

February 16, 2012

**Program of Requirements  
Winnipeg Police Service  
Canine Kennel Facility  
77 Durand Road**

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Winnipeg Police Service  
Canine Kennel Facility**

Introduction

This Program of Requirements is the result of considerable discussions between the client group, the Municipal Accommodations Division and various specialists in the respective fields. This program outlines the physical occupancy needs of the client group. The needs are expressed as an ideal solution and recognize that the ability to solve the needs exactly will be dependant on factors such as the siting of the building on the existing property.

Every effort has been made to provide the designer with all of the known factors at the time of printing. During the design process, the designer and the client may discover additional details requiring further exploration.

The area limitations described are generally determined as a result of discussions with the client group, code and/or by other predetermined factors. If the designer has a requirement to deviate from the described areas, agreement must be made with the building owner and the client group.

### **Site Development and Parking**

The Canine Unit will occupy the south end of the East District Station property and because of the close proximity to the main building; employees can make use of many of the amenities there. The rooms and areas specific for the Canine Unit are described herein. It is expected that the Canine Unit will be detached from the main building.

The site development will include sewer, water, gas, electricity, phones, data and security. Most of these services will be extensions to the systems of the East District Police station (EDPS or EDS).

Access to the Canine building will be designed for the employees to have quick, easy access to the main building, be delivery people for large dry food deliveries and by the public for public open houses/demonstrations. In general the building will be behind the fenced yard with any necessary secure access. Ideally, public and delivery access will be made without entering the secure fenced area.

Hose bibs will serve to clean the exterior kennel areas and the training field. Exterior electrical outlets will allow the use of electrical tools and equipment as required.

Several types of lighting will be utilized. Feature lighting may enhance landscape and signage. Building face and landscape light may be used for security camera operation. Exterior lighting is required for security but also for night exercises. The existing lighting in the parking areas will serve the Canine Unit as well.

Exterior parking stalls will be provided for the 30 employees by using existing parking areas of the East District Police Station.

Accommodations must be made on-site for the piling of snow.

Sidewalks and aprons will be at all entrances and exits and designed accordingly for the specific door it serves.

## **DESIGN CRITERIA**

### **1. GENERAL:**

1. All finishes will be of durable, low maintenance, high quality material.
2. The building must comply with all the latest applicable requirements of City bylaws, Provincial and Federal laws.
3. At the time of writing, policies of the Police Accreditation agencies are reflected in this program. At the time of design, the same agencies will review the drawings to ensure compliance of the most current standards.

### **2. BARRIER FREE DESIGN:**

1. The Design will incorporate all provisions of the latest Building Code. Other references include the most current edition of "Access: A Guide to Accessible Design for Designers, Builders, Facility Owners and Managers".
2. The design shall be carried out in accordance with the City of Winnipeg, Universal Design Policy. Any Lands, Building and leased premises and facilities provided shall be accessible to and safely usable by persons with disabilities.
3. Hardware selection will be based on accessible design criteria and will include lever handles on doors, plumbing fixtures, washroom stalls, etc.

### **3. SITE:**

1. The site will be developed in such a way that unsightly components are shielded from public view.
2. The building will be used by the employees but also will entertain the public, on occasion for demonstrations. The public should not enter the main compound but to the "front entry" to the building. Kennels and other access points will be from behind/within the fenced compound.
3. The future development of the site and building will be such that the field can be used all year with building and landscaping provided/designed to shield from severe weather conditions.
4. Security cameras will be strategically located to monitor the building face and the various yard areas.

### **4. EXTERIOR ILLUMINATION:**

1. The designer will follow guidelines set by the Illuminating Engineering Society (IES).
2. Extra illumination may be required for the operation of the video monitoring cameras; refer to the specifications for the specific cameras selected.
3. In all cases, lighting will be on the building face, in the landscape, or on lamp standards of sufficient height to ensure against damage by vehicles or maintenance equipment.

4. The building will have feature lighting incorporated into the façade or soffit of the building to enhance the façade.
5. Accent lighting will be used in the landscaping, building sign, etc.
6. Extra electrical supply in the building face will allow the occupants to install displays, Christmas lights and/or decoration.

**5. PAVEMENT:**

1. Existing concrete areas may have standard asphalt design with surface drainage to multiple catch basins.
2. Concrete will be provided at the Deliveries entrance to offer protection from the largest vehicles, if this activity is with the secure, fenced areas.

**6. SERVICES**

1. The site will be fully developed with sanitary sewer, land drainage sewer and water to service the building.
2. Other services to the site include gas, telephones, data cable T.V. and hydro. Sizing of these requirements by an engineer will meet the demand of the occupants and the activities occurring within. Placement of these services will be per standard conventions and safety regulations.

