

**ANNEXE 2**

**GODALMING LEISURE CENTRE**

**DESIGN BRIEF**

for and on behalf of

**WAVERLEY BOROUGH COUNCIL**

20<sup>th</sup> January 2009

## **Introduction**

This Specification defines the service and accommodation outputs that the Council requires a Design and Build Contractor to provide in respect of the replacement facilities for Godalming Leisure Centre.

Indicative proposals and costings only at this stage are sought from Tenderers for the possible replacement of the Godalming Leisure Centre for consideration by the Council on the understanding that the Council may or may not decide to proceed with any such proposal (or variant thereof) at this stage, and that the Council may, entirely at their own discretion, decide to procure these replacement facilities as part of an entirely separate tender process.

## **Project Objectives**

These have been cascaded into seven overall project objectives for the development. These are to:

- replace an existing aging and uneconomic facility with a new modern and attractive Leisure Centre
- increase overall participation in sport and leisure in the Godalming area.
- widen access and usage of sports by the Council's target groups
- facilitate community development
- maximise value for money
- improve standards of performance in swimming and other sports in the Godalming area
- improve the health of local residents.

These overall project objectives are translated below into a more detailed explanation of the Council's planned promotion of healthier lifestyles, social inclusion, increasing access to a range of services, and how these can be achieved in partnership with the activities that will operate from the Centre.

## **Access to Services**

- The new Centre will offer for Godalming an increase in the range and quality of leisure, recreational, social, and sporting activities as well as access to information about public services generally.
- Because the facility will be multi purpose and of a modern attractive design, it will attract a greater number of people through its doors. This expected increase will be due to more attractive leisure services, because people will be able to combine a visit to the pool with other leisure services on offer.
- Making the building user friendly, particularly for older and disabled people will encourage more of those users to access the increased services on offer, particularly in response to targeted community and leisure programmes.

## **Social Inclusion**

- The new Centre will be a modern purpose built and flexible building and each space within the complex shall be designed to make it easy for people to get into it and move around inside.
- The multi-use spaces will be available as a focus for various social and local community events and gatherings.

- The Centre will be offering an improved range and quality of facilities, within a modern, user-friendly environment. With good marketing and publicity, this will encourage socially excluded groups to see the Centre as a place which will enable them to be part of a community.
- People will feel comfortable about coming to and entering the Centre and its component elements. It should be convenient, local and unthreatening.
- The facilities shall be well sign-posted externally, and will have good signage and guiding internally.

#### **Increased Use**

- The footfall into the overall complex will be significantly increased from the existing user numbers in the current Leisure Centre.
- Initially there will be an aggressive publicity and marketing campaign to bring the whole complex and the facilities and services on offer to the attention of local people, businesses and institutions. There will be special offers on any charge for services and an intensive activities programme for both adults and children to offer something new daily in the initial period after the opening. This will encourage repeat visits.
- The Council's Sports Development Unit will wish to work in partnership with the Operator and local schools to promote new opportunities.

#### **Specification Requirements**

The Council's specification of its requirements is shown in the following documents:

**Part 1** – Building Design Specification

**Part 2** – Facility Requirements: this part of the specification sets out the facility requirements for the shared or common areas first followed by separate sections for the sports and leisure facilities.

## **Part I – BUILDING DESIGN SPECIFICATION**

### **Introduction**

Part 1 sets out the key outputs required for the building design and is set out in a series of headings:

- Design
- Energy Consumption
- Waste Disposal
- Building Services
- Life Expectancy
- Furniture and Equipment
- Sustainable Development
- Record, Drawings and Documents

For each of the headings, outcomes, scope and standards are set out.

### **Design**

The Design Specification is intended to provide a clear understanding of the building design standards that the Council wishes to be achieved. Whilst the Council is keen to see innovation, it is conscious there are basic standards of design that must be achieved in order to satisfactorily deliver the sporting and social outputs required.

Contractors shall outline the means by which they will ensure design quality and the design objectives, which have influenced their scheme. This shall include details of how the Council's objectives are to be achieved.

### **Required Outcome**

A design that will inspire all who use it day to day and will make a positive statement to the community.

Building design, fabric, materials, systems and services that are consistent with the architectural style of modern, good quality leisure facilities from both the public and private sectors.

Furniture and fittings that provide a safe, comfortable and welcoming environment and encourages and enable all members of the community to use the facility.

A design and use of materials consistent with the Council's policies on environment, sustainability and the urban Design Brief. Reference should be to the Council's 'Environmentally Responsible Procurement Strategy'.

The facilities shall be sufficiently flexible in their development and programmed usage to address future leisure policy trends and be customer responsive.

## Scope

Building design covers the design of the building, fabric, materials, systems and services and furniture and fittings.

