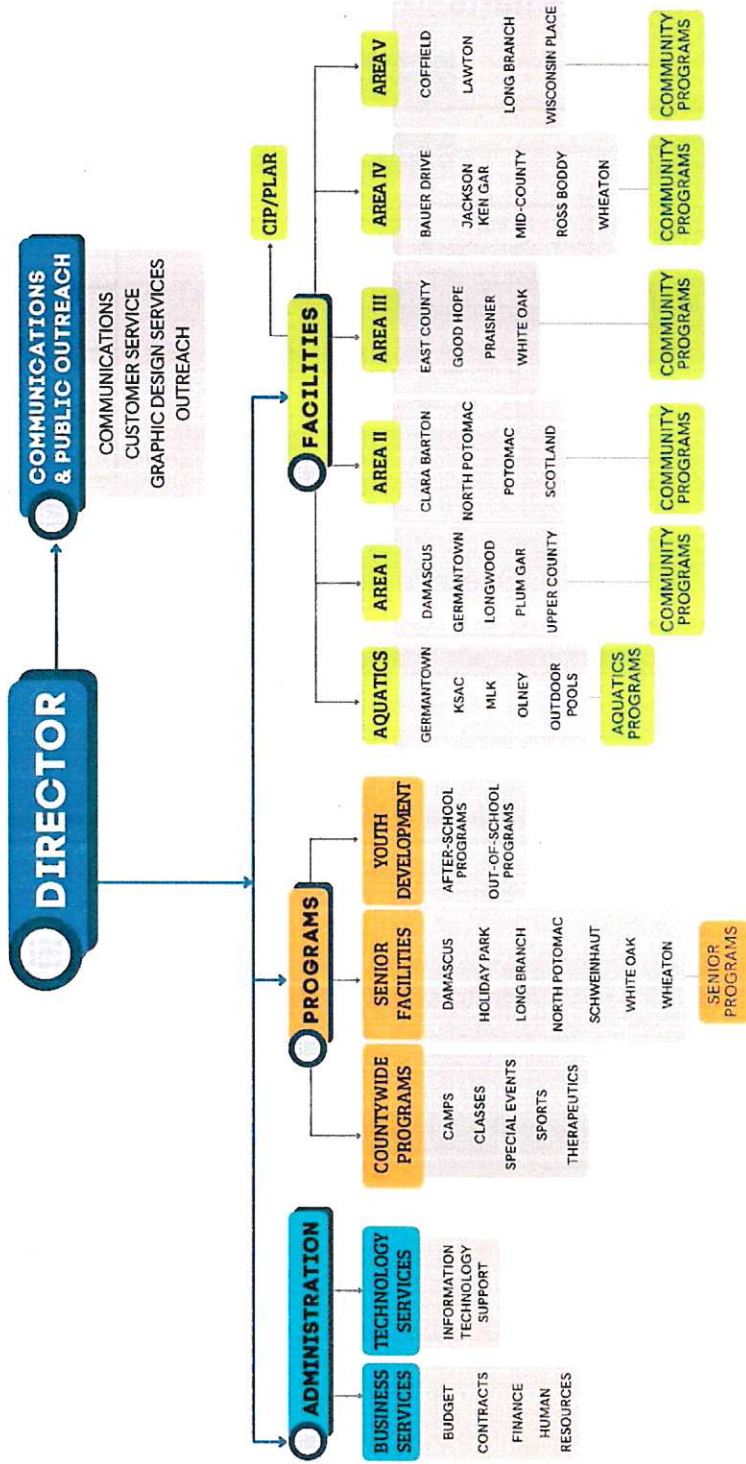
An important goal that is specific to this facility is to provide access to resources and services that may not be readily available to residents living in more isolated or rural areas, such as a health suite that could include resources such as health screenings and consultations with medical professionals.

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**1.4. Organizational Charts**

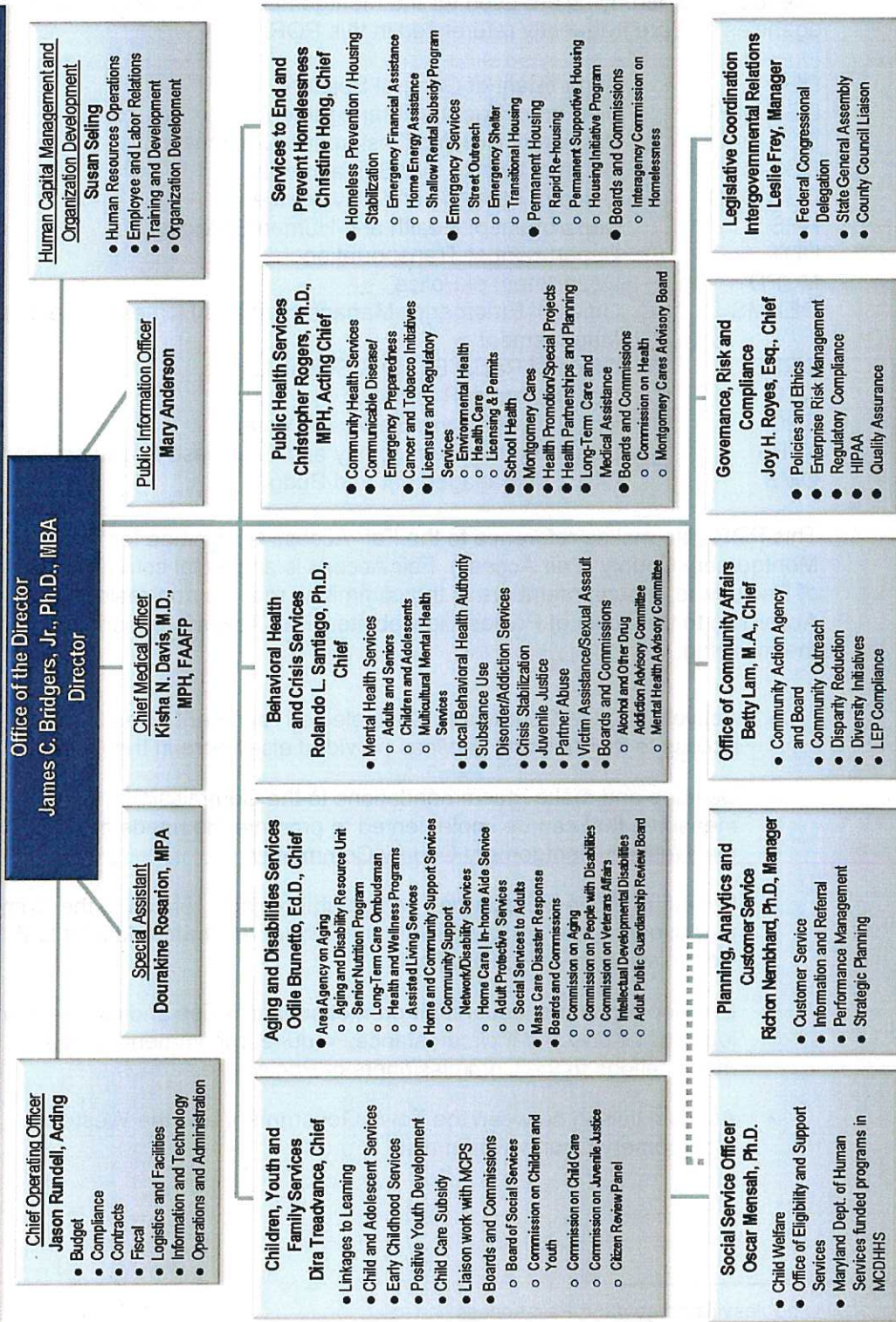


# MONTGOMERY COUNTY RECREATION ORGANIZATION CHART



# Western County Recreation Center – Program of Requirements

## Department of Health and Human Services – Organizational Chart



Effective 6/26/23

## Western County Recreation Center – Program of Requirements

The following acronyms are used for the Montgomery County departments and agencies that are frequently referenced in this POR:

DGS	Department of General Services
DGS-DFM	Division of Facilities Management
DGS-DBDC	Division of Building Design and Construction
DGS-OES	Office of Energy and Sustainability
DGS-OPD	Office of Planning and Development
HHS	Department of Health and Human Services
DOT	Department of Transportation
MCPD	Department of Police
OEHMS	Office of Emergency Management and Homeland Security Management
ORESJ	Office of Racial Equity & Social Justice
REC	Department of Recreation
RSC	Upcounty Regional Services Center
TEBS	Department of Technology and Enterprise Business Solutions
OMB	Office of Management and Budget

This POR also makes reference to the Fair Access Committee for Western Montgomery County (Fair Access). Fair Access is an official committee of the Town of Poolesville, though members of the committee may be non-residents as well. According to the Town of Poolesville website,<sup>1</sup> Fair Access' responsibilities include the following:

- Actively engage County and State elected representatives to promote fair access to facilities and services provided elsewhere in the County.
- Develop and make recommendations to the Commissioners of Poolesville for measures that can be implemented to promote the needs of Poolesville and the Western Montgomery County Community.
- Based on proposed activities and capital projects related to the Committee's purpose, prepare and submit annual budget recommendations to the Commissioners of Poolesville.
- Develop recommendations for promotional activities and events for new lobbying efforts and if circumstances require, recommend budget modifications to the Commissioners of Poolesville.
- Act as a liaison between the Town Government and the Western Montgomery County Community.

<sup>1</sup> <https://www.poolesvillemd.gov/256/Fair-Access>

## **1.5. Planning Assumptions and Methodology**

The POR team (NOA and DGS-OPD) started work in August 2022 by reviewing the existing available information and documents which included the following:

- A White Paper prepared by Fair Access for Western Montgomery County committee (Fair Access) in Feb 2019 titled “Framework for a Multi-use Facility with a New High School in Western Montgomery County”.
- Letters to the County Council and the County Executive from Fair Access.
- “Facility Needs Assessment for Senior Center Activities” that was prepared in May 2022 by Poolesville Area Senior Center, Inc.
- Available demographic and planning data on western Montgomery County.

The next step was researching other community centers that have been successful in similar communities and Montgomery County. This information was gathered from a variety of sources, such as online databases as well as tours guided by the managers of these facilities with detailed discussions of their experiences and lessons learned.

To assist with identifying community needs and expectations, local community groups were identified to interview. Care was taken to include organizations that represent various segments of the community, such as the interests of different age groups, as well as those that have previously expressed focused interest in such a facility.

In consultation with Fair Access, the following community organizations were contacted:

- Group 1: Poolesville Area Senior Center, Inc. (also known as Poolesville Seniors)
- Group 2: Upcounty Prevention Network
- Group 3: Poolesville Area Chamber of Commerce
- Group 4: MOMS Club of Poolesville
- Group 5: Poolesville service groups: WUMCO Help, Inc.; Monocacy Lions Club; Poolesville Odd Fellows
- Group 6: Poolesville Town Commissioners & Fair Access Committee

The POR team prepared a list of questions specific to each community focus group regarding their needs, preferences, and their opinions on the general location and components of the envisioned facility. The questions were sent in advance of the meetings to allow the groups time to respond and to organize their thoughts to make the meetings as productive as possible.

The focus groups were held between September 28<sup>th</sup> and December 5<sup>th</sup>, 2022. At each meeting the group was presented with an overview of the POR process specifically and the capital budget process generally. The group’s mission, activities, services, and challenges were noted. Their preferences regarding a general location, access, amenities, and the type and size of spaces were

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discussed. Representatives from HHS, REC and DOT also attended focus group interviews as appropriate given each community group's specialty.

The following shared points were identified regarding the needs and the use of the proposed facility:

### **The need**

- Many groups currently use spaces that are mostly meeting rooms rented from churches, which do not always meet their needs in terms of size, amenities, hours, and availability.
- The meeting room at the public library is only available during the library's business hours which limits its usability. There is a small conference room that holds 8-10 people in Poolesville's Town Hall building, typically in use by the community many nights a week. The capacity of the main meeting room is around 70 because of the fixed furniture configured for Commission Meetings.
- Interviewees agree that there is a great need and longing for the type of facility that is envisioned. This need is especially significant in Western Montgomery County because no such facility currently exists in the area, and the neighboring County facilities are long distances away due to the spread-out nature of the communities in this area.
- All groups stated that their activities are curtailed by the limitations of the available spaces, and the envisioned facility could not only significantly improve their current activities and services but make it possible to expand them. They all believe that they can utilize a multi-use facility very efficiently and expect their programs and participation to increase with availability to a better facility if coupled with easier access.
- Poor health outcomes in Western Montgomery County were brought up repeatedly by various groups. Access to health services is highlighted as a critical need in the area. There is no local health clinic, and very few doctors' offices. The health services component of a multi-use facility emerges as much more important at the proposed facility than would be expected in a typical community center. It is considered as the most desired component by the Town Commission.

### **The use of a shared facility**

- All groups are comfortable with using a shared facility. There are no particular groups, demographics or uses that they are concerned about having in a shared facility.
- However, per conversations with both HHS and REC, the Health Suite needs

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to have a separate entrance. The Health Suite should be able to act completely independent of the rest of the building (i.e., separate and securable), as those uses may have separate and distinct hours from the operations of the recreation portion of the facility.

- Interviewees reported that they welcome and encourage participation of different age groups in their activities. Poolesville Seniors in particular sees including younger participants in their activities as a positive.
- Most groups do not have a paid staff member to coordinate scheduling. REC will coordinate the use of the facility, excluding the health suite.

Following the community focus group meetings, the POR Team met with the following County Government departments:

- REC
- DGS-OES

OPD also consulted with the following County Government departments:

- OEHMS
- DGS-DFM
- ORESJ
- HHS
- DOT
- MCPD
- RSC
- OMB

The collected information is incorporated in this POR. Once this document is approved it will be used as the basis for site selection and creating a standalone capital project.

### 1.6. Building Operation Hours

The REC's typical hours of operation for community centers are 9:00 AM to 9:00 PM but can be modified depending on the specific needs of the community. The Health Suite will likely have distinct operating hours from the recreation uses, which can be accommodated through the suite's separate entrance.

### 1.7. Criteria for Site

This section describes the general requirements for site features of the new facility. The site for this project has not yet been selected; site selection is outside of the scope of a POR and will occur in a future phase of the project. Once a site is selected a thorough analysis of zoning, utilities, access, geotechnical, forest conservation, parking, utility service, etc. will need to occur to determine the site constraints and development opportunities, including the potential colocation of

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affordable housing and/or childcare. The site design must comply with the jurisdictional requirements in which it is located.

### Background

The Town of Poolesville is an incorporated municipality surrounded by Montgomery County's Agricultural Reserve. While Poolesville is a population center of western Montgomery County, the Town limits cannot be expanded, except via the annexation process. The Town has its own water and sewer system, which also has limitations for future growth. If the facility is located outside of the Town of Poolesville water and sewer system service area, water supply wells and septic systems may need to be considered.

An improved form of transportation to the future facility will be essential, especially if the location is not within walking or biking distance from Poolesville's town center, which would make it difficult to get to the facility particularly for youth and seniors who cannot drive. However, even if a downtown location is selected, it should be considered that the proposed facility is intended to serve the entire Western Montgomery County as well as the Town of Poolesville.