**7. STRUCTURE:**

1. The foundation design will be determined by the soil conditions of the site. It is anticipated that piling will be required and major floor areas will consist of self-supporting slabs specifically designed to eliminate or minimize floor movement.
2. Comprehensive soils investigation reports shall be submitted to the City of Winnipeg for review prior to construction.
3. Throughout, the design will utilize clear span construction techniques where practical, allowing the maximum available space.

**8. EXTERIOR FINISHES:**

1. The selection of all exterior cladding material will reflect aesthetic considerations as well as the requirements of heavy use areas. The exterior must be of durable, low maintenance materials. Materials that consider security and perhaps deter vandalism are the highest priority.
2. Pre-finished metal products may be considered for roof line trims and those areas on well removed areas on the site but those facades visible from the road will have cladding of brick, decorative concrete block, pre-cast or poured decorative concrete, enamelled steel panels or anodised aluminum panels, providing an appealing image is presented. Stucco may be considered for portions of the building that are not readily visible from the road.

## **9. BUILDING ENTRANCES:**

1. The main entry will be a vestibule with minimum dimensions as determined by code and/or City of Winnipeg Accessibility Standards. All entranceways must be of durable construction, with finishing materials chosen for damage resistance and maintenance free characteristics.
2. The main entrance doors will be equipped with accessible "electro-mechanical" door openers complete with motion and presence sensors.
3. The main entrance vestibule will be equipped with security camera.
4. The employee entrance is the main door toward the main building and may be a standard entrance within the secure fenced compound of the main building. Card Access.
5. The Deliveries Entrance is used primarily for receiving large orders of dry dog food. These orders are generally brought in by dolly but the door access should be greater than 3" to avoid damage to the door and corridor. The door may be an overhead door or may be mullion-less double man doors. The double doors may be unequal in width. Regardless of the door type, the doors will have all sweeps or threshold design that will protect against entry by mice.
6. Design of vestibules will include consideration of local climatic conditions, energy conservation, vandalism and frequent use. Materials and equipment selected will be durable and of high quality.
7. All entrances will be equipped with security cameras on the exterior and others may also have cameras on the interior side. All security cameras to be monitored by the Shift Supervisor in the main building.
8. All exterior doors shall have Best Locks.
9. Kick plates are required on both sides of all exterior doors as well as every kennel door to the exterior.
10. H.V.A.C. design for the entrances will recognize the transitional nature of the space and will consider the possible build-up of snow and ice in the area and its effect on the operation of the doors.

## **10. DOORS:**

1. Steel doors and frames will be used throughout.
2. Overhead doors, if applicable, will be heavy gauge steel, insulated, sectional.
3. Card access security system will be used for the Employee Entrance door.
4. Some interior doors, where noted, will have card access security locks to limit access.

## **11. FENESTRATION:**

1. In the office areas, the preferred method of providing windows is to provide a continuous band of windows to allow the most flexibility for initial planning and future renovations;

- other options may be considered, but meet the approval of the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division.
2. Security for the human and animal occupants is paramount. The design of the windows may consider anti-terrorism strategies such as angles windows or clerestory windows.
  3. Window design and selection will promote good internal and external design but also will consider the function of the surrounding areas, climatic conditions, security, vandalism, daylight requirements, and the economies with respect to the mechanical systems.
  4. All office-like area windows shall have either horizontal or vertical blinds to suit the décor and room function to be provided by contractor.
  5. All exterior windows must be triple glazed and have a tinted finish if located on the sunward side.
  6. Viewing windows will be provided to the Isolation Room, the Whelping Room, and the Puppy Kennel or Long Term Adult Dogs Room and Exterior Run.

## 12. CEILING

1. Ceilings in all office areas must have a finished appearance with the use of either acoustic ceiling tile or another method approved by the city. Acoustic ceilings shall be suspended tee bar, mineral or glass fibre acoustic tile, with a flame spread rating of 25 or less, and a smoke developed classification of 50 or less in accordance with the ULC Standards S102.2; complete with edge trim and sound seal where required, or as approved by Municipal Accommodations Division, Planning, Property and Development Department. In general, the colour shall be on white tee bars and tiles for ease of maintenance, however, coloured tee bars and special textured and/or coloured ceiling tiles may be approved in specialized areas such as the Reception area provided.
2. Noise in the kennel areas will be significant. The ceiling design will consider noise, humidity, disease and clean-ability as the major design criteria. Exposed structure designs will require moisture protection and sound deadening baffles. Alternatively, the designer may elect to use sound deadening similar to Decoustics, Eckel perforated metal ceiling panels backed by 3 lb soft acoustical batt insulation encased in a sealed poly bag as distributed by VBG Distributing, Winnipeg.
3. Ceilings in the Isolation Kennels/Rooms and the Whelping Rooms must be painted drywall or other type that can be cleaned and closed from germ and disease migration.
4. Specific areas such as the Refreshment Area or the Community Room may also be suitable finished with decorative treatments such as patterned tiles, coloured tee bars, extra mouldings or other feature components. Colour selection for these areas is not limited providing it is part of an integrated color scheme. Additional materials will be required to be purchased the outset and stored for maintenance.
5. In general a minimum ceiling height of eight feet (8') and maximum of ten feet (10') is required from the finished suspended ceiling to the finished floor. Bulkheads less than eight feet (8') may be acceptable, at the sole discretion of the Municipal Accommodations Division. Ceiling height in the Interior Kennel area may be higher with the baffles, if applicable, at 8'-10' to allow noise reflection above the baffles.
6. Feature ceiling height changes may be acceptable at the discretion of the Municipal Accommodations Division and the Client.

