City of Ottawa Recreation Facility Infrastructure Standards

OUTDOOR FACILITIES MAJOR BUILDING COMPONENTS

Parks and Facilities Planning Services Recreation, Cultural and Facility Services September 2019

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ODF-01 Dog Park - Off Leash Date: September 2019 Version: v1-0 General:

Off leash dog facilities vary in size but in general are fully enclosed and gated with an entry/exit vestibule area also gated. In general, smaller facilities (less than 1ha) should have specialized surfacing and larger facilities (greater than 1ha) can have grass surface. Some facilities have specialized waste containers and a separate area for small dogs. Trees do not fare well due to root compaction and urination on the trunk and should generally be fenced off or otherwise protected for survival. Off leash dog parks are intended to serve the wider community.

1.0 Area:

- 1.1 Overall dimensions: .3 .6 ha
- 1.2 Playing/ run area: .15 .5 ha
- **1.3** Entry/exit area: .01 ha (100 square meters)
- 1.4 Orientation: N/A

2.0 Access

2.1 Access to the site should be relatively flat with slopes not exceeding 5% **3.0 Grading & Drainage**

3.1 Ensure positive drainage

4.0 Surfacing

- **4.1** Large facilities greater than 1ha: Grass: sod or mechanical seed over min 250mm amended topsoil (mechanical seed is the preferred method)
- **4.2** Small facilities less than 1ha: Decomposed crushed granite, 150mm compacted depth

5.0 Water Supply

5.1 Optional: required if providing a drinking fountain for dogs, as per City water chamber standard

6.0 Irrigation

N/A

7.0 Electrical (SDD)

7.1 Required if lighting the area: 200amp 120V Hydro Kiosk with push button.

8.0 Lighting

- 8.1 (Optional) to follow City Standards for lighting
- **8.2** If installed all lighting must meet the Illuminating Engineering Society of North America (IES) standards and be energy efficient.

9.0 Fencing (SDD)

- 9.1 Required
 - 9.1.1 Minimum 1,830 mm height
 - **9.12** The distance between the ground and fence should not exceed 38.1 50.8 mm
- 9.2 Remaining fence enclosure
 - **921** 1,830 mm height

9.3 Material

9.3.1 Chain link (black vinyl 6 gauge)

10.0 Gates and Opening (SDD)

- **10.1** 3,050 mm wide locking for maintenance access (if there is a vestibule area maintenance must be able to access the vestibule, and the run area and exit)
- **10.2** 1,200 mm wide gates also required for pedestrian/dog access, shall be self-closing gates.

11.0 Furniture

- **11.1** Recommended: benches and picnic table (SDD)
- **11.2** Garbage receptacles required: best practices: an in-ground system, consider required large vehicular access to these waste receptacles, should be located close to the roadway
- **11.3** Recycling facilities as per current guidelines consider required large vehicular access to these waste receptacles

12.0 Boards

N/A

13.0 Storage

N/A

1.0 Parking

- 1.1 Highly recommended: 25 spaces, including accessible spaces
- 1.2 Parking surface should be asphalt and line painted

2.0 Accessibility

2.1 Promote universal accessibility. Ensure all aspects of the site meet all current Accessibility Design Standards for exterior spaces.

3.0 Safety

3.1 Follow CPTED principles; if hydro kiosk on site must be locked

4.0 Options for Multiple Purpose

4.1 Other community activities do not mix well with dog facilities

5.0 Examples/Best practices

5.1 Small dog park: Jack Purcell

5.2 Large dog park: Shefford Sports Park

ODF-02 Fieldhouse Date: September 2019 Version: v1-0 Description

City standard is a small single-story all-season building to support the recreational facilities in the park in which it is located. A Fieldhouse is generally composed of a single open room, a small REC-10 Multi-Purpose Room with kitchenette and one or two universal washrooms. The fieldhouse will also include the following support spaces: REC-25 Mechanical Room, REC-24 Electrical Room, REC-20 Outdoor Storage and REC-22 Janitor Room.