### Requirements

The site should be large enough to accommodate the center's needs, including space for programs, activities, parking, and landscaping, at a safe and secure location free of environmental hazards, and accessible to people of all ages and abilities.

#### 1.7.1. Vehicular Access and Public Transportation

Distance from other areas of the County coupled with the lack of public transit makes transportation a major issue. The current Ride On bus service is essentially a commuter service that is available during mornings and evenings on weekdays only.

Rideshare services such as Uber and Lyft are usually not available in the area or are very expensive due to the long distances from more densely populated urban areas.

As discussed in the previous section, an improved form of transportation will be essential, especially if the proposed facility is not within walking or biking distance from Poolesville's town center, which would make it difficult to get to the facility, particularly for youth and seniors who cannot drive.

Residents from more remote parts of the region will likely have to drive to the facility. A drop-off/pickup area for users who do not drive themselves is essential.

For deliveries, it will be important to identify an area close to the mechanical room and storage areas that is easily accessible to delivery vehicles and provides a clear path to the building entrance. This area should be away from any major traffic areas and shielded from public view. This area should include a path that is wide enough for

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various types of equipment coming to the facility, and ramped as needed. "No parking" signs should be posted in the delivery area to prevent vehicles from parking and blocking the delivery path.

Compliance with applicable guidelines and regulations for delivery and loading in the area will help ensure proper management practices are being followed; see Article 59-6 General Development Requirements of the Montgomery County Zoning Ordinance.

### 1.7.2. Pedestrian and Bicycle Access and Safety

If the facility is located near Poolesville's town center, residents who live near the area may walk, bike or roll (using a mobility device) to the facility, especially those who are unable to drive. Therefore, safe and accessible pedestrian and bicycle access is essential.

An analysis of the existing network of streets, sidewalks, and public transportation to identify the most direct pedestrian and bicycle routes to the building should be part of the site selection process.

Provide clear and well-marked crosswalks, pathways and bike lanes where necessary, to ensure safe pedestrian/bicycle access to the building.

Install appropriate street and sidewalk lighting to ensure visibility and safety for pedestrians and bicyclists.

Provide direct access for persons with disabilities. Provide accessible routes from nearby public transportation stops, such as bus stops to the building entrance.

Install curb cuts, ramps, and accessible pedestrian signals as necessary to ensure compliance with ADA requirements.

#### **Bike storage**

Identify suitable locations for bike storage that are visible, accessible, and do not create traffic flow problems. Consider locations that are close to the building entrance, such as the parking area or adjacent to the building and ensure that the racks are easily visible and accessible to bike riders but do not create pedestrian, bicycle, or auto traffic flow problems.

Select bike storage that are secure, durable, and can accommodate different types of bikes with locking mechanisms or allow for bike locking devices to be attached, to ensure the security of the bikes, that are low-profile or that blend in with the surrounding environment. The design team should consider providing long-term bicycle storage facilities within the building. Install appropriate bike storage located near the building entrance, to encourage and accommodate bicycle riders; see Section 6.2.6. Bicycle Parking Design Standards within Article 59-6. General Development Requirements of the Montgomery County Zoning Ordinance.

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Provide adequate lighting (including motion-activated lights to conserve energy) to ensure that the bike storage facilities are visible and to deter theft or vandalism.

Provide appropriate signage to indicate the location of the bike storage and to encourage bike riders to use them. Provide signs that indicate the availability of bike storage and provide instructions on how to use them.

Follow applicable guidelines, regulations, and proper management practices.

### 1.7.3. Parking Spaces and Basis of Calculation

Although some bike, most of the focus group participants noted that they mostly drive or rely on volunteers to drive. Therefore, some groups stated that they would prefer ample parking in close proximity to Poolesville's town center. Some pointed out that parking is not an issue in the town center.

REC has guidelines for the number of provided parking spaces based on the size of the facility and the population of the service area. REC's standard for a facility of this size is about 150 parking spaces.

The number of parking spaces ultimately provided, both vehicular and bicycle, should take into consideration existing public transportation or lack thereof. Consideration should be given to providing EV charging stations, including eBicycles, within the parking and bicycle storage facilities.

Canopies with integrated solar collectors can provide shade at parking spaces. Solar panel canopies are to have a 14-17 foot clear height where trucks or busses need to fit underneath.

### 1.7.4. Drop-off

Identify a drop-off area near the entrance of the building that allows easy access for vehicles and pedestrians. This area should have a clear line of sight to the entrance and be away from any major traffic areas, meet the applicable design guidelines and development regulations, and the following requirements:

- A covered area to protect people from rain, sun, or any other weather conditions.
- A sign that clearly indicates the area as a drop-off point. This will help guide drivers to the correct location and prevent confusion.
- Enough space for vehicles to easily enter and exit the area without causing disruption to traffic.
- Durable benches for people to wait while they're being dropped off or picked up. These benches should be able to withstand the weather and constant use.
- Adequate lighting for the area to ensure visibility during nighttime or low light conditions.
- Accessible to people with all abilities, including wheelchair and mobility device users and caregivers with strollers.

**1.7.5. Recycling/Solid Waste Pick-up:**

Identify an area near the building that is easily accessible to the collection truck and provides a clear line of sight for employees. This area should be away from any major traffic areas with the following basic requirements:

- A concrete pad for the dumpster and collection truck to sit on. The size of the pad will depend on the size of the dumpster and collection truck.
- Proper drainage.
- Screening using a fence or landscaping to ensure it is not visible from public areas and avoid unwanted smells or noise to the extent possible.
- Accessibility to the collection truck by providing a clear path for the truck to enter, exit and turn if necessary. The pad should also be in close proximity to the building to make it easy for employees to dispose of waste.
- Compliance with the applicable design guidelines, the requirements of local authorities and waste management practices.
- The design team should review Executive Regulation 1-15 and design the solid waste and recycling facilities of sufficient size to accommodate the anticipated waste materials.

**1.7.6. Emergency Vehicles**

Review the existing road network and identify the nearest emergency access routes that lead to the building.

Designate an Emergency Vehicle Access Route (EVAR) that leads directly to the building entrance. This should be the most direct route possible and should be free of any obstacles or barriers that may impede emergency vehicle access.

Install appropriate signage and markings to indicate the EVAR and direct emergency vehicles to the building entrance. This includes posting "Emergency Vehicle Access Only" signs and marking the EVAR with appropriate pavement markings.

Coordinate with local emergency services, such as the fire department and ambulance services, to ensure that the designated EVAR meets their requirements and is compatible with their equipment and response protocols.

Provide adequate space for emergency vehicles to maneuver around the building and access all areas that may require emergency response. This includes ensuring that access roads and parking areas are wide enough to accommodate emergency vehicles and that there are no physical barriers that may obstruct emergency vehicle access.

The design team should review the latest edition of the "Fire Department Access Performance-Based Design Guide" published by the Montgomery County Department of Permitting Services for additional EVAR requirements.

**1.7.7. Walkways**

Provide direct pedestrian access to the entrance of the building, connecting to community walkways and sidewalks.

Provide adequate lighting for the walkways to ensure safety and security for pedestrians. Consider using low-level lighting to prevent glare and ensure that the lighting is uniform and consistent throughout the walkways.

Comply with the Montgomery County Pedestrian Safety Study, 2010 ADA Standards, as well as all codes, regulations, guidelines and standards.

Consider implementing landscaping and street furniture to enhance the pedestrian experience and create a more inviting environment. This could include benches, trees, planters, or other features that provide shade, comfort, and visual interest.

**1.7.8. Perimeter Lighting**

Adequate lighting is crucial for ensuring the safety and security of people entering the building. Provide adequate and energy efficient LED lighting for safety and security while minimizing light spillover onto adjacent properties by using shielding (directional lenses and/or shades), motion sensors and timers where appropriate. Consider ease of maintenance and uniformity of parts when selecting fixtures. Outdoor lighting should be designed in accordance with Section 6.4.4. General Outdoor Lighting Requirements of the Montgomery County Zoning Ordinance.

**1.7.9. Signs**

Provide ADA compliant directional and building signage in compliance with the Montgomery County Sign Standards and local ordinances. Use a bold and legible font that is easy to read, even during low-light conditions. All regulatory signage shall be designed in accordance with the latest edition of the Maryland Manual on Uniform Traffic Control Devices, published by the Maryland State Highway Administration.

The digital marquee building sign should be clearly visible from the street, designed with a font size that is large enough to be easily readable from a distance. Install light fixtures to illuminate the sign and ensure that it is visible during low-light conditions. The lighting must be designed to avoid any glare or light spillover onto adjacent properties or sidewalks.

The sign should clearly display the name of the facility and the hours of operation, indicating clearly whether the building is “open” or “closed”. The information on the sign must be compliant with the ADA regulations, including the use of tactile letters, high-contrast colors, and Braille translations.

Consideration should be given to providing wayfinding signage for exterior spaces with consistent graphic standards, colors, and materials. Highway signage on the approach

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routes to the facility should be coordinated with the State Highway Administration, DOT, and the Town of Poolesville, as appropriate.

Three flagpoles with appropriate lighting are required at the main entrance. Flag poles shall be arranged in accordance with the United States Flag Code. The flagpole which is designed to display the Maryland State flag shall only include a gold cross bottony finial.

### 1.7.10. Visual Screens

Mechanical equipment, transformers, etc. must be screened from view. The screen wall should be constructed of durable, weather-resistant materials that can withstand exposure to the elements. The height of the screen wall should be sufficient to conceal the mechanical equipment from view while allowing for proper ventilation and maintenance access. Acoustical screening should also be considered around noisy equipment.

The screen wall should be designed to allow for easy access to the mechanical equipment for routine maintenance and repair. Doors or removable panels can be incorporated into the design to provide access.

The screen wall should be designed to blend in with the overall aesthetic of the community center and surrounding area. Color, texture, and pattern should be carefully considered to ensure that the screen wall does not detract from the overall appearance of the building.

The screen wall should be designed to be safe and secure, with no sharp edges or protruding objects that could cause injury to people or damage to property. Additionally, the screen wall should be designed to prevent unauthorized access to the mechanical equipment.

The design and construction of the screen wall should comply with all applicable building codes, zoning regulations, and local ordinances.

### 1.7.11. Security

See "Section 01 00 02 - Safety and Security" of Montgomery County Maryland Building Design Standards.

There will be an alarm system. The security system shall be developed in cooperation with the County's security experts and vendor as well as the building management.

The building's location and orientation should also take into account security considerations. Lighting should be strategically placed to provide adequate illumination while also enhancing the building's architecture and design.

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Provide surveillance cameras at the parking lot and around the perimeter of the building not only to capture footage of any suspicious activity but as a visual deterrent as well.

A badge may be used to access the building during non-operational hours.

### 1.7.12. Site Characteristics

During focus group interviews accessibility was noted as an important concern both for seniors and parents/caregivers with young children/strollers. ADA compliance is recommended to be the minimum requirement. Ease of movement for seniors such as proximity from drop off locations, as well as special consideration for strollers such as the door width and stroller parking were brought up as examples of points that require attention beyond basic ADA requirements.

The building should be oriented on the site to clearly project its architectural statement to the community and arriving customers. This will help create a strong visual presence and establish the building's identity in the community.

Energy considerations should also be taken into account when determining building orientation to take advantage of natural light and shading.

The streetscaping design should be compatible with the area's streetscape and street lighting standards, including the Town of Poolesville if the facility is located within town limits. This will help ensure a consistent and cohesive look throughout the community.

Consider incorporating design elements such as street trees, benches, planters, and decorative paving to enhance the streetscape and create a more inviting and pedestrian-friendly environment.

Ensure that the streetscaping design is feasible and maintainable over time. This includes selecting appropriate plant materials that can thrive in the local climate and ensuring that the design can be regularly maintained and kept in good condition.

Public art on the site is desirable if funding is available. DGS can work with the Public Arts Trust to evaluate feasibility and funding for public art projects.

### 1.7.13. Geotechnical Information

Unknown at this time, this will need to be determined early in the design process. AE to review the AE handbook section 5.3.2. Conceptual Planning should include a geotechnical survey.

### 1.7.14. Unsuitable Soil

Unknown at this time, this will need to be determined early in the design process. AE to review the AE handbook on Soil Analysis under Division 31 Earth Work.

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### 1.7.15. Wetland and Streams

Unknown at this time, this will need to be determined early in the design process. AE to review the AE handbook and CSI Division 32 70 00 Wetlands.

### 1.7.16. Wooded Areas

Unknown at this time, this will need to be determined early in the design process. AE to investigate.

### 1.7.17. Historical Aspects

Poolesville was originally settled in the late 18th century and was named after John Poole, an early settler and landowner in the area. According to the documentation by the Historic Medley District, the log structure known as the John Poole House was built in 1793 by John Poole, Jr., and is the oldest building in Poolesville. It served as a trading post for traveling merchants and families from the surrounding farms and plantations and was the U. S. Post Office "Poole's Store, Maryland" from 1810. Its location near the Potomac River contributed to its growth and development.

During the American Civil War, Poolesville played a significant role due to its proximity to the border between the Union and Confederate territories. The town served as a transportation and supply hub for Union forces, and several military camps were established in the area<sup>2</sup>.

During the early and mid-1800s, many African Americans were enslaved in the area, working on plantations and farms. The Western Montgomery County had a significant African American population during the post-Civil War period<sup>3</sup>. Many formerly enslaved individuals and their descendants settled in the area, working as farmers, laborers, and domestic workers.<sup>4</sup>

In the late 19th and early 20th centuries, Poolesville experienced agricultural growth, with farming becoming the primary industry. Over time, Poolesville transitioned into a suburban community while still retaining its rural character. Today, the town is known for its small-town atmosphere, historic downtown area, and community events.

As a site for the facility is not yet selected, historical aspects of the specific site are unknown at this time. Verify with historical societies and the local historic African American communities if there is any historic aspect during site selection.

<sup>2</sup> <https://www.hmdb.org/m.asp?m=1730>  
<https://www.hmdb.org/m.asp?m=2113>

<sup>3</sup> Places from the Past: The Tradition of Gardez Bien in Montgomery County, MD, Clare Lise Kelly, M-NCPPC

<sup>4</sup> Montgomery County Historical Society, The Montgomery County Story, Volume 53, No1

**1.7.18. Availability of Utilities**

A/E shall verify and document the availability and capacity of basic utilities and upgrading of services if needed.

Consider if the facility can also function as an emergency shelter/resilient facility with back-up power.

**1.7.19. Availability of Fiber Optic Line (FiberNet)**

A/E to verify and document the existence of fiber optics and telephone lines.

**1.7.20. Easements and ROW**

A/E shall research the presence of any other easements early in the design process. Attain copy of final plat and verify all easements and right of way.

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**1.8. List of Staff in the Facility**

No.	Position	Grade	FT/PT	Staff Number
1	Recreation Specialist (REC)	21	FT	1
2	Coordinator (REC)	18	FT	2
<b>Total</b>				<b>3</b>

In addition to the staff listed above, seasonal recreation staff will be a part of this facility as well. The Health Suite is planned to be entirely staffed by contractors to HHS.