## General Standards

The Council is seeking new build facilities designed to last for a period of at least 50 years. The new Centre will therefore be completed to high standards of construction and specification.

The facilities shall be technically and functionally suitable to meet the Council's objectives and those of its health partners and shall:

- provide an appropriate physical environment for all facility users
- make efficient use of space, buildings and land
- exploit site features such as slopes, trees, footpaths and views to the full
- integrate with and complement adjoining environments, enhancing them where possible
- enable the accommodation to be maintained to a standard acceptable to the Council
- provide an environment that is acoustically treated to ensure noise disturbance is minimised. This is particularly important in areas such as the Sports Hall, Swimming Pool and Multi-purpose Studio. Wherever possible, noise should be controlled at source. In areas where external noise is likely to be a concern, a specialist sound survey shall be commissioned by the Contractor and the building designed to minimise the impact of such noise. External envelopes, particularly flat roofs, shall be designed to minimise the transmission of sound arising from inclement weather. Sound insulation to separating floors shall exceed the sound insulation performance for similar constructions given in the latest Building Regulations (when tested by completion) by at least 10 per cent. Walls not otherwise covered by Regulation but which separate designated specialist rooms from other rooms shall be designed to achieve an airborne sound insulation value of at least 50dB.
- provide a safe and secure environment for staff and visitors, but with the minimum possible impact on the openness and accessibility of the building. A well-managed and designed building with a pleasant ambience will help to reduce tension and latent security risks. Security should allow for sharing of common facilities between user groups and is to be considered from a series of criteria:
  - Against unauthorised entry from outside
  - Against unauthorised access within the building
  - Personal security and safety of staff working in the building
  - Ease of operation
- be energy efficient and environmentally friendly
- be imaginative and innovative

- afford easy movement and full access to persons with restricted mobility including those with wheelchairs or other frailty, who are visually or hearing impaired, the mentally ill (including those with a high level of elderly mental infirmity), staff, visitors, children and parents/carers with babies or toddlers
- provide clear signage giving name and directional details enabling visitors, service users, staff and the emergency services to easily locate the required destinations (internally and externally). Signage for Godalming Leisure Centre shall be required to comply with national format/colour guidance
- use suitable colour schemes and colour coding to aid orientation and assist service users, staff and visitors with visual and/or cognitive impairment
- provide an entrance hall that is welcoming and non-institutional in style. Stairways shall be free of obstructions throughout their length. Handrails proud of the walls shall be provided along all corridors and circulation areas on both sides.
- provide 'fluidity' and integration of design to maximise flexibility and encourage cross participation by users
- feature natural light and ventilation for those rooms that are likely to be occupied for any length of time and, where appropriate, window sills shall be low enough to allow small children and wheelchair users to look out. Artificial lighting shall be non-institutional in style with suitable colours and intensity for service users with visual impairments or dementia.
- offer flexibility in future layout of areas within the building in response to changing patterns of demand and community needs – e.g. able to accommodate alterations to the layout without significant structural or organisational disruption
- operate an energy management policy and procedures to minimise the environmental impact
- surfaces designed and detailed to discourage graffiti
- avoid the use of wired glass
- sofas, chairs and all other furnishings shall be of a non-institutional design that facilitates their use by service users who may have mobility or other difficulties and shall be fitted with appropriate coverings
- incorporate components and materials that are of no lesser standard than those contained in the current appropriate European and British Standards Institute Specification, British Board of Agreement Certificates, CIBSE guides, Building Energy Codes and Technical Memoranda, Building Research Establishment Digests and Good Building Guides and Local Authority building requirements.

- the quality of workmanship shall be no less than that set out in the latest appropriate European and British Standards Institute Specification, British Standards Codes of Practice, CIBSE guides, Building Energy Codes and Technical Memoranda trades suppliers, manufacturers, representative bodies Codes of Practice and recommendations of BRE Digests and Good Building Guides, the Chartered Institute of Building Services Engineers and Local Authorities and good common practice. Where no standards, codes or guidance documents exist, the best current practice shall be assumed to be required. Deviation from this requirement shall be drawn to the Council's attention at the time of submission.