7. In areas where moisture is expected such as washrooms, Kennel areas, etc., ceilings will be drywall with oil base paint. Fans will assist to rid the area of humidity.
8. Interior Kennel area open ceiling selection, if applicable, will have a two step application to provide sound absorption and moisture resistance similar to as provided by Spray-On Systems, Winnipeg.
9. Other ceilings such as at vestibules will be solid fire-rated types as determined by code.

### **13. INTERIOR ILLUMINATION:**

1. All illumination will be designed to suit the activities occurring with the space, for example, fluorescent is generally adequate for most office applications. In the Community Room, auxiliary incandescent lighting on dimmer switches to allow note taking during a film or slide presentation methods of lighting may be appropriate to achieve the required light levels.
2. Lighting of all interior spaces will have the ability to be lit to 100 f.c. (minimum). Some spaces may have tandem switching to allow half the light level.
3. Fixed and portable task lighting will be provided in various locations, where noted.
4. Feature lighting may also be incorporated to highlight art, displays or other special areas. For this, pot lights or track lights may be utilized.
5. It is expected that in most cases, the fluorescent light fixtures will be a lay-in type installed in a standard suspended acoustical ceiling.

### **14. INTERIOR WALLS:**

1. Partitions in office-like areas will be of steel stud and painted drywall construction. Interior of the walls will be filled with batt type sound insulation.
2. High moisture areas will have a glazed finish; either glazed coating on concrete block or ceramic tile and will be complete with integral coved base both in the horizontal-to-vertical and vertical-to-vertical joints.
3. The various dog spaces will make use of glazed concrete block with voids filled with sound absorptive material.
4. Kennel separation will be concrete block to ceiling.
5. In all areas, the finishes shall consist of materials appropriate for the function of the space. Selection will be based on colour, clean appearance and ease of maintenance. In all cases selection of materials and colour will be from within a fully developed colour scheme. Accents of various types will be incorporated as the situation allows.
6. Baseboards or cove mouldings will be applied throughout to ease cleaning and protect the walls. In office areas, baseboards may be wood, vinyl, rubber or carpet to match floor covering. Washroom areas will have a cove base created by ceramic tile or glazed concrete block, Kennel areas will have epoxy cove integrated in the epoxy coating on the concrete block walls. Coving of the base at corners will incorporate a standard cove from the wall to the floor as well as a cove from wall to wall. Service rooms may not require a

cove base providing adequate drainage ensures water cannot damage the wall or floor. Epoxy sealant will minimize the travel of water.

7. In all high traffic areas, corridors and the lobby areas, rounded corner guards and rounded wall protection rails will be used.

## **15. FLOORING:**

1. Hygiene and maintenance issues are a major concern in the selection of flooring materials. In high traffic/use areas, hard surface materials should be selected. Carpet may be used in the lower traffic areas such as private offices and the community Room, however the small amount of carpet may be more inconvenient for cleaning employees and a single or multiple hard or resilient flooring selections may be selected to reduce the amount of equipment required for cleaning.
2. Kennel areas will have epoxy coated concrete flooring graded to strategically located floor drains.
3. Washrooms and the Vestibule may have ceramic tile flooring. The Community Room may have linoleum or other sheet materials with integral features cut in, unless the epoxy terrazzo can be proven to withstand the excessive water of a shower and the heavy anti-microbial cleaning products required to be used.
4. Janitorial Rooms and Mechanical Rooms will have epoxy painted concrete floors. The Garage will have an epoxy coating on the concrete to ease cleaning and protect the concrete from regular flooding of water and various oils and chemicals.
5. Material and colour selection will be an integral part for the colour scheme.
6. Where hard surface flooring is used, it may be linoleum, tile, stone or tile but will not have a high gloss finish to ensure a positive footing for all pedestrians.
7. In all cases, a "baseboard" will occur at all walls. The 4" minimum bases will be covered and of the same material as the floor. Baseboards shall be installed on columns where applicable.
8. Edging and or transition strips as required will be aluminum extrusion with mill finish of type recommended by the flooring manufacturer(s).
9. Carpets, if applicable, will be low level loop type, accepted by Access Advisory Committee or other special interest organizations. Carpets are generally glued down using a non-release type of brand of adhesive recommended by carpet manufacturer in accordance with CGSB 4-GB-156. Carpet tiles shall be installed per manufacturer's specifications.
10. All flooring materials must be approved by Municipal Accommodations Division at the design stage.

