

## **7.2 STANDARD REQUIREMENTS FOR THE CONSTRUCTION OF CORRECTIVE SERVICES INDUSTRIES FACILITIES**

The provision of timely, functionally appropriate and cost effective Correctional Industry facilities forms an important pre-requisite to the accomplishment of Correctional Industry policy objectives.

This policy manual insert provides a detailed template to facilitate the provision of new facilities and, where necessary, the upgrade of existing facilities. Whilst facility provision is a dynamic process, this section is to be viewed as a set of principles which embrace contemporary approaches to Correctional Centre management and technological developments within the construction industry. In applying this policy it is stressed that all facilities must strictly comply with security, O.H. & S and emergency requirements.

The delivery of capital works requirements is the responsibility of the Capital Works Unit and therefore provision of all Corrective Services Industries facilities is to be achieved in liaison with that unit or its delegated nominees.

### **7.2.1 Scope**

- 1.1 The employment of inmates within Correctional Centre Service functions is generally restricted to 30% of an Institutional population and the remaining 70% is desirably employed in CSI commercial based business units or, where relevant, community employment programs.
- 1.2 Facility provision is to be based upon the approved security configuration.
- 1.3 CSI business units will normally be light industrial facilities requiring floor areas to be calculated at the rate of 22m<sup>2</sup>/inmate worker. In certain situations portions of the light industrial classification may be substituted with bench top industries where a floor area requirement of 13m<sup>2</sup> per worker is required.
- 1.4 The preferred inmate employment dimension of a CSI business unit is 40 inmate work positions and the maximum is generally not to exceed 50 inmate work positions.
- 1.5 All business units are to be developed to have a capacity to employ disabled inmates. This is to be achieved by the provision of the resources listed in item 3.10 of these requirements.

### **7.2.2 Building Structure and Envelope**

- 2.1 Industrial buildings are to be pre-engineered portal frame structures of common design dimensions and features.
- 2.2 Where an internal ceiling is not to be installed preference is to be given to providing a high walled structure to achieve a good airy atmosphere with a low radiant heat load over the production area. A high degree of natural lighting and cross ventilation is also to be achieved.
- 2.3 Preference is to be given to locating business units of a similar security rating under a common roof, with each unit being separated from adjoining units by a demountable walling system.
- 2.4 Multi column spans are not acceptable where the span is less than 18 metres or the column will adversely affect the function of the building.
- 2.4 Columns where utilised are not to be a type which can be readily climbed.
- 2.5 The roof support structure may be of open web joists, universal beam or on smaller buildings cold rolled sections. Roof and column bracing must not impede the function of the building. Minimum roof pitch is 7 degrees.
- 2.6 The specification of hot dip galvanising of frame members is to be restricted to the Long Bay site or to locations where a corrosive environment is known to exist.
- 2.7 The roof and external wall cladding is to be of prefinished stock profile metal unless a special duty or security requirement is authorised.
- 2.8 The building is to be suitably insulated to provide a comfortable and productive environment particularly in locations of extreme climatic conditions.
- 2.9 Preference is to be given to the use of translucent sheeting in up to 12% of the roof to provide good natural lighting. The use of translucent sheeting in walls is only utilised where it can be shown that roof use will provide condensation.
- 2.10 Natural comfort ventilation through windows and appropriate vents, including turbine ventilators, is preferred to powered ventilation systems.
- 2.11 Floor slabs are to be generally designed with a live loading of 5kpa finished with a suitable, non-slip pigmented sealant.

- 2.12 Hydraulic services such as water and sewerage mains are to be installed outside the footprint of the facility to facilitate access in the event of blockage or future extensions.
- 2.13 The use of masonry walling is to be restricted to wet areas only. Where security classifications permit, physical division of areas should not be carried out in masonry form.
- 2.14 Box gutter and saw tooth roofing systems are not to be used.
- 2.15 Flexibility and ease of response to changes in functional use are key considerations.
- 2.16 Structures for Bench Top Industries - Where a high industrial building is unsuited or a ceiling is to be installed the building shell may be constructed from standard prefabricated cottage/house frame and roof truss sections. The production area of these structures is to have a minimum ceiling height of 2,700 mm and shall be fitted out to achieve an open office plan type area for the production area. Offices, amenities, toilets, store and services shall be in accord with entitlements in standard business unit structures.