Note Jan. 2024 – Recreation staffing may be further reconsidered per the reduced programmatic footprint.

**1.9. Space Requirements**

**1.9.1. Background**

Since most organizations included in the focus groups reported a need for a very large space at least once a year and smaller rooms for different functions throughout the year, there was agreement that a flexible arrangement that allows a large space to be subdivided into smaller meeting rooms of different sizes makes sense and is acceptable for their purposes in general. Such a flexible space would ideally be separate from gymnasium space so that an event does not occupy a part of the gym and prevent others from being able to use it for sports. This arrangement would allow the large flexible space to serve social and group meeting functions while the gym can be used for physical activities.

Ideally, the gym would be striped for multiple sports and be designed slightly larger than usual to accommodate at least two pickleball courts since they are in high demand. The gym should accommodate some area for spectator seating, at least on one side. Of note, some focus group participants mentioned that the new Poolesville High School gym will meet community need to some extent. However, many of those interviewed also stated that the gym is consistently used by Montgomery County Public Schools even during non-school hours, leaving few options for use by outside entities.

Large and medium size meeting rooms were reported by focus group participants to be in high demand. This need could be met by the multi-purpose room, which can be subdivided. An informal community gathering space was also highly desired among focus group participants and is included in the project to provide a wide range of needs, including preplanned and spontaneous meetings.

A health suite is highly needed and desired according to both focus group participants and HHS. WUMCO Help, Inc. (WUMCO), a local nonprofit which provides health and social services to the local community, received a grant from HHS to launch a pilot

## Western County Recreation Center – Program of Requirements

project to provide primary care services in the area. The pilot, which included a partnership with another nonprofit, Care for Your Health, was successful and transitioned into a longer-term program through which these health services are still provided, currently twice a month in a classroom within a church. WUMCO/Care for Your Health is looking to grow these services, both in terms of frequency and ideally to include specialty care as well.

It is recognized that the sound insulation levels achieved by folding partitions in flexible spaces would not be sufficient for rooms such as the medical exam rooms and counseling room that require a high level of privacy. Therefore, within the Health Suite there is a need for smaller rooms that have permanent enclosures with high levels of sound insulation.

Other types of desirable purpose-built rooms with permanent enclosures and furnishings include the warming kitchen and an exercise/weights room. A warming kitchen was deemed necessary by most groups to be able to hold catered social events and will meet the needs of certain recreational programming, such as serving senior meals.

One clear indication that emerged from the focus groups was that lockers, changing rooms and showers were consistently deemed as non-essential by all groups. However, each single-user restroom includes a shower so that the building can be used as a gathering space/place of refuge during an emergency. In meetings with County departments, staff clarified that there are occasions when County facilities are used during emergencies while school is in session, and that school buildings have additional restrictions for use during emergencies. Therefore, while local school buildings may be used as a place of refuge, the proposed community facility offers another option outside of the school system. The facility is intended to be a resiliency hub.

### 1.9.2. Exclusions

Availability of storage space for individual community groups for their activities and record keeping was a need that was identified. However, the County does not provide storage for private groups. Storage would be provided for County-provided activities, such as those through REC.

Private meeting rooms for one-on-one or small group meetings was another need that was identified during focus group discussions. These spaces are not included in typical recreation centers, as the maximum public benefit (i.e., meeting the needs of the greatest number of community members/residents) is reduced. While a private counseling room is provided in the Health Suite, operationally the Health Suite must be completely separated from other uses of the building so that it can be operated independently, therefore the counseling room cannot double as a meeting room. Individual and/or small group meetings can still occur throughout the building, including in the Small Multi-purpose Room, a subdivided Large Multi-purpose Room, and the Informal Community Gathering Space.

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A dedicated area for Police in the building was also not included in the scope. The 1st District Commander, which covers the Poolesville area, notes that technological advances in policing (reporting/reference materials on Mobile Data Computers within cars, cell phones) have rendered police substations an unnecessary expense. Additionally, the Commander also notes that when officers are in a substation, cruisers were not being driven around the community.

Outdoor areas are available in the region but outdoor pickleball courts and an indoor pool were identified as highly desirable by some groups. However outdoor functions and an indoor pool were outside of the current scope of the POR.

Potential colocation of the facility with affordable housing and childcare will be considered during future project phases as required by Montgomery County Code.

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**1.10. List of Spaces**

The following is the list of spaces that are needed in the proposed facility:

Ref.#	SPACE LABEL	W (ft)	L (ft)	NET AREA (sf)
2.1	Vestibule	10	10	100
2.2	Lobby	20	25	500
2.3	Front Desk	10	12	120
2.4	Coordinators Workspace	8	12	96
2.5	Recreation Specialist Office	8.5	12	102
2.6	Lactation Room	8	8	64
2.7	Admin Storage Room	9	12	108
2.8	Family (Unisex) Restroom (with shower, adult changing table, & locker)	10	10	100
2.9	Family (Unisex) Restroom (with shower, baby changing table, & locker)	10	10	100
2.10	Men's & Women's Restrooms	20	25	500
2.11	Informal Community Gathering Space	20	30	600
2.12	Not Used			
2.13	Multi-purpose Room / Social Hall	32	56	1,792
2.14	Warming Kitchen	10	24	240
2.15	Exercise Room (Weights and Fitness)	24	36	864
2.16	Not Used			
2.17	Gymnasium	TBD	TBD	6,600
2.18	Recreation Program Storage Room	20	30	600
	<b>RECREATION NET SF</b>			<b>12,486</b>
2.19	Health Suite Reception / Waiting	10	20	200
2.20	Health Suite Provider Work Area	8	10	80
2.21	Health Consultation / Clinical Exam Room with a sink	9	17	153
2.22	Health Consultation / Exam Room with a sink	9	14	126
2.23	Health Suite Storage Room / Testing	10	12	120
2.24	Health Suite Unisex Accessible Toilet	7	9	63
2.25	Health Suite Private Consultation / Counseling Room	10	14	140
	<b>HEALTH &amp; HUMAN SERVICES NET SF</b>			<b>882</b>
2.26	Building Services Closet	6	8	48
2.27	Mechanical Room	10	20	200
2.28	Sprinkler / Meter Room	10	10	100
2.29	Electrical Room	12	18	216
2.30	Battery Room	10	10	100
2.31	IT Room	8	8	64
2.32	Trash / Recycling Area - Outdoors			0
	<b>GENERAL BUILDING NET SF</b>			<b>728</b>
	<b>Net Total</b>			<b>14,096</b>

<b>Western County Recreation Center – Program of Requirements</b>			
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	Estimated Wall Area	10%	1,410
	Estimated Circulation	15%	2,114
	<b>Gross Total</b>		<b>17,620</b>

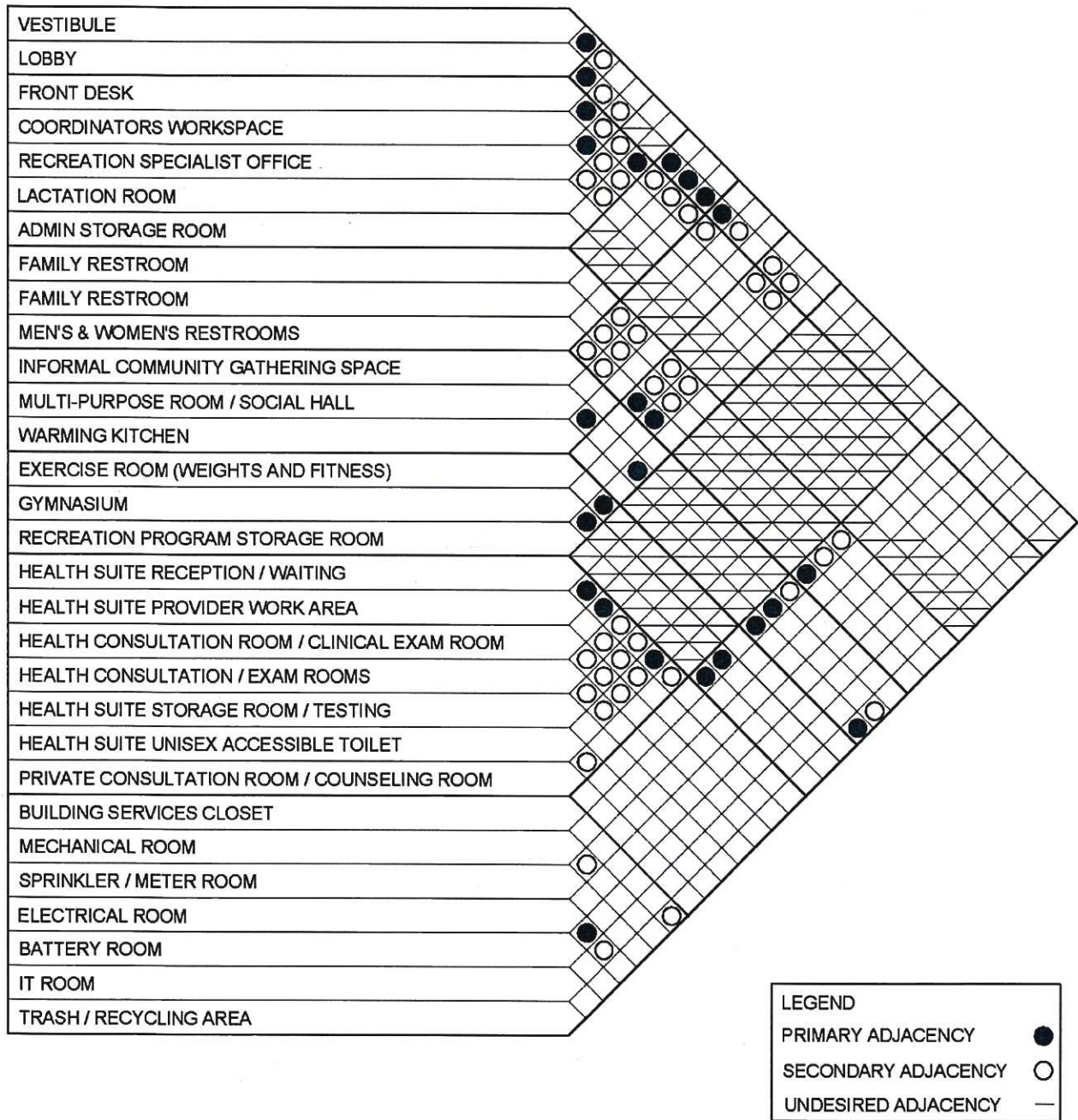
**1.10.1. Definitions**

Gross Total or  
 Gross square feet (GSF) : The gross area of a building refers to the total floor area encompassing all enclosed spaces within the building's external walls, including both finished and unfinished areas. It is a measure of the entire footprint of the building but does not take into account external features like balconies, terraces, or rooftop structures.

Net Area or  
 Net square feet (NSF) : The term "net square feet" refers to the usable area within a building that can be directly occupied or utilized by occupants. It represents the actual square footage available for functional purposes, excluding non-usable spaces such as walls, columns, service shafts, and circulation spaces required to travel from one space to another.

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**1.11. Adjacency Requirement Chart for the Facility**



## **1.12. General Building Design Requirements**

### **1.12.1. Building Structural System**

Structural system of steel frame with masonry or concrete. The system should be considered for the most cost-effective option.

The structural system selected shall be compatible with the architectural systems selected, shall match the architectural column grid, shall be durable and shall meet other considerations relevant to the use.

#### **1.12.1.1 Foundations**

The foundation system and any associated drainage shall be designed based on the recommendations provided in the geotechnical investigation.

The foundation system shall be coordinated with all underground utilities. Foundations under roof drains and plumbing lines shall be lowered as needed to accommodate these systems to turn over the foundation without interference.

Establish foundation elevations so that those that are located at higher elevations do not superimpose loads to those adjacent at lower elevations.

All open excavations shall be inspected by a geotechnical engineer to ensure that the allowable bearing design values have been achieved.

#### **1.12.1.2 Slabs on Grade**

If slab on grade is recommended after a geotechnical investigation, then thickness shall accommodate the design loads and systems that are embedded in the slab.

Under slab drawings shall be provided as recommended by the geotechnical report.

Control joints shall be provided to minimize dry shrinkage cracking.

#### **1.12.1.3 Framed Floors**

Framed floor structural systems selection shall be based on economy, flexibility, ease of construction and flexibility in future remodeling and/or adaptive re-use.

The structural system shall provide the required fire rating.

The structural system shall provide adequate vibration control and shall meet deflection requirements to meet operational requirements.

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### 1.12.1.4 Roofs

The roof structural system selected shall be based on economy, ease of construction and flexible in future remodeling.

The roof structure shall be sloped to accomplish drainage design to avoid the use of tapered insulation.

The roof structure shall be designed to support photovoltaic panels and green roof loads.

### 1.12.2. Building Facades

Comply with the DBDC Building Design Standards and applicable codes.

### 1.12.3. Building Roof

Comply with the DBDC Building Design Standards and applicable codes. If rooftop mounted HVAC equipment is used, provide stairwell to roof.

### 1.12.4. Code and Design Standards Compliance

The building shall be designed per all applicable local, county, state and federal codes, ordinances, laws and regulations that are in effect at the selected location at the time of design, including but not limited to the latest ADA and OSHA requirements, "Montgomery County Maryland Building Design Standards" issued by DBDC, the Montgomery County Policies and industry standards and practices as well as the requirements of other authorities that may have jurisdiction such as:

- MDE Maryland Department of the Environment
- M-NCPPC Maryland-National Capital Park and Planning Commission
- USACE US Army Corps of Engineers

#### Industry Standards

All systems and components shall be designed in accordance with standards developed by the following organizations, and in effect at the time of permit submission:

- ACI American Concrete Institute
- AEIC Association of Edison Illuminating Companies
- AISI American Iron and Steel Institute
- AISC American Institute of Steel Construction
- ANSI American National Standard Institute
- ASCE American Society of Civil Engineers
- ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
- ASME American Society of Mechanical Engineers
- ASPE American Society of Plumbing Engineers
- ASTM American Society for Testing and Materials

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- AWI Architectural Woodwork Institute
- AWS American Welding Society
- BIA Brick Institute of America
- BiCSi Building Industry Consulting Service International, Inc.
- CRI Carpet and Rug Institute
- CRSI Concrete Reinforcing Steel Institute
- EIA Electronics Industry Alliance
- FM Factory Mutual
- ICEA Insulated Cable Engineers Association
- IEC International Electrotechnical Commission
- IEEE Institute of Electrical and Electronic Engineers
- IES Illuminating Engineering Society
- IPMVP International Performance Measurement & Verification Protocol Indoor Air Quality Standards
  
- LPI Lightning Protection Institute
- MOSH Maryland Occupational Safety & Health
- NCMA National Concrete Masonry Association
- NEMA National Electrical Manufacturer's Association
- NESC National Electrical Safety Code
- NETA International Electrical Testing Association
- NFPA National Fire Protection Association
- NRCA National Roofing Contractors Association
- PCA Portland Cement Association
- PCI Precast Concrete Institute
- SDI Steel Deck Institute
- SJI Steel Joist Institute
- TIA Telecommunications Industry Association
- UL Underwriters Laboratories

Minimum and maximum allowable limits shall not be used as design requirements to allow for construction and performance tolerances.

