

City of Ottawa Recreation Facility Infrastructure Standards

RECREATION CENTERS MAJOR BUILDING COMPONENTS

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

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REC-01 Recreation Complex

Date: September 2019 Version: v1-0

Description

City standard is a large-scale, multi-purpose recreation building, composed of a REC-02 Community Centre and one or more of the following recreation facilities: AQU-01 Natatorium, ICE-01 Multi-Pad Arena and 2 or more REC-4 Gymnasiums. A recreation complex may be designated as a potential emergency center.

General

- Where feasible, all program and support spaces to be located on one level
- Lobby, Customer Service/Reception to be central hub of Recreation Complex, with views to as many program spaces as feasible
- Access to public access defibrillator

1.0 Area

1.1 Gross Floor Area: 8,000 m² to 12,500 m²

1.2 Program spaces: see description of individual recreation facility component standards

1.3 Lobby: Minimum 75 m²

1.4 Circulation: Maximum 25% of gross floor area

1.0 Access

1.1 Interior

1.1.1 see description of individual recreation facility components

1.2 Exterior

1.2.1 see description of individual recreation facility components

2.0 Preferred Relationships – Interior

2.1 Adjacent

2.1.1 see description of individual recreation facility components

2.2 Close

2.2.1 see description of individual recreation facility components

3.0 Preferred Relationships – Exterior

3.1 Adjacent

3.1.1 see description of individual recreation facility components

3.2 Daylight

3.2.1 All Program Spaces

3.3 Views from Lobby to

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3.3.2 Customer Service/Reception

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3.3.5 Indoor Lap and Leisure Pools

3.3.6 Fitness & Weight Room

3.3.7 Multi-Purpose Room(s)

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 see individual program space and support space standards

6.0 Electrical

6.1 see individual program space and support space standards

6.2 If designated as possible emergency center a minimum of quick connect for temporary or permanent generator

7.0 Mechanical

7.1 see individual program space and support space standards

8.0 Finishes

8.1 see individual program space and support space standards

9.0 Communications

9.1 see individual program space and support space standards

10.0 Data

10.1 High speed fibre optic connection

11.0 Security

11.1 As per Corporate Security Standards

12.0 Storage

12.1 see individual program space and support space standards

13.0 Equipment, Millwork and Furnishings

13.1 see individual program space and support space standards

13.2 Equipment

13.2.1 see individual program space and support space standards

13.3 Millwork

13.3.1 see individual program space and support space standards

13.4 Furnishings

13.4.1 see individual program space and support space standards

14.0 Special Requirements

14.1 see individual program space and support space standards

14.2 In major facilities roof access should be granted to staff via staircase.

15.0 Examples/Best practice

15.1 Richcraft Recreation Complex – Kanata

15.2 Minto Recreation Complex – Barrhaven

15.3 François Dupuis Recreation Complex

REC-02 Community Centre

Date: September 2019 Version: v1-0

Description

City standard is a single storey multi-purpose community building, composed of the following program spaces: REC-17 Customer Service/Reception and REC-16 Lobby, REC-04 Gymnasium, REC-05 Fitness-Cardio, REC-06 Fitness-Weight, REC-10 Multi-Purpose Room(s), REC-09 Meeting Room(s) and REC-13 Kitchenette. The community centre will also include the following support spaces: REC-23 Washrooms, REC-18 Dry Change Rooms, REC-14 Recreation Administration, REC-21 Vending Space, REC-25 Mechanical Room, REC-24 Electrical Room, REC-26 IT Closet, REC-22 Janitor Room, REC-27 Garbage/Recycling Room and REC-28 Service/Delivery Space. A community center may be designated as a potential emergency center.

General

- All program and support spaces are preferred to be located on one level when land permits, but multi-level facilities are acceptable in denser areas.
- Lobby, Customer Service/Reception to be central hub of community centre, with views to all program spaces
- Access to public access defibrillator

1.0 Area

1.1 Gross floor area: 2,000 m²

1.2 Program spaces: see description of individual component standards

1.3 Lobby: minimum 50 m²

1.4 Circulation: maximum 25% of gross floor area

2.0 Access

2.1 Interior

2.1.1 Two (2) double doors to Gymnasium (dividable)

2.1.2 Double doors to Gymnasium Storage

2.1.3 Double doors to Garbage-Recycling Room & Service/Delivery

2.2 Exterior

2.2.1 Vestibules at main and secondary facility entrances

2.2.2 Double doors to Garbage-Recycling Room & Service/Delivery

3.0 Preferred Relationships – Interior

3.1 Adjacent

3.1.1 Lobby to the Customer Service/Reception

3.1.2 Lobby to the Washrooms

3.1.3 Lobby to the Meeting Room(s)

3.1.4 Lobby to the Multi-Purpose Room(s)

3.1.5 Lobby to the Vending Space

3.1.6 Customer Service/Reception to the Staff Offices

3.1.7 Gymnasium to the Change Rooms – Dry

3.1.8 Fitness & Weight Room to the Change Rooms – Dry

3.1.9 Kitchenette to the Multi-Purpose Room(s)

3.1.10 Garbage/Recycling Room to the Service/Delivery

3.2 Close

3.2.1 Kitchenette to the Gymnasium

- 3.2.2 Gymnasium to the Fitness & Weight Room
- 3.2.3 Multi-Purpose Room(s) to the Meeting Room(s)
- 3.2.4 Garbage/Recycling Room to the Kitchenette

4.0 Preferred Relationships – Exterior

4.1 Adjacent

- 4.1.1 Lobby to the Main Entrance/Drop-Off
- 4.1.2 Garbage/Recycling Room to the Service Ramp/Bay
- 4.1.3 Secondary Entrance to the Park Amenities

4.2 Daylight

- 4.2.1 All Program Spaces

4.3 Views from Lobby to

- 4.3.1 Main Entrance
- 4.3.2 Customer Service/Reception
- 4.3.3 Gymnasium
- 4.3.4 Fitness & Weight Room
- 4.3.5 Multi-Purpose Room(s)

5.0 Accessibility

- 5.1 per AODA and City of Ottawa Accessibility Standards

6.0 Lighting

- 6.1 see individual program space and support space standards

7.0 Electrical

- 7.1 see individual program space and support space standard
- 7.2 If designated as possible emergency center a minimum of quick connect for temporary or permanent generator

8.0 Mechanical

- 8.1 see individual program space and support space standards

9.0 Finishes

- 9.1 see individual program space and support space standards

10.0 Communications

- 10.1 see individual program space and support space standards
- 10.2 Data
- 10.3 High speed fibre optic connection

11.0 Security

- 11.1 As per Corporate Security Standards

12.0 Storage

- 12.1 see individual program space and support space standards

13.0 Equipment, Millwork and Furnishings

- 13.1 see individual program space and support space standards
- 13.2 Equipment
 - 13.2.1 see individual program space and support space standards
- 13.3 Millwork
 - 13.3.1 see individual program space and support space standards
- 13.4 Furnishings

13.4.1 see individual program space and support space standards

14.0 Special Requirements

14.1 see individual program space and support space standards

15.0 Examples/Best Practices

15.1 Greenboro Community Centre

15.2 Overbrook Community Centre

REC-03 Community Building

Date: September 2019 Version: v1-0

Description

City standard is a small single storey multi-purpose building intended to serve as a small community centre and to support the facilities in the park in which it is located. A Community Building is composed of the following program spaces: two (2) REC-10 Multi-Purpose Rooms, REC-09 Meeting Room and REC-13 Kitchenette. The facility will also include the following support spaces: REC-23 Washrooms, REC-25 Mechanical Room, REC-24 Electrical Room and REC-22 Janitor Room.

General

- All program and support spaces to be located on one level
- Building to have a central hallway linking street and park entrances
- Meeting Room may double as community association office
- Consideration should be given for a single bathroom accessed externally
- Access to public access defibrillator
-

1.0 Area

1.1 Gross Floor Area: 275 m² to 325 m²

1.2 Program spaces: see description of individual component standards

1.3 Circulation: maximum 15% of gross floor area

2.0 Access

2.1 Interior

211 Double doors to Large Multi-Purpose Room

2.2 Exterior

221 Vestibules at street and park facility entrances

222 Park Entrance vestibule may be scaled to accommodate skate change area

223 Double doors to Mechanical Room

3.0 Preferred Relationships – Interior

3.1 Adjacent

311 Central Hallway to the Multi-Purpose Rooms

312 Central Hallway to the Washrooms

313 Central Hallway to the Meeting Room

314 Central Hallway to the Janitor Room

315 Kitchenette to the Multi-Purpose Room(s)

3.2 Close

321 Janitor Room to the Washrooms

4.0 Preferred Relationships – Exterior

4.1 Adjacent

411 Street to the Main Entrance/Drop-Off

412 Secondary Entrance to the Park Amenities

4.2 Daylight

421 All Program Spaces

4.3 Views from Central Hallway to

431 Entrances

4.3.2 Multi-Purpose Rooms

4.3.3 Meeting Room

5.0 Accessibility

5.1 per AODA and City of Ottawa Accessibility Standards

6.0 Lighting

6.1 see individual program space and support space standards

7.0 Electrical

7.1 see individual program space and support space standards

8.0 Mechanical

8.1 one (1) drinking fountain with bottle filler located in central hallway

8.2 see individual program space and support space standards

9.0 Finishes

9.1 see individual program space and support space standards

10.0 Communications

10.1 See individual program space and support space standards

10.2 Data

10.3 High speed fibre optic connection

11.0 Security

11.1 As per Corporate Security Standards

12.0 Storage

12.1 see individual program space and support space standards

12.2 additional outdoor program storage may be required based on park program support requirements (wading pool, outdoor rink)

13.0 Equipment, Millwork and Furnishings

13.1 see individual program space and support space standards

13.2 Equipment

13.2.1 see individual program space and support space standards

13.3 Millwork

13.3.1 see individual program space and support space standards

13.4 Furnishings

13.4.1 see individual program space and support space standards

14.0 Special Requirements

14.1 see individual program space and support space standards

15.0 Examples/Best practice

15.1 McKellar Park Community Building

15.2 Qualicum Community Building

REC-04 Gymnasium

Date: September 2019 Version: v1-0

Description

Full size gymnasiums are in REC-01 Recreation Complexes, REC-02 Community Centres and AQU-01 Natatoriums. Gymnasiums support recreation, fitness and sport activities and programs but also function as venues for large gatherings and events.

General

- Ground floor preferred
- Maximize runout area around court lines, minimum 2,500 mm
- Consider retractable divider or curtain to increase program flexibility
- Consider community needs and design gymnasium as large as possible, including the consideration of a double gymnasium where warranted for increased flexibility for diverse user groups.