### **7.2.3. Facilities - Requirements**

Each business unit is to include the following -

#### **3.1 Inmate Amenities Room:**

Area is to be calculated at the rate of 1m<sup>2</sup>/worker per shift.

- The amenities room is to be fitted with a suitable kitchenette which is to include a boiling water unit, sink and refrigerator to service the business unit workforce. Other "cook-up" type devices such as microwave ovens, toasters and grillers etc. are not to be provided nor are power supplies for these uses to be provided.
- Where required wall mounted heaters and extraction fans are to be provided and sized to suit regional climatic conditions.
- Egress from the amenities room is to be provided at two separate locations by outward opening doors. At least one of these doors should be sized and constructed to enable use by a wheelchair dependent person.

- To achieve construction and staffing economies, the amenities room is to be adaptable for use as a vocational education or training facility.

### 3.2 Staff Office

- An area of 11m<sup>2</sup> (min.) adjoined by a clerical office of 15m<sup>2</sup> (min.) is to be provided.
- The staff office is to be equipped with internal and external phone lines, one fax line, three double power sockets and one data outlet. Air conditioning is subject to climatic conditions of the region.
- Where the security classification requires, this office is to be fitted with an officer escape route in preference to a safety capsule.
- Supervision capability by staff is paramount, therefore the office is to be raised above the production floor to maximise clear sight lines.
- The office is to have a kitchenette facility for unit supervisory staff. This resource is to consist of an under bench boiling water unit, a small microwave oven, small bar type refrigerator and small sink with hot and cold water.
- The clerical office is to have external phone line and two double power sockets.

### 3.3 Officers Toilet

- A unisex W.C. with a hot and cold water hand basin installed in the air-lock, is to be provided at a convenient location for staff. N.B. - all staff toilets must have air locks.

### 3.4 Inmate Toilet Facilities

- A bank of inmate ablution facilities is required within each business unit. The number of fixtures should be provided in accordance with the 'Factories, Shops and Industries Act'.
- The siting of these facilities is to suit the security classification of the Correctional Centre.

- Inmate toilet banks are to be located separately from those provided for officer use.
- Showers are not to be provided within CSI business units, unless O.H. & S issues pose a specific requirement.

### 3.5 Tool Store

- A secure tool store may be required to hold tools and small production goods for issue to the workforce in each business unit.
- This facility may be located under the office if roof clearance permits.
- Access to this facility is controlled. Entry and egress must face production area.

### 3.6 Services Generally

The level of services provided in each business unit is dependent upon activities and function.

#### - Electrical Services

- \* Provision of power is to suit function, activities and size.
- \* The preferred reticulation system is via overhead busbars or cable trays and wall mounted outlets. Electrical distribution board to be located in an easily supervised location preferably on an external wall.
- \* In special circumstances method and sizing of power required will be specified.
- \* Lighting shall be sufficient to enable industrial operations to be carried out on a night shift when required.

#### - Compressed Air

- \* Provision of a reticulated compressed air supply is required in specified circumstances.

- Fire Hose Reel

- \* Fire hose reel, or extinguishers are required.

### 3.7 Access

- Access to each business unit is to cater for vehicle as well as pedestrian access and egress.
- The access route between accommodation blocks and business units shall not have features which will impede their use by wheelchair dependent or sight impaired individuals. This requirement also includes doors and gates.
- Vehicular access is to be via one roller door which is also to be a source of natural ventilation for the unit and therefore is to be up to 4.3m wide by full height of section (up to eaves).
- A roller door opening is fitted with outer mesh gates, suited to the security classification of the Centre. The minimum requirement of these gates is to achieve effective security for unit production and assets by excluding pedestrian traffic.
- Pedestrian access is to be via a key operated outward opening personnel access door. Personnel access through a roller door panel is not permitted.