General

- Fieldhouses support the washroom and change needs of outdoor rink programs, sports fields and wading pools users and staff
- Consideration should be given to having programmable washroom doors as there are not staff on site.
- Fieldhouses also may function as small REC-03 Community Buildings, providing community meeting space
- All program and support spaces to be located on one level
- Building to have street and park entrances, with generous roof overhang all sides

1.0 Area

- 1.1 Gross Floor Area 160 m²
- **1.2** Open change room 25 m²
- **1.3** Multi-purpose room 50 m²
- 1.4 Universal washroom 8,000 mm²
- 1.5 Storage 32 m²
- 1.6 Mechanical Room 15 m²
- **1.7** Garbage/Recycling/Organics Room 8,000 mm²
- **1.8** Janitor Room 5,000 mm²
- 1.9 Circulation: maximum 10% of gross floor area

2.0 Access

- 2.1 Interior
 - 2.1.1 Open Change Room and Multi-Purpose Room
- 2.2 Exterior
 - **2.2.1** Vestibule at street entrance
 - **2.22** From open change room, multi-purpose room, outdoor storage, mechanical room
 - 2.2.3 Washrooms

3.0 Preferred Relationships

- 3.1 Adjacent
 - **3.1.1** Open Change Room to the Multi-Purpose Room
- **3.2** Close
 - **3.2.1** Universal Washroom(s) to the Multi-Purpose Room
 - **3.2.2** Janitor Room to the Universal Washroom(s)
- 3.3 Daylight

3.3.1 Open Change Room, Multi-Purpose Room

3.4 Views In

3.4.1 To Multi-Purpose Room, Open Change Room

3.5 Views Out

3.5.1 From Multi-Purpose Room, Open Change Room

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

- **5.1** Ceiling mounted Energy efficient fixtures for all interior fieldhouse spaces
- **5.2** Exterior soffit and/or wall mounted Energy efficient fixtures on fieldhouse for security

6.0 Electrical

- 6.1 Duplex Outlets
 - **6.1.1** One (1) GFI in universal washroom(s)
 - 6.1.2 Two (2) GFI in janitor room
 - 6.1.3 Two (2) GFI on exterior wall of fieldhouse
 - **6.1.4** Five (5) outlets in multi-purpose room (additional required if small kitchenette included)
 - 6.1.5 Two (2) GFI in open change room
 - 6.1.6 One (1) outlet per storage room
 - 6.1.7 Two (2) in mechanical room

7.0 Mechanical

- 7.1 Exterior wall mounted hose bib
- **7.2** One (1) toilets / one (1) sink per universal washroom, one sink in kitchenette, one (1) utility sink in janitor room
- 7.3 Eye wash station in mechanical room
- **7.4** Floor drains in open change room, universal washroom(s), janitor room and mechanical room

8.0 Finishes

- 8.1 Floors
 - **8.1.1** Sealed concrete, non-slip finish in mechanical, janitor, storage rooms
 - **8.1.2** Rubber matting in open change room, multi-purpose room, universal washroom(s)

8.2 Walls

8.2.1 Concrete block Optimized resilient upper wall finish and incorporate sound transmission class (STC) rated acoustic panels

8.3 Ceiling

8.3.1 Open web truss

9.0 Communications

9.1 N/A

10.0 Security

10.1 As per Corporate Security Standards

11.0 Storage

- **11.1** Wading Pool program outdoor storage: 4,500 mm²
- 11.2 Wading Pool operation (chemical) outdoor storage: 9,000 mm²11.2.1 Hook to hang PPE
- **11.3** Rink outdoor operation storage: 10 m²
- 11.4 Multi-purpose room indoor storage: 8,000 mm²
- **11.5** Pool operational and rink storage to be vented
- **11.6** Access: 915 mm single doors, lockable
- **11.7** Floor finish: concrete
- **11.8** Wall finish: plywood

12.0 Equipment & Furnishings

- **12.1** Perimeter bench seating in open change room
- 12.2 Single kitchen counter, upper & lower cabinets in multi-purpose room
- **12.3** Tables, chairs for multi-purpose room
- 12.4 Hose hanger in rink outdoor storage room
- **12.5** Shelving in wading pool program outdoor storage room
- 12.6 Garbage/recycling/organics Bins

ODF-03 On-Site Parking Date: September 2019 Version: v1-0 Description

On-Site Parking is vehicular parking lot located on the same site as the recreational facility or park that it is serving. On-Site Parking is intended for the use and convenience of park users or clients of REC-1 Recreation Complexes, REC-2 Community Centres, REC-03 Community Buildings, ODF Fieldhouses, ICE-1 Twin Pad Arenas and AQU-1 Natatoriums; community sized parks, and district sized parks. On-site parking is to be near ODF-07 Vehicular Drop-Off, REC-15 Entrance/Vestibule and ODF-8 Entrance Plaza of a facility.

