

This portion of the book contains the space requirements for the new Courts building and the new Pre-Sentenced Detention Center.

Courts Facility

The new Courts building is programmed to accommodate the County and District criminal and juvenile courts, and related users including such groups as: District Attorney, City Attorney, Clerks' offices, Public Defender, Probation, Jury Commissioner, and In-Custody Holding for adults and juveniles for court appearances. Citizens summoned to jury duty for criminal and juvenile cases will report to the Jury Commissioner's suite in this building. Citizens summoned to jury duty for civil cases will report to the existing Jury Commissioner's suite in the City & County Building.

The number of courtrooms has been determined through careful review of the projected requirements for year 2023, prepared by the National Center for State Courts, in Denver, from their work with the RJA/AMD/HOK Team in 2002 and 2003. The new Courts building is programmed with 35 courtrooms - 34 typical jury courtrooms with spectator seating for 80, and one "Special Proceedings" jury courtroom with spectator seating for 120. The use of the typical courtrooms is a response to the desire to provide greater flexibility in the assignment of courtrooms to either County or District courts, for criminal or juvenile dockets.

The total programmed area for the Courts facility is 320,150 gross square feet.

Pre-Sentenced Detention Center

The Pre-Sentenced Detention Center is programmed to house all detention Booking, Intake and Release, and to house all male pre-sentenced inmates (pre-sentenced and sentenced females will continue to be housed at the County Jail at Smith Road). The detention center is programmed to have a capacity of 1,503 beds. There are 20 Typical housing units of 32 double-bunked cells each, and 4 Special Management housing units of 48 single-bunked cells each, and a 31 bed medical unit.

The Pre-Sentenced Detention Center is also programmed to include two County Arraignment courtrooms and chambers; a Video Visiting suite with 25 stations in the public lobby, and the Sheriff Department administrative offices.

The total programmed area for the Pre-Sentenced Detention Center is 430,864 gross square feet.

In addition to this programmed area, the Pre-Sentenced Detention Center is also to include underground parking for the judges and magistrates assigned courtrooms in this building and the new Courts Facility; and for Detention staff. The total number of parking spaces to be provided is 204 (37 judges/magistrates, and 167 detention). The number of parking spaces for detention accommodates the two largest adjacent shifts for detention officers. This parking area adds another 77,520 gross square feet to the facility, bringing the total to 508,214 gross square feet.

Criminal and Juvenile Courts Space Requirements Summary

City Attorney	873
County Court Community Service	716
County Court Typical Jury Courtroom sets (14 sets required for Criminal Court)	68,012
County Court Typical Jury Courtroom set (1 set required for Juvenile Court)	4,858
County Court Juvenile Waiting for Sheriffs Work Program	324
County Court Criminal Clerk's Office	3,754
County Court Juvenile Clerk's Office	656
County Court General Sessions Clerk's Office	4,640
County Court Warrants	1,949
District Court Criminal Clerk's Office	9,252
District Court Juvenile Clerk's Office	6,425
District Court "Special Proceedings" Courtroom (1 set required)	5,956
District Court Typical Jury Courtroom sets (11 sets required for Criminal Courts)	56,529
District Court Typical Jury Courtroom sets (8 sets required for Juvenile Courts)	41,112
District Attorney Victim/Witness Center	3,868
District Court Probation (Adult)	405
District Court Probation (Juvenile)	475
Human Services (Dependency and Neglect)	135
Human Services (Paternity and Support)	203
In-Custody Holding for Adults	5,088
In-Custody Holding for Juveniles	1,900
Interpreters	1,220
Jury Commissioner	5,733
Public Defender	1,300
Common Space	8,303
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Total Net Square Feet	233,686
Building Grossing Factor @ 37%	86,464
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Total Gross Square Feet	320,150

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The "Total Net Square Feet" is inclusive of intra-departmental circulation (corridors, aisles, hallways) and interior partitions.

The "Building Grossing Factor" includes such spaces as: inter-departmental circulation, exit stairways, elevators, HVAC and plumbing vertical shafts and horizontal chases, janitor closets, mechanical equipment rooms, elevator equipment rooms, fire command center, electrical equipment rooms, telecommunications equipment rooms, columns, exterior walls, public restrooms, exterior entry vestibules, public and staff lobbies, and security screening stations.

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
City Attorney			
Open-office workstations	3	64	192
Coat closet (30 coats)	1	50	50
Facsimile/copy machine, open work area	1	60	60
Conference/Witness Prep (seat 3 - 5)	1	120	120
Witness/Victim Waiting (soft seating with TV/coffee)	1	225	225
Subtotal			647
Circulation @ 35%			226
Total Net Square Feet required			873

County Court Community Service (should be located on the 1st floor)			
Public Waiting for 4 - 6	6	15	90
Supervisor Office	1	120	120
Staff open-office workstations (2 visitor chairs/station)	5	64	320
Subtotal			530
Circulation @ 35%			186
Total Net Square Feet required			716