1.0 Area

1.1 Dimensions

- 1.1.1** Gross Floor Area: 580 m²
- 1.1.2** Gymnasium: 28.90 m x 20.1 m
- 1.1.3** Full Basketball Court (1): 25.7 m x 15.34 m
- 1.1.4** Runout areas for full basketball court: 2,360 mm (sides) 1,600 mm (ends)
- 1.1.5** Cross Basketball Courts (2): 15.34 m x 9,220 mm
- 1.1.6** Badminton/Pickle Ball Courts (3): 13.4 m x 6,100 mm (each)
- 1.1.7** Volleyball Court (1): 9,000 mm x 18.0 m

1.2 Ceiling Height

- 1.2.1** 8,750 mm to roof deck; 7,350 mm to bottom of roof trusses

2.0 Details

- 2.1** Exposed roof trusses; wood roof deck

3.0 Access

3.1 Location

- 3.1.1** Ground floor

3.2 Interior

- 3.2.1** Located along primary corridor with 2 entry doors (access each side of gym when the divider curtain is lowered)
- 3.2.2** At least one accessible door and doors with a minimum of 860 mm clear door width. Appropriate approach clearances and maximum opening force depending on door design.
- 3.2.3** Door operators on both access doors.

3.3 Exterior

- 3.3.1** Emergency exits (2)

4.0 Preferred Relationships

- 4.1** Corridor change rooms/showers, gym storage
- 4.2** Daylight
 - 4.2.1** Desirable, four corners and or clerestory (semi opaque)

4.3 View in

4.3.1 View in from corridor (window(s), glass doors); view in from outside of building

4.3.2 Glazed like Minto Recreation Complex

4.4 View out

4.4.1 To hallway and exterior

4.4.2 Glazed like Minto Recreation Complex

5.0 Security

5.1 As per Corporate Security Standards

5.2 Wallet & Cell Phone Lockers

5.2.1 Storage lockers should be located near the fitness-cardio entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of capacity.

6.0 Lighting

6.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled, dimmable

6.2 Two circuits (divided along gym centre line) controlled from storage room

7.0 Electrical

7.1 Voltage 120 – Consider power for specialty devices

7.2 Eight duplex outlets; one (1) voice data outlet

7.3 Mounted no lower than 400 mm high

8.0 Emergency

8.1 Eight Emergency wall mounted double-headed battery powered lighting packs, fire alarm pull station

8.2 Network wall clock

9.0 Mechanical

9.1 BAS controlled

10.0 Ventilation

10.1 Air changes

11.0 Heating

11.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

12.0 Cooling

12.1 Required. Central forced air preferred.

13.0 Water supply

13.1 None

14.0 Fire suppression

14.1 Three Wall mounted fire extinguishers, wall mounted fire alarm bells

15.0 Finishes

- 15.1 Floor
 - 15.1.1 Drop slab to accommodate level sprung floor
 - 15.1.2 Sprung hardwood floor
 - 15.1.3 Firm, stable, slip-resistant, matte finish, no change in level
 - 15.1.4 Floor markings and pole inserts for sports
 - 15.1.5 Seasonal boot and coat rack, to be visible for participants
- 15.2 Ceilings
 - 15.2.1 Exposed ceiling, roof joists and ceiling painted white
- 15.3 Walls
 - 15.3.1 Concrete block to 2,750 mm, reinforced drywall above
 - 15.3.2 Optimized resilient upper wall finish and incorporate sound transmission class (STC) rated acoustic panels
- 15.4 Special
 - 15.4.1 Acoustic panels on walls
- 16.0 **Communications**
 - 16.1 Telephone
 - 16.1.1 Located in audio cabinet
 - 16.2 Data
 - 16.2.1 Wi-Fi, One voice data outlet on wall, One voice/data outlet in audio cabinet
 - 16.3 Intercom
 - 16.3.1 Ceiling mounted speakers
 - 16.4 Audio Visual Systems
 - 16.4.1 Audio system located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)
- 17.0 **Security**
 - 17.1 As per Corporate Security Standards
- 18.0 **Storage**
 - 18.1 Area
 - 18.1.1 Dimensions: 45 m² (8% of gym floor area)
 - 18.2 Access
 - 18.2.1 Double door, lockable
 - 18.3 Floor and wall finishes
 - 18.3.1 Sealed concrete floor, plywood walls
- 19.0 **Equipment and Furnishings**
 - 19.1 Powered divider curtain, with manual backup
 - 19.2 Powered, ceiling mounted glass basketball nets (raise and lowered) main court
 - 19.3 Manually foldable wall mounted basketball nets (cross-court)
 - 19.4 Floor inserts for volleyball and badminton/pickle ball nets
 - 19.5 Recessed audio cabinet (wall mounted)
 - 19.6 Gym equipment storage cabinets (storage room, consider equipment that will be used in the gym)
 - 19.7 Clear floor space with turning diameter of 1,675 mm

19.8 Rubberized roll finished flooring

20.0 Optional Upgrades

20.1 Ceiling fans

20.2 Window blinds

20.3 Digital scoreboard (wireless controlled)

20.4 Climbing wall

21.0 Examples/Best practices

21.1 Richcraft Recreation Complex Kanata (2014)

21.2 François Dupuis Recreation Centre addition (2017)

REC-05 Fitness-Cardio Room

Date: September 2019 Version: v1-0

Description

Fitness-Cardio Rooms are in REC-02 Community Centres and REC-01 Recreation Complexes. Fitness-Cardio Rooms function in concert with REC-06 Fitness-Weight Rooms and support cardio training and programs. Fitness-Cardio Rooms can also function in concert with REC-07 Fitness-Studio and REC-04 Gymnasium spaces.

General

- Allow space to allow for stretching, warm-up, cool-down, and class for up to 25 participants
- Controlled access to be visible from Customer Service/Reception and Lobby
- Consider locating with Fitness-Studio and Gymnasium spaces

1.0 Area

1.1 Gross Floor Area

1.1.1 200 m²

1.2 Ceiling Height

1.2.1 3,600 mm to underside of roof trusses

1.3 Ceiling Details

1.3.1 Exposed roof trusses; wood roof deck

2.0 Access

2.1 Interior

2.1.1 Located off lobby with one controlled, operable, accessible entry door (double doors for ease of equipment movement)

2.1.2 Exit door to be lockable

2.2 Exterior

2.2.1 None

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Fitness-Weight Room, Storage

3.2 Close

3.2.1 Dry Change Rooms, Washrooms, Fitness-Studio Room

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Lobby, Corridors, Gymnasium and Exterior

3.5 Views Out

3.5.1 To Lobby, Gymnasium, Natatorium, Corridors and Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixtures, motion sensor controlled, dimmable

5.2 Manual override lighting control

6.0 Electrical

6.1 Voltage: 120

6.2 Consider in floor, regular wall height, ceiling, upper wall to complement equipment

6.3 Number of outlets to be determined by cardio machine count and layout.

6.4 One (1) voice data outlet, mounted minimum 400 mm above finished floor

6.5 Emergency: Four (4) emergency wall mounted double-headed battery powered lighting packs, one (1) fire alarm pull station

6.6 Wall-mounted power source for monitors; number to be determined by cardio machine count and layout.

6.7 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 OBC and ASHRAE Standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred

10.0 Cooling

10.1 Required. Central forced air preferred.

10.2 Ceiling fans

11.0 Water Supply

11.1 For drinking fountain with bottle filler

12.0 Fire Suppression

12.1 Wall mounted fire extinguishers; wall mounted fire alarm bells, as per OBC and MFPA

13.0 Finishes

13.1 Floor

13.1.1 Resilient rubber flooring with firm, stable, slip-resistant, matte finish

13.2 Ceilings

13.2.1 Exposed trusses and roof deck

13.3 Walls

13.3.1 Concrete block to 2,750 mm above finished floor, reinforced drywall above with acoustic panels.

13.3.2 Full height mirrors where wall space available

14.0 Communications

14.1 Telephone

14.1.1 Located in audio cabinet

14.2 Data

14.2.1 Wi-Fi, one (1) voice data outlet on wall, one (1) voice/data outlet in audio cabinet

14.3 Intercom

14.3.1 Ceiling mounted speakers

- 14.4** Audio system
 - 14.4.1** Located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)
- 15.0 Security**
 - 15.1** As per Corporate Security Standards
 - 15.2** Wallet & Cell Phone Lockers
 - 15.2.1** Storage lockers should be located near the fitness-cardio entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of the fitness-cardio capacity.
- 16.0 Storage**
 - 16.1** Area
 - 16.1.1** 16 m² (8% of fitness-cardio floor area)
 - 16.2** Access
 - 16.2.1** Double doors, lockable
 - 16.3** Floor and wall finish
 - 16.3.1** Resilient rubber flooring, plywood walls
- 17.0 Equipment and Furnishings**
 - 17.1** Cardio machine types and quantities to be determined by program staff
 - 17.2** Monitors for all cardio machine users
 - 17.3** Recessed audio cabinet (wall mounted)
 - 17.4** Fitness equipment storage cabinets (storage room)
- 18.0 Examples/Best practices**
 - 18.1** Richcraft Recreation Complex Kanata (2014)
 - 18.2** François Dupuis Recreation Centre Addition (2017)

REC-06 Fitness-Weight Room

Date: September 2019 Version: v1-0

Description

Fitness-Weight Rooms are in REC-02 Community Centres and REC-01 Recreation Complexes. Fitness-Weight Rooms function in concert with REC-05 Fitness-Cardio Rooms and support weight training and programs. Fitness-Weight Rooms can also function in concert with REC-07 Fitness-Studio and REC-04 Gymnasium spaces.

General

- Design in conjunction with Fitness-Cardio Room as one contiguous space
- Maximize space to allow for stretching, warm-up & cool-down
- Controlled access to be visible from Customer Service/Reception and Lobby
- Consider co-locating with Fitness-Studio and Gymnasium spaces

1.0 Area

1.1 Gross Floor Area: 50m²

1.2 Ceiling Height: 3,600 mm to underside of rooftrusses

1.3 Ceiling Details: exposed roof trusses; wood roof deck

2.0 Access

2.1 Interior

2.1.1 Located off lobby with one controlled, operable, accessible entry door (double doors for ease of equipment movement)

2.1.2 Exit door to be lockable

2.2 Exterior

2.2.1 None

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Fitness-Cardio Room, Storage

3.2 Close

3.2.1 Dry Change Rooms, Washrooms, Fitness-Studio Room

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Lobby, Corridors, Gymnasium and Exterior

3.5 Views Out

3.5.1 To Lobby, Gymnasium, Natatorium, Corridors and Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixtures, motion sensor controlled, dimmable

6.0 Electrical

6.1 Voltage: 120

6.2 Four (4) wall mount duplex outlets, mounted minimum 400 mm above finished floor

- 6.3 One (1) voice data outlet, mounted minimum 400 mm above finished floor
- 6.4 Emergency: three (3) emergency wall mounted double-headed battery powered lighting packs, one (1) fire alarm pull station
- 6.5 Wall-mounted power source for monitors; number to be determined by sight lines and room dimensions.
- 6.6 Wall mounted power source for Network Clock
- 6.7 As per OBC

7.0 Mechanical

- 7.1 Controls: BAS

8.0 Ventilation

- 8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

- 9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred

10.0 Cooling

- 10.1 Required. Central forced air preferred, adjustable, variable air volume and temperature control
- 10.2 Ceiling fans

11.0 Water Supply

- 11.1 For drinking fountain with bottle filler; shared with Fitness-Cardio Room

12.0 Fire Suppression

- 12.1 One (1) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

- 13.1 Floor
 - 13.1.1 Resilient rubber flooring with firm, stable, slip-resistant, matte finish
- 13.2 Ceilings
 - 13.2.1 Exposed trusses and roof deck
- 13.3 Walls
 - 13.3.1 Concrete block to 2,750 mm above Finished floor, reinforced drywall above with acoustic panels.
 - 13.3.2 Full height mirrors where wall space available

14.0 Communications (shared with Fitness-Cardio Room)

- 14.1 Telephone
 - 14.1.1 Located in audio cabinet
- 14.2 Data
 - 14.2.1 Wi-Fi, one (1) voice data outlet on wall, one (1) voice/data outlet in audio cabinet
- 14.3 Intercom
 - 14.3.1 Ceiling mounted speakers
- 14.4 Audio system
 - 14.4.1 Located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)

15.0 Security

- 15.1 As per Corporate Security Standards
- 15.2 Wallet / Cell Phone lockers in public view
- 15.3 Wallet & Cell Phone Lockers
 - 15.3.1 Storage lockers should be located near the fitness-cardio entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of the fitness-cardio capacity.