General

- The on-site parking lot is sized to provide the minimum required number of parking spaces under the zoning designation for the property and to meet operational needs.
- A direct pedestrian accessible route of travel is to be provided from the parking lot to the main entry of a facility, with a minimum number of vehicular lane crossings.
- The on-site parking lot is to provide the required number of accessible spaces in accordance with the City's Accessible Design Standards.
- Design must also consider winter maintenance requirements and snow storage.
- Consider snow storage and removal in design of parking lot and landscaping.
- Allow depressed curbs for maintenance vehicles to access pathways, Tactile Walking Surface Indicator (TWSI) may be required.

1.0 Area

- 1.1 Area of on-site parking will vary with capacity requirements
- **1.2** Size of parking spaces and circulation lanes to meet City Zoning and Accessibility Design Standards

2.0 Access

2.1 Interior

2.1.1 N/A

- 2.2 Exterior
 - **2.2.1** Accessible from/to entrance plaza and main entry/vestibule of a facility

3.0 Preferred Relationships

- 3.1 Adjacent
 - 3.1.1 Entrance Plaza
- **3.2** Close
 - 3.2.1 Entrance/Vestibule, vehicular drop-off
- 3.3 Views In

3.3.1 N/A

3.4 Views Out

3.4.1 To entrance plaza, street

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Exterior parking light standards and/or building mounted fixtures **6.0 Electrical**

b.U Electrical

6.1 Parking lot lighting

6.2 Conduit to future electric car charging stations

7.0 Mechanical

7.1 Storm drainage as required by civil design

8.0 Ventilation

8.1 N/A

9.0 Heating

- **9.1** N/A
- 10.0 Cooling
 - **10.1** N/A
- 11.0 Water Supply
 - **11.1** N/A
- 12.0 Fire Suppression
 - 12.1 N/A

13.0 Finishes

- 13.1 Surface
 - 13.1.1 Asphalt paving
- 13.2 Edges

13.2.1 Concrete curbs (standing ordepressed)

13.3 Paths

13.3.1 PIP concrete accessible route of travel, or asphalt surface **13.3.2** Painted crossings of vehicular lanes

14.0 Communications

14.1 N/A

15.0 Security

- **15.1** As per Corporate Security Standards
- **15.2** Concrete/steel bollards to control vehicular access to entrance plaza

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

17.1 N/A

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

ODF-04 Skateboard Park Date: September 2019 Version: v1-0 Description

A Skateboard Park is an outdoor area having structures and surfaces for skateboarding and inline skating. Skateboard park designs vary; they usually range in size from 0.1 to 2ha in size. Surfaces should consist of a smooth, non-jointed material. Consideration should be given to local context. The design should accommodate both 'street terrain' and 'transition terrain' styles of skating, with less emphasis on prefabricated elements if budget allows. City of Ottawa skateboard facilities are intended for recreation and practice. See publicskateparkguide.org for design recommendations.

General

- Best located near active recreational facilities for supervision and safety
- Should be situated away from residential areas
- Require shaded areas

1.0 Area

- **1.1** Skate spot: 140-450 m²
- 1.2 Neighbourhood skateboard park: 740-1100 m²
- 1.3 Regional skateboard park: 1850 m²
- 1.4 Buffers
 - 1.4.1 3,000 mm setback to planting
 - **1.4.2** 5,000 mm setback to property line and facilities, not adjacent to residential properties

2.0 Skateboard Park Features may include

- 2.1 Freestyle areas
 - **2.1.1** Approximately 24m x 12m, with walls that are slightly banked.
- 2.2 Slalom runs
 - **2.2.1** Approximately 30m in length, dropping to 3,000 mm to 4,500 mm, with walls that are slightly banked.

2.3 Snake runs

2.3.1 Consist of a curved channel with walls ranging from 2,400 mm x 3,500 mm in height.

2.4 Bowls and pools

2.4.1 Ranging from 2,100 mm to 3,500 mm in depth, with a slight overhanging lip around the edge.

2.5 Half pipes

2.5.1 With no flat areas that vary in length, with an approximate diameter of 6,700 mm and some wall rise beyond vertical.