### **Statutory, Industry and Local Standards**

The following standards shall apply unless otherwise stated:

- the standards set out in British Standard 8000
- the Building Standards Regulations as interpreted by the relevant Authority and local by-laws
- the Disability Discrimination Act
- RNIB and RNID guidelines and audit assessment for use of the new facilities by visually and hearing impaired staff and service users
- the Registration Authorities standards
- The Health and Safety at Work Act
- Recommendations of the Health and Safety at Work Executive
- Factories Acts
- Offices, Shops and Railway Premises Act
- Electricity Acts
- Electricity at Work Regulations
- Building Research Establishment Digest Recommendations
- Requirements of the local Water Supply Company, Electricity Supply Company, Gas Supply Company
- Requirements of the Building Control Officer, Fire officer and Environmental Health Officer of the Local Authority
- Requirements of 'Secured by Design' as determined by the Local Police Architectural Liaison Officer
- The Institution of Electrical Engineers Regulations for Electrical Installations [16<sup>th</sup>] Edition, including all amendments and Appendices – BS 7671
- Control of Substances Hazardous to Health (COSHH)
- All documentation, recommendations, guides, etc, produced by the Chartered Institution of Building Services Engineers, including:
  - Commissioning Codes
  - Technical Memoranda
  - Practice Notes
  - Energy Notes
  - Code for Interior Lighting Design
  - Code for Exterior Lighting Design
  - Lighting Guide 3
- BS 5839 – Fire Detection and Alarm Systems for New Buildings Pt 1: 1988
- BS 5266 – Emergency Lighting Pt 1: 1988
- Sport England design guidance where available and appropriate
- All other bodies and authorities having jurisdiction
- ISRM Report Managing Health and Safety in Swimming Pools.
- The Construction Design & Management Regulations (2007).
- The Site Waste Management Plans Regulations 2008.

## Unacceptable Materials and Processes

The materials and processes given below must not be used in the New Facilities or in connection with the New Facilities.

- high alumina cement in structural elements
- woodwool slabs in permanent formwork to concrete or in structural elements
- calcium chloride as a concrete additive
- sea dredged aggregates or aggregates for use in reinforced concrete which do not comply with the requirements of British Standard 882 (1983) and aggregates for use in concrete which do not comply with the relevant sections of British Standard 8110 (1985)
- calcium silicate bricks or tiles
- Asbestos cement products; or asbestos in any other form including vermiculite containing asbestiform fibrous dust
- lead or any products containing lead for use in connection with drinking water
- materials which are generally composed of mineral fibres either man made or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain any fibres not scaled or otherwise stabilised to ensure that fibre migration is prevented
- urea formaldehyde foam and cellulose fibre
- plastics for water storage and delivery that release toxic materials
- materials containing vinyl chloride unless risk form carcinogen is shown to be negligible
- vermiculite containing asbestiform fibrous dust
- cellulose fibre
- polyurethane foam or polyisocyanurate foam unless the risk is shown to be negligible
- plywood with glues, resins and surface treatments that produce irritant volatiles
- decorative finishes containing lead or asbestos
- materials containing chlorofluorocarbons (CFCs)
- paints and wood preservatives containing pentachlorophenois (PCPs) tributyl tin oxide (TBTO) or Lindane
- tropical hardwoods unless from a demonstrably replenishable or sustainable source
- perforated bricks in manholes
- peat unless from a known source other than an SSSI or Eire
- any treatment of materials either before or after installation which give rise to toxic or hazardous emissions or particles
- other substances generally known at the time of use to be deleterious to health and safety or to the durability of the works in the particular circumstances they are used.

## Energy Consumption

The services installation proposed by the Contractor shall be selected to ensure that whilst providing a comfortable and healthy environment they:

- Reduce the energy load wherever possible
- Provide the energy input as efficiently as possible through the use of low carbon technologies or renewable energy sources



## **Waste Disposal**

The Contractor shall make proper arrangements, at his own cost, in accordance with the Council's Waste Management Plan, for the disposal of all effluent, waste and refuse from all parts of the site from contract signature until the day after the completion of the contract.

## **Building Services – Mechanical Installations**

### **Required Outcome**

Allowance for operation and maintenance of effective heating and ventilation systems, hot and cold water supplies, drainage, gas and compressed air installations, lifts (if applicable) and swimming pool installations, which must meet the performance criteria set out in this Specification.

### **Scope**

This covers heating and thermal comfort, ventilation, water and drainage systems, gas and compressed air installations, lifts and swimming pool installations.

### **General Standards**

All installations comply with all relevant Standards and Regulations in the design of building services. The services shall be provided to meet the output requirements, and shall be implemented with the needs of future perceived advances in building technologies and IT in mind. Flexibility is considered to be the key to implementing this requirement. The mechanical installations shall achieve the following standards:

#### *Heating and thermal comfort*

- Appropriate levels of heating are required to all areas of the facility. The temperatures for each area that must be achieved, must be contained within the tolerances required for the activities being undertaken.
- Temperatures must meet Sport England guidance with respect to the swimming, sports and changing areas.
- All public and staff rooms used by the Centre must be maintained within the tolerance stated in the CIBSE Guides.
- In other public and staff spaces (eg WCs) a minimum in use temperature of 18 degrees C shall be maintained.
- Heating should be available during the summer months for use on cold days.
- Heating emitters and piping must be safe. All heating installation must be protected so as to prevent staff, users from receiving burns or scalds even following prolong contact.
- The surface temperature of the heat emitters and pipework should not exceed 43 degrees C. Any radiators in rooms to which the public have access are to be low surface temperature radiators and be fitted with thermostatic valves.