16.0 Storage

- 16.1 Area
 - 16.1.1 8,000 mm² (8% of fitness-weight floor area)
- 16.2 Access
 - 16.2.1 Double doors, lockable
- 16.3 Floor and wall finish
 - 16.3.1 Resilient rubber flooring, plywood walls

17.0 Equipment and Furnishings

- 17.1 Free weights, racks and machines: type and quantities to be determined by program staff, accessibility to be considered
- 17.2 Wall-mounted monitors: number to be determined by sight lines and room dimensions
- 17.3 Recessed audio cabinet (wall mounted): shared with Fitness-Cardio Room
- 17.4 Weight equipment storage cabinets (storage room)

18.0 Examples/Best practices

- 18.1 Richcraft Recreation Complex Kanata (2014)
- 18.2 François Dupuis Recreation Centre Addition (2017)

REC-07 Fitness-Studio

Date: September 2019 Version: v1-0

Description

Fitness-Studio Spaces are in REC-02 Community Centres and REC-01 Recreation Complexes. Fitness-Studio Spaces support aerobic training, dance and programs and function in concert with REC-05 Fitness-Cardio Rooms, REC-06 Fitness-Weight Rooms and REC-04 Gymnasium spaces.

General

- Design in conjunction with and adjacent to Fitness-Cardio Rooms and Fitness Weight Rooms.
- Preferred controlled access to be visible from Customer Service/Reception and Lobby
- Consider co-locating with Gymnasium space

1.0 Area

1.1 Gross Floor Area: 200 m²

1.2 Ceiling Height: 3,600 mm to underside of rooftrusses

1.3 Ceiling Details: exposed roof trusses; wood roof deck

2.0 Access

2.1 Interior

2.1.1 Located off lobby with one controlled, operable, accessible entry door

2.1.2 Exit door to be lockable

2.2 Exterior

2.2.1 Consider providing adjacent outdoor patio or deck as expanded studio program space during good weather

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Fitness-Cardio Room, Fitness-Weight Room, Exterior Patio/Deck, Storage

3.2 Close

3.2.1 Dry Change Rooms, Washrooms, Gymnasium

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Lobby, Corridors, Gymnasium and Exterior

3.5 Views Out

3.5.1 To Lobby, Gymnasium, Natatorium, Corridors and Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixtures, motion sensor controlled, dimmable

6.0 Electrical

6.1 Voltage: 120

6.2 Six (6) wall mount duplex outlets, mounted minimum 400 mm above finished floor

6.3 One (1) voice data outlet, mounted minimum 400 mm above finished floor

6.4 Emergency: Three (3) emergency wall mounted double-headed battery powered lighting packs, one (1) fire alarm pull station

6.5 Wall-mounted power source for monitors; number to be determined by sight lines and room dimensions.

6.6 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required. Central forced air preferred.

10.2 Ceiling fans

11.0 Water Supply

11.1 None

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Level sprung hardwood with firm, stable, slip-resistant, matte finish, rubberized floor (based on community need)

13.2 Ceilings

13.2.1 Exposed trusses and roof deck

13.3 Walls

13.3.1 Concrete block to 2,705 mm above Finished floor, reinforced drywall above with acoustic panels.

13.3.2 Full height mirrors with hand rail where wall space available

14.0 Communications

14.1 Telephone

14.1.1 Located in audio cabinet

14.2 Data

14.2.1 Wi-Fi, one (1) voice data outlet on wall, one (1) voice/data outlet in audio cabinet

14.3 Intercom

14.3.1 Ceiling mounted speakers

14.4 Audio system

14.4.1 Located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)

15.0 Security

15.1 As per Corporate Security Standards

15.2 Wallet & Cell Phone Lockers

15.2.1 Storage lockers should be located near the fitness-cardio entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of the fitness-cardio capacity.

16.0 Storage

16.1 Area

16.1.1 16 m² (8% of fitness-weight floor area)

16.2 Access

16.2.1 Double doors, lockable

16.3 Floor and wall finish

16.3.1 Resilient rubber flooring, plywood walls

17.0 Equipment and Furnishings

17.1 Aerobic equipment (spinners, etc.): types and quantities to be determined by program staff (accessibility to be considered)

17.2 Wall-mounted monitors: number to be determined by sight lines and room dimensions

17.3 Recessed audio cabinet (wall mounted)

17.4 Fitness-Studio storage cabinets (storage room)

17.5 Seasonal boot and coat rack, to be visible for participants

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex Kanata (2014)

18.2 Greenboro Community Centre

REC-08 Indoor Walking Track

Date: September 2019 Version: v1-0

Description

Indoor Walking Tracks are in ICE-01 Multi-Pad Arenas and REC-01 Recreation Complexes. Indoor Walking Tracks support walking and light jogging programs for seniors and function in concert with REC-05, 06, 07 Fitness Spaces and REC-04 Gymnasiums and ICE-01 Multi-Pad Arenas.

General

- Upper level track designed to encircle high volume spaces such as twin ice surfaces or single/double gymnasiums or cluster of fitness spaces (cardio, weight & studio spaces)
- Preferred controlled access to be visible from Customer Service/Reception and Lobby

1.0 Area

- 1.1 Track Width: minimum 3,500 mm clear
- 1.2 Track Length: minimum 100 m, oval shape
- 1.3 Gross Floor Area: minimum 400 m²
- 1.4 Ceiling Height: 3,600 mm to underside of rooftrusses
- 1.5 Ceiling Details: exposed roof trusses; wood roof deck

2.0 Access

- 2.1 Interior
 - 2.1.1 Accessible from lobby with a controlled, operable entry door
 - 2.1.2 Exit door to be lockable
- 2.2 Exterior
 - 2.2.1 None

3.0 Preferred Relationships

- 3.1 Adjacent
 - 3.1.1 Lobby, Fitness-Cardio Room, Fitness-Weight Room, Fitness-Studio
- 3.2 Close
 - 3.2.1 Washrooms, Gymnasium
- 3.3 Daylight
 - 3.3.1 Desirable
- 3.4 Views In
 - 3.4.1 From Lobby, Corridors, Gymnasium/Natatorium, Fitness Spaces and Exterior
- 3.5 Views Out
 - 3.5.1 To Lobby, Corridors, Gymnasium/Natatorium, Fitness Spaces and Exterior

4.0 Accessibility

- 4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

- 5.1 Energy efficient ceiling mount high bay fixtures

6.0 Electrical

- 6.1 Voltage: 120

6.2 Emergency: emergency wall mounted double-headed battery powered lighting packs and fire alarm pull stations spaced regularly around perimeter of track

6.3 Ceiling-mounted power source for monitors; number to be determined by sight lines and track length

6.4 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required. Central forced air preferred.

11.0 Water Supply

11.1 Drinking fountain with bottle filler

12.0 Fire Suppression

12.1 Two (2) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Resilient rubber flooring with firm, stable, slip-resistant, matte finish.

13.1.2 Perimeter and centre lines to be integrated into rubber flooring

13.2 Ceilings

13.2.1 Exposed trusses and roof deck

13.3 Walls

13.3.1 Reinforced drywall with glazing for views in and out

14.0 Communications

14.1 Data

14.1.1 Wi-Fi

14.2 Intercom

14.2.1 Ceiling mounted speakers

15.0 Security

15.1 As per Corporate Security Standards

15.2 Wallet & Cell Phone Lockers

15.2.1 Storage lockers should be located inside the controlled walking track entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of the fitness-cardio capacity.

16.0 Storage

16.1 Area: N/A

17.0 Equipment and Furnishings

17.1 Wall-mounted monitors for information and direction to walkers; number of monitors to be determined by sight lines and track length

17.2 Recessed audio cabinet (wall mounted)

17.3 Seasonal boot and coat rack, to be visible for participants

18.0 Examples/Best practices

18.1 Minto Recreation Complex Barrhaven (2015)

REC-09 Meeting Room

Date: September 2019 Version: v1-0

Description

Meeting rooms are a core component of the City's public facilities including ODF-02 Fieldhouses, REC-03 Community Buildings, REC-02 Community Centres and REC-01 Recreation Complexes. They support a wide range of community, social, recreation and business activities and programs.

General

- There are two (2) categories of meeting rooms: small and large (boardroom)
- Meetings are equipped with tables and chairs to suit occupant load
- Storage is required to allow flexibility of use

1.0 Area

1.1 Small

1.1.1 20 to 30 m²

1.2 Large (Boardroom)

1.2.1 50 to 60 m²

1.3 Ceiling Height

1.3.1 3,000 mm minimum, 3,500 mm maximum; clear headroom of 2,100 mm from overhead signage

1.4 Details

1.4.1 General ratio of width = 2/3 of length

2.0 Access

2.1 Location: Ground floor

2.2 Interior

2.2.1 Located along primary corridor or off lobby

2.2.2 At least one accessible door, with minimum of 860 mm clear door width.

2.2.3 Appropriate approach clearances and maximum opening force depending on door design.

2.3 Exterior

2.3.1 Not required

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Storage, kitchenette

3.2 Close

3.2.1 Washrooms, multi-purpose rooms, change rooms, lobby

3.3 Daylight

3.3.1 One wall, daylight 30 – 40% of exterior wall, tinted glass

3.4 Views In

3.4.1 View in from corridor [window(s), glass doors]; view in from exterior

3.5 Views Out

3.5.1 To corridor and exterior

4.0 Accessibility

4.1 Per AODA and City Accessibility Design Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled, dimmable

5.2 Emergency lighting pack

6.0 Electrical

6.1 Voltage: 120

6.2 3 - 6 duplex outlets mounted no lower than 400 mm high, consider outlets with built-in USB ports