2.6 Full pipes

- **2.6.1** With no flat areas.
- **2.6.2** Source: timesaver Standards for Landscape Architecture: Design and Construction Data (Second Edition)

3.0 Skate Spot

- **3.1** Size: 140-450 m²
- **3.2** Recommended: 4-6 users (at one time)

3.3 Context: urban and suburban parkettes and neighbourhood parks

4.0 Neighbourhood and Community Skateboard Park

- 4.1 Size: 740-1100 m²
- **4.2** Recommended: up to 60 users (at one time)
- 4.3 Context: neighbourhood and community parks

5.0 Regional Skateboard Park

- **5.1** Size: 1850+ m² square
- 5.2 Recommended: up to 100 users (at one time)
- 5.3 Context: community and district parks

6.0 Orientation

6.1 N/A

7.0 Access

7.1 Access to the site should be relatively flat with slopes not exceeding 5%

8.0 Grading & Drainage

8.1 Site should be well drained with no standing water

9.0 Surfacing

9.1 Hard surface preferable concrete base

10.0 Water Supply

10.1 N/A

10.2 Irrigation: N/A

11.0 Electrical (SDD)

11.1 If installed 200amp 120V Hydro Kiosk.

12.0 Lighting (not recommended)

12.1 If installed all lighting must meet the Illuminating Engineering Society of North America (IES) standards and be energy efficient.

13.0 Fencing (SDD)

13.1 Not generally required if installed must meet city standard for chain link fence, 6-gauge black vinyl gate openings should be accessible and follow City standard detail for gates.

14.0 Furniture

- **14.1** Benches, picnic tables, bike racks, shade structure should be considered.
- **14.2** Recycling facilities/receptacles as per current guidelines consider required vehicular access to these waste receptacles

15.0 Parking

13.1 Not required but recommended

14.0 Accessibility

- **14.1** Promote universal accessibility
- **142** Ensure all aspects of the site meet all current Accessibility Design Standards for exterior spaces.

15.0 Safety

15.1 Follow CPTED principles

16.0 Best Practice

16.1 Example layouts: Greeley Village Park, McNabb, prefabricated Sk8te site

ODF-05 BMX Park Date: September 2019 Version: v1-0 General

BMX park designs vary; they usually range in size from 0.1 to 2ha in size. Pump tracks are designed and built for recreation and practice, they are well suited to smaller areas or for those on a tight budget, they consist of a circuit of rollers, berms and jumps that usually loop back on itself so that riders can keep on going. The track should be contoured to fit the lay of the land and can blend with the landscape. The track surface should be hard packed; limestone dust or paved surface. BMX tracks and pump tracks are best located in a community or district park.

1.0 Area

- **1.1** Size: varies 2000 5000m^{2 u}nit is typical for a pump track
- **1.2** Track with 1,500-3,000 mm riding surface
- **1.3** Buffer area dimensions: 5,000mm setback to planting; 10m setback to property line and facilities
- 1.4 Orientation: N/A

2.0 Access

2.1 Access to the site should be relatively flat with slopes not exceeding 5%

3.0 Grading & Drainage

3.1 The series of overlapping, rolling hills makes drainage difficult and drainage culverts and drains are required to prevent standing water.

4.0 Surfacing

- **4.1** Track Surface: hard packed clay, limestone screenings, or asphalt are acceptable
- **4.2** 300mm track paving over 150mm OPSS Granular A compacted to 100% SPMDD
- **4.3** Exterior sod any slopes trees can be planted but should be a minimum distance of 4,000 mm from track surface
- **4.4** Path access: asphalt preferred.

5.0 Water Supply (SDD)

- **5.1** Required if the site is limestone or hard pack dirt to keep the dust under control.
- **5.2** Water sources should be fitted with a 38.1 mm "quick connect" male coupling, facing in the direction of the rink (to avoid bending the hose around corners), City standard water service detail.

6.0 Irrigation

6.1 N/A

7.0 Electrical (SDD)

7.1 If installed 200amp 120V Hydro Kiosk, standard park electrical details.

8.0 Lighting (not recommended)

8.1 If installed all lighting must meet the Illuminating Engineering Society of North America (IES) standards and be Energy efficient

9.0 Fencing

9.1 N/A

10.0 Gates and Openings

- **10.1** N/A
- 11.0 Goals
 - **11.1** N/A

12.0 Furniture

- **12.1** Benches and picnic tables are encouraged.
- **12.2** Recycling facilities/receptacles as per current City guidelines consider required vehicular access to these waste receptacles

13.0 Boards

13.1 N/A

14.0 Storage

14.1 Bunker is required for, located as close as possible to the track surface. 3,500 mm square concrete structure, double doors facing outward, with 2,000 mm clearance at front and 1m clearance around, accessible path to bunker doors, covered push button mount for lights (SDD).