## **16. HARDWARE:**

1. All hardware and fittings shall be of sufficient quality to ensure prolonged maintenance-free operation. Heavy use and protection against potential vandalism will be considered as relevant criteria in the selection of specific products. Hardware shall meet the

- requirements of the Canadian General Standards Board as well as the requirements of the latest CAN/CSA-B651-M95 Barrier Free Design.
2. All door passage sets will be an accessible, lever-type.
  3. Kick plates are required on both sides of all exterior doors, high traffic doors such as washrooms and all kennel doors to the exterior. Kick plates and sweeps will also be required on the Food Storage and the Delivery Entrance to stop rodents.
  4. Specifically designed door thresholds will address the required temperature issues, that will limit or eliminate the migration of disease and will control entry by rodents. Affected door include: Isolation Room, Whelping Room, Delivery Entrance, Employee Entrance, Public Entrance, Play and Training Field Entrance and all kennel doors to the Exterior Runs.
  5. Other door hardware includes closers on all exterior man doors and others where appropriate. Main entrance will utilize electro-mechanical openers and closers.
  6. Overhead doors, if applicable, will have a manual pushbutton operator.
  7. Gravity fed liquid soap dispensers such as Wyant Economy Liquid Soap Dispenser #LD500 or equal will be used at the Refreshment Area sink, Washrooms and the Food Prep Area.
  8. The washroom will utilize an in-counter system of dispensing and disposal of paper towels such as Bobrick B-528 or may use a laminated plastic vanity centre similar to the Bobrick 1060 Series.
  9. Paper towel dispensing and waste paper disposal will utilize an in-wall system similar to Bobrick B-3900.
  10. Selection of the toilet paper dispenser and the placement of it shall not interfere with the access within the space.
  11. In addition to the notes, above, lever style handles will be used on doors and plumbing fixtures.
  12. Waterless hand cleaner dispensers will be located in the kennel areas and outside the Isolation and the Whelping Rooms.

#### **17. FIXTURES AND FITTINGS:**

13. The basis for selection of fixtures and fittings shall be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division.
14. Slop sink in the Janitor's room will be a floor-type, complete with bucket hook and backflow prevention.
15. Washroom will be complete with two separate coat hooks and lever operable door lockset.
16. Only fold style paper towel dispensers will be used in the Washrooms, the Refreshment Area and the Food Prep Area.

17. The Grooming Area will be complete with a stainless steel, 60" Pet Lift, or similar pet tubs with associated faucet, sprayer and hose, clean out hair trap, basket strainer, racks, soap dispenser, vacuum breaker, stainless steel tub floor rack and ramp. A Stainless Steel Grooming table will be complete with leash stand and Air Force Stealth dryer, or similar. Ideally the dryer machine will be located in the Cleaning Closet to reduce noise for the employee and the dog; dryer control and hose heads will be at the grooming table and will be complete with a holder stand.

**18. EMERGENCY EQUIPMENT:**

1. Emergency equipment including fire alarm boxes, sprinklers (if required), fire extinguishers, standpipes, hydrants, etc. must be provided and installed in accordance with local fire and building regulations. Appropriate identifying signs, labels, etc. must be posted as required and shall meet requirements of NFPA standards, i.e. NFPA 13 (sprinklers) NFPA 10 (standpipe).
2. Where illuminated exit signs are required by code, "self-illuminating" types will not be used unless prior approval has been issued by the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division, for each specific case.
3. Design must ensure ease of access by all emergency vehicles and personnel.
4. To assist the deaf or hearing impaired, strobe lights will be connected to the fire alarm system and will be positioned in areas where an individual may be alone such as in the Washrooms, Combination Horn/Strobe units will be used. Two stage alarms shall be used in any large assembly areas.
5. For the blind or vision impaired, exit lights offer a lit "path" if set to flash on and off in sequence to show direction.
6. Areas that are controlled with security access will be connected to the alarm system for exiting, as required by code.
7. Alarm pull station located in the Kennel areas and the Training Field will be monitored by the Shift Supervisor in the main building.
8. Wall mounted AED device will be strategically located within the facility.

**19. SIGNAGE:**

1. Feature, exterior signage will include address and identity on the building face or as an integral part of the landscaped public entrance. Signage will be of sufficient size and will be positioned to be visible from the road. Ideally this will also be visible at a closer range by a wheelchair occupant. The sign will have extra illumination designed in such a way as to reduce or eliminate shadows from the letters.
2. Tactile secondary signage for the visually impaired will be located for touch. This signage may be advisable to have a portion with Braille and a portion with a textured background and raised smooth letters.
3. Additional signage will be used for parking stalls, building entrances or area use. These signs will be generally metal with pain and reflective tapes.