Each item of food service equipment shall comply with the latest edition of the following as applicable to the manufacture, fabrication, and installation of the work at the time of permit submission.

- Each manufactured item and major items of custom-fabricated work: provide National Sanitation Foundation (NSF) "Seal of Approval".
- Electrical components and assemblies: provide either U.L. labeled products or, where no labeling service is available, provide a complete index of the components used as selected from the UL "Recognized Component Index".
- Exhaust systems: NFPA 96 and NFPA 17.
- Fire extinguishing systems: NFPA 96 and UL 300.
- Electrical wiring and devices included with food service equipment: NEC Volume 5.
- Food service facilities: Code of Maryland Regulations COMAR 10.15.03

**1.12.5. Green Building/Sustainability Goals**

The design goals for this facility are focused on creating a sustainable and efficient building that promotes a healthy indoor environment while remaining affordable and high performing. To achieve these goals, the designer must prioritize energy efficiency and incorporate sustainable building designs that meet the requirements set by the County's sustainable design goals.

The designer must also have expertise in designing buildings that meet energy consumption budgets while remaining within the fixed cost of construction and all program requirements. The designer should work collaboratively with the County to ensure that all their requirements are met while also providing quality control to ensure that the building is constructed to the highest standards.

**Photo Voltaic system**

Perform a feasibility study to design and install a Photo Voltaic (PV) array where permitted by the site profile. PV arrays may be located in the following areas:

- On the flat roof in areas not occupied by mechanical or other equipment (or on sloped roof, depending on the orientation).
- On a canopy located in the parking area

It is desired to have a battery back-up system consisting of batteries which will store solar electricity generated during the day. At night when there is no solar energy, the batteries will release power through an inverter to power lighting and some miscellaneous loads. A cost benefit analysis should be performed to determine if such a cost is justifiable given the minimum amount of loads at night and the fact that electric rates are also lower during the night.

The project is to be designed in accordance with the requirements of "Montgomery County Maryland Building Design Standards" issued by DBDC, which incorporates International Green Construction Code (IGCC). It is also required to comply with the Building Energy Performance Standards (BEPS) and Energy Use Intensity (EUI) standards.

**1.12.6. HVAC**

Comply with the DBDC Building Design Standards and applicable codes.

Systems commissioning must be provided to ensure the reliability of the system equipment and the operation of the facility in accordance with design intent and construction documents. The system commissioning scope must include documentation, equipment startups, verification procedures, functional performance tests, validation, certification, and training.

Building wide BAS operators will decide if local HVAC control is enabled/disabled.

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### 1.12.7. Electrical

#### 1.12.7.1. Electrical Service

Provide a 480/277V, 3Phase 4 wire underground service terminating at the switchgear termination box in the Electrical Room. Provide a Main Distribution Panel rated at 480/277V to serve large equipment loads such as Air Conditioning, heating, domestic hot water needs, Fire Pump (if required) etc. Provide a dry type transformer to step down from 480/277V to 208/120V and feed distribution panels to supply lighting, receptacles and miscellaneous loads.

Underground service will consist of several 4" schedule 40 conduits encased in concrete to be built in accordance with Pepco standards and details.

Prepare and submit to Pepco coordination drawings with details and specifications for the construction and installation of the above referenced conduits.

#### 1.12.7.2. Electrical Distribution System

Power service conductors provided by Pepco will terminate in the switchboard located in the Electrical Room and fit with an electric meter provided by Pepco.

Power wiring will extend throughout the facility to serve power and lighting loads. All wiring will be installed concealed. Homeruns will be in conduit. Provide power to mechanical, plumbing and other equipment requiring power connections. Power will be provided in 480V, 277V, 120V or 208V as required. A 20% spare capacity in the panels will be provided. Use no wire smaller than No. 12 AWG, rated at 600 volts, for power & lighting circuits.

Wiring #12AWG and below shall be single solid copper conductor. Wiring #10AWG & above shall be stranded copper conductors. Wiring insulation shall be 600V, 90 Deg C Type THHN.

Wiring and receptacles in health area and lactation room must comply with NEC 2017 article 517,

Separate electric panels will be provided for HVAC, lighting and general Power. Provide sub-meters for each of these panels to monitor the electrical usage for HVAC, Lighting and general Power system.

Provide junction boxes throughout with 110V wiring to supply power to the HVAC low voltage control system.

Provide receptacles for general power usage. Provide power for equipment and various building systems.

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Where length of branch circuit homerun exceeds 100 feet for 277 volt & 50 feet for 120 volt circuits; use No. 10 AWG minimum size for homerun, & No. 12 AWG minimum between devices. If, length of homerun exceeds 100" increase conductor size to prevent voltage drop to last outlet from exceeding 2%. No reduction in wire sizes based on ampacity or other reason will be permitted.

Use of MC, AC or BX cables at any time is prohibited.

Perform an engineering analysis & coordination study consisting of a Short Circuit Coordination and Voltage Drop Study of the electrical distribution system.

### 1.12.7.3. Electrical UPS System

Provide a double conversion UPS system manufactured by a reputable manufacturer such as Schneider Electric, APC, Mitsubishi, GE, ABB or equivalent. UPS system will be charged by the Photovoltaic array during the day and store it at night.

### 1.12.7.4. Emergency Power

Provide an emergency generator set with automatic transfer switches to supply Life Safety, legally required loads and any owner required loads.

The generator must comply with UL 2200 & NFPA 70. The generator will be located outside the building in a weatherproof enclosure with a sound attenuator. The transfer switches will be located in the Electrical room.

Emergency power will be provided to Life Safety equipment (Emergency Lighting and Fire Alarm) and any owner requested loads such as refrigerators and receptacles to power computers, telephones and teleconferencing to be used by residents in case of an emergency.

Generator must be listed as "Rainproof" and the County must approve the proposed manufacturer lists.

Provide interactive video cabling for videoconferences, training and long-distance interviews.

### 1.12.7.5. Low voltage wires and cables

Provide low voltage wires & cables for the entire facility. Control wiring will be minimum #14AWG.

### 1.12.7.6. Commissioning

Provide commissioning of electrical systems in accordance with design intent & construction documents. The system commissioning scope must include documentation, equipment startups, verification procedures, functional performance tests, validation, certification & training.

**1.12.8. Plumbing**

Comply with the DBDC Building Design Standards and applicable codes.

**1.12.8.1. Potable water service**

Water service into the building will be a combined domestic water/fire protection sprinkler system. Once the service pipe penetrates the building envelope, it will branch-off into two separate systems: domestic and sprinkler system. A double check valve assembly will be provided for each branch. This piping will be installed in a dedicated water meter/fire protection piping room.

The utility (Town of Poolesville) water meter will be provided downstream of the domestic double check valve and meter all the water system distribution into the building.

Water service pipe up to fire protection double check valve assembly will be ductile-iron pipe with AWWA C104 cement-mortar lining with ductile-iron gasketed fittings.

Domestic water piping system distribution starting at the branch-off will be copper.

**1.12.8.2. Domestic Cold and Hot Water**

Domestic hot water system will be generated by a high efficiency storage type electric water heater located in the mechanical room. The water heater will generate 120° F water. Water temperature in the piping will be maintained by a hot water re-circulating pump controlled by a timer and aquastat. A mixing valve will be employed to temper hot water supply to the showers. Use of on-site renewable energy in conjunction with the selected HVAC system will be considered for domestic water heating for reduction of energy consumption.

Valves will be provided for isolation and maintenance purposes. Valves will be provided for water supply to fixtures to provide ease of maintenance as required in the IPC.

Domestic water specialties will include freeze proof wall hydrants with vacuum breakers on the exterior walls of the building. Wall hydrants will be provided every 150 linear feet of building perimeter.

Domestic water piping supports will be provided in accordance with the IPC.

Water piping will be insulated with mineral fiber insulation minimum 1" thick.

**1.12.8.3. Sanitary Drainage and Vent**

Waste and sewer piping will collect waste from all plumbing fixtures and discharge into the municipal sewer system.

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Vent piping will be extended from the plumbing fixtures and extend through the roof.

### 1.12.8.4. Plumbing Fixtures

Plumbing fixtures will be provided as required by the IPC or program requirements. Water closets will be floor mounted with flush valves.

Water closets, urinals and lavatories will be vitreous china. Kitchen/pantry sinks will be Stainless Steel. Janitor sinks and shower pans will be fiberglass. Hi/lo Electric water coolers with bottle filling stations will be provided.

Flush valves for water closets and urinals and faucets for lavatories will be hands free, powered by line voltage. Any alternative valves shall be Montgomery County's approved accessible alternates.

Floor drains will be provided in restrooms, showers and mechanical equipment rooms. Floor drains will discharge into the sanitary sewer system. Floor and trench drain traps will be provided with trap primers. As an alternate, mechanical floor drain trap seals consisting of a mechanical action memory flapper will be used if allowed by Montgomery County.

### 1.12.8.5. Storm Water Drainage

Roof drains will be provided. A roof overflow system consisting of a piped overflow system or scuppers will be provided to discharge in a readily visible location.

Mechanical equipment that has clear water condensate will discharge into the storm drainage system.

Storm water piping connecting to roof drains will be insulated to prevent condensation. Storm piping will be insulated with mineral fiber insulation minimum 1" thick.

### 1.12.8.6. Commissioning

Provide commissioning services for plumbing systems in accordance with design intent and construction documents. The system commissioning scope must include documentation, equipment startups, verification procedures, functional performance tests, validation, certification and training.

## 1.12.9. IT/Telecommunications

Comply with the DBDC Building Design Standards and applicable codes.

The minimum standards for telecommunications/data/wiring closet and related infrastructure requirements are outlined in the TEBS IT Requirements. All areas of the facility must have wireless access. The County has its own FiberNet system which is a County-wide broadband fiber optic network. The County will be responsible for pulling its own fiber. Space in the telecommunications duct bank, conduit to the Main

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IT closet, power per TEBS specifications and space for the FiberNet equipment is to be provided in the new facility.

### 1.12.10. Life Safety

Comply with the DBDC Building Design Standards and applicable codes.

#### Emergency Lighting

Provide emergency lighting to be connected to the emergency generator. Provide controls to keep lighting on while building is occupied. Lighting will remain on in case of a power outage.

#### Fire Alarm System

Provide Addressable Fire Alarm System to comply with the local building code, National Fire Protection Association, the Americans with Disabilities Act and life safety code requirements.

The system design will utilize fire alarm detection devices and will be connected to the County central monitoring system via dedicated telephone line.

All addressable devices provided by the sprinkler contractor will be connected to the fire alarm system.

#### Fire Suppression System

The fire suppression system will consist of a wet pipe, fully supervised system designed in accordance with NFPA-13 and the Fire Marshall's requirements. All equipment will be UL and FM approved.

A flow test will be required on the public water and hydrants nearby to determine the capacity of the existing public water system. These results will be used to determine the need for additional fire hydrants at the site and to determine the sizing of the sprinkler system piping distribution.

The fire protection service will connect to the double check valve assembly located in the water meter/fire protection room.

Piping will be steel pipe, Schedule 10 or 40, having welded, flanged or grooved connections with suitable malleable iron fittings. Steel pipe 2" and smaller will be Schedule 40 with threaded iron fittings.

Valves will be UL listed butterfly valves. Provide tamper switches for all shut-off valves and flow switches to indicate flow in the sprinkler system.

Sprinkler heads shall be installed in the center of acoustical ceiling tiles in both directions.

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Provide concealed type sprinkler heads where gypsum board ceilings are installed in primary public spaces such as building lobbies.

### 1.12.11. Acoustics

Comply with the DBDC Building Design Standards and applicable codes.

The design of the facility should prioritize minimizing noise levels throughout the building to ensure user comfort and staff productivity.

Building systems must be designed to be quiet and unobtrusive. Any sound generated by mechanical systems in occupied parts of the building must be eliminated to ensure that noise levels remain at a comfortable level.

Where finishes have to be materials with low acoustical absorption values, absorptive surfaces should be provided to improve acoustical performance.

All areas of the facility should meet the current standards in the ASHRAE Handbook and Product Directory: 1800 systems.

Moveable walls in meeting rooms must have the highest available acoustical rating to ensure that sound does not penetrate into the adjacent areas. The success of the concept of subdividable flexible planning depends on the success of the acoustical performance of the movable walls and it is of utmost importance.

By prioritizing noise control in the design of the facility, the resulting building will be a comfortable and productive space for users and staff alike.

### 1.12.12. Lighting

Comply with the DBDC Building Design Standards and applicable codes.

The design requirements for interior lighting include providing ample non-glare lighting. Task or accent lighting should be provided as appropriate for tasks with special requirements, such as video display terminals. Lighting fixtures will be primarily LED where possible, photoelectric/daylight (dimming) controls, occupancy sensors/timers, exterior poles and luminaires, emergency lighting, exit lights, and multi-level switching for individual tasks and floor areas. Light harvesting where feasible.

Exterior lighting will be provided for parking areas, building entrances and walkways.

The exterior lighting system will be primarily LED fixtures with timer and photocell controls for turning on automatically at dusk and off at sunrise.

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Exterior light fixtures will incorporate a low cut-off angle to eliminate glare and spillover of light to adjacent areas, with lighting in open spaces compatible with the street lighting and applicable design guidelines.

Lighting systems will be integrated into the Building Automation System (BAS).

The lighting systems will be designed in accordance with the County's Energy Design Guidelines and the Energy Conservation Program of Requirements.

### 1.12.13. Security/Access

Comply with the DBDC Building Design Standards and applicable codes.

It's important to prioritize the safety and security of staff, patrons, and materials/equipment. Some specific needs include:

#### Security

- A security system that can detect sound and motion when the building is closed. Meeting rooms should have separate systems that can be activated and deactivated remotely.  
Cameras will also be located outside the building for coverage of the building exterior and parking lot. Cameras will be IP based, with data network connections to a dedicated patch panel in the MDF. Fixed cameras will be generally provided, with pan-tilt-zoom cameras in select exterior locations. Video surveillance information will be sent to a network video recorder. The security cameras will be concealed by tamper-proof covers.
- Closed-circuit monitors/security cameras placed strategically to allow both staff and the public to monitor activity in the building.
- Exterior doors that are keyed alike, and interior doors that are keyed alike except for specific offices, equipment, or storage areas.
- Exterior lighting to ensure security for people and property.
- Emergency doors that have alarms to alert staff when opened.
- A badge reader to get into the building. Badge access for individual rooms is desirable but mechanical key locks as backup are needed to accommodate seasonal staff.
- Building layout designed with lines of sight that allow staff to monitor public areas.
- Within the Health Suite, security needs and responsibilities (including payment) are to be determined during design in consultation with HHS/Health Suite Contractor.

#### Fire Alarm

- Fire Alarm System: A complete, fully addressable fire alarm system with mass notification shall be provided for the entire facility to comply with life safety code requirements.

