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Design Professional Services | Project No. 89023001-02/CS200011

Kansas City Detention Center

Community Resource Center – Final Project Report
October 11, 2022

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Chapter 1: Community Resource Center Overview

Introduction

The mission of the Community Resource Center (CRC) is to support successful transition of justice-involved individuals into the community as prosocial citizens by providing a continuum of care, treatment, and services.

This mission was developed in conjunction with the steering committee as part of the programming workshop conducted July 13-14, 2022. Members of the steering committee that participated include:

- Captain Abigail Martinez, KCPD
- Chad Thompson, Public Works Project Manager
- James Freed, City Architect
- Josh Bateman, Municipal Court Administrator
- Kimiko Gilmore, Assistant City Manager
- Major Scott Simons, KCPD
- Megan Case, Administrator of Corrections
- Sean Hess, KCPD-CIT

The CRC's mission is enabled through a number of partnerships between KCMO and private and public social service providers. The consultant team held a two-day workshop in July 2022 with KCMO steering committee representatives and included attendance by the following social service providers, either in-person or virtually:

- Electronic Sentencing Alternative
- First Call
- Full Employment Council Workforce Board
- Heartland
- reStart
- University Health

Many of KCMO's most vulnerable justice-involved individuals struggle to comply with their court-ordered conditions and/or sanctions because many of the required services and/or programs are held in multiple locations. The CRC seeks to facilitate successful participation by justice-involved individuals by creating a one-stop shop for mandated and/or voluntary programs and services.

Another concern that the CRC is designed to resolve is the challenge faced by KCMO law enforcement officers when they encounter a person who is under the influence of alcohol/substances and/or suffering from a worsening of their mental illness and their behavior manifests itself as erratic or an impaired physical and/or cognitive condition that oftentimes results in becoming involved with the justice system.

The CRC will be a facility that has two primary components – day programs and crisis stabilization services.

    a. The day program component will offer programs and services that are presently available through the courts and/or in the community.

    b. The crisis stabilization services component will be a "no wrong door" and "no refusal" facility that will be available to KCMO law enforcement officers to refer persons with a serious mental illness (SMI), SMI/substance use disorder (SUD), or SUD who are experiencing a crisis and do not meet criteria for inpatient care to be assessed and treated/triaged appropriately

The CRC will also be where KCMO departments will base staff, which includes:

    a. Court Program Coordinators
    b. Probation Officers
    c. KCPD's crisis intervention team

The CRC will be a standalone facility that that will rely on the new KCMO Detention & Rehabilitation Center (KCMO-DRC) for support services such as food, laundry, maintenance, etc.

CRC Programs

The CRC will provide space for programs that may include academic education, vocational training, skills development, and various treatment programs. Delivery of programs will be by KCMO staff, contracted service providers, and community-based providers.

The types of programs and services offered will include:

    a. Behavioral healthcare
    b. Care coordination
    c. Electronic monitoring
    d. Employment
    e. Housing
    f. Outpatient treatment – substance use and mental health
    g. Reentry services
    h. Substance use assessment

Program participants will be offered access to program services that are appropriate to their needs, some of which may be ordered by the KCMO Municipal Court as a sanction or condition of release.

When not being used by the CRC, this area will be made available for community meetings and events.

The CRC programs area comprises multiple classrooms, a computer classroom, group rooms and interview rooms, which will be available on a scheduled basis. Dependent upon usage level, these program areas may be assigned on a regularly scheduled basis or scheduled on an as-needed basis.

Crisis Stabilization Services

The crisis stabilization services provide a pathway for law enforcement officers within KCMO to drop off for assessment at the center persons with a serious mental illness (SMI), SMI/substance use disorder (SMI/SUD), or SUD experiencing a crisis who are not a candidate for inpatient care (hospitalization), as an alternative to taking them to the Detention and Rehabilitation Center. Persons brought to the center would voluntarily agree to be admitted in lieu of being arrested. It is here that individuals will be assessed, and their immediate SMI, SMI/SUD, or SUD stabilization needs identified, and a course of treatment determined. Persons would voluntarily agree to be assessed and treated.

Crisis stabilization services include two components:

- Assessment Center
- Residential Crisis Services

When it opens, crisis stabilization services will primarily serve justice-involved individuals. In the future it may serve the larger community of KCMO citizens through referrals by friends, family, and/or other agencies.

Operating Principles & Architectural Space Program – Overview

Chapter 2 outlines the operating principles and corresponding architectural space program for the CRC. The operating principles are a series of broad planning assumptions about how the CRC will operate and the architectural space program identifies the spaces needed to implement the CRC's operation. They are intended to provide the end-user with an understanding of the future operations and corresponding spaces for each functional component.