4. Interior signs will be of a press-on variety; sign insert type or etched type as used elsewhere in the City of Winnipeg. In some areas, international symbols may also be used to designate washrooms, etc. Signs will have lettering, large in size, of contrasting colours and where applicable will be raised.
5. Feature signage may be incorporated in the Community Room or elsewhere and may take the form of graphics developed with the colour scheme or may be a special type such as a suspended painted acrylic type of banners.
6. Fire exiting signs and procedures will be mounted strategically throughout. All fire extinguishers, exit signs and emergency lighting will be included throughout.
7. For the blind or vision impaired, exit lights offer a lit "path" if set to flash on and off in sequence to show direction and "glow-in-the-dark" signs, tapes or strips may also be used to indicate the path in stairwells and corridors.
8. All major sign elements will be bilingual.

## **20. SECURITY SYSTEMS:**

1. Various building components will be monitored by the Metysis system in City Hall. The contract will include all necessary wiring for each "point" required by the City.
2. The Metysis system monitors for mechanical failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures, false entry and other points. The designer will work with the Planning, Property and Development Department, Municipal Accommodations Division, in developing this system for this specific building.
3. All security devices will have a separate 4-conductor #22 gauge cable run back to the security panel. Each door of double door sets to have its own 4-conductor cable. All exterior doors in areas to be secured shall have recessed DPDT contacts.
4. All security wiring to the doors will be hidden and installed prior to the application of drywall.
5. A Fire Department Access Key Box will be installed at the appropriate entry location(s).
6. Digital Cameras will monitor various points in and around the building. All will be connected to recording equipment. Cameras will be at all entry points to the building and the building face including the Exterior Run areas. All recording will be done in the Video Recording/Viewing/Observation Room or the Computer Room in the main building. Monitors will be placed at the station of the Shift Supervisor. Live monitoring can be done at "any" computer station.
7. Other digital cameral locations include: the Exterior Runs, Canine Training field, employee parking areas, Police vehicle parking areas and general surveillance locations on the property.
8. Card control systems as used in all other Police facilities will be used at the main entry points to the Canine Unit. Designer will confirm locations and control points required.

**21. MECHANICAL:**

1. The mechanical systems will be designed to meet current standards described by the American Society of Heating Refrigeration and Air Conditioning Engineers (A.S.H.R.A.E.) by a certified Engineer registered to practice in the Province of Manitoba. The designs will respect the use of the areas and ensure the comfort of the occupants. The architectural and mechanical designers must liaise to develop plans, which protect against drafts from doors and/or air conditioning. Designers must coordinate work to ensure that the mechanical equipment does not detract from the aesthetics of the building. The design is to be reviewed by the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division, prior to construction.
2. Mechanical design will require the approval of the City of Winnipeg, Planning, Property and Development Department, Municipal Accommodations Division, Mechanical Engineer prior to construction.
3. Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standard, however, Contractor shall not reduce the quality of work specified and/or shown because it exceeds the regulatory requirements.
4. Upon completion of all duct work and ventilation equipment will be serviced with a power vacuum system to ensure cleanliness.
5. All fire extinguishers, where applicable, are to be serviced and tested effective the date of the change of responsibility for the building.
6. The building will be equipped if required as per latest fire codes. Sprinkler controls will be in warm areas to prevent freezing.
7. In the office areas, constant relative humidity level in the building will be maintained at an optimum level of 35 to 60% when the building temperature is in the range of 20°C to 25°C unless otherwise specified. Kennel areas shall maintain the same humidity and temperature and also have air exchanges of 10-12 per hour. The cages are to be individually actively ventilated.
8. Throughout the facility, the temperature will be controlled by strategically placed thermostats. In open office areas, the thermostats will be centrally located within the zone and zones will not exceed 600 square feet. Specific areas/rooms require independent controls, namely each Isolation Room and the Whelping Rooms. The Grooming and the Bite Suit Drying also require independent temperature controls, controlled by the occupant. Thermostats will be located so not to give false readings.
9. In-floor heating will be used in the Interior Kennels, Isolation Kennels/Rooms and the Whelping Rooms and other locations as designer may elect.
10. Any cooling medium used in the air conditioning system shall comply with the latest regulatory requirements.
11. Special HVAC requirements for specific rooms are noted in their descriptions.
12. The Isolation Rooms and the Whelping Rooms require separated, filtered ventilation to control spread of germs and disease.
13. Exterior hose bibs with backflow preventers around the perimeter of the building will be used to service landscaped areas and for ease of maintenance.

14. The use of internal duct insulation should be kept to a minimum or preferably not used at all, so ducts can be cleaned.
15. The use of CO2 detectors shall be used to regulate fresh air requirements.
16. Within the Interior Kennels an exhaust system will be installed, complete with central fan and controls.
17. The Building systems will be linked to the Metysis computer at City Hall. This computer monitors and controls building systems. Designer will work with the Planning, Property and Development Department, Municipal Accommodations Division to coordinate these connections.
18. This is a 24-hour, 7 days a week building and the building systems must be designed to reflect that need. Fresh air and temperatures must be maintained for the safety and comfort of the occupants.