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- The fire alarm system shall utilize speakers, horns and strobes, pull stations, smoke, heat and duct detectors, sprinkler flow and temper switches, equipment monitoring requirements, elevator recall interface, auxiliary device, etc., throughout the facility.
- The system must be designed to comply with the local building code, National Fire Protection Association, the Americans with Disabilities Act, and life safety code. The fire alarm system must be tied into the County central monitoring system. This connection must include all work (surge suppression devices, conduit and wiring, control modules, programming, device interface compatibility etc.) to tie into the existing Siemens system via dedicated (dry) telephone line.
- The system shall include Emergency Voice Alarm Communications. The system shall integrate with the Direct Digital Control (DDC) system, as well as the County's Siemens energy management system (EMS) for annunciation at the county security office. The fire alarm system shall annunciate to the DDC and EMS system by device, in lieu of general alarm/trouble/supervisory signal notification.
- An 800Mhz broadband distribution amplification system must be provided for the building per NFPA 2.

### Safety

- Automatic door openers with push pads at main entry doors for persons with disabilities.
  - Emergency lighting that is available for times of power failure.
  - Non-slip or slip resistant floor finishes throughout.
  - Indoor air quality must be addressed to ensure comfortable temperatures, humidity, and fresh air for customers and staff. HVAC systems should follow best practices to reduce airborne contaminants and airborne transmission of viruses such as COVID-19.
  - Water filters are necessary on faucets in the warming kitchen and drinking fountains. Hi/Low water fountains with water bottle fillers are to be provided.
  - Touchless hand sanitizer dispensers to be provided throughout the facility.
  - AED machine(s) to be provided.
- Note: All wall mounted equipment to comply with ADAAG "307 Protruding Objects".

It is also important for building security needs to be coordinated with facility operations to ensure the safety of everyone inside the building.

#### 1.12.14. Signage/Graphics/Way Finders

Comply with the DBDC Building Design Standards and applicable codes to provide ADA compliant directional and building signage in compliance with the Montgomery County Sign Standards.

Use a bold and legible font with contrasting background that is easy to read, even during low-light conditions.

Exterior signs include:

- Freestanding powered monument sign

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- Dimensional lettering near entrance on each side of the building visible to roadway or pedestrian paths
- Parking and traffic control signs
- Accessible entrances and facilities
- No smoking signage on property and building

### Interior signs include:

- Directional and informational signs within the building
- Special facility use instructions and/or regulations
- Accessible paths and facilities
- Room signage throughout
- Evacuation path diagrams
- Exit signs. Alarmed door warnings where applicable

### **1.13. Code and Regulations Requirements**

The entire facility shall be designed in compliance with the local, state and federal codes, laws, regulations, ordinances, industry standards, guidelines, accepted practices and certifications that are in effect at the time as previously stated under "1.13.4 Code and Design Standards Compliance".

Additionally, compliance with the following DBDC standards is also required:

- Project Management Handbook for Consultants
- BIM Management Handbook

However, DBDC standards do not replace professional design analyses. Consultants are expected to conduct independent evaluations of the requirements and to discuss with the County's Project Manager any difficulty in meeting these requirements and/or any deviations that are considered by the consultant to be necessary.

Regulatory compliance is the minimum requirement. If and where possible, higher levels of safety, functionality, performance and efficiency should be pursued in accordance with the overall goals of the County for the environment and the community.

The construction type for the building per IBC & NFPA-101 will need to be determined after site selection which will govern the decision regarding whether this will be a one-story or multiple-story building.

As a fully sprinklered Use Group A-3 building it can be built as Construction Type II-B or III-B under IBC's height and area limitations.

Shorter span areas could be Type V-B construction if separated into separate fire areas, if necessary due to budgetary reasons.

The space requirements are based on the following assumptions:

- The site will allow one-story design
- Floors: Concrete slab on grade
- Walls: Architectural CMU (Type III-B construction)
- Roofs: Low-slope roofing over steel trusses

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## 2. Space Requirements

### 2.1. Vestibule

Description: Vestibule	<b>Purpose:</b> The main public entrance / the primary gateway to the building. a checkpoint for access control systems that restrict entry into the building. Minimize the transfer of temperature, humidity, and outdoor elements into the main building by reducing air flow when doors are opened.	
	<b>Setting:</b> The vestibule should create a warm and inviting atmosphere for visitors. The use of appropriate lighting and aesthetically pleasing elements can contribute to a positive impression and enhance the sense of community.	
	<b>Adjacencies:</b> 1- Exterior - Immediate visibility <ul style="list-style-type: none"> <li>· Accessible path</li> <li>· Accessible parking</li> <li>· Drop-off / pick-up locations</li> <li>· Flagpoles</li> </ul> 2- Interior <ul style="list-style-type: none"> <li>· Front Desk</li> <li>· Lobby</li> </ul>	
Occupant / Access:	All	
Number of occupants	N/A	
Program Size	W x L (FT):	10' x 10' The width may be adjusted for alignment with the interior spaces, the depth may be adjusted to meet energy conservation requirements and ADA.
	NSF	100
Wall Type & Finish	Architectural CMU / Aluminum Storefront	
Floor Type & Finish	Recessed mounted walk-off mat	
Ceiling Type & Finish	Painted Gyp. Board	
Ceiling Height (min.)	10 ft	
Furniture	-	
Millwork	-	
Specialties	-	

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Equipment	Firemen's Knoxbox	
Computer		
Audio/video	Speakers connected to facility public address system	
Window Types	Alum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	Wall heater	
Plumbing	-	
Electrical - Power	Power for the wall heater Wall and ceiling outlet	
Electrical - IT	Wiring for the intercom & FAAP	
Lighting	LED Lighting (see "Setting" above) and emergency lighting	
Security	<ul style="list-style-type: none"> <li>· Surveillance cameras, access control system</li> <li>· Intercom to talk to Front Desk</li> <li>· The security alarm needs to be separately zoned and able to be remotely set by County Security at prearranged time.</li> <li>· The entry and Lobby to be fully visible for view by police patrols from glass door without having to enter the facility.</li> <li>· Fire alarm manual pull station, strobe light/speaker combination, and fire alarm annunciator panel.</li> <li>· Fire Alarm Annunciator Panel (FAAP)</li> </ul>	
Door & Frame Types	Alum storefront glass doors. Pairs of doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture. Slider doors are not recommended.	
Door Hardware	Card Reader	Yes, for staff access with mechanical override
	Lockset	<ul style="list-style-type: none"> <li>· Exit device(s)</li> <li>· All doors shall be self-closing w/ heavy duty commercial grade hardware including continuous or pivot hinges and exit devices.</li> <li>· At least one door with automatic door opener on each end of the vestibule</li> <li>· One button shall not control more than one door.</li> </ul>
	Vision Panel	Alum storefront glass doors
IAQ Requirements	Act as a barrier to prevent dirt, dust, leaves, and other outdoor debris from entering the building together with the occupants	
Acoustics	Act as a sound buffer, reducing the amount of noise that reaches the interior of the building	
Other Requirements	ADA compliance	

**Western County Recreation Center – Program of Requirements**

**2.2. Lobby**

Description: Lobby	Purpose: A welcoming and functional space that facilitates the entry and transition of visitors into the facility.	
	Setting: The lobby plays a vital role in creating a positive first impression and setting the tone for the community center experience. Functions also as a short-term waiting area.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Entry Vestibule</li> <li>. Reception</li> <li>. Informal Community Gathering Space</li> <li>. Restrooms</li> </ul> This is the circulation hub for the rest of the facility	
Occupant / Access:	All	
Number of occupants	N/A	
Program Size	W x L (FT):	20' x 25'
	NSF	500
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls. One or more walls can be used to display local art and/or local history.	
Floor Type & Finish	Walk-off mat / Porcelain tile, thin-set over concrete	
Ceiling Type & Finish	Painted Gyp. Board & Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	12 ft	
Furniture	<ul style="list-style-type: none"> <li>. Comfortable bench seating with arm rests (anchored) to wait for others or to be picked up</li> <li>. Armchairs and coffee table(s)</li> <li>. Magazine/pamphlet holder</li> <li>. Book/artifact display stands</li> <li>. Trash/recycling</li> </ul>	
Millwork	Bulletin boards or notice boards for posting community announcements, upcoming events, or notices. Display wall/case, potentially for local history and art.	
Specialties	Signage and information boards. Brightsign or other electronic information board. Wayfinding signs with clear directions and information about different areas or facilities within the building.	
Equipment	<ul style="list-style-type: none"> <li>. Securable Phone Charging Station</li> <li>. Portable defibrillator (AED) (directly outside the gyms)</li> <li>. Bleeding control kit</li> <li>. 2 Trash receptacles</li> </ul>	

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	<ul style="list-style-type: none"> <li>· 2 Recycling containers</li> <li>· Wall Phone</li> </ul>	
Computer		
Audio/video	Speakers connected to facility sound or phone system.	
Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control.	
Plumbing	Hi/lo electric water cooler with bottle filling station (directly outside the gyms)	
Electrical - Power	Wall combination USB charger/receptacles to charge phones, power for Defibrillator equipment & solar shades, wall receptacles as required, and emergency power to some of receptacles for charging purposes.	
Electrical - IT	Tel/data wall outlets as required	
Lighting	LED dimmable general, display and accent lighting Target illumination level: 10-40 ft-c Emergency lighting	
Security	Surveillance cameras	
Door & Frame Types	Alum storefront glass doors. At least a pair of doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture from the vestibule to the rest of the building.	
Door Hardware	Card Reader	-
	Lockset	Exit device(s)
	Vision Panel	Yes
IAQ Requirements	CO <sub>2</sub> sensors	
Acoustics	Because this will be a busy area with hard surfaces including the flooring, sound absorbing wall and ceiling surfaces are needed to lower the ambient noise level.	

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Other Requirements	The lobby's design, decor, and ambiance play a role in creating a positive and inviting atmosphere. Thoughtful lighting, comfortable seating, attractive artwork, and well-maintained surroundings contribute to a pleasant environment that encourages visitors to return and engage.
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**2.3. Front Desk**

Description: Front Desk	Purpose: The front counter in a community center is a key component of the lobby or entrance area. It serves as the central point where visitors can seek information, receive assistance, and register or check in for various activities or services. It is the front hub for staff areas and houses the control center for lighting (dimming/override panels only, no local PC/software for access to BAS or lighting system), HVAC, alarm, and public address systems.	
	Setting: This is where the staff is stationed to greet and assist visitors. It should be designed with functionality and ergonomics in mind, providing a comfortable and accessible workspace for the reception personnel.	
	Adjacencies: . Lobby . Staff cubicles and offices . Restrooms . Admin Storage Room	
Occupant / Access:	Staff only	
Number of occupants	2 REC staff	
Program Size	W x L (FT):	10' x 12'
	NSF	120
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Resilient rubber floor tiles on concrete (staff area behind front desk)	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile. Suspended floating ceiling over Front Desk	
Ceiling Height (min.)	9-10 ft over desk	
Furniture	. A task chair with back and arms at each staff station . File Cabinets . Credenza with base cabinets	
Millwork	Customer Service Desk with adjustable height desk surfaces & other work surfaces at ADA compliant height on staff side and an ADA compliant segment on customer side.	
Specialties		
Equipment	Digital message board, 1 printer/copier/scanner, 2 phones Undercounter Safe	
Computer	2 desktop computers with essential peripherals such as a keyboard, mouse & monitor with data connectivity to the County	

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	network as well as the security cameras (2 security monitors to be provided separate from computer monitors).	
Audio/video	Speakers connected to facility sound or phone system. Ability to make announcements using the facility public address system with microphone, amplifier with controls behind the counter	
Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control.	
Plumbing	-	
Electrical - Power	Receptacles to accommodate the Front Desk area, and computers. Quad receptacles at computer and equipment locations.	
Electrical - IT	<ul style="list-style-type: none"> <li>· Telephones (VoIP) at the counter workstations with transfer capability of voice and data to all other office phones in the building and with the County phone system.</li> <li>· Tel/data to accommodate the Front Desk, equipment, and computers.</li> <li>· All connections needed for the HVAC, lighting, security, CCTV and alarm control panels</li> </ul>	
Lighting	LED General, task and accent lighting Target illumination level: 50 ft-c Emergency lighting Lighting control panel for interior and exterior lighting in staff area behind counter.	
Security	<ul style="list-style-type: none"> <li>· Separation between customer and staff sides to prevent customers from reaching in or walking into the staff area.</li> <li>· Surveillance cameras</li> <li>· Intercom to talk to Vestibule</li> <li>· Panic button to alert County Security/police in an emergency</li> <li>· Fire alarm devices such as strobe light/speakers' combination, smoke detectors.</li> <li>· The control center is to be secured with badge access.</li> </ul>	
Door & Frame Types	Transparent finished solid core wood door. with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Classroom Lockset
	Vision Panel	Yes
IAQ Requirements		

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Acoustics	Because the Lobby will be busy area with hard surface flooring, sound absorbing wall and ceiling surfaces are needed to lower the ambient noise level
Other Requirements	-

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**2.4. Coordinators Workspace**

Description: Coordinators	Purpose: Workspaces for 2 full-time Grade 18 REC coordinators.	
	Setting: Cubicles	
	Adjacencies: <ul style="list-style-type: none"> <li>. Front Desk</li> <li>. Other Staff areas</li> <li>. Lobby</li> <li>. Admin Storage Room</li> </ul>	
Occupant / Access:	Staff only	
Number of occupants	1 each	
Program Size	W x L (FT):	6' x 8' each
	NSF	48 each (96 total)
Wall Type & Finish	Systems Furniture	
Floor Type & Finish	Carpet tiles on concrete	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	<ul style="list-style-type: none"> <li>. An ergonomic task chair with back and arms</li> <li>. File Cabinets</li> <li>. Credenza with base cabinets</li> <li>. File cabinets, shelves, or drawers are essential for organizing paperwork, office supplies, and reference materials</li> </ul>	
Millwork	Office cubicle with a desk surface and a credenza with base cabinets	
Specialties	A whiteboard or tackboard	
Equipment		
Computer	A desktop computer with essential peripherals such as a keyboard, mouse & monitor in each cubicle	
Audio/video	Speakers connected to facility sound or phone system	
Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC	

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Plumbing	-	
Electrical - Power	Power connection to the system furniture with wall receptacles Quad receptacles at computer and equipment locations	
Electrical - IT	Tel/data wall junction box to serve system furniture with wall. Tel/data outlets for each piece of equipment that needs a data connection	
Lighting	LED General and task lighting Target illumination level: 30-50 ft-c	
Security	Surveillance cameras, and fire alarm strobe light/speakers' combination, smoke detectors.	
Door & Frame Types	-	
Door Hardware	Card Reader	-
	Lockset	If hardware needed, classroom lockset
	Vision Panel	-
IAQ Requirements		
Acoustics	Sound absorbing cubicle walls	
Other Requirements	Additional room for ancillary equipment.	