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Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
County Court Typical Jury Courtroom set (14 sets required)			
Court Suite			
Sound-lock Vestibule	1	80	80
Attorney/Client Conference	1	100	100
Victim/Witness Waiting	1	100	100
Courtroom (with 14 seat Jury Box). Spectator seating for 72	1	1,836	1,836
Exhibit Storage	1	50	50
Court Technology	1	50	50
Public Waiting	1	400	400
Judge's Chambers			
Chamber with conference table and toilet	1	450	450
Law Clerk	1	120	120
Clerk open-workstation	1	80	80
Copy/Fax/Supplies workroom	1	80	80
Reception/Waiting	1	80	80
Male Staff Toilet (off courts-staff corridor) <i>shared between two (2) adjacent chambers</i>	.5	50	25
Female Staff Toilet (off courts-staff corridor) <i>shared between two (2) adjacent chambers</i>	.5	50	25
Jury Deliberation Suite (shared between two (2) adjacent courtrooms)			
Jury Deliberation room	.5	320	160
Male Toilet	.5	50	25
Female Toilet	.5	50	25
Coffee Bar	.5	20	10
Coat Closet	.5	10	5
In-Custody Defendant Holding (shared between two (2) adjacent courtrooms)			
Group Holding	.5	100	50
Single Occupancy Holding	.5	70	35
Single Occupancy Holding	1	60	60
Attorney/Client Non-Contact (thru glass) Visiting stations	1	40	40
Sound-lock vestibules @ Visiting stations			
Subtotal			3,886
Circulation @ 25%			972
Total Net Square Feet required per Court Set			4,858
Total fourteen (14) Court Sets required for County Criminal Court			68,012
Total one (1) Court Set required for County Juvenile Court			4,858
County Court Juvenile Waiting for Sheriff's Work Program			
Seating for 20 juveniles in benches/pews	20	12	240
Subtotal			240
Circulation @ 35%			84
Total Net Square Feet required			324

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
County Court Criminal Clerk's Office (collocate with the General Sessions Clerk's Office)			
Public counter (24 lf)	1	120	120
Staff workstations at counter	3	36	108
Public seating for 15 near counter	1	200	200
Case File Review Tables (seat 2 ea.) - public side of counter	2	25	50
Safe (locate in Cashier's office)	1	15	15
Manager Office	1	150	150
Supervisor Office	2	120	240
Cashier's Office (1 teller window + 3 workstations)	1	150	150
Clerk's open-office workstations	9	72	648
Active File Storage (open shelving or file drawers)	1	350	350
Inactive File Storage (could be remote from suite)	1	750	750
Subtotal			2,781
Circulation @ 35%			973
Total Net Square Feet required			3,754

County Court Juvenile Clerk's Office			
Public Counter (2 stations)	2	39	78
Queuing for 4 - 5 @ counters	1	100	100
Clerk's open-office workstations	3	72	216
Staff copy machine	1	20	20
File Cabinets	6	12	72
Subtotal			486
Circulation @ 35%			170
Total Net Square Feet required			656

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
County Court General Sessions Clerk's Office (collocate with the Criminal Clerk's Office)			
Public counter (24 lf)	1	120	120
Staff workstations at counter	4	36	144
Public seating near counter (see County Criminal Clerk's Office)			0
Manager Office	1	150	150
Supervisor Office	2	120	240
Clerk's open-office workstations	17	72	1,224
Conference	1	300	300
Workroom: Copy, Fax, Scanning	1	200	200
Galley: Counter, Sink, Microwave	1	75	75
Office Supplies Storage	1	100	100
Photocopy paper storage (open shelving)	1	32	32
Forms Storage (open shelving)	1	40	40
Active File Storage (open shelving)	1	32	32
Active Ticket Storage (open shelving)	1	32	32
Dead Ticket Storage (3 Lektreivers)	3	64	192
Dead Ticket Storage (270 cardboard drawers @ 11"w by 7 ½" h by 25" d)	1	200	200
Dead (file) Jacket Storage			
"Flipper" door shelving	1	20	20
Standard vertical file cabinets (4 and 5 drawer)	1	60	60
Open shelving	1	84	84
Lektreivers (Automated Vertical Rolling Files)	1	192	192
Subtotal			3,437
Circulation @ 35%			1,203
Total Net Square Feet required			4,640
County Court Warrants			
Public Counter (12 lf)	1	60	60
Counter staff workstation	2	36	72
Manager office	1	150	150
Supervisor office	2	120	240
Clerk open-office workstations	6	72	432
Copy/Fax/Printer/Office Supplies work area	1	150	150
File Cabinets (375 lineal inches) (42" w, 3 dwr lateral)	3	10	30
"Space Saver" filing system	1	260	260
Uni-sex Toilet	1	50	50
Subtotal			1,444
Circulation @ 35%			505
Total Net Square Feet required			1,949

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
District Court Criminal Clerk's Office			
Public Counter (20 lineal feet) with 2 public access computers	1	100	100
Public counter Staff workstations	2	48	96
Scanning/microfilm station behind counter	1	72	72
Queuing for 4 - 5 @ counter	1	100	100
Public copy machine	1	10	10
Public table with seating for 2	1	25	25
Supervisor Office	1	150	150
Supervisor open workstation	1	80	80
Shared Office with two workstations	1	150	150
Clerk's open-office workstations	9	72	648
Court Reporter Offices	20	120	2,400
Conference	1	300	300
Workroom for photocopy/fax and 40 - 50 lf of open shelving	1	100	100
Network printer (located central to workstations)	1	20	20
Safe (for cash and checks)	1	5	5
Galley (counter, sink, microwave - adj. to Conference)	1	75	75
Exhibit Storage (this could be located outside the suite)	1	600	600
Central Files area (open-shelving) 3 years in suite	1	400	400
Inactive Criminal Casefiles (20 years) located inside or outside of suite			
Cardboard boxes (500 @ 12 ½ w by 15 ½ d by 10 ½ high - stacked 7 high)	1	300	300
Legal file folders on open shelving - 7 or 8 high	1	1,000	1,000
Inactive "Transcript" storage (legal file folders on open shelving - 7 or 8 high)	1	72	72
Office Supplies/Miscellaneous Storage Room	1	150	150
Subtotal			6,853
Circulation @ 35%			2,399
Total Net Square Feet required			9,252