Each component area is described separately in operational terms in the respective operating principles narrative with the corresponding architectural space program for that area immediately following the narrative.

Architectural Space Program Summary

A summary of the space requirements for the Community Resource Center is provided in Table 1.1. The operating principles describe how each component is to function. The architectural space program (space program) provides the required net usable or assignable area (net square footage, nsf) for each functional component. A departmental grossing factor (gsf) was applied to the total net square footage of each component to accommodate necessary circulation space within functions, interior wall thickness, and other unassigned areas that are part of the component. Additional square footage, referred to as the building grossing factor, is required to accommodate major circulation corridors connecting components as well as enclosed circulation (e.g., stairs and elevators), mechanical rooms that relate to the overall facility, the building structure, and the exterior "skin," which is computed by applying the building grossing factor to the sum of the individual components' departmental gross square footage.

Table 1.1 summarizes the space needs based on the operating and spatial requirements outlined throughout this document for the Community Resource Center.

Table 1.1: Architectural Space Program Summary – CRC

#	Functional Component	NSF	GSF	Exterior SF	
1.000	Public Lobby	2,430	3,402	500	
2.000	CRC Administrative Suite	4,308	5,385	0	
3.000	Staff/Provider Support	3,640	4,948	500	
4.000	Crisis Stabilization Services	9,790	14,685	500	
5.000	CRC Programs	5,490	7,137	600	
6.000	CRC Building Support Services	4,169	5,408	2,280	Service yard and loading dock
7.000	Parking	0	0	47,720	
	SUBTOTAL	29,827	40,965	52,100	
	Building Grossing Factor (15%)		6,145		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	TOTAL	29,827	47,109	52,100	

Architect's Responsibility

The architect of record is ultimately responsible for satisfying all applicable Missouri codes, regulations, and laws including, but not limited to building codes, life safety codes, OSHA regulations, Missouri licensure requirements promulgated by the Department of Mental Health, Missouri environmental laws, and the Americans with Disabilities Act (ADA Standards for Accessible Design). While the operational and architectural space program may address some, or even a substantial portion of these requirements, these programs are in no way intended as an exhaustive identification of code and regulation issues. The architect of record is required to ensure that all legal design requirements are met.

Standardization of Spaces

Office spaces and other ancillary support areas are standardized to ensure space sizes and furnishings are consistent with the level of activity that will occur in similar areas. Office and support space standards have not been established by KCMO. Therefore, based on the team's experience, standards for specific office types were established to standardize office and workstation spaces for similar rank/grade and position titles/status. The space standards are provided for review in the Appendix.

CHAPTER 2: OPERATING PRINCIPLES & ARCHITECTURAL SPACE PROGRAM

Program Overview

This chapter describes the operating principles and space needs for the new Community Resource Center. Information relative to the development of the operating principles and space program emanated from the ongoing work effort to address KCMO's response to those persons who encounter law enforcement, whether before or after the commission of a crime.

The CRC is intended to address the needs of those who, due to substance use and/or mental illness, are brought to the attention of law enforcement and otherwise would be charged and detained. The goal is to intercept these people and engage them in treatment and services that will ultimately result in them being to a self-sustaining life within the community.

This chapter is organized as follows:

1.000   Public Lobby
2.000   CRC Administrative/Provider Suite
3.000   Staff/Provider Support
4.000   Assessment Center
5.000   CRC Programs
6.000   CRC Building Support
7.000   Parking

1.000   Public Lobby

The public lobby area will serve as the central reception point for all visitors to the Community Resource Center. The public lobby will be staffed on a 16-hour/5-day per week basis, though it will be accessible on a 24-hour/7-day per week basis.

The public lobby entrance should be the facility's 'front door' and easily accessible from the street, sidewalk, and/or public parking areas. There should be a passenger drop off adjacent to the main door into the facility, with signage indicated that the area is for drop offs only and that parking at this location is prohibited.

This area will be the public's first point of contact with the facility. The use of aesthetically pleasing colors and welcoming furnishing and materials is recommended. While furnishings and surfaces should be as durable and maintenance-free as possible, the lobby area should project a comfortable environment.

1.100 Public Lobby

1. Members of the public, professionals, clients, service providers, and volunteers will enter the facility via the public lobby. Facility personnel and authorized persons may also enter through the public lobby, although their primary entrance will be through a separate secure entrance designated for authorized persons only (see 3.100 Staff Entrance).