- Ventilation shall be provided to maintain internal temperatures not exceeding external ambient temperature during hot weather. In certain areas this may entail incorporating localised cooling plant to supplement the ventilation.
- Ventilation is to be provided through-out the facility. Natural ventilation is preferred. Any comfort cooling or air conditioning should be controllable locally.
- Mechanical ventilation can be minimised by ensuring that wherever practicable, core areas are reserved for rooms whose functions require mechanical ventilation irrespective of whether their locations are internal or peripheral.
- Extractor fans are required to WCs, staff kitchen, health treatment and sluice rooms. Extracts to WCs should be controlled by PIR. Extract to kitchens and sluice rooms to be timer-overrun switches.
- Any atrium roof light ventilation should be electronically controlled to provide opening lights to ventilate the waiting area, linked to air quality sensors, and rain sensors and to the security system.
- Installation of any ducting should be co-ordinated to avoid unsightly boxing. Access points should be located to avoid unnecessary disruption.
- All internal spaces, (except toilets and changing rooms), shall be ventilated at a rate of not less than [3] litres/second/person. Toilets and changing rooms must be ventilated at a rate of not less than [6] litres/second/person
- all plant should be durable and should be accessible to facilitate maintenance.

#### *Water Installations*

- Main water shall be supplied in accordance with best industry practice and must be installed and comply with BS6700 and BS6465. A cold mains supply is to be provided to all consulting room sinks, in addition to tea points, staff rest areas, WCs etc.
- A looped primary circuit will be required to deliver immediate hot water to outlets.
- All water provided must be fresh, clean and wholesome and free from infection including legionellosis.
- Domestic hot water for use in toilet facilities shall be temperature controlled within Good Industry Practices tolerances. All hot water outlets must have protection against scalding. Temperature regulator controls will be required to limit the temperature of the hot water supplied to outlets. The upper temperature limit will be 43 degrees C. The mixing valve should be of a type that is unaffected by changes in water pressure and should 'fail safe'.

### *Drainage Installation*

- Drainage and sewage systems must ensure effective disposal of water and waste and be in accordance with appropriate Codes of Practice and with local authority regulations.

### *Lifts*

- Lift access to all floors. Lifts shall be robust, accessible to wheelchair users (including controls) and easy to maintain.

### *Swimming Pool Installations*

- Design and operation of new or replacement pool water plant is to be in accordance with the *Pool Water guide* published by PWTAG: MSF guide on Swimming Pools, and HSC/Sports Council Publication *Safety in Swimming Pools*
- The capacity of the pool water supply should be adequate to facilitate re-filling.

### **Statutory, Industry and Local Standards**

All mechanical installations shall comply with CP 310 and BS 5572 including bye-laws and HVCA Regulations. Where the composition of water supplies may give rise to excessive lime scale deposition, manufacturer's recommendations as to the protective measures necessary to prevent the shortening of the operating life of equipment must be heeded.

All gas installation shall comply with the requirements of British Gas and the local supply utility, and be carried out by a 'CORGI' registered contractor.

### **Building Services – Electrical Installations**

#### **Required Outcome**

Provision, operation and maintenance of electrical supply installations to meet the needs of the Leisure Centre.

#### **Scope**

The provision, operation and maintenance of mains distribution, lighting, power circuits, and lighting protection.

### **Statutory, Industry and Local Standards**

All electrical installations shall comply with the requirements of the current edition of the 'Regulations for the Electrical Equipment in Buildings' with all current amendments, issued by the Institution of Electrical Engineers (hereinafter referred to as IEE Regulations). The installations shall also conform to the requirements of the local electricity supply utility.

#### **General Standards**

All installations shall comply with all relevant Standards and Regulations in the design of building services and shall be implemented with the needs of future perceived advances in building technologies and IT in mind. Flexibility is considered to be the key to implementing this requirement. The electrical installations shall achieve the following standards:

### *Mains Distribution*

- All switchboards and distribution boards must be installed in secure locations
- Electrical and communications/data installations are to be fully re-wireable systems, and contained within an accessible multi-compartment, peripheral ducting system.
- All equipment shall be provided with durable labels, clearly marked with details of the equipment's function and designation.