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
Denver District Juvenile Court Clerk's Office			
Public Counter (3 positions)	3	39	117
Cash Register (near counter)	1	20	20
Queuing for 4 - 5 @ counter	1	100	100
Public copy machine	1	10	10
Public table with seating for 2	1	25	25
Clerk of Court Office	1	300	300
Supervisor Offices	2	150	300
Court Facilitator (Case Manager) Office	1	108	108
Pro Se Case Manager	1	108	108
Waiting for Court Facilitator + Pro Se Case Manager	4	25	100
Clerk's open-office workstations	11	72	792
Conference seating 12 at table	1	300	300
Galley (counter, sink, microwave - adj. to Conference)	1	75	75
Attorney Mail Station	1	25	25
Bookcases (7 shelf. Adjacent to Clerks)	3	10	30
Supplies Storage Cabinet (upright - 2 door)	2	14	28
Supplies Bookcases (7 shelf)	2	10	20
Copy Machine with base cabinet	1	42	20
Mail Sorting bookcases (4 shelf)	2	10	
Printing Stand with Printer	2	13	26
Microfiche Work Table (access 1 side)	1	25	25
Microfiche Storage Cabinet (10 drawer)	1	12	12
Microfiche Storage Cabinet (20 drawer)	1	12	12
Vertical (std.) File Cabinets (4 drawer, legal)	4	9	36
Public File Review Area			
Computer Table	1	24	24
Desk	1	33	33
Bookcases (5 shelf)	1	10	10
Reading Table (seating 4)	1	120	120
Copy Machine with base cabinet (coin operated)	1	42	42
Active Files (latest three years)			
Open File Cabinets (7 shelves, legal)	22	12	264
Open File Cabinets (5 shelves, legal)	7	12	84
Vertical (std.) File Cabinets (4 drawer, legal) - General	12	9	108
Vertical (std.) File Cabinets (4 drawer, legal) - Adoption	12	9	108
Card Storage Cabinet (20 drawer) - Adoption	3	12	36
Inactive Files			
Open File Cabinets (7 shelves, legal)	28	12	336
Open File Cabinets (6 shelves, legal)	34	12	408
Open File Cabinets (5 shelves, legal)	4	12	48
Open Industrial Shelving	12	12	144
Metal Storage Boxes (7 high)	19	9	171
Vertical (std.) File Cabinets (4 drawer, legal) - General	20	9	180
Ledger Rack	1	12	12
Subtotal			4,759
Circulation @ 35%			1,666
Total Net Square Feet required			6,425

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
District Court "Special Proceedings" Courtroom (1 set required)			
Court Suite			
Sound-lock Vestibule	1	80	80
Attorney/Client Conference	1	100	100
Victim/Witness Waiting	1	100	100
Courtroom (with 14 seat Jury Box) Spectator seating for 120 <i>"Well" increased 250 sf over typical</i> <i>Spectator seating is increased by 40 over typical</i>	1	2,340	2,340
Media Room (connected to 2 exterior jacks n/c second level)	1	150	150
Exhibit Storage	1	50	50
Court Technology	1	50	50
Public Waiting	1	400	400
Judge's Chambers			
Chamber with conference table and toilet	1	450	450
Law Clerk open-workstation	1	80	80
Division Clerk open-workstation	1	120	120
Copy/Fax/Supplies workroom with counter + base cabinets	1	80	80
Reception/Waiting	1	80	80
Male Staff Toilet (off courts-staff corridor) spaces shared between 2 adjacent courtrooms	.5	50	25
Female Staff Toilet (off courts-staff corridor) spaces shared between 2 adjacent courtrooms	.5	50	25
Jury Deliberation Suite (1 per courtroom)			
Jury Deliberation room (seating 14 at table)	1	320	320
Male Toilet	1	50	50
Female Toilet	1	50	50
Coffee Bar	1	20	20
Coat Closet	1	10	10
In-Custody Defendant Holding (shared between two (2) adjacent courtrooms)			
Group Holding	.5	100	50
Single Occupancy Holding	.5	70	35
Attorney/Client Non-Contact (thru glass) Visiting stations	1	60	60
Sound-lock vestibules @ Visiting stations	1	40	40
Subtotal			4,765
Circulation @ 25%			1,191
Total Net Square Feet required per Court Set			5,956