15.0 Parking

15.1 Required within a community size park and facility.

16.0 Accessibility

16.1 Promote universal accessibility. Ensure all aspects of the site meet all current Accessibility Design Standards for exterior spaces.

17.0 Safety

17.1 Follow CPTED principles

18.0 Example/Best practice

18.1 Greely Village Park pump track; Clark Fields Park

ODF-06 Beach Pavilion Date: September 2019 Version: v1-0 Description

A Beach Pavilion is an open seasonal building that provides change, washroom, program and operational support facilities at a municipal beach. The Breach Pavilion facility includes a universal change room with private change stalls, outdoor showers, private toilet stalls and one (1) or more universal washrooms, as well as a program room, third party food service space, client service counter, administration space and program and operation storage rooms.

General

- Three-season naturally ventilated facility with robust finishes.
- Program room to be multi-purpose for use as indoor summer camp space or for public or group rental.
- To have generous roof overhang all sides.

1.0 Area

- 1.1 Beach Pavilion: gross floor area 550 m²
- 1.2 Universal Change Room 225 m²
- 1.3 Universal Washroom 16 m²
- 1.4 Administration 50 m²
- 1.5 Program Room 50 m²
- **1.6** Third party food service space 150 m²
- 1.7 Storage 5m²
- **1.8** Electrical Room 6,000 mm²
- 1.9 Water Entry Room 5,000 mm²
- 1.10 Program and Operation Storage 25 m²
- **1.11** FOS Storage: for beach equipment and kitchen contractor supplies
- **1.12** Outdoor program storage 12m²
- 1.13 Outdoor equipment storage 12 m²
- **1.14** Janitor Room 5 m²
- 1.15 Internal Circulation: maximum 5% of gross floor area
- 1.16 Garbage/recycling Room

2.0 Access

2.1 Exterior

- **2.1.1** All public spaces to be directly or indirectly accessible from the exterior when the facility is open
- **2.1.2** Ability to fully secure beach pavilion from entry during nonoperating hours

3.0 Preferred Relationships

- 3.1 Adjacent
 - **3.1.1** Beach to the Universal Change Room
 - **3.12** Beach to the Administration Space
 - 3.1.3 Client Service Counter to the Administration Space
 - 3.1.4 Beach to the Third-Party Food Service Space

3.2 Close

- **32.1** Administration to the Universal Change Room
- **322** Program Room to the Program and Operation Storage
- **323** Universal Change Room to the Janitor Room

3.3 Views In

- **3.3.1** To universal change room from administration
- **3.3.2** To client service counter from main entrance and beach
- **3.3.3** To client service counter from administration
- **3.3.4** To third party food service space from beach
- **3.3.5** To program spaces from beach
- **3.3.6** To program spaces from administration
- 3.4 Views Out
 - **3.4.1** From administration to beach
 - **3.4.2** From program room to beach
 - **3.4.3** From third party food service space to beach

4.0 Accessibility

4.1 per AODA, OBC and City of Ottawa Accessibility Standards

5.0 Lighting

- **5.1** Ceiling mounted Energy efficient fixtures for all interior beach pavilion spaces
- **5.2** Exterior soffit and/or wall mounted Energy efficient fixtures on change building for security

6.0 Electrical

Numbers of outlets influenced by kitchen contractor requirements

6.1 Duplex Outlets (minimum)

- 6.1.1 Four (4) GFI at sink counter in universal change room (grooming)
- 6.1.2 One (1) GFI in each universal washroom
- 6.1.3 Two (2) GFI in janitor room
- 6.1.4 Two (2) GFI on exterior wall of beach pavilion facing beach
- **6.1.5** Seven (7) outlets in client service/administration space, consider outlets with built-in USB ports
- **6.1.6** Six (6) outlets in program room, consider outlets with built-in USB ports
- 6.1.7 One (1) outlet per storage room
- **6.1.8** Number of outlets in food service space to be determined by fit-up requirements of third-party vendor

7.0 Mechanical

- **7.1** On deck showers (6) on beach pavilion exterior wall facing beach, water efficient shower heads
- 7.2 Drinking fountain with bottle filler wall mounted on beach pavilion interior wall
- 7.3 Exterior wall mounted hose bib on beach pavilion
- **7.4** Eighteen (18) toilets / six (6) sinks in universal change room, one (1) toilet and one (1) sink per universal washroom, one (1) utility sink in janitor room
- 7.5 Floor drains in universal change room, universal washrooms, janitor room
- 7.6 Strip deck drain for on-deck showers