6.3 Emergency: one (1) ceiling mounted combination fire alarm/intercom speaker/strobe light

6.4 Network wall clock

7.0 Mechanical

7.1 Controls

7.1.1 Wall mounted

8.0 Ventilation

8.1 As per ASHREA Standards

9.0 Heating

9.1 Energy efficient heating.

9.2 Natural gas preferred.

9.3 Individual temperature control

10.0 Cooling

10.1 Required. Central forced air preferred.

11.0 Fire suppression

11.1 Wall mounted fire extinguisher

12.0 Details

12.1 Ceiling fan

13.0 Finishes

13.1 Floor

13.1.1 Resilient, slip resistant

13.2 Ceilings

13.2.1 Drop ceiling with acoustic panels

13.3 Walls

13.3.1 Painted drywall; mirrors optional

13.4 Special

13.4.1 Acoustic treatment - sound proofing to permit multiple programming

14.0 Communications

14.1 Telephone

14.1.1 Outlets, location

14.2 Data

14.2.1 Wi-Fi, 1 data outlet

14.3 Intercom

14.3.1 Speakers

- 14.4 Audio Visual Systems**
 - 14.4.1** Located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)
- 15.0 Security**
 - 15.1** As per Corporate Security Standards
 - 15.2** Blinds on internal and external windows
- 16.0 Storage**
 - 16.1** Area
 - 16.1.1** 10% of meeting room floor area
 - 16.2** Access
 - 16.2.1** Double door, lockable
 - 16.3** Floor and Wall finishes
 - 16.3.1** Concrete floor, wall plywood bottom 1,200 mm, drywall above 1,200 mm
- 17.0 Equipment and Furnishings**
 - 17.1** Folding seating and tables with rolling dollies
 - 17.2** Clear floor space with turning diameter of 1,675 mm
 - 17.3** Seasonal boot and coat rack, to be visible for participants
 - 17.4** Lockable storage cabinet
- 18.0 Optional Upgrades**
 - 18.1** In room storage cabinets
 - 18.2** Blinds on interior and exterior windows
 - 18.3** Ceiling fan
 - 18.4** Ceiling mounted projector, ceiling mounted powered screen
 - 18.5** Track mounted (ceiling) retractable acoustic room divider wall
 - 18.6** Sinks based on size and room function
- 19.0 Examples/Best practices**
 - 19.1** Richcraft Recreation Complex – Kanata (2014)
 - 19.2** François Dupuis Recreation Centre addition (2017)

REC-10 Multi-Purpose Room

Date: September 2019 Version: v1-0

Description

Multi-purpose rooms are a core component of the City's public facilities including ODF-02 Fieldhouses, REC-03 Community Buildings, REC-02 Community Centres and REC-01 Recreation Complexes. They support a wide range of social, recreation, cultural, artistic and fitness activities and programs.

General

- There are three categories of multi-purpose rooms: small, medium and large
- Large or medium multi-purpose rooms should be dividable into one or more configurations using a floor to ceiling moveable acoustical wall
- Multi-purpose rooms generally include counter areas with sinks

1.0 Area

1.1 Small: 50 to 100 m²;

1.2 Medium: 100 to 170 m²;

1.3 Large: 170 to 250 m²

1.4 Ceiling Height: 3,000 mm minimum, 3,500 mm maximum; clear headroom of 2,100 mm from overhead signage

1.5 Details: general ratio of width = 2/3 of length

2.0 Access

2.1 Location: Ground floor

2.2 Interior

2.2.1 Located along primary corridor or off lobby with 2 entry doors

2.2.2 At least one accessible door, with minimum of 806 mm clear door width.

2.2.3 Appropriate approach clearances and maximum opening force depending on door design.

2.3 Exterior

2.3.1 Ideally, direct access to a courtyard/patio

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Storage, kitchenette, courtyard/patio

3.2 Close

3.2.1 Washrooms, change rooms, lobby

3.3 Daylight

3.3.1 One wall, daylight 30 – 40% of exterior wall, tinted glass

3.4 Views In

3.4.1 View in from corridor [window(s), glass doors]; view in from exterior

3.5 Views Out

3.5.1 To corridor and exterior

4.0 Accessibility

4.1 Per AODA and City Accessibility Design Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled, dimmable

5.2 Emergency lighting pack

6.0 Electrical

6.1 Voltage: 120

6.2 6 - 8 duplex outlets mounted no lower than 400 mm high

6.3 Emergency: two (2) ceiling mounted combination fire alarm/intercom speaker/strobe light

6.4 Network wall clock

7.0 Mechanical

7.1 Controls

7.1.1 Wall mounted

8.0 Ventilation

8.1 As per ASHREA Standards

9.0 Heating

9.1 Energy efficient heating.

9.2 Natural gas preferred.

9.3 Individual temperature control

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Fire suppression

11.1 Wall mounted fire extinguisher

12.0 Details

12.1 Ceiling fan

12.2 Drain separator for disposing of paint water/oil/pottery sediment

13.0 Finishes

13.1 Floor

13.1.1 Sprung hardwood, or rubberized, cushioned, resilient, slip resistant suitable for dancing

13.2 Ceilings

13.2.1 Drop ceiling with acoustic panels

13.3 Walls

13.3.1 Painted drywall; mirrors optional

13.4 Special

13.4.1 Acoustic treatment - sound proofing to permit multiple programming

14.0 Communications

14.1 Telephone

14.1.1 Outlets, location

14.2 Data

14.2.1 Wi-Fi, 2 data outlets

14.3 Intercom

14.3.1 Speakers

14.4 Audio Visual Systems

- 14.4.1 Located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)

15.0 Security

- 15.1 As per Corporate Security Standards
- 15.2 Blinds on internal and external windows

16.0 Storage

- 16.1 Area
 - 16.1.1 13% of multi-purpose floor area
- 16.2 Access
 - 16.2.1 Double door, lockable
- 16.3 Floor and wall finishes
 - 16.3.1 Concrete floor, wall plywood bottom 1,200 mm, drywall above 1,200 mm

17.0 Equipment and Furnishings

- 17.1 Folding seating and tables with rolling dollies
- 17.2 Clear floor space with turning diameter of 1,675 mm
- 17.3 Seasonal boot and coat rack, to be visible for participants
- 17.4 For dance studios: full length mirrors – minimum one wall, ballet barres, sprung flooring, ability to curtain off mirrors

18.0 Optional Upgrades

- 18.1 In room kitchenette: cupboards, sink, microwave, fridge, and counter
- 18.2 Sinks based on size and functions of the room
- 18.3 Accessible hand washing
- 18.4 Child care facility or space
- 18.5 In room washroom for rooms that will be used for childcare
- 18.6 In room storage cabinets
- 18.7 Floor mats
- 18.8 Blinds on interior and exterior windows
- 18.9 Ceiling fans
- 18.10 Ceiling mounted projector, ceiling mounted powered screen
- 18.11 Track mounted (ceiling) retractable acoustic room divider wall

19.0 Examples/Best practices

- 19.1 Richcraft Recreation Complex – Kanata (2014)
- 19.2 François Dupuis Recreation Centre addition (2017)

REC-11 Assembly Hall

Date: September 2019 Version: v1-0

Description

Assembly Halls are large multi-purpose spaces intended to hold public gatherings, events, programs and performances. An assembly hall can be in REC-1 Recreation Complexes, REC-2 Community Centres and AQU-1 Natatoriums. Assembly Halls support social, cultural, recreation and fitness activities and programs.

General

- Located on ground floor for ease of access by large groups
- Maximize height of assembly space to increase volume of space
- Consider sprung flooring to permit fitness programs, social events or cultural performances.

1.0 Area

1.1 Gross Floor Area: 300 m²

1.2 Dimensions: 15.0 m x 20.0 m

1.3 Ceiling Height: 6,500 mm to roof deck; 5,000 mm to bottom of roof trusses

1.4 Ceiling Details: exposed roof trusses; wood roof deck

2.0 Access

2.1 Interior

2.1.1 Located off lobby or circulation space with double entry doors

2.1.2 Doors to have minimum 860 mm clear width. Appropriate approach clearances and maximum opening force depending on door design.

2.1.3 Door operators on access door

2.2 Exterior

2.2.1 N/A

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, circulation

3.2 Close

3.2.1 Kitchenette, Washrooms, Multi-Purpose Room(s)

3.3 Daylight

3.3.1 Desirable: at four corners and/or clerestory

3.4 Views In

3.4.1 From Lobby, Corridors and Exterior

3.5 Views Out

3.5.1 To Lobby, Corridors and Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled, dimmable

5.2 Two (2) circuits (divided along gym centreline) controlled from storage room

6.0 Electrical

6.1 Voltage: 120

6.2 Outlets: eight (8) duplex outlets; one (1) voice data outlet, mounted minimum 400 mm above finished floor

6.3 Emergency: four (4) emergency wall mounted double-headed battery powered lighting packs, one (1) fire alarm pull station

6.4 Power source for Network Wall Clock and Scoreboard

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required. Central forced air preferred.

10.2 Ceiling fans

11.0 Water Supply

11.1 None

12.0 Fire Suppression

12.1 Two (2) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Level sprung hardwood with firm, stable, slip-resistant, matte finish

13.2 Ceilings

13.2.1 Exposed trusses and roof deck; painted white

13.3 Walls

13.3.1 Concrete block to 2,750 mm above Finished floor, reinforced drywall above, with acoustic panels

13.3.2 Consider acoustical treatment of walls and ceilings for cultural performances

14.0 Communications

14.1 Telephone

14.1.1 Located in audio cabinet

14.2 Data

14.2.1 Wi-Fi, one (1) voice data outlet on wall, one (1) voice/data outlet in audio cabinet

14.3 Intercom

14.3.1 Ceiling mounted speakers

14.4 Audio Visual Systems

14.4.1 Audio system located in a lockable enclosure (receiver, amplifier, mixer, wireless microphone, wall or ceiling mounted speakers)

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Area

16.1.1 25 m²

16.2 Access

16.2.1 One (1) double door, lockable

16.3 Floor and wall finish

16.3.1 Sealed concrete floor, plywood walls

17.0 Equipment and Furnishings

17.1 Tables, chairs to suit room occupancy

17.2 Portable accessible stage, lighting

17.3 Equipment storage cabinets and shelving (storage room)

17.4 Optional Upgrades

17.5 Window blinds

17.6 Ceiling mounted digital projector

18.0 Examples/Best practices

18.1 Dovercourt Recreation Complex

REC-12 Community Kitchen

Date: September 2019 Version: v1-0

Description

Community kitchens are large spaces designed and equipped for a full range of food preparation and for the teaching of food preparation skills to the community. Community kitchens may be in REC-1 Recreation Complexes and REC-2 Community Centres.

General

- Community kitchens are specialised spaces to meet an identified community need and must adhere to all building code requirements to provide a full range of food preparation programs
- Community kitchens are to be designed to complement the functioning of multi-purpose spaces and gymnasiums

1.0 Area

1.1 Gross Floor Area: 80m²

1.2 Ceiling Height: 3,000 mm to underside of rooftrusses

1.3 Ceiling Details: exposed roof trusses; wood roof deck; acoustic panels

2.0 Access

2.1 Interior

2.1.1 Accessible from lobby with a controlled, operable entry door

2.1.2 Exit door to be lockable

2.2 Exterior

2.2.1 To greenspace with patio or deck

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Gymnasium, Multi-Purpose Rooms

3.2 Close

3.2.1 Washrooms, Meeting Rooms

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Lobby, Corridors, Exterior

3.5 Views Out

3.5.1 To Lobby, Corridors, Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

5.2 Energy efficient task lighting – wall mounted and/or under cabinets

6.0 Electrical

6.1 Voltage: 120, 240

6.2 Duplex outlets; wall mounted above counters, on islands and in-floor flush mount. Numbers and locations dependant on kitchen layout. Consider outlets with built-in USB ports.