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
District Court Typical Jury Courtroom sets			
Court Suite			
Sound-lock Vestibule	1	80	80
Attorney/Client Conference	1	100	100
Victim/Witness Waiting	1	100	100
Courtroom (with 14 seat Jury Box). Spectator seating for 80	1	1,836	1,836
Exhibit Storage	1	50	50
Court Technology	1	50	50
Public Waiting	1	400	400
Judge's Chambers			
Chamber with conference table and toilet	1	450	450
Law Clerk open-workstation	1	80	80
Division Clerk open-workstation	1	120	120
Copy/Fax/Supplies workroom with counter + base cabinets	1	80	80
Reception/Waiting	1	80	80
Male Staff Toilet (off courts-staff corridor) shared between two (2) adjacent chambers	.5	50	25
Female Staff Toilet (off courts-staff corridor) shared between two (2) adjacent chambers	.5	50	25
Jury Deliberation Suite (1 per courtroom)			
Jury Deliberation room (seating 14 at table)	1	320	320
Male Toilet	1	50	50
Female Toilet	1	50	50
Coffee Bar	1	20	20
Coat Closet	1	10	10
In-Custody Defendant Holding (shared between 2 adjacent courtrooms)			
Group Holding	.5	100	50
Single Occupancy Holding	.5	70	35
Attorney/Client Non-Contact (thru glass) Visiting stations	1	60	60
Sound-lock vestibules @ Visiting stations	1	40	40
Subtotal			4,111
Circulation @ 25%			1,028
Total Net Square Feet required per Court Set			5,139
Total for eleven (11) District Court Sets			56,529
Total for eight (8) Denver (District) Juvenile Court Sets			41,112

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
District Attorney Victim/Witness Center			
Public Counter (8 lf)	1	50	50
Victim/Witness Waiting rooms for Adults	2	250	500
Victim/Witness Waiting rooms for Juveniles	1	250	250
Police/Sheriff Waiting room	1	200	200
DA staff open office workstations	10	48	480
Interview rooms	6	100	600
Conference (seating 10 at table)	1	250	250
Copier/Facsimile/Supplies room	1	120	120
Coat Rack for 50	1	50	50
Uni-Sex Toilet	1	50	50
Galley (sink, coffee, refrigerator, microwave)	1	75	75
Storage Rooms	2	120	240
Subtotal			2,865
Circulation @ 35%			1003
Total Net Square Feet required			3,868
District Court (State) Adult Probation (locate close to District Court Criminal Clerk office)			
Shared office with 2 workstations	1	150	150
File Storage room	1	150	150
Subtotal			300
Circulation @ 35%			105
Total Net Square Feet required			405
District Court Probation (Juvenile)			
Probation Officer Office	1	108	108
Administrative Assistant Open Workstations	1	64	64
Waiting/Reception seating 4	4	25	100
Copy and Fax machine/Office Supplies work area	1	80	80
Subtotal			352
Circulation @ 35%			123
Total Net Square Feet required			475
Human Services (Dependency + Neglect)			
Attorney/Technician office	1	100	100
Subtotal			100
Circulation @ 35%			35
Total Net Square Feet required			135

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
Human Services (Paternity + Support)			
Conference seating 4	1	150	150
Subtotal			150
Circulation @35%			53
Total Net Square Feet required			203
In-Custody Holding for Adults			
Single Occupancy Holding Cells (wet)	4	80	320
Single Occupancy Holding Cell (dry)	1	80	80
10 Person Holding Tanks (wet)	14	180	2,520
Sheriff Staff Toilet (male)	1	50	50
Sheriff Staff open workstation	1	80	80
Staff work counter with base + upper cabinets	1	50	50
Staff work table with seating for 4	2	100	100
Attorney/Client Contact Visiting	1	80	160
Staff coffee counter with sink		32	32
Subtotal			3,392
Circulation @ 50%			1,696
Total Net Square Feet required			5,088
In-Custody Holding for Juveniles			
4 Person Male Holding Tank (wet)	1	132	660
4 Person Female Holding Tank (wet)	2	132	132
Double-Occupancy Male / Female Cell (wet)	2	80	160
Attorney / Client Contact Visiting	1	80	160
Sherriff Staff open workstation	1	80	80
Sheriff Staff Toilet (Female)	1	50	50
Storage Closet		25	25
Subtotal			1,267
Circulation @ 50%			633
Total Net Square Feet required			1,900
Interpreters			
County Court Manager office	1	150	150
District Court Manager office	2	150	150
County Court Interpreter workstations	2	72	144
District Court Interpreter workstations	12	72	144
Contract Interpreter workstations (seated at 1 large table)	1	20	240
Library/Resource Center (small computer workstation)	1	36	36
Lockers (half-height for 20)	1	25	25
Open Coat Rack for 20		15	15
Subtotal			904
Circulation @ 35%			316
Total Net Square Feet required			1,220

SPACE REQUIREMENTS

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
Jury Commissioner			
Jury Commissioner's office	1	180	180
Clerk's workstations	2	72	144
Juror "check-in" workstation	1	36	36
Copy machine (located with clerks + "check-in")	1	25	25
Forms Storage	1	20	20
File Cabinets - 5 drawer lateral	5	10	50
Jury Assembly ganged seating	275	10	2,750
Jury Assembly bench seating for 12	12	15	150
Juror "Make-up"/Ante area (50 jurors standing in back of Jury Assembly)	50	9	450
Juror carrels/workstations located in Assembly room	25	20	500
Jury Assembly Break/Vending (rear of Jury Assembly)	1	250	250
Jury Assembly Male Restroom	1	200	200
Jury Assembly Female Restroom	1	200	200
Subtotal			4,985
Circulation @ 15%			748
Total Net Square Feet required			5,733