## **22. ELECTRICAL:**

1. Ensure smoke, fire and intrusion alarm systems are all connected and operational prior to change of responsibility.
2. Contractor shall install telephone, cable and data wiring, ends and cover plates at locations noted. All wiring shall be run to the respective centralized panels in the Data, Electrical and Phone wiring room(s).
3. Ensure emergency lighting is connected and installed per Code.
4. Fire alarm system to be electrically supervised on a 24-hour basis.
5. Supply and install all electronic security including motion detectors, electric release of door locks where applicable, and telephone monitoring systems.
6. It is preferred that all electrical will be run in walls where possible, however, where unavoidable, all electrical and communications equipment will be run in the crawlspace with floor outlets where necessary. Power poles will not be used. Electrical will not be run in concrete floor slab.
7. Electrical, telephone and computer rooms will be complete with supply ports. Room layout and rack placement shall anticipate 25% expansion for future renovations.
8. All conduits for computer cabling will be sufficient size to accommodate computers indicated throughout plus capacity for 25% expansion and notwithstanding that all computer conduit will be no smaller than 1" i.d.
9. All electrical outlets in lunchroom for appliances and vending machines will be on separate circuits.
10. A small standby generator will be installed for emergency situations. Engineer will determine size of generator required to operate security systems, cameras, essential mechanical equipment, emergency/night lighting, communications equipment and its H.V.A.C., and kitchen equipment.

11. Lighting throughout will be 100 foot candles of fluorescent light. Exceptions are noted under the description of the specific area. Offices and special purpose rooms will have individual controls. All open areas and general access spaces will be centrally controlled. Only energy saving fluorescent lamps and ballasts will be used. Kennel Areas may be on two switches for flexibility, one for general lighting and higher level for cleaning and servicing the areas.
12. Incandescent lights will be used in specific areas and are noted in the description of those areas. Dinner switches will be used where noted.
13. All light fixtures and electrical outlets in wet areas will be grounded, waterproof types (GFCI).
14. A minimum of two(2) duplex receptacles will be located at each workstation and others supplied to suit specific equipment and codes.
15. As any energy conservation measure, occupancy sensors will be used wherever may be appropriate such as the washrooms. The sensors may be installed on the lights, televisions and/or appliances. The designer will offer suggestions to Municipal Accommodations to determine other applications for the occupancy sensors.
16. Cable television wiring and connections will be in the Community Room.

**23. TELECOMMUNICATIONS:**

1. The offices and the General Office Area will be wired and made ready for telephone and a network computer at time of construction. Include other locations where noted.
2. The Contractor shall liaise with the Planning, Property and Development Department, Municipal Accommodations Division and the user Department IT personnel with respect to coverage, exact requirements and/or limitations.

**24. BUILT-IN FURNISHINGS:**

1. Built-in furnishings such as counters, cupboards, and credenzas will be constructed of durable materials and finished with materials consistent with the décor. Generally the counter tops will be plastic laminate. All other finish surfaces will meet the approval of the client.

**25. FURNITURE AND EQUIPMENT:**

1. At the time of writing, any furniture and/or equipment described is the responsibility of the City of Winnipeg and is discussed herein to assist the designer when envisioning the layout and the function of the space. However the designer will consider the furniture types when developing the plans. As this process evolves for the specific site, the designer may be called upon to develop the furniture plan and possibly the supply and installation of all furniture.

**26. HAZARDOUS MATERIALS:**

1. The City of Winnipeg seeks to fully integrate sustainable development considerations within the planning, budgeting and development process. Designer will ensure that all materials and products used in the construction of the buildings and site will not adversely affect the environment and will be environmentally safe.
2. Completion Schedule will incorporate a suitable period of time (minimum two weeks) following the "Substantial Completion" date to allow for monitoring and confirm that all noxious fumes are at an acceptable level.

**Program of Requirements  
Winnipeg Police Service  
Canine Kennel Facility**

**Description of Components, Interior**

- BC-01 Vestibule, Public Entrance
- BC-02 Supervisor's Office
- BC-03 Computer Work Area
- BC-04 General Work Area
- BC-05 Community Room/Classroom
- BC-06 Refreshment Area
- BC-07 Unisex Washroom
- BC-08 Coats and Cubbies
- BC-09 Employee Entrance
- BC-10 Delivery Entrance
- BC-11 Food Storage
- BC-12 Food Prep
- BC-13 Grooming Area
- BC-14 Bite Suits and Laundry Closet
- BC-15 Equipment Storage
- BC-16 Whelping Room
- BC-17 Isolation Room
- BC-18 Isolation Corridor
- BC-19 Interior Kennels
- BC-20 Adult Dogs or Puppy Kennel
- BC-21 Oversized Corridor
- BC-22 Mechanical/Electrical/Phones/Janitor

**Description of Components, Exterior**

- E-01 Deliveries
- E-02 Guests

## Description of Building Components, Interior

### BC-01 Vestibule, Public Entrance

Description: secure light and temperature transition space.