- 6.3 To meet electrical requirements of appliances, fans and vents.
- 6.4 Emergency: two (2) emergency wall mounted double-headed battery powered lighting packs and one (1) fire alarm pull stations.
- 6.5 Ceiling-mounted power source for monitors; number to be determined by sight lines and layout of kitchen
- 6.6 Wall mounted power source for Network Clock

7.0 Mechanical

- 7.1 Controls: BAS
- 7.2 Range vent hoods per OBC
- 7.3 Grease interceptors per OBC
- 7.4 Fire suppression system per OBC
- 7.5 Grease receptors in floor

8.0 Ventilation

- 8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

- 9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

- 10.1 Required.
- 10.2 Central forced air preferred.

11.0 Water Supply

- 11.1 Per sink layout in kitchen design

12.0 Fire Suppression

- 12.1 Two (2) wall mounted fire extinguishers; wall mounted fire alarm bells
- 12.2 Range vent hoods with fire suppression system, per building code requirements

13.0 Finishes

- 13.1 Floor
 - 13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish.
- 13.2 Ceilings
 - 13.2.1 Exposed trusses and roof deck with acoustic panels
- 13.3 Walls
 - 13.3.1 Ceramic tile to underside of upper cabinets, reinforced drywall above. Glazing for views in and out

14.0 Communications

- 14.1 Data
 - 14.1.1 Wi-Fi, one (1) voice data outlet on wall, one (1) voice/data outlet
- 14.2 Intercom
 - 14.2.1 Ceiling mounted speakers

15.0 Security

- 15.1 As per Corporate Security Standards

16.0 Storage

- 16.1 Area

16.1.1 6,000 mm²

16.2 Access

16.2.1 Single wide door, lockable

16.3 Floor and wall finish

16.3.1 Resilient flooring, plywood walls, shelving

17.0 Equipment and Furnishings

17.1 Upper and lower kitchen cabinets, solid counter tops, small appliance/equipment storage cabinets, user group lockable storage cabinets

17.2 Range of kitchen appliances, stove to include auto-lock off, food prep/hand wash sinks

17.3 4 – 6 portable food preparation tables

17.4 Two (2) ceiling-mounted monitors for information and teaching programs

REC-13 Kitchenette

Date: September 2019 Version: v1-0

Description

Kitchenettes are small serving kitchens designed and equipped for the storage; warming and serving of already prepared or catered food for community events and programs. Kitchenettes may be in REC-01 Recreation Complexes, REC-02 Community Centres, REC-03 Community Buildings, ODF-02 Fieldhouses and ICE-01 Arenas.

General

- The cooking of food producing grease-laden vapours is not permitted in kitchenettes.
- Kitchenettes are to be designed to complement the functioning of multi-purpose spaces and gymnasiums

1.0 Area

1.1 Gross Floor Area: 20m²

1.2 Ceiling Height: 3,000 mm

2.0 Access

2.1 Interior

211 Accessible from lobby or corridor with a controlled, operable entry door

212 Serving access to multi-purpose rooms, meeting rooms

2.2 Exterior

221 To greenspace with patio or deck

3.0 Preferred Relationships

3.1 Adjacent

311 Multi-Purpose Rooms, Meeting Rooms

3.2 Close

321 Gymnasium, Washrooms, Meeting Rooms, Staff Offices

3.3 Daylight

331 Desirable

3.4 Views In

341 From Corridors, Multi-Purpose Rooms, Exterior

3.5 Views Out

351 To Lobby, Corridors, Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

5.2 Energy efficient task lighting – wall mounted and/or under cabinets

6.0 Electrical

6.1 Voltage: 120, 240

6.2 Duplex outlets: wall mounted above counters and on islands and in-floor.
Numbers and locations dependant on kitchen layout

6.3 To meet electrical requirements of appliances, fans and vents.

6.4 Emergency: one (1) emergency wall mounted double-headed battery powered lighting packs and one (1) fire alarm pull stations.

6.5 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

7.2 Range vent hoods

7.3 Grease interceptors

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 As per OPH Standards

11.2 Per sink layout in kitchen design

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish

13.2 Ceilings

13.2.1 Dry wall, mildew resistant

13.3 Walls

13.3.1 Ceramic tile to underside of upper cabinets, moisture resistant drywall above.

13.3.2 Glazing for views in and out.

14.0 Communications

14.1 Data

14.1.1 Wi-Fi, one (1) voice/data outlet on wall

14.2 Intercom

14.2.1 Ceiling mounted speakers

15.0 Security

15.1 As per Corporate Security Standards

15.2 Lockable cabinets for community group storage

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

17.1 Upper and lower kitchen cabinets, solid counter tops, small appliance/equipment storage cabinet, user group lockable storage cabinets

17.2 Range of kitchen appliances, food prep and hand wash sinks

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex-Kanata (2014)

REC-14 Recreation Administration

Date: September 2019 Version: v1-0

Description

Recreation Administration Space acts as the programming and operational centres of REC-01 Recreation Complexes, REC-02 Community Centres and AQU-01 Natatoriums. They are located adjacent to and provide support for REC-17 Customer Service/Reception.

General

- Administration Space is composed of an open, flexible office area for permanent, part-time and occasional facility staff and two (2) or more closed offices for facility management staff.
- Administration Space also includes areas for staff kitchenette, records, printing and reproduction.
- Staff kitchenette is for program and facility staff to use. Requires a separate space with tables, counter and cabinets, including sink, fridge and microwave. The details are based on Kitchenette REC-13 standard with change to area to 10 m² with no stove.

1.0 Area

1.1 Open Office Floor Area

1.1.1 Per occupant load and City open office accommodation standards

1.2 Closed Offices

1.2.1 Per City closed office accommodation standards

1.3 Staff Kitchenette

1.3.1 10 m²

1.4 Records storage space

1.4.1 6,000 mm²

1.5 Ceiling Details

1.5.1 Height 3,000 m

1.5.2 Acoustic Tiles

2.0 Access

2.1 Interior

2.1.1 Accessible from lobby with a controlled, operable entry door

2.1.2 Direct access to Customer Service/Reception

2.2 Exterior

2.2.1 Not required

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Customer Service/Reception

3.2 Close

3.2.1 Lobby, Meeting Rooms

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Customer Service/Reception

3.5 Views Out

3.5.1 To Customer Service/Reception. Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

6.0 Electrical

6.1 As per OBC

6.2 Voltage: 120

6.3 Duplex outlets: consider outlets with built-in USB ports

6.4 Open Office: above open work counter and for copiers, printers, scanners, etc., as required

6.5 Closed Offices: per office layout

6.6 Staff Kitchenette: see REC-13

6.7 Outlets: integrated into work station wall systems

6.8 Emergency: One (1) emergency wall mounted double-headed battery powered lighting packs and one (1) fire alarm pull station.

6.9 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required. Central forced air preferred.

11.0 Water Supply

11.1 Per sink layout in staff kitchenette design

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish.

13.2 Ceilings

13.2.1 Acoustic Tiles

13.3 Walls

13.3.1 Drywall, mildew resistant in kitchenette

14.0 Communications

14.1 Data

14.1.1 Wi-Fi, voice/data outlets to suit desk/work station layout

14.2 Intercom

14.2.1 Ceiling mounted speakers

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Records Storage Room

16.1.1 shelving and file cabinets

17.0 Equipment and Furnishings

17.1 Office furniture, systems furniture and office equipment (computers, printers, copiers) per City office accommodation standards

17.2 Staff Kitchenette

17.2.1 Upper and lower kitchen cabinets along one wall, solid counter top, small table(s) and chairs

17.2.2 Fridge, Microwave, double sink

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

REC-15 Public Art/Gallery Space

Date: September 2019 Version: v1-0 Description

City standard is to include Public Art from the initial facility concept through to construction and renovation in all capital projects to enhance public spaces and make art accessible to everyone. Public Art, as defined in municipal policy (2015), is “visual artwork in any media created by an artist(s) that has been planned and executed with the specific intent of being sited or staged in public space”. Public Art may include Integrated Public Art, Stand-Alone (non-integrated public art, or space suitable for temporary or site-specific art. As part of the consultative process and site design, public art will need special attention to determine the most appropriate recommendations for public art commissions.

In addition to Public Art there may be dedicated gallery or heritage exhibition room or display areas within major building components such as REC-01 Recreation Complexes, REC-02 Community Centres, REC-03 Community Buildings, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. The standard below applies to gallery or heritage exhibition room as specific requirements for art exhibitions will be determined by the artist and will be unique to the type of visual artwork.

General

- An art gallery or heritage exhibition room is created to present work to the public audience. Design features in an art gallery or heritage exhibition space are aimed to provide a neutral environment that highlight the artist’s work.
- Depending on the amount of space and the type of work expected to be shown the gallery/exhibition space may need to have a mixture of wall space and room for standalone creations including adequate lighting, climate control and storage.

1.0 Area

- 1.1** May be a separate room with controlled door access and/or a display area(s) within a facility
- 1.2** Gallery space area may be referenced as square metres and as running metres of wall space; gallery spaces range in area with a minimum of 20-30m². A space without any obstructions such as columns is preferred.

2.0 Access

2.1 Interior

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Customer Service/Reception

3.2 Daylight

3.2.1 Desirable

3.3 Views In

3.3.1 From Lobby, Administration

3.4 Views Out

3.4.1 Lobby, Entrance Plaza, Vehicular Drop-Off

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient flexible lighting fixtures, integrated into the gallery space

5.2 Track lighting system is recommended to maximize flexibility. Dimmable system

with ability to change light bulbs is also required.

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlet: for maintenance equipment

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Climate control to maintain optimum art preservation temperature and humidity levels specific to the artwork displayed. Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 N/A

12.0 Fire Suppression

12.1 N/A

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish.

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 Resilient material: that allows hanging of artwork, may be fixed or floating walls, neutral color for walls

13.3.2 Consider lining walls with ¾ inch plywood to improve options for wall hanging and reduce repairs required to drywall surfaces.

13.3.3 Wall surface required to be uninterrupted as much as possible by lights, electrical outlets or fire alarm placements.

14.0 Communications

14.1 Optional: Sound system for dedicated gallery room

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Required. Should be in a space that is easy to move artist work from storage into the space. Climate controls also required in this space.

17.0 Equipment and Furnishings

17.1 Specific to the site space and location within building, should include chairs or bench for public. May include a table or display area for postcards, posters or guestbook.

17.2 Optional Projector for artist installation and television monitor to advertise shows and provide information on a loop.

17.3 Access to chairs for special events such as artist lectures, and a podium for opening reception speeches.

REC-16 Lobby

Date: September 2019

Version: v1-0

Description

The Lobby is the central nexus of a recreation facility, acting as the crossroad for circulation, access and visibility of all primary program spaces. The Lobby also acts as a public gathering, information and leisure space for clients and visitors. The Lobby is a central space for REC-01 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums and is designed in conjunction with REC-17 Customer Service/Reception.

General

- The lobby is a large, open space with formal and informal seating, for gathering, meeting and viewing of adjacent program spaces.
- The Lobby provides wayfinding information and visually orients the user to the programs and events in the facility.
- The lobby is fully open and visible to Customer Service/Reception and the Main Entrance/Vestibule.