Criminal and Juvenile Courts Space Requirements	Quantity	Space Standard	Square Feet Required
Public Defender			
Witness Waiting rooms	2	150	300
Administrative Asst. open office workstation	1	48	48
Public Defenders' Office (2 workstations in one room)	1	150	150
Copier/Facsimile/Supplies room	1	120	120
Coat Closet for 20	1	20	20
Uni-Sex Toilet	1	50	50
Galley (sink, coffee, refrigerator, microwave)	1	75	75
Clothing storage for defendants	1	200	200
Subtotal			968
Circulation @ 35%			337
Total Net Square Feet required			1,300

Common Space			
Contract / Private Attorney Offices (Guardian ad Item/ Respondent Parents Attorneys)	1	150	150
Family / Children Waiting (use existing facility on north side of Colfax Avenue)	0	0	0
Staff Break/Multi-purpose room (shared by County, District and Juvenile Courts)	1	840	840
Counter with base + upper cabinets, sink, 2 microwaves, refrigerator Vending machines (4) Seating at tables for 40			
Computer / Training to seat 12 at table(s)	1	300	300
Public Vending (5 vending machines + seating for 40)	1	700	700
Public Vending Storage	1	140	140
Denver Technology Services Central Communications room	1	500	500
State Courts Computer Network Equipment room	1	200	200
Archival File Storage (Basement)	1	2,000	2,000
POB Command Center (security camera monitor room)	1	150	150
POB Security Office	1	200	200
POB Maintenance Storage	1	2,000	2,000
Lockers for POB security staff (locate in Maintenance. restrooms)		40	40
Subtotal			7,220
Circulation @ 15%			1,083
Total Net Square Feet required			8,303

Pre-Sentenced Detention Center Space Requirements Summary	Net Square Feet Required
County Court Arraignment Court 1 (holding for 50)	4,445
County Court Arraignment Court 2 (holding for 20)	3,665
County Court Defendant Staging and Public Defenders Advisement	551
County Court Probation	235
Intake	26,015
Administration	5,967
Central Control Room	680
Staff Services	10,824
Program Services	3,321
Central Plant	14,720
Medical Services	12,187
Commissary	301
Public Lobby	3,834
Bonding Office	725
City Attorney Office	620
Physical Plant Maintenance	6,452
Grounds Maintenance	600
Laundry Services	4,212
Dietary Services	19,380
Housing Unit Support Modules (total of 6)	17,256
Typical Housing Units (total of 20)	154,660
Special Management Housing Units (total of 4)	33,308
Total Net Square Feet (excluding underground parking)	323,958
Building Grossing Factor @ 33%	106,906
Total Gross Square Feet (excluding underground parking)	430,864
Underground Parking (judges, magistrates, detention staff - 204 spaces)	77,520

The "Total Net Square Feet" is inclusive of intra-departmental circulation (corridors, aisles, hallways) and interior partitions.

The "Building Grossing Factor" includes such spaces as: inter-departmental circulation, exit stairways, elevators, HVAC and plumbing vertical shafts and horizontal chases, janitor closets, mechanical equipment rooms, elevator equipment rooms, fire command center, electrical equipment rooms, telecommunications equipment rooms, columns, exterior walls, public restrooms, exterior entry vestibules, public and staff lobbies, and security screening stations.

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
County Court Arraignment Court 1			
Court Suite			
Sound-lock Vestibule	1	80	80
Attorney/Client Conference	1	100	100
Courtroom (excluding "in-custody" holding for 50). Spectator seating for 72	1	1,836	1,836
"In-Custody" Defendant Holding for 50 seated in pews with window to "well"	1	540	540
Court Technology	1	50	50
Judge's Chambers			
Chamber with conference table and toilet	1	450	450
Clerk open-workstation	3	80	240
Copy/Fax/Supplies workroom	1	80	80
Reception/Waiting	1	80	80
Male Staff Toilet (off courts-staff corridor)	1	50	50
Female Staff Toilet (off courts-staff corridor)	1	50	50
Subtotal			3,556
Circulation @ 25%			889

Total Net Square Feet required for Arraignment Court 1 4,445

County Court Arraignment Court 2			
Court Suite			
Sound-lock Vestibule	1	80	80
Attorney/Client Conference	1	100	100
Courtroom (excluding "in-custody" holding for 20). Spectator seating for 72	1	1,836	1,836
"In-Custody" Defendant Holding for 20 seated in pews with window to "well"	1	216	216
Court Technology	1	50	50
Judge's Chambers			
Chamber with conference table and toilet	1	450	450
Law Clerk	1	120	120
Clerk open-workstation	1	80	80
Copy/Fax/Supplies workroom shared with Arraignment Court 1			
Reception/Waiting shared with Arraignment Court 1			
Staff Toilets (off courts-staff corridor) shared with Arraignment Court 1			
Subtotal			2,932
Circulation @ 25%			733

Total Net Square Feet required for Arraignment Court 2 3,665

SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Defendant Staging and Public Arraignment			
Arraignment "Staging room (seating for twenty inmates) <i>located between or near the two (2) Arraignment courtrooms</i>	20	15	300
Workstations for 3 Public Defenders with seating for one (1) inmate each	3	36	108
Subtotal			408
Circulation @ 35%			143
Total Net Square Feet required			551
County Court Probation			
Open-office workstation	2	72	144
Waiting Area for 2	2	15	30
Subtotal			174
Circulation @ 25%			61
Total Net Square Feet required			235