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**2.5. Recreation Specialist Office**

Description: Recreation Specialist	Purpose: Workspace for one (1) full-time Grade 21 Recreation Specialist.	
	Setting: Single office	
	Adjacencies: . Front Desk . Other Staff areas . Lobby	
Occupant / Access:	Staff only	
Number of occupants	1	
Program Size	W x L (FT):	8.5' x 12'
	NSF	102
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Carpet tiles on concrete	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	<ul style="list-style-type: none"> <li>. Desk</li> <li>. An ergonomic task chair with back and arms</li> <li>. File Cabinets</li> <li>. Credenza with base cabinets</li> <li>. File cabinets, shelves, or drawers are essential for organizing paperwork, office supplies, and reference materials</li> </ul>	
Millwork		
Specialties	A whiteboard or tackboard	
Equipment		
Computer	A desktop computer with essential peripherals such as a keyboard, mouse & monitor	
Audio/video	Speakers connected to facility sound or phone system	
Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	

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HVAC	General Building HVAC with local temperature control.	
Plumbing	-	
Electrical - Power	Wall receptacles around the room	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General, task and emergency lighting Target illumination level: 30-50 ft-c	
Security	Fire alarm light/speakers' combination, smoke detectors.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Classroom Lockset
	Vision Panel	Yes, and sidelight
IAQ Requirements		
Acoustics	Perimeter walls of the space with STC 55 rating	
Other Requirements		

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**2.6. Lactation Room**

Description: Lactation Rm.	Purpose: A private and secure area for the staff who are nursing mothers where they can express breast milk without intrusion or exposure.	
	Setting: In compliance with Federal Requirements (Section 4201 of the Affordable Care Act which requires provision of 'a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used to express milk). Privacy is crucial for maintaining the dignity and comfort of the breastfeeding.	
	Adjacencies: Staff areas Cannot be accessed from bathrooms, locker rooms or other similar facilities.	
Occupant / Access:	Staff Only	
Number of occupants	1	
Program Size	W x L (FT):	8' x 8'
	NSF	64
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	<ul style="list-style-type: none"> <li>. Ergonomic chair with adjustable armrest</li> <li>. Table</li> </ul>	
Millwork	Sink counter with quartz top and ADA compliant knee space. Min. 36" extension of the sink counter for use as a work counter with ADA compliant knee space.	
Specialties	ADA compliant stainless steel lavatory accessories: <ul style="list-style-type: none"> <li>. Paper towel dispenser/trash receptacle</li> <li>. Soap dispenser</li> <li>. Hand sanitizer dispenser</li> <li>. Mirror</li> </ul> Touchless operation, hard wired	
Equipment	<ul style="list-style-type: none"> <li>. ADA Compliant refrigerator</li> <li>. ADA Compliant Microwave</li> </ul>	
Computer		

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Audio/video	Speakers connected to facility sound or phone system	
Window Types	Aluminum storefront system (if provided)	
Window Treatments	Solar shades if needed depending on the orientation Privacy shades	
HVAC	General Building HVAC	
Plumbing	ADA compliant counter mounted kitchen type SS undermount sink with lever faucet	
Electrical - Power	Min 2 duplex hospital grade receptacles and wiring. GFCI near sink.	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED dimmable general and emergency lighting Target illumination level: 40 ft-c	
Security	Fire alarm strobe light	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Privacy lockset with occupancy indicator
	Vision Panel	No
IAQ Requirements		
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

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**2.7. Admin Storage room**

Description: Admin Storage	Purpose: Storage of rolling carts for balls and other equipment that need to be moved to the gyms and program areas for use in those areas. Storage of various office supplies, equipment, and documents necessary for administrative tasks.	
	Setting:	
	Adjacencies: . Directly accessible from the front desk . Other Staff areas	
Occupant / Access:	Staff Only	
Number of occupants	N/A	
Program Size	W x L (FT):	9' x 12'
	NSF	108
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Resilient Flooring	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	<ul style="list-style-type: none"> <li>· A lockable cabinet to securely store confidential documents and sensitive materials.</li> <li>· Lockable storage</li> </ul>	
Millwork	Adjustable shelving units to maximize vertical storage space that can accommodate items of different sizes such as boxes, binders, office supplies, and reference materials.	
Specialties		
Equipment		
Computer		
Audio/video	Speakers connected to facility sound or phone system	
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing		
Electrical - Power	Wall receptacles	

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Electrical - IT	-	
Lighting	LED General lighting Target illumination level: 20 ft-c	
Security	Surveillance camera	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Classroom lockset
	Vision Panel	No
IAQ Requirements	-	
Acoustics	-	
Other Requirements	-	

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**2.8. Family (Unisex) Restroom**

Description: Family Restroom	Purpose: To provide a spacious and private environment that can accommodate caregivers who need to assist young children; individuals with different mobility needs, including those who use mobility aids or require additional assistance by a caregiver; and individuals who may not identify with traditional gender binaries or who may feel uncomfortable using single-gender restrooms.	
	Setting: A safe, inclusive, and convenient facility that meets the needs of individuals or families who require additional space, privacy, or accessibility beyond what traditional restrooms provide.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Lobby</li> <li>. Supervisable from Front Desk</li> </ul>	
Occupant / Access:	All	
Number of occupants		
Program Size	W x L (FT):	10' x 10'
	NSF	100
Wall Type & Finish	Large format porcelain tile / Painted Gyp. Board (mildew resistant paint) or Architectural CMU	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Painted moisture resistant Gyp. Board (mildew resistant paint)	
Ceiling Height (min.)	9 ft	
Furniture	-	
Millwork	-	
Specialties	ADA compliant stainless-steel toilet & shower accessories including an electric hand dryer and an adult changing table, coat hooks 1 at ADA height and 1 at 66", mirror(s), toilet paper and seat protector dispensers, paper towel dispensers, soap dispenser, waste cans Phenolic shower partition	
Equipment	-	
Computer	-	

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Audio/video	Speakers connected to facility sound or phone system	
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing	Floor drain, ADA compliant fixtures, Lavatory, Floor mounted Toilet, Transfer type shower. Hands free, 110V powered faucets and flush valve. Pressure balanced shower valve.	
Electrical - Power	110 V power for hands free faucets & flush valves, soap dispenser, paper towel dispenser, hand dryers, and wall receptacles with built-in GFCI/tamper resistance type. Power for faucet	
Electrical - IT	-	
Lighting	LED General and emergency lighting Target illumination level: 25 ft-c	
Security	Fire alarm strobe light.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Privacy lockset with occupancy indicator
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.9. Family (Unisex) Restroom**

Description: Family Restroom	Purpose: To provide a spacious and private environment that can accommodate caregivers who need to assist young children; individuals with different mobility needs, including those who use mobility aids or require additional assistance by a caregiver; and individuals who may not identify with traditional gender binaries or who may feel uncomfortable using single-gender restrooms.	
	Setting: A safe, inclusive, and convenient facility that meets the needs of individuals or families who require additional space, privacy, or accessibility beyond what traditional restrooms provide.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Lobby</li> <li>. Supervisable from Front Desk</li> </ul>	
Occupant / Access:	All	
Number of occupants		
Program Size	W x L (FT):	10' x 10'
	NSF	100
Wall Type & Finish	Large format porcelain tile / Painted Gyp. Board (mildew resistant paint) or Architectural CMU	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Painted moisture resistant Gyp. Board (mildew resistant paint)	
Ceiling Height (min.)	9 ft	
Furniture	-	
Millwork	-	
Specialties	ADA compliant stainless-steel toilet & shower accessories including an electric hand dryer and a baby changing station, 2 coat hooks 1 at ADA height and 1 at 66", mirror(s), toilet paper and seat protector dispensers, paper towel dispensers, soap dispenser, waste cans Phenolic shower partition	
Equipment	-	
Computer	-	

**Western County Recreation Center – Program of Requirements**

Audio/video	Speakers connected to facility sound or phone system	
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing	Floor drain, ADA compliant fixtures, Lavatory, Floor mounted Toilet, Transfer type shower. Hands free, 110V powered faucets and flush valve. Pressure balanced shower valve.	
Electrical - Power	110 V power for hands free faucets & flush valves, soap dispenser, paper towel dispenser, hand dryers, and wall receptacles with built-in GFCI/tamper resistance type. Power for faucet	
Electrical - IT	-	
Lighting	LED General and emergency lighting Target illumination level: 25 ft-c	
Security	Fire alarm strobe light.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Privacy lockset with occupancy indicator
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.10. Men’s & Women’s Restrooms**

Description: Men's & Women's Restrooms	Purpose: Public Restrooms one male, one female	
	Setting: Accessible with durable and easily cleanable finishes with minimal jointing that would promote growth of microorganisms.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Lobby</li> <li>. Supervisable from Front Desk</li> <li>. Public areas except the Health Suite</li> </ul>	
Occupant / Access:	All	
Number of occupants	N/A	
Program Size	W x L (FT):	20' x 25'
	NSF	500
Wall Type & Finish	Large format porcelain tile / Painted Gyp. Board (mildew resistant paint) or Architectural CMU	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Painted moisture resistant Gyp. Board (mildew resistant paint)	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties	<p>ADA compliant stainless steel toilet accessories including electric hand dryers, grab bars, mirror(s), toilet paper and seat protector dispensers, paper towel dispensers, soap dispenser, waste cans, coat hooks.</p> <p>A baby changing station and 4 Locker units (min 1 ADA compliant) at each room. Note: number of locker units may be reconsidered during design.</p> <p>Phenolic toilet partitions</p>	
Equipment		
Computer		
Audio/video	Speakers connected to facility sound or phone system	
Window Types		
Window Treatments		
HVAC	General Building HVAC	

**Western County Recreation Center – Program of Requirements**

Plumbing	Floor drain. Number of fixtures per the plumbing code. ADA compliant fixtures, Lavatories, Floor mounted Toilets, Urinals. Hands free, 110V powered faucets and flush valves	
Electrical - Power	Power for faucets and flush valves and restroom equipment, and wall receptacles with built-in GFCI	
Electrical - IT	-	
Lighting	LED general and emergency lighting Target illumination level: 25 ft-c	
Security	Fire alarm strobe light/speaker combination	
Door & Frame Types	Airport style doorless entry strongly preferred. If a door must be provided, transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	No latching lockset. Pull/push bar only (if a door is provided).
	Vision Panel	
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.11. Informal Community Gathering Space**

Description: Informal Community Gathering Space	Purpose: A space where people can wait for their friends or scheduled activities or events within the community center; or just hang out, use the wi-fi and socialize. Facilitate interaction between different age groups at least between scheduled activities.	
	Setting: Warm, casual, comfortable, fun and welcoming for all ages.	
	Adjacencies: This space is an extension of the Lobby, close the central circulation.	
Occupant / Access:	All	
Number of occupants	40 or per code	
Program Size	W x L (FT):	20' x 30'
	NSF	600
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Carpet tile on concrete	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	12 ft	
Furniture	<ul style="list-style-type: none"> <li>. Sitting groups with lounge chairs and coffee tables</li> <li>. Tables with 4 chairs (adult and child size)</li> <li>. Lockable storage for games and equipment</li> <li>. Portable electric tech bar (table that can be plugged in to)</li> </ul>	
Millwork		
Specialties	Coat hangers	
Equipment	TV (ideally wall mounted) with game consoles Additional equipment to be determined at design.	
Computer		
Audio/video	Speakers connected to facility sound or phone system	
Window Types	Alum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control.	
Plumbing		

**Western County Recreation Center – Program of Requirements**

Electrical - Power	Wall and floor receptacles around sitting areas to plug in laptops and emergency power to some of these receptacles for emergency use.	
Electrical - IT	TV outlets Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED dimmable general lighting Linear pendant LED fixtures Target illumination level: 35 ft-c	
Security	Surveillance cameras, fire alarm strobe light/speaker combination, smoke detectors.	
Door & Frame Types	-	
Door Hardware	Card Reader	-
	Lockset	-
	Vision Panel	-
IAQ Requirements	CO <sub>2</sub> sensors	
Acoustics	Sound absorbent wall panels. Perimeter walls with min STC-55 rating	
Other Requirements	A small safe play area for young children free of sharp and dangerous objects if possible – can be coordinated with soft/comfortable furniture that can be used by all age groups.	

**2.12. Not Used**

**Western County Recreation Center – Program of Requirements**

**2.13. Multi-purpose Room / Social Hall**

Description: Multi-purpose Room / Social Hall	Purpose: A multi-purpose room which can be sub divided into 2 using folding partitions.	
	Setting: Suitable for use as a social hall for large catered events, community meetings, performances, dancing, subdividable for smaller versions of the same events, as well as fitness classes like aerobics, Yoga, Zumba etc. An exterior patio with landscaping is preferable but not essential depending on the site conditions.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Warming Kitchen</li> <li>. Lobby</li> <li>. Restrooms</li> <li>. Recreation Program Storage Room</li> <li>. Service entrance</li> <li>. Trash/Recycling Area</li> </ul>	
Occupant / Access:	All	
Number of occupants	200 (100+100) – to be revised during design, per code	
Program Size	W x L (FT):	32' x 56'
	NSF	1,792
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls. Mirror wall on one side.	
Floor Type & Finish	Resilient flooring over concrete. Wood flooring with resilient cushioning at dancing area.	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile & Painted Gyp. Board	
Ceiling Height (min.)	20 ft	
Furniture	Folding & rolling tables and folding chairs	
Millwork	Two 4ft long quartz counter with base and wall cabinets – length of counter may be reconsidered during design. The two counters will be located on opposite sides so that when the room is subdivided there will be one in each space. At least one counter to include ADA compliant sink with clear knee space. Service window from the warming kitchen.	
Specialties		
Equipment	<ul style="list-style-type: none"> <li>• 1 Large venue projectors</li> <li>• 1 Motorized projection screens or modern equivalent</li> <li>• 1 Microphone / Speaker sets – portable/Bluetooth</li> <li>• 1 Motorized folding wall</li> </ul>	

**Western County Recreation Center – Program of Requirements**

	<ul style="list-style-type: none"> <li>Additional equipment to be considered during design.</li> </ul>	
Computer	-	
Audio/video	<ul style="list-style-type: none"> <li>Sound system for playing music and events – portable/Bluetooth</li> <li>Speakers connected to facility sound or phone system</li> <li>Portable A/V console</li> <li>Assistive Listening transmitter</li> </ul>	
Window Types	Alum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control. Demand ventilation based on CO2 sensor and minimum air flow during unoccupied periods.	
Plumbing	ADA compliant counter mounted kitchen type SS undermount sink with lever faucet	
Electrical - Power	<ul style="list-style-type: none"> <li>Wall receptacles to plug in laptops (a number of them with emergency power for emergency use). GFCI type per code in proximity to the sinks.</li> <li>Ceiling receptacles at large venue projectors</li> <li>Power for motorized projection screens, motorized walls and the sound system</li> </ul>	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	<ul style="list-style-type: none"> <li>LED dimmable general lighting</li> <li>Emergency lighting</li> <li>Linear pendant LED fixtures</li> <li>LED Accent lighting</li> </ul> Target illumination level: 40 ft-c	
Security	Surveillance cameras, fire alarm strobe light/speaker' combination, smoke detectors	
Door & Frame Types	Transparent finished wood doors At least one pairs of doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture.	
Door Hardware	Card Reader	No
	Lockset	Interior doors: Classroom lockset with exit device Exterior doors: Alarmed, exit devices with no entry from the outside unless an outdoor space is provided.
	Vision Panel	Yes
IAQ Requirements	CO <sub>2</sub> sensors	
Acoustics	Sound absorbent folding partition panels. Sound absorbent wall panels and suspended panels to provide sufficient acoustical control when the folding panels are stowed away. The folding partitions shall be capable of achieving STC 55.	