1.0 Area

1.1 Floor Area

1.1.1 Minimum 160 m² or 8% of gross floor area of facility

1.2 Ceiling Height

1.2.1 Minimum 3,000 mm

1.2.2 Ceiling Details: lofted space

2.0 Access

2.1 Interior

2.1.1 Accessible from main entrance/vestibule and secondary entrance vestibule lobby with controlled, operable entry doors

2.1.2 Access to Customer Service/Reception, washrooms and as many program spaces as feasible

2.2 Exterior

2.2.1 Main and secondary entrance/vestibules

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Customer Service/Reception, washrooms, vending, meeting rooms, multipurpose rooms

3.2 Close

3.2.1 Natatorium, Gymnasium, Change Rooms (dry or wet), ice surfaces, walking track

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Exterior, Customer Service/Reception

3.5 Views Out

3.5.1 To Customer Service/Reception, Program Spaces, Exterior

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets on walls and floor flush mount for client charging/power needs. Quantity and location per seating layout. Consider outlets with built-in USB ports.

6.3 Wall and/or ceiling mounted power sources for monitors. Quantity and location per lobby layout

6.4 Emergency: one (1) emergency wall mounted double-headed battery powered lighting packs and one (1) fire alarm pull station.

6.5 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall based on mechanical system and building design.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 Drinking Fountain with bottle fill station

12.0 Fire Suppression

12.1 Two (2) wall mounted fire extinguishers; wall mounted fire alarm bells

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish for high circulation areas.

13.1.2 Carpets for seating areas.

13.2 Ceilings

13.2.1 Open web truss; vaulted

13.3 Walls

13.3.1 Drywall

14.0 Communications

14.1 Data

14.1.1 Wi-Fi and wall or ceiling mounted data outlets to serve information monitors

14.1.2 Wall or ceiling monitors to provide program and public information

14.2 Intercom

14.2.1 Ceiling mounted speakers

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

17.1 Modular casual seating system to suit layout and circulation

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex-Kanata (2014)

REC-17 Customer Service/Reception

Date: September 2019 Version: v1-0

Description

Customer Service/Reception Space is the client-centred focal point of a facility Lobby. Upon facility entry, a client will have direct line of sight to the Customer Service/Reception Space. Customer Service/Reception spaces are integral components of REC-1 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums.

General

- Customer Service/Reception Space is composed of an outward facing, open and accessible service counter, with working desk and support space behind for customer service staff.
- The Customer Service/Reception Space will act as the eyes and ears of the facility and will have excellent sight lines to the lobby and all program spaces adjacent to the lobby.

1.0 Area

1.1 Gross Floor Area

1.1.1 Per occupant load; minimum of 30 m²

1.2 Ceiling Height

1.2.1 3,000 mm

2.0 Access

2.1 Interior

2.1.1 Accessible from Administration Space with a controlled, operable entry door

2.2 Exterior

2.2.1 N/A

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, Administration Space, Main Entrance/Vestibule

3.2 Close

3.2.1 Meeting Rooms

3.3 Daylight

3.3.1 Desirable

3.4 Views In

3.4.1 From Lobby, Administration

3.5 Views Out

3.5.1 Lobby

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets: above open work counters and for copiers, printers, scanners, electronic payment systems, etc., as required

6.3 Outlets integrated into work station wall systems, consider outlets with built-in USB ports

6.4 Emergency: one (1) emergency wall mounted double-headed battery powered lighting packs and one (1) fire alarm pull station.

6.5 Two (2) wall-mounted power sources for monitors

6.6 Wall mounted power source for Network Clock

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Dedicated by OBC

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 N/A

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguishers; wall mounted fire alarm bells, as per OBC

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish.

13.2 Ceilings

13.2.1 Acoustic tiles

13.3 Walls

13.3.1 Drywall

14.0 Communications

14.1 Data

14.1.1 Wi-Fi, voice/data outlets to suit desk/work station layout and equipment

14.1.2 Two (2) monitors to provide program information

14.2 Intercom

14.2.1 Ceiling mounted speakers

15.0 Security

15.1 As per Corporate Security Standards

15.2 Drop down or sliding metal security grill to enclose customer service/reception space for after hours

16.0 Storage

16.1 Included in cabinetry

17.0 Equipment and Furnishings

17.1 Office furniture, systems furniture and office equipment (computers, printers, copiers, scanners, optical readers, POP sales) per City office accommodation standards

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

REC-18 Dry Change Rooms

Date: September 2019

Version: v1-0

Description

Dry change rooms to service a 575 m² gymnasium, 230 m² fitness and a 150 m² multi-purpose room. Unless otherwise indicated, follow the standards below when planning for dry change rooms. Door less entrances are recommended. These standards are not intended to restrict or replace professional judgment.

General

- Vestibule
- Lockers and change area
- Showers and grooming
- Washroom

1.0 Area

1.1 Total Area

1.1.1 48 m² (nominally 9,100 mm x 5,400 mm)

1.2 Locker/change area

1.2.1 15 m² (5,000 mm x 3,000 mm)

1.3 Showers/grooming

1.3.1 12 m² (4,500 mm x 2,600 mm)

1.4 Washroom

1.4.1 13 m² (4,300 mm x 3,000 mm)

1.5 Circulation

1.5.1 6,200 mm²

1.6 Plumbing

1.6.1 1,800 mm² (4,400 mm x 400 mm) At least one floor drain (304.8 mm x 304.8 mm), more if layout dictates. Track drains required for ease of cleaning

2.0 Access

2.1 Interior

2.1.1 Secondary corridor

2.2 Exterior

2.2.1 Not required

3.0 Preferred Relationships

3.1 Gymnasium, multi-purpose room, fitness

3.2 View in and out

3.2.1 Not required Kalwall opaque insulated wall panel

4.0 Amenities

4.1 Male washroom

4.1.1 One (1) accessible toilet stall 32.5 m² (2,300 mm x 1,500 mm)

4.1.2 One (1) standard urinal

4.1.3 One (1) accessible urinal, grab bars

4.1.4 Two (2) counter mounted sinks with individual mirrors

4.1.5 One (1) hand dryer and one baby change table

4.2 Female washroom

4.2.1 Two (2) standard toilet stalls

4.2.2 One (1) accessible toilet stall

4.2.3 Two (2) standard sinks mounted in a solid surfaced counter, individual mirrors

4.2.4 Wall mounted baby change table and waste receptacle

4.2.5 Two (2) hand dryers and one baby change table (wall mounted)

4.3 Universal – Gender Free washroom and change room

4.3.1 One (1) accessible toilet stall

4.3.2 One (1) standard sink mounted in a solid surfaced counter, individual mirrors

4.3.3 Wall mounted adult change table and waste receptacle

4.3.4 One (1) hand dryer and one baby change table (wall mounted)

4.4 Change area

4.4.1 Eleven (11) Double-tiered (457 mm x 457 mm HDPE lockers (22 lockers in total)

4.4.2 A bench in the locker area.

4.4.3 Length proportionate to the number of lockers, 2,500 linear mm of wall-mounted bench seating (457 mm width).

4.5 Showers

4.5.1 One (1) standard shower stall (1,000 mm x 1,800 mm)

4.5.2 One (1) accessible shower stall (fold down bench, grab bars, hand held and adjustable height showerheads) (1,600 mm x 1,800 mm)

4.5.3 Grooming area with 2,600 mm x 1,200 mm with a 20 mm wide solid surface shelf underneath

4.5.4 Water efficient shower heads

5.0 Accessibility

5.1 Accessible female and male washrooms

5.2 Fully accessible unisex washroom

5.3 Power door operator

5.4 Adult change table and disposal receptacle

6.0 Lighting

6.1 Washrooms and change rooms

6.1.1 Ceiling mounted Energy efficient linear lighting fixture

6.2 Vestibules and showers

6.2.1 Ceiling mounted Energy efficient recessed lighting (downlight)

6.3 Washrooms

6.3.1 Wall mounted fluorescent light fixtures, ceiling mounted recessed lighting (downlight)

6.4 Details

6.4.1 Occupation sensors

7.0 Electrical

7.1 Emergency: ceiling mounted emergency fluorescent lighting fixtures, ceiling mounted exit lights

7.2 Enough electrical for blow dryers, etc. at vanity

8.0 Mechanical

8.1 Ceiling mounted supply ducts run lengthwise along one wall and return ducts run the same direction on the opposite wall.

8.2 Individual fan powered box to boost basic ventilation

8.3 Ceiling mounted radiant heaters in change rooms and showers

9.0 Fire suppression

9.1 Multiple ceiling mounted sprinkler heads located in each enclosed space, recessed in gyprock ceilings (vestibule and washrooms) exposed in open ceilings (rinks), as per OBC

10.0 Finishes

10.1 Flooring

10.1.1 Vestibule; change rooms: ceramic tile

10.2 Ceilings

10.2.1 Vestibule and showers: tile

10.2.1.1 Wash rooms and change rooms: acoustic tile

10.3 Walls

10.3.1 Washrooms and change rooms:

10.3.1.1 Ceramic tile to 1,600 mm high with drywall on top

10.3.2 Showers

10.3.2.1 Ceramic tile; shelves/hooks for shampoo / soap etc.

11.0 Communications

11.1 Telephone

11.1.1 Not required

11.2 Intercom

11.2.1 Ceiling mounted

11.3 AV Systems

11.3.1 Not required

11.4 Emergency push button

11.4.1 Required

12.0 Security

12.1 As per Corporate Security Standards

13.0 Storage

13.1 Janitor Room

13.1.1 Area/Dimensions

13.1.1.1 3,000 mm x 1,300 mm, 4,000 mm²

13.1.2 Access

13.1.2.1 1,000 mm single door

13.1.3 Floor and Wall finishes

13.1.3.1 Concrete block, sealed concrete, floor drain, slop sink

13.2 In locker rooms that are not adjacent to a janitor's closet with a service sink, bibs (hot and cold) with key tops should be installed for custodial use. The preferred location of bibs is 457.2 mm (18 in) from the finish

floor, under a lavatory. If such location is not possible, bibs should be installed in a recessed space protected with a metal access door with key lock.