### 3.8 Equipment and Fixtures

- Bundy clock: Each business unit is to be provided with a bundy clock.

The bundy clock and its power supply is to be located near the inmate entry door and preferably in view of the supervisory office.

- Bottled water dispenser: A refrigerated drinking water dispenser is to be provided external to the lunchroom. This unit is to be of a refillable bottle type which reticulates chilled water to a cup filling tap. A disposable cup dispenser is to be installed at a level which permits its use from a wheelchair.

N.B: Bubblers type fountains are not to be used due to their poor hygiene features and unsuitability to wheelchair dependent personnel.

- Corporate signage:

- \* 2 type 'A'. 1 type 'B' and 1 type 'C' corporate signs are to be prominently mounted inside each business unit.
- \* 1 type 'A' sign is to be mounted on the exterior wall near or above the inmate entry door.
- \* All Corporate and directional signage is to be procured through CSI unless otherwise directed.

- Directional signage:

Each business unit is to be equipped with directional signage which, where available, shall use international symbology to enforce directions on permissible and non permissible actions within the business unit.

- Loose furniture:

All loose furniture is to be procured from CSI.

### 3.9 'Food' and 'Bench Top' business units

- In sections where specialised or non industrial based functions are to be undertaken design and finish is to be suitable to the functions e.g. lining of walls and ceiling in food production areas. Finishes to such areas are to comply with statutory requirements.

### 3.10 Integrated Disabled Employment

All business units are to be fitted out to enable integrated employment for people of all classes of disability. The only exemption to this requirement is relative to business units where the core activity offers an unacceptable risk to those with specific disabilities in which case resources specific to that disability need not be provided. Otherwise, the following additional features and resources are to be provided in all business units.

- 1) All business units are to be fitted with a public address system suitable for broadcasting emergency directives from the supervisors office. This system is to be of a type which conveys background music when not broadcasting a message.
- 2) Any equipment fitted with audio or visual alarms is to be converted to have dual alarms.
- 3) Directive signage within business units is to be symbol type on contrasting background.
- 4) A wheelchair access WC is to be available in or near each unit to meet the needs of any wheelchair dependent worker.
- 5) The amenities room is to be fitted with a door which enables wheelchair access.

#### **7.2.4. CSI Manager of Industries Offices**

Within each Centre offices are to be provided for the CSI Manager of Industries.

These offices are to be provided with convenient access to a group meeting room, confidential staff counselling room, and located in a position which provides for good coordination of ASI Inmate Employment and business units. In general the required resources will consist of a 12m<sup>2</sup> office adjoined by a 20m<sup>2</sup> clerical office.

#### **7.2.5. Goods System**

The preferred system is to have all raw materials and finished products received and dispatched from a separate store facility which is to be located outside the perimeter fence and in proximity to the General Store.

#### **7.2.6. Security**

- 6.1 Inmates are to enter each business unit through a pedestrian entrance located in a position where they do not have to pass in close proximity to materials and product storage areas.



- 6.2 Where circumstances permit it is desirable to have an interview facility for each Industrial Complex, so that professional interviews can take place during work hours without requiring inmates to leave their employment zone.
- 6.3 At category A Centres, it is essential to have an inmate processing facility located at the entry to the Industrial complex or business unit. This processing facility will have a 'walk-through' metal detector and search facility.
- 6.4 Business units are to be sited so as to enable goods and materials to be transported between the external goods store and the business units along a route which does not pass through any inmate occupied zone of the Centre.
- 6.5 The layout of the business units shall be such that overlapping supervision and sight lines are provided to office and/or floor staff.

#### **7.2.7. Shifts**

- 7.1 Generally, provision in business units is to be made for inmates to work a minimum of 6 -7 hour shift for five days per week or equivalent.
- 7.2 In designated Centres multiple shifts may be required to maximise inmate employment and to minimise capital infrastructure.

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