<b>Western County Recreation Center – Program of Requirements</b>	
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	Perimeter walls with min STC-55 rating.
Other Requirements	

**Western County Recreation Center – Program of Requirements**

**2.14. Warming Kitchen**

Description: Warming Kitchen	Purpose: To maintain the temperature and quality of pre-prepared or catered food and drinks until they are ready to be served. Prepare light meals such as salads and sandwiches that do not require cooking.	
	Setting: Primarily to serve the Social Hall but may be used to support other gathering spaces.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Multi-purpose Room / Social Hall</li> <li>. Direct access to outside for caterer access, service delivery and trash disposal</li> </ul>	
Occupant / Access:	All	
Number of occupants		
Program Size	W x L (FT):	10' x 24'
	NSF	240
Wall Type & Finish	PVC hygienic wall cladding over Gyp. Board or Architectural CMU	
Floor Type & Finish	Seamless resilient flooring with cove base	
Ceiling Type & Finish	Suspended Acoustical Kitchen Ceiling Tile	
Ceiling Height (min.)	10 ft	
Furniture		
Millwork	<ul style="list-style-type: none"> <li>. ADA compliant Stainless steel kitchen counter with 3-compartment sink, hand sink, worktable with prep sink, prep and serving counters.</li> <li>. Base and wall cabinets.</li> </ul>	
Specialties	<ul style="list-style-type: none"> <li>. Soap dispenser</li> <li>. Paper towel dispenser</li> </ul>	
Equipment	<ul style="list-style-type: none"> <li>. 2 Warming cabinets/ovens</li> <li>. 2 Refrigerator or refrigerator/freezer(s)</li> <li>. 1 Icemaker</li> <li>. 1 Coffee machine</li> <li>. 1 Microwave</li> <li>. 1 Fire extinguisher</li> <li>. 2 Service carts</li> <li>. 1 Trash receptacle</li> <li>. 1 Recycling container</li> <li>. 1 Locking storage</li> </ul> All ADA compliant	
Computer		

**Western County Recreation Center – Program of Requirements**

Audio/video	Speakers connected to facility sound or phone system	
Window Types	Service opening into Social Hall	
Window Treatments	Roll-down shutter	
HVAC	General Building HVAC with local temperature control	
Plumbing	<ul style="list-style-type: none"> <li>• Floor drains</li> <li>• Three-compartment sink</li> <li>• Hand sink</li> <li>• Prep sink, disposer</li> <li>• Exterior 1,500 gal. grease interceptor</li> </ul>	
Electrical - Power	<p>Provide power to the kitchen equipment, and miscellaneous wall receptacles. GFCI type per code.          Some appliances may require 208/220v, 3 phase service.          Provide transformer for kitchen panel. Need electrical closet          Provide emergency power for refrigerator(s).</p>	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	<p>LED general and emergency lighting          Target illumination level: 50 ft-c          Waterproof/shatter proof lighting fixtures</p>	
Security	Surveillance cameras, and fire alarm strobe lights, fire alarm speakers, smoke detectors, and fire alarm manual pull station by the doors.	
Door & Frame Types	<p>Interior: Transparent finished pair of wood doors          Exterior: Painted pair of hollow metal doors          Painted hollow metal frame</p>	
Door Hardware	Card Reader	No
	Lockset	Classroom lockset
	Vision Panel	Yes
IAQ Requirements	<p>Ventilation and exhaust, negative air pressure          CO<sub>2</sub> sensors</p>	
Acoustics	Perimeter walls with min STC-55 rating (except at service window)	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.15. Exercise Room (Weights and Fitness)**

Description: Exercise Room	Purpose: To provide individuals with the resources, equipment, and environment needed to engage in regular physical activity, supporting their effort towards a healthier and more active lifestyle.	
	Setting: This fitness room is for individual exercise using training equipment. Group exercise sessions like aerobics, yoga etc. are intended to take place in multi-purpose rooms or the gyms.	
	Adjacencies: <ul style="list-style-type: none"> <li>. Hi/lo electric water cooler with bottle filling station</li> <li>. Public restrooms</li> <li>. Family restrooms</li> <li>. Lobby</li> <li>. Front Desk</li> </ul>	
Occupant / Access:	All	
Number of occupants	16	
Program Size	W x L (FT):	24' x 36'
	NSF	864
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls. Large Mirrors.	
Floor Type & Finish	Rubber gym flooring on concrete	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	12 ft (10 ft minimum)	
Furniture	Storage racks for weights	
Millwork		
Specialties		
Equipment	May include: <ul style="list-style-type: none"> <li>. Treadmills</li> <li>. Stationary Bikes</li> <li>. Elliptical Trainer</li> <li>. Rowing Machine</li> <li>. Strength Training Machine</li> <li>. Free Weights in different sizes to cater to various strength training needs.</li> <li>. Adjustable Benches</li> <li>. Balance Balls</li> <li>. Exercise posters</li> </ul> Final equipment selection to be determined by REC for an ADA compliant layout	

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Computer		
Audio/video	. (2) wall mounted flat screen televisions with (2) remote controllers, mounted 6'-6" AFF; (1) movable instructional monitor with VCR/DVD player . Speakers connected to facility sound or phone system	
Window Types	Interior aluminum storefront windows	
Window Treatments	Solar blinds to reduce glare depending on the orientation	
HVAC	General Building HVAC with local temperature control. Ceiling fans. Supplemental air and/or local exhaust to maintain odor free environment and sufficient fresh air change; zoned HVAC with thermostat control at ACC.	
Plumbing		
Electrical - Power	Provide power to the exercise equipment, and miscellaneous wall receptacles around the room.	
Electrical - IT	TV outlets Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General lighting Target illumination level: 50 ft-c	
Security	Surveillance cameras, and fire alarm strobe light/speakers' combination	
Door & Frame Types	Transparent finished solid core pair of wood doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture, with painted hollow metal frame.	
Door Hardware	Card Reader	No
	Lockset	Classroom Lockset
	Vision Panel	Yes
IAQ Requirements	15-20 CFM per person, CO <sub>2</sub> sensors	
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**2.16. Not Used**

**Western County Recreation Center – Program of Requirements**

**2.17. Gymnasium**

Description: Gymnasium	Primary space for athletic events, may also be used for large social functions/dances, etc.	
	Setting: Large enough to accommodate a regulation size basketball court or at least two (2) pickleball courts with adequate runout area. To be striped for multiple sports – at least basketball and pickleball, other sports TBD during design. Spectator seating on one side.	
	Adjacencies: . Storage Room . Public restrooms . Electric water cooler with bottle filling station . Family restrooms . Lobby . Front Desk	
Occupant / Access:	All	
Number of occupants	330 – to be revised during design, per code	
Program Size	W x L (FT):	To be determined during design
	NSF	6,600
Wall Type & Finish	Architectural CMU	
Floor Type & Finish	Hardwood gym flooring and vent cove base	
Ceiling Type & Finish	Exposed painted structure and suspended acoustical panels	
Ceiling Height (min.)	Clear height of 28 feet below basketball backboards when retracted into the ceiling (clear height for all sports, not just basketball)	
Furniture		
Millwork		
Specialties	Seating on one side of the court to accommodate spectators. Folding bleachers or alternatives may be considered during design.	
Equipment	Equipment to be revised during design. <ul style="list-style-type: none"> <li>• 6 basketball hoops (2 main, 4 cross) and backboards (2 of which retractable) compliant with official regulations.</li> <li>• 1 Scoreboard and shot clock for game management and scoring.</li> <li>• 1 First-aid kit</li> <li>• 2 Volleyball nets</li> <li>• 4 Pickleball nets</li> <li>• 2 Badminton nets</li> <li>• All retractable backboards, dividers and nets to be capable of manual and electric power assisted operation</li> </ul>	

**Western County Recreation Center – Program of Requirements**

Computer	-	
Audio/video	<ul style="list-style-type: none"> <li>· Public address system for announcing games</li> <li>· Assistive Listening transmitter</li> <li>· Speakers connected to facility sound or phone system</li> </ul>	
Window Types		
Window Treatments		
HVAC	<p>General Building HVAC with local temperature control. Supplemental air and/or local exhaust to maintain odor free environment and sufficient fresh air change; zoned HVAC with thermostat control at ACC</p> <p>If possible, minimize or hide from view ductwork that may interfere with game dynamics. Run ducts through trusses if possible.</p>	
Plumbing	Hi/lo electric water cooler with bottle filling station outside the Gym	
Electrical - Power	Provide power for the retractable basketball backboards, scoreboard , P/A system and assistive listening etc., floor receptacle for game management system, and miscellaneous wall receptacles around the room	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED general and emergency lighting Target illumination level: 50 ft-c	
Security	Surveillance cameras, fire alarm strobe light/speakers' combination, smoke detectors, and fire alarm manual pull station by the exit doors.	
Door & Frame Types	Painted hollow metal door with painted hollow metal frame. At least one pairs of doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture.	
Door Hardware	Card Reader	No
	Lockset	Interior doors: Classroom lockset with exit device Exterior doors: Alarmed, exit devices with no entry from the outside
	Vision Panel	Yes
IAQ Requirements	15-20 CFM per person, CO2 sensors	
Acoustics	Soundproofing measures to minimize noise transfer between the gym and adjacent spaces. Perimeter walls with min STC-55 rating	
Other Requirements	Protection of Mounted Equipment: All mounted equipment, including electrical, mechanical, HVAC, lighting, P.A. (public address system), scoreboards, and clocks, should be safeguarded from player and ball contact during typical usage. This ensures the safety of the players and the integrity of the equipment.	
	Fixtures: Fixtures such as door handles, lights, activation controls, and partitions should be recessed where feasible, flush-mounted,	

**Western County Recreation Center – Program of Requirements**

or otherwise screened and protected from contact to reduce the risk of accidental damage to the fixtures.

Compliance with National Rules: All sport courts and equipment should meet the requirements specified in the current nationally recognized rules established for the specific sports functions provided.

Backboards: The basketball backboards should be rectangular and made of clear glass. They should also be equipped with breakaway rims, which provide flexibility upon impact, to reduce the risk of injury to players and minimize damage to the backboard.

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**2.18. Recreation Program Storage Room**

Description: Program Storage Room	Purpose: To store equipment, folding / stackable chairs and tables	
	Setting:	
	Adjacencies: <ul style="list-style-type: none"> <li>. Gym</li> <li>. Multi-purpose Room</li> <li>. Exercise Room (Weights and Fitness)</li> <li>. Service entrance</li> </ul>	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	20' x 30'
	NSF	600
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	Resilient flooring	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork	Adjustable shelving units to maximize vertical storage space, that can accommodate items of different sizes, such as boxes (allow adequate space for stacking / folding chairs and tables and large equipment) and gym equipment such as nets, paddles and balls in addition to those that can be readily available in the admin storage room.	
Specialties		
Equipment		
Computer		
Audio/video	Speakers connected to facility sound or phone system	
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing		
Electrical - Power	Wall outlet	
Electrical - IT		
Lighting	LED General lighting. Target illumination level: 20 ft-c	
Security	Surveillance cameras	
Door & Frame Types	Transparent finished solid core pair of wood doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture, with painted hollow metal frame.	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Classroom lockset
	Vision Panel	No
IAQ Requirements		
Acoustics		

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**2.19. Health Suite Reception / Waiting**

Description: Health Suite Reception / Waiting	Purpose: The entry point and waiting area for the healthcare services	
	Setting: Easy to clean and sanitize surfaces. May be used for checking vitals. Some privacy is desired during the process.	
	Adjacencies: Central to the health suite. A separate entrance from the recreation uses is required.	
Occupant / Access:	Health suite visitors and 1 staff	
Number of occupants	Up to 10	
Program Size	W x L (FT):	10' x 20'
	NSF	200
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	10 ft	
Furniture	At reception: . A Front Desk (will likely include phone and computer – to be confirmed with provider once selected) . An ergonomic task chair with back and arms . File Cabinets . Credenza with base cabinets . Waiting room chairs (8) and coffee tables (2) . Magazine/pamphlet holder.	
Millwork	-	
Specialties	To be provided by health service provider. Coordinate space, power and tel/data connection requirements.	
Equipment		
Computer		
Audio/video		

**Western County Recreation Center – Program of Requirements**

Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control	
Plumbing	Water line for a hi/lo drinking fountain	
Electrical - Power	Wall receptacles	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General lighting Target illumination level: 30 ft-c at waiting, 50 ft-c at vitals exam with a high Color Rendering Index (CRI) of 90 or above are recommended to ensure accurate color representation.	
Security	Fire alarm strobe light/speakers' combination, smoke detectors. Other security requirements unknown at this time, to be determined during design.	
Door & Frame Types	Exterior: Aluminum storefront system Interior: Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Exterior: Entry lockset Interior: Passage set
	Vision Panel	Yes
IAQ Requirements	HEPA air purifier with UV germicidal lamps for infection control or appropriate requirement at time of design/construction.	
Acoustics	Privacy is important in the Health Suite. All perimeter walls in the Health Suite are to have a min. STC-55 rating	
Other Requirements		

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**2.20. Health Suite Provider Work Area**

Description: Health Consultation Rm. / Clinical Exam Rm with a sink	Purpose: A space for providers to take notes, call a patient, etc. Could also be used as a room to take vitals if necessary.	
	Setting: Easy to sanitize surfaces	
	Adjacencies: . Health Suite Reception / Waiting . Health Suite toilet . Other exam rooms . Health Suite storage	
Occupant / Access:	Health suite staff	
Number of occupants	2	
Program Size	W x L (FT):	8' x 10'
	NSF	80
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	To be coordinated with HHS/contractor during design.	
Millwork		
Specialties	To be provided by the service provider. Coordinate space, power and tel/data connection requirements. Wall phone – to be confirmed with provider once selected.	
Equipment		
Computer		
Audio/video		
Window Types	Aluminum storefront system	
Window Treatments	Privacy shades. Solar shades if needed depending on the orientation	
HVAC	General Building HVAC	
Plumbing		

**Western County Recreation Center – Program of Requirements**

Electrical - Power	Wall receptacles around the room	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General and emergency lighting Target illumination level: 50 ft-c with a high Color Rendering Index (CRI) of 90 or above are recommended to ensure accurate color representation.	
Security	Unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Passage set
	Vision Panel	No
IAQ Requirements		
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

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**2.21. Health Consultation / Clinical Exam Room**

Description: Health Consultation Rm. / Clinical Exam Rm with a sink	Purpose: An Exam Room similar to that at a typical doctor's office, with extra room for various medical equipment that may be brought in by a provider.	
	Setting: Easy to sanitize surfaces	
	Adjacencies: . Health Suite Reception / Waiting . Health Suite toilet . Other exam rooms . Private Consultation / Counseling Room . Health Suite storage . Provider Work Area	
Occupant / Access:	Health suite visitors and staff	
Number of occupants	2 to 4	
Program Size	W x L (FT):	9' x 17'
	NSF	153
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	Examination table. Other furniture to be coordinated with HHS/contractor during design.	
Millwork	Countertop, and exam sink with base cabinet	
Specialties	To be provided by the service provider. Coordinate space, power and tel/data connection requirements. Wall phone – to be confirmed with provider once selected.	
Equipment		
Computer		
Audio/video		
Window Types	Aluminum storefront system	
Window Treatments	Privacy shades. Solar shades if needed depending on the orientation	
HVAC	General Building HVAC	
Plumbing	ADA compliant hand sink and lever faucet	

**Western County Recreation Center – Program of Requirements**

Electrical - Power	Wall receptacles around the room (GFCI near sink).	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General and emergency lighting Target illumination level: 50 ft-c with a high Color Rendering Index (CRI) of 90 or above are recommended to ensure accurate color representation.	
Security	Unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Passage set
	Vision Panel	No
IAQ Requirements		
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.22. Health Consultation / Exam Room**

Description: Health Consultation Rm. / Exam Room with a sink	Purpose: An Exam Room similar to that at a typical doctor's office.	
	Setting: Easy to sanitize surfaces	
	Adjacencies: <ul style="list-style-type: none"> <li>. Health Suite Reception / Waiting</li> <li>. Health Suite toilet</li> <li>. Other exam rooms</li> <li>. Private Consultation / Counseling Room</li> <li>. Health Suite storage</li> <li>. Provider work area</li> </ul>	
Occupant / Access:	Health suite visitors and staff	
Number of occupants	2 to 4	
Program Size	W x L (FT):	9' x 14'
	NSF	126
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	To be coordinated with HHS/contractor during design.	
Millwork	Exam sink with base cabinet	
Specialties	To be provided by the service provider. Coordinate space, power and tel/data connection requirements. Wall phone – to be confirmed with provider once selected.	
Equipment		
Computer		
Audio/video		
Window Types	Aluminum storefront system	
Window Treatments	Privacy shades. Solar shades if needed depending on the orientation	
HVAC	General Building HVAC	
Plumbing	ADA compliant stainless steel hand sink and wrist lever goose neck faucet	
Electrical - Power	Wall receptacles around the room (GFCI near sink), hospital grade wiring and devices.	