Adjacencies: adjacent to the exterior, Waiting and General Office Areas.

Accessories: finishing materials will be durable and low maintenance. Floor will be ceramic tile with metal grate with cleanout trough.

### BC-02 Supervisor's Office

Description: office for the Supervisor that can be used by others as required for private meetings or concentration work.

Adjacencies: adjacent to the General Office Area.

### BC-03 Computer Work Area

Description: open alcove space where employees may access their e-mail and file reports.

Adjacencies: adjacent to the Community Room and the Supervisor's Office and the General Work Area and in close proximity to the Refreshment Area.

### BC-04 General Work Area

Description: open area for receiving dropped off materials, filing, and photocopy work area.

Adjacencies: adjacent to the Vestibule, the Computer Work Area and the Supervisor's Office.

### BC-05 Community Room/Classroom

Description: semi-closed, multi-purpose space that can be used for classroom environment, training demonstrations and/or community meeting space. Also provides a space for employees to take refreshment.

Adjacencies: adjacent to the Vestibule, the Refreshment Area and the General Office Area and in close proximity to the Unisex Washrooms. Space may be open to the Refreshment Area.

### BC-06 Refreshment Area

Description: open area for coffee and lunch.

Adjacencies: adjacent to the Community Room and the Unisex Washrooms and in close proximity to the General Work Area.

Accessories: kitchen style counter with upper cupboards and lower drawers and cupboards, microwave, full sized fridge. Electrical for small appliances, additional electrical above counter.

### BC-07 Washrooms

Description: accessible washroom for employees and guests.

Adjacencies: adjacent to the Refreshment Area and in close proximity to the Community Room/Classroom.

Accessories: accessible washroom with toilet, sink and all accessories selected for ease of use by all.

### BC-08 Coats and Cubbies

Description: space will be an open area at the employee entrance where approximately 12 employees may drop/pick up coats and duffels. Bin for duffels may also serve as a seating bench for putting on footwear.

Adjacencies: adjacent to the employee entrance and the Unisex Washroom and may be adjacent to the Refreshment Area. Area included with Employee Entrance.

- BC-09 **Employee Entrance** – area included with the Coats and Cubbies  
Description: employee entrance/exit is most convenient to the employee parking area and easy access to the main building.  
Adjacencies: combined with the Coats and Cubbies.  
Accessories: card access.
- BC-10 **Delivery Entrance**  
Description: separate access for the delivery of large items such as dry food and/or products used in the Kennels and Community Room.  
Adjacencies: in close proximity to food storage.
- BC-11 **Food Storage**  
Description: secure storage room for dry dog food bagged, on pallets.  
Adjacencies: adjacent to the Food Prep and in close proximity to the Delivery Entrance, however, it may be advisable to offset this room from the exterior walls to minimize the risk of rodents. Designer will provide a door sweep and impenetrable walls to protect against rodents.  
Accessories: space for 2 @ 4'x4' pallets. Epoxy coated concrete block walls with integrated epoxy cove base are preferred. Ventilation to maintain usability of the food.
- BC-12 **Food Prep**  
Description: kitchen for the preparation of food for the dogs.  
Adjacencies: adjacent to the Food Storage and in close proximity to the Kennels and the Isolation Kennels/Rooms.  
Accessories: kitchen style counter with upper cupboards and lower drawer and cupboards, fridge, dishwasher. Electrical for the appliances and water supply for the dishwasher. Additional electrical on separate circuits above the counter, Epoxy floor. Under cupboard task lighting.
- BC-13 **Grooming Area**  
Description: open area for the grooming of the dogs.  
Adjacencies: in close proximity to the Kennels and the Isolation Kennels/Rooms. Adjacent to the bite Suits and Laundry Closet.  
Accessories: raised bathtub with sliding side access door, wand spray hose with multifunction spray head, shelves at one end for cleaning products, etc. island-style grooming table with lease control and adjacent shelves and hooks for grooming tools and products. Box steps to both activities so the dog may access without being lifted by the employee. Heat lamp and ventilation for humidity and odours. Walls and floor of seamless, durable, waterproof materials such as epoxy coating on concrete with integrated epoxy cove base, floor drain, cleaning equipment and supplies for general cleaning and for disinfecting as required.
- BC-14 **Bite Suits and Laundry Closet**  
Description: secure drying room for heavy body suits and other equipment used for training the dogs and the employees. Also for washer and dryer.  
Adjacencies: in a removed area or because of like mechanical requirements may be adjacent to the Grooming Area.  
Accessories: continuous coat rack and wire shelf above, wire "boot" shelf below for other equipment. Ample heating and ventilation dry and control odours. Standard sized, stacked washer and dryer. Electrical and water supply. Small length of lower kitchen style drawers and cupboards for laundry supplies and sorting.