8.0 Finishes

- 8.1 Floors
 - 8.1.1 Sealed concrete, non-slip finish
- **8.2** Walls
 - 8.2.1 Concrete block
- 8.3 Ceiling
 - 8.3.1 Open web truss

9.0 Communications

9.1 Telephone and data outlets at client service counter, administration space and program room

10.0 Security

- **10.1** As per Corporate Security Standards
- **10.2** Main public entrance to be secured after hours by metal grill
- **10.3** Floor mounted safe in administration space, as per Cash Handling Policy

11.0 Storage

- **11.1** Program storage
 - **11.1.1** 6,500 mm²
- 11.2 Access

11.2.1 1830 mm double door, lockable

- 11.3 Floor Finish
 - 11.3.1 Concrete
- **11.4** Wall Finish

11.4.1 Concrete block/plywood

12.0 Equipment and Furnishings

- **12.1** Benches in private change rooms
- **12.2** Flexible work surfaces with lower drawers and upper cabinets in administration space
- **12.3** Accessible counter at client service

ODF-07 Vehicular Drop-Off Date: September 2019 Version: v1-0 Description

A Vehicular Drop-Off is a one-way vehicular lane to bring passenger vehicles to the ODF-8 Entrance Plaza and REC-15 Entrance/Vestibule of a facility. The vehicular drop-off lane includes a safe, reserved off road bay for the loading and unloading of passengers or for deliveries of small goods to a facility, that does not impede fire lanes. Vehicular Drop-Off lanes serve REC-1 Recreation Complexes, REC-2 Community Centres, ICE-1 Twin Pad Arenas and AQU-1 Natatoriums and are near the main REC-15 Entrance/Vestibule of a facility.

General

The Vehicular Drop-Off is for one-way, short term vehicular use and not to be used as a long term stopping or parking area

The Vehicular Drop-Off is to accommodate one (1) full-size passenger bus

1.0 Area

1.1 Minimum lane width: 3,500 mm

1.2 Minimum curve radius: to accommodate one (1) full-size passenger bus

1.3 Off-road loading bay: minimum width 3,000 mm; minimum length 15.0 m

2.0 Access

2.1 Interior

2.1.1 Accessible from/to facility entrance/vestibule

2.2 Exterior

2.2.1 Accessible from/to entrance plaza and facility parking

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Entrance Plaza

3.2 Close

3.2.1 Entrance/Vestibule, parking

3.3 Views In

3.3.1 From Entrance/vestibule; entrance plaza

3.4 Views Out

3.4.1 To Entrance/vestibule; entrance plaza

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Exterior lighting standards and/or building mounted fixtures **6.0 Electrical**

6.1 N/A

7.0 Mechanical

7.1 N/A

8.0 Ventilation

8.1 N/A

9.0 Heating

9.1 N/A

- 10.0 Cooling
 - 10.1 N/A
- **11.0 Water Supply 11.1** N/A
 - 11.1 N/A
- 12.0 Fire Suppression
 - **12.1** N/A
- 13.0 Finishes
 - 13.1 Surface
 - 13.1.1 PIP concrete or asphalt
 - 13.2 Edges
 - **13.2.1** Concrete curbs (standing ordepressed)
- 14.0 Communications
 - **14.1** N/A
- 15.0 Security
 - **15.1** As per Corporate Security standards
 - **15.2** Concrete/steel bollards to control vehicular access to entrance plaza
- 16.0 Storage
 - **16.1** N/A
- 17.0 Equipment and Furnishings
 - **17.1** N/A
- 18.0 Examples/Best practices
 - **18.1** Richcraft Recreation Complex Kanata (2014)

ODF-08 Entrance Plaza Date: September 2019 Version: v1-0 Description

An Entrance Plaza is a partially covered outdoor arrival, departure or waiting space for facility users. The plaza is a landscaped paved space with seating and is generally located between a REC-15 Entrance/Vestibule and an ODF-7 Vehicular Drop-Off.

General

- An entrance plaza is an open space with good sight lines to the entrance/vestibule, vehicular drop off and circulation.
- An entrance plaza should be partially protected by an open canopy leading to the facility entrance vestibule.