14.0 Equipment, Millwork and Furnishings

14.1 Equipment

14.2 Millwork

14.2.1 Vanities, shelves

14.3 Furnishings

14.3.1 Benches (built-in), towel hooks

15.0 Special Requirements

16.0 Examples/Best practice

16.1 Minto Recreation Complex

REC-19 Squash Court

Date: September 2019

Version: v1-0

Description

Squash Courts may be in REC-01 Recreation Complexes, REC-02 Community Centres and AQU-01 Natatoriums. Squash is a racquet sport played by two players (or four players in doubles) in a four-walled court with a small, rubber ball. Building a squash court requires you to erect four solid playing walls (1x front, 2x side walls, 1x back wall). All playing walls of the court shall have a hard-smooth finish. Singles and double courts have different dimensions and hardball doubles squash has unique side wall lines. Squash Canada follows the regulations set by the WSF (World Squash Federation)

General

- Locate on ground floor
- Consider viewing gallery and visibility into the court using glass back wall

1.0 Area

(all based on WSF)

1.1 Singles

- 1.1.1** Length: 9,750 mm plus or minus 10 mm
- 1.1.2** Width: 6,400 mm plus or minus 10 mm
- 1.1.3** Height: 5,640 mm
- 1.1.4** Diagonals: 11,665 mm plus or minus 25 mm
- 1.1.5** Backwall: 2,130mm plus or minus 50mm

1.2 Doubles

- 1.2.1** Length: 9,750 mm plus or minus 10 mm
- 1.2.2** Width: 7,620 mm plus or minus 10 mm
- 1.2.3** Height: 5,640 mm
- 1.2.4** Diagonals: 11,665 mm plus or minus 25 mm
- 1.2.5** Backwall: 2,130mm plus or minus 50mm

1.3 Doubles – Competition width

- 1.3.1** Length: 9,750 mm plus or minus 10 mm
- 1.3.2** Width: 8,420 mm plus or minus 10 mm
- 1.3.3** Height: 5,640 mm
- 1.3.4** Diagonals: 11,665 mm plus or minus 25 mm
- 1.3.5** Backwall: 2,130mm plus or minus 50mm

1.4 Hardball Doubles

- 1.4.1** Length: 13,716 mm plus or minus 10 mm
- 1.4.2** Width: 7,620 mm plus or minus 10 mm
- 1.4.3** Height: 7,315 mm
- 1.4.4** Side wall step down: 6,095 for 9,119mm then 4,572 for 4,597mm plus or minus 10mm
- 1.4.5** Backwall: 2,134mm; at side wall 4,572mm

2.0 Access

2.1 Interior

- 13.1** There are several playing surfaces: wood, concrete, plaster, sometimes even rubber panel or glass. Each wall of the court should be of the same construction over the whole of the playing area. Adjacent walls need not be of the same construction. There are different colors, although white is predominant.

13.2 There are four (4) different basic materials that are used to build the four (4) walls of a squash court (squash court walls)

13.2.1 High density board sand filled system walls; pre-fabricated panel walls; plastered walls

13.2.2 Glass walls (minimum 1 glass wall typically rear wall)

13.2.3 Cushioned hardwood floor system

14.0 Communications

14.1 N/A

15.0 Security

15.1 As per Corporate Security Standards

15.2 Wallet & Cell Phone Lockers

15.2.1 Storage lockers should be located inside the controlled walking track entrance for the safe storage and powering of mobile devices. iPads, iPhones, Android, and any other mobile device can be stored and recharged inside the locker. Unit can simultaneously charge up devices in each secure compartment. The number of lockers should be 10% of the fitness-cardio capacity.

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

17.1 N/A

18.0 Optional Upgrades

18.1 Viewing gallery

19.0 Examples/Best practices

19.1 Singles Court

19.2 Doubles Court

19.3 Doubles Court – Competition width

19.4 Hardball Doubles Court

REC-20 Outdoor Storage

Date: September 2019

Version: v1-0

Description

Outdoor storage space is an internal building space for the storage of goods and materials intended for outdoor programming. The outdoor storage space is accessible from the exterior and interior and can be subdivided into lockable cages for rent to sports or community groups.

General

- An outdoor storage space is located with exterior access to park and sport program facilities (sports fields, courts, etc.).

1.0 Area

1.1 Gross floor area

1.1.1 35 m²

1.2 Ceiling height

1.2.1 4,000 mm

2.0 Access

2.1 Interior

2.1.1 Double doors from interior storage or hallway

2.2 Exterior

2.2.1 Double doors to park and sport facilities

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Park and sport facilities

3.2 Close

3.2.1 Service/Delivery Space

3.3 Daylight

3.3.1 Upper glazing

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

5.1.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled

5.2 Exterior

5.2.1 Wall mounted fixture

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets: two (2) GFI for maintenance

6.3 Emergency: one (1) emergency wall mounted double-headed battery powered lighting pack, one (1) fire alarm pull station

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.

9.2 Energy efficient heating

9.3 Natural gas preferred

10.0 Cooling

10.1 Required

10.2 Central forced air preferred

11.0 Water Supply

11.1 None

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Non-slip sealed concrete paving

13.2 Walls

13.2.1 Painted concrete block & plywood

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 Individual storage “cages” for community/sports groups – commercial grade chain link fencing – 3,000 mm height with lockable gates

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

REC-21 Vending Space

Date: September 2019

Version: v1-0

Description

A dedicated space for the placement of automated vending machines to serve clients of recreation facilities. Vending space are generally located in REC-16 Lobbies serving REC-01 Recreation Complexes, REC-02 Community Centres, AQU-01 Natatoriums and ICE-01 Multi-Pad Arenas.

General

- Vending Spaces are designed to frame the front service face of the vending units with wing wall(s), hiding the side and rear of the units from public view.
- Enough spacing is required between units to allow for removal and servicing

1.0 Area

1.1 Gross floor area: minimum 6,000 mm² (3 units)

1.2 Dimensions: 1,500 mm x 4,000 mm

2.0 Access

2.1 Interior

2.1.1 From lobby or circulation space

2.2 Exterior

2.2.1 N/A

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby

3.2 Close

3.2.1 Customer Service/Reception, gymnasium, multi-purpose room

3.3 Daylight

3.3.1 None

3.4 Views In

3.4.1 None

3.5 Views Out

3.5.1 None

4.0 Accessibility

4.1 N/A

5.0 Lighting

5.1 Energy efficient ceiling mount fixture

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets; three (3) GFI

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 Cold water supply for hot beverage vending
- 12.0 Fire Suppression**
 - 12.1 N/A
- 13.0 Finishes**
 - 13.1 Floor
 - 13.1.1 Continuous with lobby flooring
- 14.0 Communications**
 - 14.1 N/A
- 15.0 Security**
 - 15.1 N/A
- 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)

REC-22 Janitor Room

Date: September 2019

Version: v1-0

Description

A dedicated indoor utility space for the use of cleaning staff to store and operate equipment, materials and supplies for the daily maintenance of a recreation facility. A janitor room will include a floor mounted utility sink for filling and draining of mop buckets, space for cleaning equipment and space for hangers, hooks and shelving of materials and supplies. Janitor rooms are near REC-23 Washrooms, REC-18 Dry Change Rooms or AQU-02 Wet Change Rooms.

General

- Janitor Rooms are utility spaces with durable finishes designed for wet environments
- More than one (1) janitor room may be required in a facility, depending on size number and layout of washrooms and change rooms.

1.0 Area

1.1 Gross floor area: minimum 8,000 mm²

1.2 Dimensions: 2,000 mm x 4,000 mm

2.0 Access

2.1 Interior

2.1.1 From circulation space

2.2 Exterior

2.2.1 N/A

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Circulation

3.2 Close

3.2.1 Washrooms; change rooms

3.3 Daylight

3.3.1 None

3.4 Views In

3.4.1 None

3.5 Views Out

3.5.1 None

4.0 Accessibility

4.1 N/A

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixture, motion sensor controlled

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets: three (3) GFI

7.0 Mechanical

7.1 Controls: BAS

7.2 Sanitary drain, floor drain

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall. Energy efficient heating. Natural gas preferred.

10.0 Cooling

10.1 Required

10.2 Central forced air preferred

11.0 Water Supply

11.1 Hot and cold water for floor utility mop sink

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Non-slip sealed concrete

13.2 Walls

13.2.1 Plywood

14.0 Communications

14.1 Intercom

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Shelving, hooks and hangers as required

17.0 Equipment and Furnishings

17.1 Mop sink

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata (2014)

REC-23 Washrooms

Date: September 2019

Version: v1-0

Description

Washrooms are multiple toilet count spaces to meet the occupancy needs of a recreation facility. Washrooms are accessible and can be gender specific and/or universal. Doorless entrances are recommended. Washrooms are near REC-16 Lobby and REC-10 Multi-Purpose Rooms, REC-11 Assembly Halls or REC-4 Gymnasiums.

General

- Washrooms may be co-located with dry or wet change rooms
- All washrooms require baby change tables

1.0 Area

1.1 Gross floor area: dependent on toilet count required for facility occupancy

1.2 Turn radius: 1,700 mm as per accessible design standard

2.0 Access

2.1 Interior

2.1.1 From lobby or circulation space

2.1.2 No doors

2.2 Exterior

2.2.1 N/A

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Lobby, circulation

3.2 Close

3.2.1 Multi-purpose room(s), assembly hall, gymnasium

3.3 Daylight

3.3.1 None

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

4.2 Adult change table and disposal receptacle

5.0 Lighting

5.1 Energy efficient ceiling mount high bay fixtures, motion sensor controlled

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex outlets: three (3) GFI

7.0 Mechanical

7.1 Controls: BAS

7.2 Sanitary drains, floor drains

8.0 Ventilation

8.1 As per OBC and ASHRAE Standards

9.0 Heating

- 9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.
 - 9.2 Energy efficient heating
 - 9.3 Natural gas preferred
- 10.0 **Cooling**
 - 10.1 Required
 - 10.2 Central forced air preferred
- 11.0 **Water Supply**
 - 11.1 Hot and cold water for sinks, cold water supply for toilets
- 12.0 **Fire Suppression**
 - 12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell
- 13.0 **Finishes**
 - 13.1 Floor
 - 13.1.1 non-slip ceramic tile
 - 13.2 Walls
 - 13.2.1 ceramic tile to 1,500 mm above Finished floor
 - 13.2.2 moisture-resistant drywall above
 - 13.3 Ceiling
 - 13.3.1 acoustic tile
- 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 Wall mounted high efficiency toilets, sinks, mirrors
 - 17.2 Paper towel dispenser and disposal, toilet paper holder, napkin dispenser, soap dispenser
 - 17.3 Eye wash station
 - 17.4 Waste receptacles
- 18.0 **Examples/Best practices**
 - 18.1 Richcraft Recreation Complex – Kanata (2014)

REC-24 Electrical Room

Date: September 2019

Version: v1-0

Description

The Electrical Room is a well-ventilated and cooled indoor space to house the main electrical feed, electrical panels and meter required to serve a recreational facility. Electrical Rooms are found in REC-01 Recreation Complexes, REC-02 Community Centres, REC-03 Community Buildings, ODF-02 Fieldhouses, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums.

General

- One or more electrical rooms may be required to serve a recreational facility, depending on the size and layout of the building.
- The electrical room is sized and laid out to accommodate the required electrical equipment in accordance with ESA standards.
- Electrical rooms are exclusive spaces and are not to be used for general facility storage.
- If the facility is of small enough size, an IT panel may be included as a component in the room.

1.0 Area

1.1 Gross Floor Area to be determined by electrical load and equipment requirement.

1.2 Minimum size

1.2.1 1,200 mm x 1,200 mm or 1,500 mm²

1.3 Ceiling Height

1.3.1 Minimum of 3,000 mm

2.0 Access

2.1 Interior

2.1.1 Lockable door with card access

2.2 Exterior

2.2.1 Not required

3.0 Preferred Relationships

3.1 Adjacent

3.2 Close

3.2.1 Mechanical room, IT closet, garbage-recycling, service delivery

3.3 Daylight

3.3.1 Not required

3.4 Views In

3.4.1 Not required

3.5 Views Out

3.5.1 N/A

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixture

6.0 Electrical

6.1 Per ESA standards

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Required

9.0 Heating

9.1 Required.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 N/A

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Sealed concrete, slip-resistant

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 concrete block, plywood

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 Per ESA requirements

REC-25 Mechanical Room

Date: September 2019 Version: v1-0

Description

The Mechanical Room is a well-ventilated and cooled indoor space to house the main mechanical equipment for the heating, ventilation, heating and air conditioning required to serve a recreational facility. Mechanical Rooms are found in REC-01 Recreation Complexes, REC-02 Community Centres, REC-03 Community Buildings, ODF-02 Fieldhouses, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums.