### *Lighting*

- Illumination levels shall be in accordance with CIBSE guidelines for the particular activity being undertaken at the facility.
- Artificial lighting, as well as providing levels of illumination to suit activities, shall make an important contribution to interior design. The lighting scheme should promote a high-quality image for the new facility.
- Amenity/decorative lighting should be incorporated in the Reception areas.
- Task lighting should be of the required intensity with low-contrast, glare free, background illumination. Staff computer areas to have category 2 fittings.
- Suitable illumination is required during power failure or emergencies within the facilities. Emergency lighting shall comply with Health and Safety Executive requirements. Essential and non-essential circuits should be provided to important operational areas and to all escape routes and staircases.

### *Power Circuits*

- The electrical system should provide that no electrical shocks will occur.

### *Lightning Protection*

- A suitable lightning protection system in accordance with current codes shall be incorporated into the design of the building.

### *Security and Alarms*

- A comprehensive fire alarm/smoke detection/emergency lighting system shall be provided in accordance with the recommendations and requirements of the Fire Officer and relevant statutory bodies. In addition the Service Provider shall provide all hose reels, fire extinguisher, fire blankets, signs etc., in accordance with the Fire Officer's and relevant statutory bodies recommendations and requirements.
- Door control systems should be capable of manual and/or automatic release on initiation of the fire alarm system.
- A security alarm system shall be provided to all external doors and windows. This should be reinforced with the provision of security grilles to the inside of vulnerable windows and doors.
- All doors will be lockable when not in use. Master key suiting is required for the entire building with sub suites for individual parts of the building and further sub suites linking individual rooms with lockable cupboards and drawers within the rooms
- A recoverable digital CCTV system complete with monitoring equipment shall be provided to cover the building, including the corridors, entrance foyer, main entrance, secondary entrances, swimming pool and the car park. Equipment in the swimming

pool should be capable of resisting damage/malfunction from humidity and impact, respectively.

- In the disabled toilet and changing areas, help call points are required in all WCs accessible to users. These should comprise a push button or pull cord, reassurance lamp and re-set unit. The audible alarm system initiated by patients should operate for one second at ten-second intervals with corresponding lamps lit continuously until cancelled. A visual and audible indication of operation should be provided at the health service receptions to give responding staff unambiguous identification of the call source.
- Security systems should be monitored externally for out-of-hours response.

### *Communications*

- Data cabling should generally be provided to all offices and reception areas. Sufficient outlets should be provided to allow connection of all equipment identified.
- Sufficient capacity should be provided at the design stage to meet the anticipated need for special power supplies, modems, VDT's, printers and associated software, stationery and wireways for data transmission cabling.
- System hardware and cabling provision should be made for networking and data links to the internet and other service sites.
- Card operated public telephone with acoustic hood is required in the main entrance foyer to the Centre.
- British Telecom points shall be provided in all offices. The external intake point for telephone connections shall have a British Telecom cover plate/box fitted.
- An external aerial for digital reception should be provided with aerial sockets to more than one location.
- An induction loop/minicom system for people with hearing loss shall be provided in all communal areas and to all reception desks.
- A TV point shall be provided in the Reception with co-axial cables run in conduit to and including an appropriate aerial and relay installation, as required.
- The multi-use room shall be provided with conduit and draw wire suitable for the future installation of cable television. The conduit shall be terminated with a connection box and blanking plate adjacent to the TV aerial outlet point. The conduit etc shall be installed in accordance with the recommendations of the local cable TV franchise holder. In addition, the Service Provider shall contact the local cable TV franchise holder and arrange for the provision of all underground ducting etc on and around the Upper Site as required.
- The building services installation should incorporate a building management system which is fully compatible with existing facilities owned by Waverley Borough Council.

## Life Expectancy of Building Elements

### Required Outcome

To ensure that, at service commencement, the building is of a substantial nature and that following the expiry of the contract, the Local Authority has a building that is capable of being used for a significant period of time without it incurring significant maintenance costs.

### Scope

All buildings are required to meet this output specification.

### Performance Standards

The Council required all new construction to have a design life as set out below:

Item	Minimum Estimated Design Life (Years)
Structure and fabric of buildings	50
Mechanical and electrical services	20
Fixtures and fittings	20
Pool Tiling	20
Sport Surfaces (Activity Studio Floor)	20
Pool Filtration Systems	20
Wet Area Tiling	20

It is also expected that all materials and construction systems will be chosen for their durability, longevity, environmental sustainability and suitability in terms of operational and health and safety considerations.

### Furniture and Equipment

#### Scope

The project shall include all fixed furniture and equipment including, but not limited to, lockers, cubicles, benches, reception desks, mirrors, vanity units, cooker hoods and the like.

#### General Standards

The Building Operator shall:-

Comply with all statutory obligations and accord with industry best practice in the maintenance and management of furniture and equipment.

## Sustainable Development

### Required Outcome

The facilities shall be designed and constructed, so far as is reasonably possible, to deliver benefits to the environment.