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Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Intake			
Vehicular Sally Port (Parking 12 sedans / vans, 2 buses)	1	8,200	8,200
Intake "Walk-Thru" Sally Port	1	150	150
Law Enforcement work area (for 4 w/ copy and fax)	1	200	200
Law Enforcement "Custody Transfer" Holding Cells (wet)	4	50	200
Law Enforcement Staff Toilet	1	60	60
Law Enforcement work area - reserved	1	650	650
Group Holding Cells (wet)	2	150	300
Single Person Holding Cells (wet)	6	50	300
Single Person Holding Cell (padded w/ flushing floor sink)	1	50	50
Photo Index Station	3	32	96
Initial Booking Cubicle	4	60	240
Medical Triage	2	150	300
Medical Inmate Toilet	1	60	60
Psychiatric Interview	1	100	100
Fingerprinting Station	4	40	160
Open Seating Area	1	2,000	2,000
Initial Custody Assessment	2	100	200
Staff Break Room	1	120	120
Staff Toilets	2	60	120
Storage	2	100	200
Inmate Toilet	4	60	240
Staff Toilets (male and female)	2	60	120
Official Contact Visiting	2	60	120
Supervisor Office	1	150	150
Conference/Briefing Area	1	150	150
Shift Sergeant's Office	1	150	150
Inmate Records Room	1	900	900
Records Manager	1	100	100
Shower/Dress/Issue	4	50	200
Inmate Property: Storage/Issue	1	2,250	2,250
Inmate Valuable Storage	1	200	200
Group Holding: Custody Transfer (wet)	4	150	600
Custody Transfer Cells (2 person, wet)	4	60	240

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SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Intake <i>cont'd.</i>			
Paperwork Exchange Counter	1	100	100
Strip Search Room	1	80	80
Release Dress	1	250	250
Release Waiting	1	240	240
Release Processing	1	240	240
Release Office	1	120	120
Release Sallyport	1	80	80
Storage Closet	1	100	100
Custody Transfer "Walk-Thru" Sallyport	1	150	150
Subtotal			20,486
Circulation @ 45% (excluding Vehicle Sallyport)			5,529
Total Net Square Feet required			26,015

Administration			
Reception/Waiting	1	150	150
Director of Corrections office	1	280	280
Administrative Assistant workstation	1	120	120
Division Chief offices	2	200	400
Conference seating 20	1	400	400
Operations Majors offices	2	200	400
Shift Captain's offices	3	150	450
Sergeants offices	3	120	360
Inmate Accounts	2	100	200
Staff Toilets	2	120	240
Storage Supplies	1	150	150
Copy Room	1	100	100
File Storage	1	250	250
Meeting Room/Work Room	1	200	200
Clerical	1	320	320
Vacant Office	3	120	360
Coat Closet	1	40	40
Subtotal			4,420
Circulation @ 35%			1,547
Total Net Square Feet required			5,967

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Central Control Room			
Central Control Room	1	300	300
Entry Vestibule	1	50	50
Security Electronics Equipment	1	200	200
Toilet/Locker	1	80	80
Storage	1	50	50
Total Net Square Feet required (including circulation)			680
Staff Services			
Lockers: male (12" x 18" full-height)	338	6	2,028
Lockers: female (12" x 18" full-height)	112	6	672
Showers/Toilets: male	1	800	800
Showers/Toilets: female	1	400	400
Exercise	1	1,200	1,200
Staff Dining	1	900	900
Serving Line/Vending	1	300	300
Staff Toilets	2	60	120
Muster/Roll Call (typical seating 64 at tables - 100 max)	1	1,200	1,200
Training Room	1	400	400
Training Storage	1	200	200
Exterior Break Area (Seating 10)	1	200	200
Mail Distribution Center	1	200	200
Armory/Locksmith	1	200	200
Emergency Response/Equip. Storage	1	200	200
Subtotal			9,020
Circulation @ 20%			1,804
Total Net Square Feet required			10,824

SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Program Services			
Classification Supervisor office	1	100	100
Classification Officer office	4	120	480
Chaplain office	1	120	120
Volunteer office	1	250	250
Program Services Director office	1	120	120
Counselor office	4	60	240
Psychologist office	1	120	120
Program Storage	1	150	150
Academic/Vocational Office Lounge	2	100	200
Library Materials Storage	1	200	200
File Storage	1	100	100
Computer Workstation	2	100	200
Copier/Fax Supplies	1	100	100
Clerical Workstation	1	80	80
Subtotal			2,460
Circulation @ 35 %			861

Total Net Square Feet required 3,321

Central Plant			
Supervisor office	1	150	150
Energy Management office	1	200	200
Parts Storage	1	300	300
Toilet	1	50	50
Electrical Transformer (TX) Vault	1	600	600
Main Electrical and Emergency Power Switchgear	1	320	320
Emergency Generator and Auxiliary Equipment	1	600	600
Steam Room	1	1,000	1,000
Chilled Water Room	1	1,000	1,000
Loading Docks	1	8,500	8,500
General Storage	1	1,000	1,000
Compactors	2	500	1,000