General

- One mechanical room is required to serve a recreational facility and is to be located to minimize the length of mechanical ducts and for ease of maintenance of equipment.
- The mechanical room is sized and laid out to mechanical engineering requirements and standards.
- Mechanical rooms are exclusive spaces and are not to be used for general facility storage.

1.0 Area

1.1 Gross Floor Area to be determined by layout of required mechanical equipment.

1.2 Ceiling Height

1.2.1 Minimum of 3,000 mm

2.0 Access

2.1 Interior

2.1.1 Lockable door with card access

2.2 Exterior

2.2.1 Required for maintenance access or replacement of mechanical equipment

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Service delivery

3.2 Close

3.2.1 Electrical room, IT closet, garbage-recycling

3.3 Daylight

3.3.1 Not required

3.4 Views In

3.4.1 Not required

3.5 Views Out

3.5.1 Not required

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixture

6.0 Electrical

6.1 Per ESA standards

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Required

9.0 Heating

9.1 Required.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 Water entry and shut-off

11.2 Utility sink

11.3 Eye wash station

12.0 Fire Suppression

12.1 Minimum one (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Sealed concrete, slip-resistant

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 Concrete block, plywood

14.0 Communications

14.1 Intercom

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Shelving and containers for mechanical operations, maintenance and safety only

17.0 Equipment and Furnishings

17.1 Per mechanical requirements

REC-26 IT Closet

Date: September 2019

Version: v1-0

Description

The IT Closet is a well-ventilated and cooled indoor space to house the main information technology panel and equipment required to serve a recreational facility. IT Closets are found in REC-01 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums.

General

- The IT Closet is sized and laid out to accommodate the required electronic communications, security and networking needs of the facility, in accordance with the City's Information Technology standard.
- Electrical rooms are exclusive spaces and are not to be used for general facility storage.
- If the facility is of small enough size, IT equipment and panel may be included as a component of the electrical room.

1.0 Area

1.1 Gross Floor Area to be determined by IT equipment requirements.

1.2 Minimum size

1.2.1 1,200 mm x 1,200 mm or 1,500 mm²

1.3 Ceiling Height

1.3.1 Minimum of 3,000 mm

2.0 Access

2.1 Interior

2.1.1 Lockable door with card access

2.2 Exterior

2.2.1 Not required

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Electrical room

3.2 Close

3.2.1 Administration

3.3 Daylight

3.3.1 Not required

3.4 Views In

3.4.1 Not required

3.5 Views Out

3.5.1 Not required

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixture

6.0 Electrical

6.1 Per ESA standards

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Required

9.0 Heating

9.1 Required.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 N/A

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Sealed concrete, slip-resistant

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 Concrete block, plywood

14.0 Communications

14.1 Intercom

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 For IT service requirements only

17.0 Equipment and Furnishings

17.1 Per City IT Services requirements

18.0 Examples/Best practices

18.1 Richcraft Recreation Complex – Kanata

REC-27 Garbage-Recycling Room

Date: September 2019 Version: v1-0

Description

The Garbage-Recycling Room is a well-ventilated and cooled indoor space to collect, sort and dispose of waste, organics and recyclable materials generated by the facility. Garbage-Recycling Rooms are found in REC-01 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. Garbage-Recycling Rooms are located adjacent to REC-28 Service-Delivery Entrances.

General

- The Garbage-Recycling Room is located adjacent to the service-delivery entrance of a facility to facilitate the transfer of waste and recycling bins to the exterior for pickup by waste and recycling disposal services.
- The Garbage-Recycling Room is a separately ventilated, negative pressure space to prevent odours from entering public spaces in a facility
- Garbage-Recycling Room are scaled to accommodate the estimated number of standard waste and recycling bins required to service a facility

1.0 Area

1.1 Gross Floor Area to be determined by facility size, programming and occupant load.

1.1.1 Minimum of 20 m²

1.2 Ceiling Height

1.2.1 Minimum of 3,000 mm

2.0 Access

2.1 Interior

2.1.1 Double doors from circulation space leading to service/delivery entrance

2.2 Exterior

2.2.1 Double doors to exterior service/delivery space

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Service-delivery entrance

3.2 Close

3.2.1 Kitchenette, Community Kitchen, Multi-Purpose Space, Assembly Hall, Gymnasium

3.3 Daylight

3.3.1 Not required

3.4 Views In

3.4.1 Not required

3.5 Views Out

3.5.1 N/A

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Energy efficient ceiling mounted fixtures

6.0 Electrical

6.1 Voltage: 120

6.2 Duplex GFI outlets (3): for maintenance equipment

7.0 Mechanical

7.1 Controls: BAS

7.2 Floor drain (for hosing, cleaning)

8.0 Ventilation

8.1 Separate from public spaces; negative pressure

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required: room temperatures to be set lower to keep odours down.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 Hose bib for hosing down room

12.0 Fire Suppression

12.1 One (1) wall mounted fire extinguisher; wall mounted fire alarm bell

13.0 Finishes

13.1 Floor

13.1.1 Sealed concrete, slip-resistant

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 Concrete block, plywood

14.0 Communications

14.1 Intercom

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 Shelving for storage of materials and equipment

17.0 Equipment and Furnishings

17.1 N/A

REC-28 Service-Delivery Entrance

Date: September 2019 **Version:** v1-0

Description

The Service-Delivery Entrance is the major service access to a recreation facility and is located well away from public entrances and outdoor public facilities. These entrances are located immediately adjacent to exterior ODF-11 Service Areas that accommodate commercial vehicles for the delivery of goods and the disposal of waste and recyclables. Service-Delivery Entrances are found in REC-01 Recreation Complexes, REC-02 Community Centres, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. Service-Delivery Entrances are located adjacent to ODF-11 Service Area and near REC-27 Garbage-Recycling Rooms.

General

- The Service-Delivery Entrance provides direct access to a service corridor to facilitate and the garbage-recycling room of a facility to facilitate the delivery of goods and materials to a facility and the transfer of waste and recycling bins from the facility to the exterior service area for pickup by waste and recycling disposal services.
- The Service-Delivery Entrance is designed and scaled to suit the size and type of commercial vehicles expected to service the facility.

1.0 Area

1.1 Minimum double doors flush with exterior ground level.

2.0 Access

2.1 Interior

2.1.1 Double doors from circulation space leading to service/delivery entrance

2.2 Exterior

2.2.1 Double doors to exterior service/delivery space

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Exterior Service Area and interior service corridor

3.2 Close

3.2.1 Garbage-Recycling Room

3.3 Daylight

3.3.1 N/A

3.4 Views In

3.4.1 N/A

3.5 Views Out

3.5.1 N/A

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 Exterior Energy efficient wall mounted fixture above doors

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
- 12.0 Fire Suppression**
 - 12.1 N/A
- 13.0 Finishes**
 - 13.1 Solid core doors
- 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 Outdoor Ramp
 - 17.2 Drainage
 - 17.3 Outdoor bumper pads

REC-29 Entrance/Vestibule

Date: September 2019 **Version:** v1-0

Description

The Entrance/Vestibule is the main point of entry into REC-01 Recreation Complexes, REC-02 Community Centres, REC-03 Community Buildings, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. Entrance/Vestibules provide the transition area between exterior and interior facility space and serve to mitigate temperature and debris transfer.

General

- The entrance vestibule is composed of independently operated outer and inner doors linking the ODF-08 Entrance Plaza and the REC-16 Lobby.
- Motion sensor operated sliding doors recommended for REC-01 Recreation Complexes, ICE-01 Multi-Pad Arenas and AQU-01 Natatoriums. Swinging doors are suitable for REC-02 Community Centres and REC-03 Community Buildings.
- Recommend sliding inner and outer doors be off-set to prevent wind activation and minimize temperature transfer
- Vestibules to have floor insert drainage grilles to reduce debris and moisture transfer to interior

1.0 Area

1.1 Gross Floor Area

- 1.1.1** Off-set sliding doors, minimum of 10 m²
- 1.1.2** Swinging doors, minimum of 4,000 mm²
- 1.1.3** Critical dimension between inner and outer doors: 2,400 mm

2.0 Access

2.1 Interior

- 2.1.1** N/A

2.2 Exterior

- 2.2.1** N/A

3.0 Preferred Relationships

3.1 Adjacent

- 3.1.1** Lobby, Customer Service/Reception

3.2 Daylight

- 3.2.1** Desirable

3.3 Views In

- 3.3.1** From Lobby, Administration

3.4 Views Out

- 3.4.1** Lobby, Entrance Plaza, Vehicular Drop-Off

4.0 Accessibility

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

5.0 Lighting

- 5.1** Energy efficient ceiling mounted fixtures

6.0 Electrical

- 6.1** Voltage: 120
- 6.2** Duplex outlet: for maintenance equipment

7.0 Mechanical

7.1 Controls: BAS

8.0 Ventilation

8.1 Air Changes / hour in accordance with ASHRAE standards

9.0 Heating

9.1 Dedicated heating and cooling system, air supply from ceiling mounted ducts, one air return located on wall.

9.2 Energy efficient heating.

9.3 Natural gas preferred.

10.0 Cooling

10.1 Required.

10.2 Central forced air preferred.

11.0 Water Supply

11.1 N/A

12.0 Fire Suppression

12.1 N/A

13.0 Finishes

13.1 Floor

13.1.1 Resilient flooring with firm, stable, slip-resistant, matte finish. Insert drainage grilles

13.2 Ceilings

13.2.1 Open

13.3 Walls

13.3.1 Resilient material: tile, wood

14.0 Communications

14.1 N/A

15.0 Security

15.1 As per Corporate Security Standards

16.0 Storage

16.1 N/A

17.0 Equipment and Furnishings

17.1 N/A

REC-30 Exterior Bunker

Date: September 2019 Version: v1-0

Description

Exterior Bunker is a stand-alone structure for the storage materials intended for outdoor programming.

General

- A bunker is located with accessible access to park and sport program facility that requires storage.

1.0 Area

1.1 Gross floor area: 9,500 mm²

1.2 Ceiling height: 3,000 mm

2.0 Access

2.1 Double doors open outward over 2,000 mm stone dust apron.

3.0 Preferred Relationships

3.1 Adjacent

3.1.1 Sport program facility

3.1.2 Accessible path

4.0 Accessibility

4.1 per AODA and City of Ottawa Accessibility Standards

5.0 Lighting

5.1 N/A

6.0 Electrical

6.1 N/A

7.0 Mechanical

7.1 N/A

8.0 Ventilation

8.1 Vent opening at top side wall and opposite bottom side wall of bunker

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 One (1) wall mounted fire extinguisher, as per OBC

13.0 Finishes

13.1 Floor

13.1.1 Concrete with hole for floor drain

13.2 Walls

13.2.1 Concrete, wall to floor and ceiling joints sealed

13.3 Exterior doors

13.3.1 914 x 2032 x 44 mm insulated hollow metal door (x2) with tamper proof hardware

14.0 Security

14.1 As per Corporate Security Standards

14.2 Follow CEPTED principles and lockable

15.0 Storage

15.1 Uninsulated storage