### Scope

Sustainable development and environmental good practice should be considered in the following aspects of the design and operation of the facilities:-

- Building orientation
- Façade Design
- Layout of Buildings
- Building form
- Insulation
- Energy efficient fixtures and fittings
- Contribution to minimising ozone depletion, global warming, air and water pollution and non-renewable resource depletion
- avoidance of use of ionising and electromagnetic radiation and any design features associated with sick building syndrome
- maximising the opportunity for recycling
- enabling maintenance regimes to be used to maintain optimum performance
- the use where possible of natural resources such as daylight and passive solar energy

### Standards

The Council wishes to ensure that Contractors properly address the issues of environmental sustainability and intends to assess this by utilising criteria based upon the business Research Establishment Environmental Amenity Management (BREEAM). This will assess the performance of buildings in the following areas:

Issue	Description
Management	Overall policy, commissioning and procedural issues
Energy Use	Operational energy and CO <sub>2</sub> and location related factors
Health and Well Being	Indoor and external issues affecting health and well being
Pollution	Air and water pollution
Transport	Transport related CO <sub>2</sub> and location related factors
Land Use	Greenfield and Brownfield sites
Ecology	Ecological value of the site
Materials	Environmental implication of building materials
Water	Consumption and water efficiency

for each of the categories set out above, the building is assessed against performance criteria set by the Business Research Establishment (BRE) and awarded "credits" based on the level of performance. The percentage of credits achieved under each category is then calculated and environmental weightings are applied to produce an overall score for the building.

The overall score will be then translated into a BREEAM rating of PASS, GOOD, VERY GOOD or EXCELLENT.

The Council expects that the newly designed facilities will as a minimum meet the "VERY GOOD" BREEAM rating standard.

## **Record Drawings and Documents**

### **Required Outcome**

The provision of a complete set of written drawings of the buildings, grounds and installations to be available for inspection prior to the Practical Completion.

### **Scope**

These drawings to include the following documents:-

- Operating and building manuals for all building and engineering services
- As-built and as-installed drawings
- All other diagrams, instructions and procedures relating to the operation and maintenance of the building or plant, machinery or equipment.

## **PART 2 – FACILITY REQUIREMENTS**

### **Introduction**

Part 2 sets out the facility requirements for all areas.

### **COMMUNAL AND SUPPORT AREAS**

#### **Foyer and Reception**

The entrance to the Centre shall be attractive and welcoming. The entrance foyer is the hub of the building and must provide sufficient space for people to circulate, view notices, wait for friends in comfortable surroundings.

The entrance shall be designed to meet heating, ventilation and disabled access requirements.

The location of the main facilities shall be clearly identifiable from the foyer to aid users understanding of the building layout.

The design of the reception desk shall ensure that wheelchair users and children are properly received. Induction loops shall be provided for those with impaired hearing and signage shall be appropriately located and designed for the visually impaired.

If a barrier entry system is proposed, it should be operated by “proximity card” and remote release entry system with a voice link to the health facility reception.

The Contractor should provide sufficient convenient and secure storage space for pushchairs overlooked from reception. Provision should be made for a card operated public telephone with acoustic hood.

The reception should be positioned so as to allow the receptionist a view into the pool hall.

#### **Vending and Viewing Areas**

There shall be a vending area within the Centre able to accommodate a minimum of 20 persons seated at any time. The space should be able to accommodate a large throughput of people, including young children and wheelchair users. Appropriate ventilation, humidity and temperature control systems shall be provided to ensure users have a comfortable



environment and that smells from the production of meals do not pervade other areas of the premises. This vending area shall be positioned so as to allow viewing into the pool hall for casual spectators and parents.

## **WCs**

Wheelchair accessible male and female WCs both incorporating baby change facilities.

## **Support Accommodation**

Support accommodation shall be required to maintain the function of the Leisure Centre. This will include plant rooms, first aid room, workshop/maintenance area, stores and cleaners cupboards. Access to storage and cleaning cupboards shall be restricted to staff only.

## **External Areas**

All roadways, footways, external lighting, sewers and the like shall conform to the relevant authority's requirements to allow adoption wherever possible.

The Contractor shall provide appropriate free car/coach parking and secure cycle park facilities for visitors and staff (including parking facilities for disabled users and staff).

A delivery bay shall be provided for loading and unloading of supplies. An estimated (6) car parking spaces will need to be reserved for use by staff at all times.

All external spaces shall be well defined, their function clearly determined at the outset and designed accordingly. Pedestrian routes shall be clearly defined and segregated from vehicular traffic. A setting down point should be located close to the entrance for cars.

Public spaces shall be monitored by a digital security CCTV system linked to the site's main security station and to the reception. To help improve security, layouts shall be designed to encourage neighbourliness, natural surveillance and self-policing and to create an environment that makes unobtrusive access difficult.