**BC-15 Equipment Storage**

Description: secure room for the storage of a variety of tools, toys and training equipment used for training. Also for storage of towels and dishes.

Adjacencies: in close proximity to the Kennels and the access to the Training Field.

Accessories: one wall with a variety of hooks for leads, ropes, harnesses etc, and all remaining walls with the maximum amount of shelving.

**BC-16 Whelping Room**

Description: separated, quiet room for mothers and puppies. The room will be complete with a large viewing window, removable puppy box and free space for the mother to move about and take meals. Viewing window in the door will help contain escaping puppies.

Adjacencies: within the kennel area. Ideally, this will not be on an outside wall to control temperature migration and humidity, however there must be easy access by the female to get to the exterior. May be in close proximity to the laundry to control migration of germs and disease.

Accessories: finishing materials will be durable and low maintenance. Floor will be ceramic tile with metal grate with cleanout trough.

**BC-17 Isolation Room**

Description: separate room for the separation of dogs that maybe new to the group or may have infection e.g. kennel cough, and to control migration of the infection to other dogs. Viewing window(s) in the wall and/or the door.

Adjacencies: adjacent to the exterior, Waiting and General Office Areas.

Accessories: finishing materials will be durable and low maintenance. Floor will be ceramic tile with metal grate with cleanout trough.

**BC-18 Isolation Corridor**

Description: corridor that is restricted for the transfer of the isolated dogs.

Adjacencies: adjacent to the Isolation Kennels/Rooms.

Accessories: isolated ventilation to control spread of germs and disease. Epoxy coated walls and floor, floor drain. Temperature regulated to limit chills to sick dogs.

**BC-19 Interior Kennels**

Description: kennels for housing dogs for the day or for a period when an office may be on leave. Each space may have a cage front but may be better outfitted with a door with a viewing window. Each Interior Kennel will be separated through the length with concrete block walls. Floors will have in-floor heating, and will be epoxy coated with integrated epoxy cove base and graded to floor drains. Careful consideration to the design and placement of the drains is critical for the safety and health of the dogs. Sound is a concern. Sound deadening similar to Decoustics, encased in a sealed poly bas as distributed by VBG Distributing, Winnipeg.

Adjacencies: in close proximity to Food Prep and access to the Canine Training field.

Accessories: wall mounted food and water dishes. Epoxy walls and floor.

**BC-20 Puppy Kennel or Long Term Adult Dogs**

Description: double sized kennel similarly designed as above. Also flanking the main corridor across from the whelping room, with a viewing window so touring children can view the puppies.

Accessories: adjacent to the other kennels and a corridor for visitors to view the puppies.

Accessories: as above.

**BC-21 Oversized Corridor**

Description: 6' wide corridor that passes by the fronts of the kennels will be oversized to allow the dogs and trainers to pass safely. Doors or cage fronts will consider the health

and safety of the dogs. Considerable destruction can happen so the selection of the materials is critical and any projections will be minimized. Metals may develop rust, wood may splinter when clawed or chewed. Any glazing will be shatterproof and a size and/or at a height that will not allow the dog to escape. Caging, if used, will be of a type with a mesh of sufficient gauge to withstand chewing and the openings small enough to ensure against fingers inside. The corridor will begin through a door that separates the kennels from the remainder of the spaces to contain noise. The other end of the corridor will open to the Canine Training Field through a door that has a large window to view people and dogs entering/exiting.

Accessories: across the interior fronts of the kennels and the Long Term Adult or Puppy Kennel.

Accessories: sound deadening ceiling panels, as above, ample ventilation, epoxy coated floor, in-floor heating, glazed concrete walls with coved bases, hose bib, electrical for servicing the area.

**BC-28 Mechanical/Electrical/Phones/Data/Janitor**

Description: secure service room for the building support and service panels.

Accessories: in a removed area but located for ease of service to all of the areas in the building.

Accessories: mechanical equipment, electrical and phone data panels, janitorial sink and cupboard for supplies, shelves and hooks and open space for a variety of janitorial equipment and supplies.

**E-03 Deliveries** (if within the secure compound)

Description: ideally only Police vehicles will be within the secure compound of the EDS parking area and the plan will have the delivery entrance from the street over a thickened concrete sidewalk. Alternatively, if necessary, the deliveries will be from within the secure compound and the parking area for the delivery vehicle will be complete with thickened pavement to tolerate the added vehicle weight.

Accessories: adjacent to the Delivery Entrance.

Accessories: exterior lighting, bollards to protect the building and entrance.

**E-04 Guests**

Description: entrance for the guests/members of the public. The fence line will be set back to the building face and will allow the feature landscaping to be inviting for the guest and will incorporate signage, lighting and an attractive walkway to the on-street parking.

Accessories: adjacent to the main entrance to the building and to the road access point.

Accessories: decorative walkway, signage, lighting, landscaping.