1.0 Area

- **1.1** Area is dependant on the size and scale of the facility, but should be a minimum of 25 m^2
- **1.2** Minimum height to underside of canopy: 3,600 mm

2.0 Access

- 2.1 Interior
 - 2.1.1 Entrance/Vestibule
- 2.2 Exterior

2.2.1 Vehicular Drop-Off

3.0 Preferred Relationships

- 3.1 Adjacent
 - 3.1.1 Entrance/Vestibule, Vehicular Drop-Off
- **3.2** Close

3.2.1 Parking

3.3 Daylight

3.3.1 N/A

3.4 Views In

3.4.1 Entrance/Vestibule, Vehicular Drop-Off

3.5 Views Out

3.5.1 Vehicular Drop-Off, parking

- 4.0 Accessibility
 - **4.1** per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

- 5.1 Under canopy and building mounted fixtures
- 6.0 Electrical
 - 6.1 Voltage: 120
 - 6.2 Duplex outlets; two (2) GFI for maintenance

7.0 Mechanical

7.1 N/A

8.0 Ventilation

8.1 N/A

9.0 Heating

9.1 N/A

10.0 Cooling

10.1 N/A

- 11.0 Water Supply11.1 Hose bib for maintenance
- 12.0 Fire Suppression 12.1 N/A
- 13.0 Finishes
 - 13.1 Floor
 - 13.1.1 Non-slip decorative concrete paving
- 14.0 Communications 14.1 Intercom
- 14.1 Interco
- 15.0 Security
 - **15.1** As per Corporate Security Standards
- 16.0 Storage 16.1 N/A
- 17.0 Equipment and Furnishings

17.1 Outdoor seating, garbage and recycling receptacles, bike racks, vending

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

ODF-09 Courtyard-Patio Date: September 2019 Version: v1-0 Description

A Courtyard-Patio is an outdoor paved activity space normally located at the park entrance to a recreational facility. The Courtyard/Patio functions as a gathering space for outdoor events and programs and features a range of park furniture and space for outdoor cooking (barbeques, etc.).

General

- A Courtyard-Patio is an open space with good sight lines to the park entrance/vestibule and to park facilities. Vehicular drop off and circulation.
- A Courtyard-Patio should be partially protected by an open canopy leading to the facility park entrance.

1.0 Area

- **1.1** Area is dependent on the size and scale of the facility, but should be a minimum of 40 m^2
- 1.2 Minimum height to underside of canopy: 3,600 mm

2.0 Access

- 2.1 Interior
 - 2.1.1 Park Entrance/Vestibule
- 2.2 Exterior

2.2.1 Park facilities

3.0 Preferred Relationships

- 3.1 Adjacent
 - **3.1.1** Entrance/Vestibule, park facilities
- **3.2** Close

3.2.1 Parking

3.3 Daylight

3.3.1 N/A

3.4 Views In

3.4.1 Entrance/Vestibule, park facilities

3.5 Views Out

3.5.1 Park facilities

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Under canopy, building mounted fixtures, bollard lighting

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets; two (2) GFI for maintenance

7.0 Mechanical

7.1 Natural gas valve for BBQ's

8.0 Ventilation

8.1 N/A

9.0 Heating

- 9.1 N/A
- 10.0 Cooling 10.1 N/A

11.0 Water Supply

- **11.1** Hose bib for maintenance
- 12.0 Fire Suppression 12.1 N/A
 - **Z.**1 IN/A
- 13.0 Finishes
 - **13.1** Floor
 - 13.1.1 Non-slip decorative concrete paving

14.0 Communications

- 14.1 Intercom
- 15.0 Security15.1 As per Corporate Security Standards

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

- 17.1 Outdoor seating, tables with shade, bike racks
- 17.2 Garbage/recycling/organics Bins
- 17.3 Optional: gazebo

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

ODF-10 Comfort Station Date: September 2019 Version: v1-0 Description

A Comfort Station is small seasonal building housing one (1) universal toilet room (UTR) to serve parks with wading pool facilities. A comfort Station may also include operational and program storage for a wading pool. May be alongside ODF-02 Fieldhouse or AQU-11 seasonal change building. If the comfort station supports four season use heating is to be considered.

General

- A Comfort Station is lockable and only open to the public when program staff are on site.
- A Comfort Station is made of robust materials and designed to be easily cleaned and maintained.