## **SPORTS & LEISURE**

### **Swimming Pool – Main Pool 25m x 6-lane x 1.1m to 1.8m deep: Learner Pool 12m x 8m x 0.75 to 0.9 deep**

Swimming facilities shall be provided that are suitable to accommodate use by children learning to swim, swimming for fun, swimming for fitness and competition swimming to borough/district club standard. The facilities must be fully accessible to disabled users

As a minimum, a 25m x 6-lane pool shall be provided suitably equipped for competition including lane ropes, starting blocks, electronic timing and touch pads. The Council will be particularly interested in proposals that best address the water depth requirements of all user groups from child non-swimmers and non-ambulant disabled users through to club level competition swimmers. The swimming facilities will not be used for diving.

Particular attention shall be given to pool gratings, wall finishes, lighting and the acoustic performance of the space. Signage shall be clear and instructive and comply with health and safety guidelines.

The use of natural light shall be maximised whilst minimising energy costs. Glare and spectral reflection across the pool shall be avoided, but at the same time views into and out of the

pool hall shall be maximised where possible. It is important that the level of noise transmission to and from the pool hall to adjoining spaces is minimised.

Poolside finishes shall be hard wearing, bright, easy to clean and be particularly slip resistant. Consideration shall be given to appropriate poolside seating being provided for the use of swimmers and swimming clubs.

Attention should be given to ensuring that the construction and specification of the pool hall, comply with the noise levels as recommended by Sport England.

Any features, eg columns and pool covers, shall not restrict the minimum required pool surround dimensions, as set out in Sport England and ASA guidance. Pool stores shall be provided to accommodate the planned programme of activities with secure storage available for schools or swimming clubs as required.

### **Pool Spectator Areas**

As a minimum, the swimming facilities shall be able to accommodate at least 50 spectators on those occasions when this is needed eg school, club galas.

### **Changing Facilities**

High quality changing accommodation shall be provided by a mixture of group rooms and mixed "village" style changing cubicles. The capacity of changing rooms shall be carefully considered and allowance made for different ratios of males and females. The required level of toilet and shower facilities shall be provided, again allowing for different ratios of males and females. As a minimum, Sport England Guidelines must be met for the pool users. It is intended that the quality of the changing area will be used by both fitness and swim users and therefore the design should make allowance for this. (No separate dry changing will be provided).

New cubicles shall be sized to accommodate single users, disabled users and families. Cubicles shall have at least one coat hook and a seat. The design of the cubicles shall ensure that there is no opportunity for a user in one cubicle to look into the next. Consideration shall be given to the width of aisles between facing cubicles to provide users with an open environment rather than an oppressive environment.

Within any "village" changing area provision shall be made for the required number of cubicles with baby change facilities. Areas shall be provided offering single-sex changing with toilet and shower facilities and screened access to the pool and other associated areas.

Adequate clothes storage lockers shall be provided. Designs shall enable users direct access to lockers from all cubicles and provided for easy staff supervision to ensure security. Lockers shall be of a high quality (Prospec or similar) and provide a high level of security.

Cubicles and lockers should be specified from Prospect Marathon Range 50 Series.

Sanitary facilities shall be positioned suitably for both swimmers and people having changed. Separate vanity, hair drying, baby change and disabled changed facilities shall be provided.

New finishes generally shall be hard wearing, easy to clean and above all provide adequate non-slip surface to floors suitable for both bare feet and shod traffic. For the comfort and convenience of users, floors shall dry off as quickly as possible. There shall be no areas of standing water.

Consideration must be given to specific provision for young persons (eg height of urinals, toilets and wash basins) and for people with disabilities.

Change facilities must also accommodate separate male and female group changing facilities for the use of Fitness users/Schools and/or Clubs. Each area to have lockers, benches, toilet cubicle and a small vanity unit.

The Contractor must ensure that there is a hot water temperature control to ensure prevention of scalding.

Ancillary services, (eg washing facilities), should ensure adequate provision of soap, hot and cold water and plugs that work. Use of customers' own hairdryers in wet areas will not be permitted, but provision for hair drying should be made by the facility.

Consideration shall be given to the use for imaginative lighting to provide a greater enhancement of the spaces as well as being functional. Appropriate ventilation, humidity and temperature control systems shall be provided to ensure users are changing in a comfortable environment.

#### **Fitness Suite – capacity 50 work stations**

The fitness suite and the following multi-purpose studio are envisaged as high quality facilities, comparable to the best private sector installations.