Total Net Square Feet required (no intra-departmental circulation required) 14,720

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Medical Services			
Sheriff Officer Workstation	1	50	50
Nurse/Reception with computer	6	35	210
Patient Waiting	6	50	300
Holding Cells	2	40	80
Exam Rooms	8	100	800
Special Procedure Room	1	300	300
Laboratory	1	100	100
Toilet: patient	2	64	128
Dental Operatory	2	96	192
Dental Workroom/Storage	1	80	80
Dental Office	1	60	60
X-Ray	1	160	160
Xray Processing / Developing	1	50	50
Dual Purpose Workroom/Storage	1	90	90
Psychiatric Staff offices	2	100	200
Clean Utility	1	80	80
Soiled Utility	1	80	80
Pharmacy	1	350	350
Medical Cart Storage/Exchange	1	50	50
Medical Records (assumes Space Saver System)	3	35	105
Clerical workstation	3	50	150
Medical Supply Storage	1	100	100
Gurney Storage	1	100	100
Secretary/Payroll	1	180	180
Lockers	1	80	80
Toilet: staff	2	60	120
Office: Doctor & Nurse Supervisor offices	2	120	240
Nursing Operations Manager / Clinical Coordinator offices	1	120	120
Medical Coordinator	1	120	120
Administrative Workroom	1	100	100
Conference Room/Break	1	250	250
Patient Room (2 person) w/ toilet	14	180	2,520
Isolation Room w/shower	3	180	540
Biohazard Storage Room	1	35	35
Washer & Dryer	1	80	80
Bare Room/Psychiatric w/ flushing floor toilet	4	80	320
Nourishment Station	1	25	25
Clean Utility	1	80	80
Soiled Utility	1	80	80
Subtotal			8,705
Circulation @ 40%			3,482
Total Net Square Feet required			12,187

SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Commissary			
Open Stack Shelving	1	200	200
Delivery Cart Storage	1	50	50
Staff Workstation	1	36	36
File Storage	1	15	15
Total Net Square Feet required			301
(no intra-departmental circulation required)			
Public Lobby			
Lobby Reception Center/Processing	1	150	150
Public Lobby (outside security)	1	900	900
Visitor Processing (inside security)	1	600	600
Metal Detector ("Walk-Thru" Magnetometer)	2	10	20
X-Ray Machine (briefcases, purses, coats)	2	30	60
Visitor Seating (inside security)	1	500	500
Public Toilets (M/F)	2	250	500
Drinking Fountain	1	5	5
Video Visitation (for 25 Visitor Stations)	25	30	750
Subtotal			3,485
Circulation @ 10%			349
Total Net Square Feet required			3,834

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Bonding Office			
Public Counter (12 lf.)	1	60	60
Public Counter workstations	2	36	72
Supervisor office	1	120	120
Safe	1	10	10
File Cabinets (42" wide, 5 drawer)	3	10	30
Unisex Toilet	1	50	50
Copier / Facsimile / Supply Room	1	120	120
Galley (Sink, coffee, microwave, refrigerator)	1	75	75
Subtotal			537
Circulation @ 35%			188
Total Net Square Feet required			725
City Attorney Office			
Waiting Area with seating for 10	10	15	150
Staff Open Workstations	3	48	144
Victim Interview / Photograph Room	1	100	100
Copy / Fax Machine	1	15	15
Unisex Toilet	1	50	50
Subtotal			459
Circulation @ 35%			161
Total Net Square Feet required			620
Physical Plant Maintenance			
Supervisor	1	150	150
Building Drawings / Specifications / O+M Manuals	1	200	200
Clerk	1	100	100
Trades Supervisor's Office	1	200	200
Conference	1	200	200
Staff Toilet	2	60	120
Staff Lockers	1	240	240
Inmate Toilet (trusty workers)	1	50	50
Janitorial Supplies	1	250	250
Paint Storage	1	50	50
Paint Shop	1	300	300
Plumbing Shop	1	300	300
Electrical / Electronic Shop	1	300	300
Fabrication/Welding Shop	1	500	500
Lock Shop	1	150	150

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SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Physical Plant Maintenance <i>cont'd</i>			
HVAC Shop	1	300	300
Tool Storage	1	250	250
Bulk Storage	1	1,500	1,500
Chemical Storage	1	150	150
Large Equipment Storage	1	300	300
Subtotal			5,510
Circulation @ 15%			842
Total Net Square Feet required			6,452
Grounds Maintenance			
Equipment Storage (Clippers, Shovels, Rake, Broom Storage)	1	200	200
Vehicle Storage (Mower and Snowblower Storage)	1	400	400
Total Net Square Feet required			600
(no intra-departmental circulation required)			

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Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Laundry Services			
Laundry Receiving			
Security Control Office	1	110	110
Sallyport	1	200	200
Soiled Sort/Search Area	1	200	200
Scale Area	1	60	60
Soiled Cart Holding	15	10	150
Cart Wash Area	1	80	80
Washroom			
Detergent Dispensing Area (secured)	1	100	100
Washer/Extractor Area	1	400	400
Soiled Cart Holding	10	10	100
Drying Area			
Clean Cart Holding	10	10	100
Dryer Area	1	400	400
Folding Area			
Hand Folding Area	1	250	250
Clean Linen Cart Holding	10	10	100
Clean Linen Storage Area	1	310	310
Storage/Support Area			
Sewing Room	1	150	150
Shoe Storage	1	100	100
New Inmate Uniforms	1	200	200
Laundry Support Area			
Lint Collector Room	1	100	100
Air Compressor	1	60	60
Inmate's Dining Area	1	220	220
Staff Toilet	1	60	60
Inmate Toilet	1	60	60
Subtotal			3,510
Circulation @ 20%			702
Total Net Square Feet required			4,212