1.0 Area

1.1 Gross floor area: 15 m² Universal toilet room 8,000 mm²

2.0 Access

2.1 Interior

2.1.1 N/A

2.2 Exterior

2.2.1 Wading Pool, Park facilities

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Wading pool

3.2 Close

3.2.1 Children's playground

- **3.3** Daylight
 - **3.3.1** N/A
- 3.4 Views In

3.4.1 None

3.5 Views Out

3.5.1 None

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Interior: auto sensor interior ceiling mounted fixtures

5.2 Exterior: under soffit and wall mounted fixtures

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets; two (2) GFI for maintenance

7.0 Mechanical

- 7.1 Water supply and sanitary connection
- 7.2 On-demand water heater considered for seasonal facilities.
- 7.3 Outdoor hose bib for maintenance

8.0 Ventilation

8.1 Upper louvered vents for UTR

8.2 Lower and upper louvered vents for chemical storage room

9.0 Heating

- 9.1 N/A
- 10.0 Cooling
 - 10.1 N/A
- 11.0 Water Supply
 - **11.1** Sink, toilet and hose bib
- 12.0 Fire Suppression
 - **12.1** N/A
- 13.0 Finishes
 - 13.1 Floor
 - 13.1.1 Non-slip sealed concrete paving
 - 13.2 Walls
 - 13.2.1 Painted concrete block for UTR, plywood for storage

14.0 Communications

- **14.1** N/A
- 15.0 Security
 - **15.1** As per Corporate Security Standards

16.0 Storage

- **16.1** Controlled access to ventilated operations storage for pool chemicals, hose and eye wash station.
- **16.2** Program storage for pool toys

17.0 Equipment and Furnishings

- **17.1** UTR: Paper towel dispenser and disposal, toilet paper holder, napkin dispenser, soap dispenser, high efficiency toilets
- **17.2** Storage: eye wash station, shelving, hose hanger
- 17.3 Garbage/recycling/organics Bins

ODF-11 Service Area Date: September 2019 Version: v1-0 Description

A Service Area is a screened exterior utility space to accommodate the operation of City and commercial vehicles for the delivery of goods and materials and the disposal of waste, recyclables and organics. Service Areas are found in REC-01 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. Service Areas are located adjacent to REC-28 Service Delivery-Entrances.

General

- For pedestrian safety, the Service Area is separated from the main or secondary public entrances to a facility.
- The Service Area will accommodate a facility's exterior garbage and recycling bins and allow for the safe of approach and emptying of these containers.
- The Service Area is enclosed by a 1,500 mm screen with a security gate to screen the area from exterior public activity areas of recreation facility.
- The Service area is a recommended as a protected location for a facility electrical transformer, generator and natural gas entry/meter. Each of these elements to be protected by strategically located solid bollards.

1.0 Area

1.1 To be designed and sized to accommodate the turning radius of waste disposal vehicles required to service the facility, as well as any utility placements.

2.0 Access

- 2.1 Interior
 - 21.1 Service Delivery Entrance
- 2.2 Exterior

221 Service lane separate from parking lot and vehicular drop-off 3.0 Preferred Relationships

- 3.1 Adjacent
 - **3.1.1** Service Delivery Entrance
- **3.2** Close

321 Garbage-Recycling Room

- **3.3** Daylight
 - **3.3.1** N/A
- **3.4** Views In

34.1 from Service Delivery Entrance

3.5 Views Out

3.5.1 to service lane

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Exterior Energy efficient wall mounted fixtures

- 6.0 Electrical
 - 6.1 Two (2) GFI exterior outlets for maintenance
- 7.0 Mechanical
 - 7.1 CB (?? Catch Basin) to drain service area
- 8.0 Ventilation

8.1 N/A

9.0 Heating

9.1 N/A

- 10.0 Cooling 10.1 N/A
- 11.0 Water Supply
 - **11.1** One (1) hose bib for maintenance
- 12.0 Fire Suppression
 - **12.1** N/A
- 13.0 Finishes
 - 13.1 Surface

13.1.1 Asphalt or PIP concrete

- 13.2 Enclosure 13.2.1 Solid masonry
- 13.3 Gate13.3.1 Robust metal frame and mesh
- 14.0 Communications
 - 14.1 Intercom

15.0 Security

- **15.1** As per Corporate Security Standards
- 16.0 Storage
 - **16.1** N/A

17.0 Equipment and Furnishings

17.1 Garbage/recycling/organics Bins