**Western County Recreation Center – Program of Requirements**

Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General and emergency lighting Target illumination level: 50 ft-c with a high Color Rendering Index (CRI) of 90 or above are recommended to ensure accurate color representation.	
Security	Unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Passage set
	Vision Panel	No
IAQ Requirements		
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.23. Health Suite Storage Room / Testing**

Description: Health Suite Storage Room	Purpose: For storing health suite equipment and supplies.	
	Setting: Easy to sanitize surfaces	
	Adjacencies: . Health Suite Reception / Waiting . Health Suite exam rooms . Private Consultation / Counseling Room . Provider Work Area	
Occupant / Access:	Health suite staff	
Number of occupants	-	
Program Size	W x L (FT):	10' x 12'
	NSF	120
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	To be provided by the service provider. Coordinate space, power and tel/data connection requirements. Wall phone – to be confirmed with provider once selected.	
Millwork		
Specialties		
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing	ADA compliant counter with sink and lever faucet.	
Electrical - Power	Wall outlet	
Electrical - IT		
Lighting	LED General and emergency lighting Target illumination level: 25 ft-c	
Security	Unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements		
Acoustics		
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.24. Health Suite Unisex Accessible Toilet**

Description: Health Suite Unisex Accessible Toilet	Purpose: Accessible and inclusive toilet for use by visitors to the Health suite.	
	Setting:	
	Adjacencies: . Health Suite Reception / Waiting . Heath Suite Storage Room/Testing . Health Suite exam rooms . Private Consultation / Counseling Room	
Occupant / Access:	Health suite visitors and staff	
Number of occupants	-	
Program Size	W x L (FT):	7' x 9'
	NSF	63
Wall Type & Finish	Large format porcelain tile / Painted Gyp. Board (mildew resistant paint) or Architectural CMU	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Painted Gyp. Board (mildew resistant paint)	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties	. ADA compliant stainless-steel toilet & lavatory accessories including a Baby Changing Station . A stainless-steel shelf for urine samples	
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	General Building HVAC	
Plumbing	Floor drain, ADA compliant fixtures, Lavatory, Floor mounted Toilet, Hands free, 110V powered faucets and flush valve.	
Electrical - Power	Power for hands free faucets and flush valves wall receptacles around the rooms, and Power to faucet	

**Western County Recreation Center – Program of Requirements**

Electrical - IT		
Lighting	LED general lighting Target illumination level: 25 ft-c	
Security	Fire alarm strobe light. Other security requirements unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	No
	Lockset	Privacy lockset with indicator
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls with min STC-55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.25. Health Suite Private Consultation / Counseling Room**

Description: Private Consultation / Counseling Room	Purpose: May be used for case management, mental health/counseling etc. by the Health Suite provider.	
	Setting: Warm, welcoming, non-clinical setting	
	Adjacencies: . Health Suite Reception / Waiting . Health Suite toilet . Other exam rooms . Provider Work Area . Health Suite storage/Testing	
Occupant / Access:	All	
Number of occupants	Up to 4	
Program Size	W x L (FT):	10' x 14'
	NSF	140
Wall Type & Finish	Painted Gyp. Board	
Floor Type & Finish	Carpet tile	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Furniture	To be coordinated with HHS/contractor during design.	
Millwork	To be provided by the service provider. Coordinate space, power and tel/data connection requirements. Wall phone – to be confirmed with provider once selected.	
Specialties		
Equipment		
Computer		
Audio/video		
Window Types	Aluminum storefront system	
Window Treatments	Privacy shades. Solar shades if needed depending on the orientation	
HVAC	General Building HVAC with local temperature control	
Plumbing		

**Western County Recreation Center – Program of Requirements**

Electrical - Power	Wall receptacles around the room, hospital grade wiring and devices.	
Electrical - IT	Tel/data wall outlets for each piece of equipment that needs a data connection	
Lighting	LED General and emergency lighting Target illumination level: 30-40 ft-c	
Security	Unknown at this time, to be determined during design.	
Door & Frame Types	Transparent finished solid core wood door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Passage set
	Vision Panel	Yes
IAQ Requirements		
Acoustics	Walls with minimum STC 55 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.26. Building Services Closet**

Description: Building Services Closet	Purpose:	
	Setting:	
	Adjacencies: . Restrooms . Gyms . Health Suite	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	6' x 8'
	NSF	48
Wall Type & Finish	Wall tile or glazed CMU	
Floor Type & Finish	Seamless resilient flooring with sanitary cove base	
Ceiling Type & Finish	Painted Gyp. Board if provided	
Ceiling Height (min.)	9 ft	
Furniture	A lockable cabinet to store operation and maintenance manuals and records of building systems	
Millwork	Adjustable shelving for cleaning supplies	
Specialties	Stainless steel broom and mop holder	
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Exhaust fan for cleaning products fumes	
Plumbing	Floor drain, Service sink	
Electrical - Power	Convenience GFCI receptacles and dedicated receptacles for building services equipment	
Electrical - IT		
Lighting	LED General and task lighting Target illumination level: 30 ft-c	
Security		
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics		
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.27. Mechanical Room**

Description: Mechanical Room	Purpose: Mechanical equipment	
	Setting:	
	Adjacencies:	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	10' x 20'
	NSF	200
Wall Type & Finish	Painted CMU or Painted Gyp. Board with resilient base	
Floor Type & Finish	Concrete with clear sealer	
Ceiling Type & Finish	Exposed structure	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties		
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Heating	
Plumbing	Floor drain, Storage type electric water heater	
Electrical - Power	Wall GFCI receptacles, power to HVAC and Plumbing equipment	
Electrical - IT	As needed per the final equipment selection	
Lighting	LED General and emergency lighting Target illumination level: 30 ft-c	
Security	Fire alarm strobe light/speaker combination, smoke duct detectors, smoke detectors	
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls between adjacent occupiable spaces (if any) with min STC-60 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.28. Sprinkler Room / Meter Room**

Description: Sprinkler / Meter Room	Purpose: Sprinkler room and water meter.	
	Setting:	
	Adjacencies: Where water service enters the building	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	10' x 10'
	NSF	100
Wall Type & Finish	Painted CMU or Painted Gyp. Board with resilient base	
Floor Type & Finish	Concrete with clear sealer	
Ceiling Type & Finish	Exposed structure	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties		
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Heating	
Plumbing	Floor drain, water meter, sprinkler service double check valve assembly, domestic water backflow preventer, sprinkler valves and equipment, Fire Department Connection (FDC) on exterior wall.	
Electrical - Power	Wall GFCI receptacles	
Electrical - IT	As needed per the final equipment selection	
Lighting	LED General and emergency lighting Target illumination level: 30 ft-c	
Security	Fire alarm pull station, fire alarm strobe light/speaker combination, flow switch, tamper switch connections to fire alarm system, smoke detector.	
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls between adjacent occupiable spaces (if any) with min STC-60 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.29. Electrical Room**

Description: Electrical Room	Purpose: Electrical panels and equipment	
	Setting:	
	Adjacencies: . IT Room . Battery Room	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	12' x 18'
	NSF	216
Wall Type & Finish	Painted CMU or Painted Gyp. Board with resilient base	
Floor Type & Finish	Concrete with clear sealer	
Ceiling Type & Finish	Exposed structure	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties		
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Heating (+ Cooling if heat generating electrical equipment is located in room).	
Plumbing		
Electrical - Power	Wall GFCI receptacles, dedicated receptacles to FA	
Electrical - IT	Tel/data outlets for FACP, Exterior building lighting and site lighting controls and as needed per the final equipment selection	
Lighting	LED General and emergency lighting Target illumination level: 30 ft-c	
Security		
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics	Perimeter walls between adjacent occupiable spaces (if any) with min STC-60 rating	
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.30. Battery Room**

Description: Battery Room	Purpose: Storage of power generated by solar collectors	
	Setting:	
	Adjacencies: . Electrical Room	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	10' x 10'
	NSF	100
Wall Type & Finish	CMU	
Floor Type & Finish	Concrete with clear sealer	
Ceiling Type & Finish	Exposed structure (fire rated protection per code)	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties		
Equipment	Energy storage system and related equipment	
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Heating (cooling recommended for improved battery performance) Independent temperature control	
Plumbing		
Electrical - Power	As needed per the final equipment selection	
Electrical - IT	As needed per the final equipment selection	
Lighting	LED General and task lighting. Target illumination level: 30 ft-c.	
Security	High hazard sprinkler system. Fire rated enclosure per code	
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and monitoring per code requirements	
Acoustics		
Other Requirements	The battery room fire separation/fire rating of the enclosure, sprinkler system, egress and door signage requirements etc. to be determined per the fire and building code requirements depending on the size/quantity and type of the energy storage system. A detached structure for a battery room is strongly preferred.	

**Western County Recreation Center – Program of Requirements**

**2.31. IT Room**

Description: IT Room	Purpose: Server / Phone / Security hub	
	Setting:	
	Adjacencies: . Closer areas with the highest concentration of data connections	
Occupant / Access:	Staff only	
Number of occupants	-	
Program Size	W x L (FT):	8' x 8'
	NSF	64
Wall Type & Finish	Painted CMU or Painted Gyp. Board with resilient base	
Floor Type & Finish	Concrete with clear sealer	
Ceiling Type & Finish	Exposed structure	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork		
Specialties		
Equipment	Per IT consultant	
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Independent 24/7 cooling system with independent temperature and humidity control	
Plumbing		
Electrical - Power	Receptacles as per IT requirements	
Electrical - IT	Requirements per IT consultant	
Lighting	LED General and task lighting Target illumination level: 30 ft-c	
Security	Fire alarm strobe light/speaker combination, smoke, detector.	
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	Yes, with mechanical override
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation & cooling	
Acoustics		
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.32. Trash / Recycling Area**

Description: Building Services Closet	Purpose:	
	Setting: A room for storage of trash and recycling It may also be a screened outdoor area accessible from the service entrance. To be determined in coordination with the solid waste and recycling plan.	
	Adjacencies: . Warming kitchen . Service door Away from the main entrance and pedestrian paths.	
Occupant / Access:	Staff only	
Number of occupants		
Program Size	W x L (FT):	8' x 12'
	NSF	96 – Note: this area will likely be outdoors.
Wall Type & Finish	Wall tile with epoxy grout or CMU sealed with high-gloss durable finish	
Floor Type & Finish	Urethane coating over concrete with sanitary cove base	
Ceiling Type & Finish	Painted Gyp. Board (mildew resistant paint)	
Ceiling Height (min.)	9 ft	
Furniture		
Millwork	Adjustable solid surface shelving along one wall	
Specialties		
Equipment		
Computer		
Audio/video		
Window Types		
Window Treatments		
HVAC	Exhaust fan	
Plumbing	Floor drain, hose bib	
Electrical - Power	Convenience GFCI receptacles	
Electrical - IT		
Lighting	LED General and task lighting Target illumination level: 30 ft-c	
Security		
Door & Frame Types	Painted hollow metal door with painted hollow metal frame	
Door Hardware	Card Reader	
	Lockset	Storeroom lockset
	Vision Panel	No
IAQ Requirements	Ventilation and exhaust, negative air pressure	
Acoustics		
Other Requirements		

**Western County Recreation Center – Program of Requirements**

**2.33. Circulation Areas**

Description: IT Room	Purpose: Circulation areas that are not parts of the assigned program areas (corridors and service entrance)	
	Setting:	
	Adjacencies:	
Wall Type & Finish	Architectural CMU with high gloss paint or Painted Gyp. Board with resilient base, durable finish on all walls.	
Floor Type & Finish	At entrance/exits: Recessed mounted walk-off mat At public areas: Carpet tile over concrete At service/staff areas: Resilient flooring over concrete	
Ceiling Type & Finish	Suspended Acoustical Ceiling Tile	
Ceiling Height (min.)	9 ft	
Window Types	Aluminum storefront system	
Window Treatments	Solar shades if needed depending on the orientation	
HVAC	General Building HVAC	
Plumbing	Hi/lo electric water cooler with bottle filling station	
Electrical - Power	Receptacles for housekeeping	
Electrical - IT	Wi-fi extenders as needed	
Lighting	LED General lighting Target illumination level: 10-20 ft-c Emergency lighting	
Security	Fire alarm strobe light/speaker combination, smoke, detector.	
Door & Frame Types	Interior fire rated doors and exterior doors of service areas: Painted hollow metal door with painted hollow metal frame  Interior non-rated doors: Transparent finished solid core wood door with painted hollow metal frame Exterior doors from public areas: Aluminum storefront system  At least one pairs of doors to allow 6ft wide x 8ft tall clear opening when needed for moving equipment and furniture throughout the facility.	
Door Hardware	Card Reader	Where needed per the security plan with mechanical override
	Lockset	Passage sets at fire doors Classroom sets where entry is restricted
	Vision Panel	Yes
Acoustics	Perimeter walls shared with occupied spaces to have a min. STC-55 rating	