The fitness suite shall be equipped with an appropriate mix of high quality cardiovascular and resistance machines (50 minimum pieces) in accordance with good practice, current guidelines and the anticipated "market" and trends. In particular, the studio should be suitably designed to accommodate and attract users with disabilities and GP referrals. Accordingly, a proportion of the equipment (15% minimum) shall cater for people with limited movement in accordance with the guidelines from the English Federation of Disability Sport and should be suitable for fitness testing and GP referral. The fitness studio shall include a consultation room and a suitable reception.

Both the activity studio and the fitness suite shall have adequate comfort cooling, ventilation and humidity control as well as chilled drinking water etc.

#### **Multi Purpose Studio**

A multi-purpose studio capable of accommodating a range of activities shall be provided and visible from the central reception area. This facility may also be used for a number of movement and dance activities.

The room shall be square or close to square in shape and offer minimum of 120 sq m of clear floor area and minimum ceiling height of 3.5m. It shall provide a light and open environment for users. Mirrors that can be curtained off shall be provided across one of the longer wall lengths. The floor shall be designed to be suitable for dance and movement activities. The floor finish must be smooth, slip-resistant, warm to touch, easily cleaned, splinter-free and resilient. The room's walls shall be free of sharp edges or corners.

Consideration shall be given to the room's acoustic requirements. The room will need to achieve good music production and ensure clarity of speech. However, it is also important that the level of noise transmission to and from the room is minimised. The room's environmental requirements include:-

- Lighting design that takes into account the large amount of mirrored surface and offers flexibility in both levels and direction
- Any natural lighting shall be controlled to prevent glare and provide full blackout when needed
- As with the fitness suite, the ventilation system shall be able to cope with the considerable amounts of metabolic heat, body odours and humidity
- Temperature and humidity controls shall be capable of wider variation than normal and have the capacity to react swiftly. Consideration shall be given to providing control within the room
- The heating/ventilation system shall be quiet enough not to interfere with speech communication in the room, and
- An adequate number of low-level electrical power sockets with RCD protection is needed to allow easy use of audio equipment
- Lighting controls should include facilities for dimming with controls accessible to staff only.

Appropriate and sufficient storage shall be directly accessible from the activity room for modular staging units, foam mats, and video and audio equipment.

**Staff Room**

Accommodation will be required for all the Sports & Leisure staff to rest and eat. There should be provided, a suitable fully fitted kitchenette, comfortable seating and a small eating area. Separate changing facilities should be provided with adequate lockers for all personnel on duty.

**Sports & Leisure Staff Offices**

The offices shall have quick access to all public areas, including the reception area. There should be adequate power points and telephone points. The offices should be adequate to accommodate sufficient desks, chairs and cabinets for the number of staff required. There should be a separate confidential area for staff interviews.

**Plant Room**

The main plant room should be located at ground floor. It should be designed with adequate space to facilitate easy and safe operation and maintenance of equipment.

**SUMMARY TABLE OF FACILITIES TO BE PROVIDED**

<i>Communal and Support Areas</i>
<b>Foyer and Reception</b> – a common public entrance with separate reception points for the sports & leisure services and with clear circulation routes, payment/information access point(s) and appropriate controls.
<b>Vending and Viewing Areas</b> – a vending area to serve visitors to all the service areas with seating for at least 20 and views of the pool and parkland. Offers to include food and drinks and healthy options. Vending service to be available at all times the leisure facilities are open. Vending store is required.

<b><u>Support Accommodation</u></b> – as required to include: supplies and cleaning stores, plant, workshop, first aid room.
<b><u>WCs</u></b> – male and female with baby change to both serving users of all communal areas.
<b><u>External Areas</u></b> – parking for users and visitors’ cars (with disabled spaces), secure cycle park, delivery bay, set down for cars/ambulances/buses with staff parking.
<i>Sports &amp; Leisure</i>
<b><u>Indoor Swimming</u></b> – suitable for children to learn to swim, for fun swimming, fitness swimming and short-course competition swimming to borough/district standard. Minimum of 25m x 6-lane pool fully equipped: 12m x 8m learner pool.
<b><u>Viewing Areas</u></b> – capable of seating at least 30 when required.
<b><u>Wet Changing, WC Facilities</u></b> –as appropriate to serve swimming and dryside provision.
<b><u>Fitness Suite</u></b> – 50 station minimum suitable designed and equipped to attract all abilities (ie with “Inclusive Fitness Equipment” for disabled people) and to accommodate all ages from 16+ (with appropriate supervision). Ideally visible from front of building.
<b><u>Multi-purpose Studio</u></b> – 120 sq m approx for dance and music with directable lighting, demountable modular staging. Dedicated stores.
<b><u>WCs for Non-Pool Activities</u></b> - as appropriate to serve dry facilities
<b><u>Staff Room</u></b> - for Centre staff
<b><u>Staff Offices</u></b> – for four Centre staff
<b><u>WCs</u></b> – accessible independently from the other areas of the building

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