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Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Dietary Services			
Warehouse Area			
Scale	1	60	60
Dry Storage	1	500	500
Walk-in Cooler	1	300	300
Walk-in Freezer	1	250	250
Paper/Disposable Storage	1	200	200
Detergent/Cleaning Supplies	1	100	100
Production Kitchen Receiving			
Cart Wash Area	1	60	60
Material Handling Equipment	1	100	100
Dock Area	1	400	400
Miscellaneous Kitchen Equipment Storage	1	80	80
Grease Conatiner Room	1	80	80
Containers/Empty Holding Area	1	120	120
Recycling Area	3	100	300
Beverage Holding Area	1	120	120
Food Storage			
Detergent Chemicals Storage	1	120	120
Paper/Disposable Storage	1	120	120
Bakery Dry Product Storage	1	200	200
Bakery Cooler	1	140	140
Dry Food Storage	1	1,200	1,200
General Freezer	1	500	500
General Cooler	1	600	600
Meat Freezer	1	300	300
Meat Cooler	1	400	400
Produce Cooler	1	400	400
Dairy Cooler	1	200	200
Ingredient Control Room	1	400	400
Secured Storage	1	200	200
Meat & Produce Preparation			
Meat Processing Room	1	600	600
Meat Cooler	1	200	200
Produce Processing Area	1	600	600
Produce Cooler	1	300	300
Bakery			
Dry Storage Area	1	100	100
Bakery Cooler	1	100	100
Bakery Freezer	1	80	80
Cooling Area	1	100	100
Baking Area	1	150	150
Dough Production Area	1	350	350

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Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Special Diets Production Room			
Holding Cooler	1	100	100
Preparation Area	1	100	100
Cooking Area	1	80	80
Portioning/Assembly Area	1	200	200
Food Production			
Bulk Production	1	700	700
Finishing/Portioning	1	200	200
Refrigeration	4	10	40
Prep Tables	6	10	60
Holding Cooler	1	200	200
Blast Chiller	1	100	100
Food Bank	1	400	400
Tray/Bulk Assembly			
Assembly Table Area	1	300	300
Tray Assembly Area	1	400	400
Food Cart Holding	1	200	200
Beverage Area	1	150	150
Ice Production	1	100	100
Ware Washing			
Pot/Pan Washing Area	1	400	400
Clean Pot Holding Area	1	100	100
Soiled Pot Holding Area	1	100	100
Tray Washing Area	1	600	600
Soiled Tray Cart Holding Area	1	100	100
Clean Tray Cart Holding Area	1	100	100
Janitor Closet/Detergent Dispensing	1	80	80
Kitchen Support			
Inmate Sallyport	1	100	100
Inmate Toilets	2	60	120
Inmate Uniform Room	1	80	80
Secured Tools Room	1	80	80
Security/Control Office (for 3 workstations)	3	80	240
Director, Food Service	1	110	110
Purchasing/Accounting Office (for 2 workstations)	2	80	160
Dock Control/Receiving	1	80	80
Secretary/Data	1	80	80
Computer/Diet Office (for 2 workstations)	2	80	160
Document Storage	1	100	100
Subtotal			16,150
Circulation @ 20%			3,230
Total Net Square Feet required			19,380

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SPACE REQUIREMENTS

Pre-Sentenced Detention Center Space Requirements	Quantity	Space Standard	Square Feet Required
Housing Unit Support Modules (1 required per 4 housing units)			
Control Station	1	200	200
Shift Supervisor Office (shared)	.5	180	90
Staff Toilet	2	60	120
Multipurpose: Large	1	500	500
Multipurpose: Small	2	300	600
Large Multipurpose Storage	1	100	100
Small Multipurpose Storage	2	60	120
Visiting: Contact	2	75	150
Workroom	1	160	160
Health Exam	.5	180	90
Subtotal			2,130
Circulation @ 35%			746
Total Net Square Feet required			2,876

Typical Housing Units (20 required)			
Cells (Double-bunked)	32	80	2,560
Dayroom	64	45	2,880
Shower	8	30	240
Laundry	1	30	30
Storage	1	100	100
Officer Workstation	1	50	50
Beverage Station	1	50	50
Recreation / Exercise	1	1000	1000
Video Visiting Stations	4	30	120
Subtotal			7,030
Circulation @10%			703
Total Net Square Feet required			7,733

Special Management Housing Units (4 required)			
Cells (Single-bunked)	48	80	3,840
Dayroom	48	45	2,160
Shower	6	30	180
Laundry	1	30	30
Storage	1	100	100
Staff Desk Area	1	50	50
Beverage Station	1	50	50
Recreation / Exercise: Group	1	500	500
Recreation / Exercise: Individual	3	180	540
Video Visiting Stations	4	30	120
Subtotal			7,570
Circulation @ 10%			757
Total Net Square Feet required			8,327