CRC Entrance & Security Screening

2. The main door of the facility will open into a weather vestibule through which all persons will pass into the public lobby. The weather vestibule, which will control movement in and out of the building, will be separated from the public lobby by a set of double doors with sufficient glazing to provide ready visibility of the weather vestibule from the public reception workstation. The weather vestibule will be locked after hours with card reader access allowed by authorized persons or electronic remote entry allowed by assessment staff upon identification through a remote camera and intercom.

3. Upon entering the CRC, all clients and visitors will be subject to security screening. Security screening will be a contracted service.

   a. Prior to undergoing security screening, day-use lockers will be available for providers, volunteers, and visitors to store personal items. Twenty 12-inch-height lockers and 15 mini-compartment lockers are provided for this purpose.
   b. For security screening, a queuing system will be utilized to manage peak periods – it will be a standing-only system using retractable barriers and will be configured to accommodate wheelchairs.
   c. Persons undergoing security screening will be subject to metal detection and their personal belongings subject to package x-ray screening. A private area will be provided for secondary screening that may be indicated by a positive result to metal detection.
   d. A workstation is provided for security screening personnel.

4. Adjacent to security screening, an ADA-accessible pedestrian flap-barrier turnstile will be available to authorized persons entering the facility who are not subject to security screening. The turnstile will be operated via card access or other access-control system.

5. A one-way exit door will provide egress from the public lobby to the security screening area to the weather vestibule to leave the building.

Reception/Waiting

6. Upon successfully passing through security screening, people will register at the public reception workstation where they may be required to register and display identification. It is here that visitors including providers and volunteers will receive a temporary disposable ID badge.

   a. Public reception will include a fully equipped workstation that provides for maximum visibility of the doors leading into and out of the public lobby and public lobby areas, and visitor waiting, and will be staffed on a 16-hour/5-day per week basis.

7. Collocated with the public reception workstation will be a second workstation designated for program check in. It is here that clients will check in for scheduled classes, treatment, interviews, meeting with probation officer, etc.

8. The waiting area within the public lobby is for all person who have successfully passed through security screening and are waiting to enter the CRC. The public areas should be welcoming with comfortable seating.

   a. The waiting area will include seating for 50 people as well as 3 four-person tables with seating.
   b. The waiting area will have monitors available for displaying informational public service announcements and/or program schedules and eligibility.
   c. Accessible from the waiting area, public telephones, a vending machine alcove, a trash alcove, a water cooler, public restrooms, and a lactation room will be provided.

9. The public lobby area provides access to the CRC Administrative/Provider Suite (see 2.100)

10. The public lobby area will be the location for the:

    a. remote fire panel, and
    b. master distribution frame server room.

11. In the public lobby area, a janitor closet will be provided.

1.000 Public Lobby – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.100	Public Lobby					
	CRC Entrance & Security Screening					
1.101	Weather Vestibule - Public	1-8	1	80 /area	80	Provides access to/from CRC public lobby to/from exterior; ADA accessible; door unsecured during normal hours of operation; after-hours door operation (when secured) - access by card reader and/or biometric means (authorized persons only); square footage included in 1.100 grossing factor
1.102	Admissions & Release Drop off & Pick up - Public	-	1	(500) /area	(500)	Weather protected public drop off/pick up adjoining main entrance; requisite mobility & accessibility features; includes circulation space
1.103	Provider/Volunteer Lockers	-	1	40 /area	40	20 twelve-inch height lockers and 15 mini-compartment lockers, each with user-defined combination lock, for use by volunteers, visitors, etc.
1.104	Security Screening - Queuing	10	1	7 /pers	70	Standing only; retractable belt barriers; configured to accommodate wheelchair/walker
1.105	Security Screening	1-2	1	250 /area	250	Path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary, so as not to block metal detection walk/pass-through; table for personal items bypass; package x-ray; secure shelving for storage of handheld wand, etc.; private area for secondary screening; 1 WS-50
1.106	Security Screening Bypass - Authorized Persons	-	1	40 /area	40	Flap barrier turnstile operated via card access (authorized persons only); requisite mobility & accessibility features; adjacent to security screening; provides direct access to public lobby
1.107	One-way Exit Door	-	1	0 /area	0	Securable, one-way, half-height door providing egress from the public lobby into the security screening area/weather vestibule; square footage included in 1.100 grossing factor
	Reception/Waiting					
1.108	Public Reception & Program Check In	1-2	1	200 /area	200	Open counter facing public lobby; 2 stations - each with computer, telephone, standing height stool, & requisite data technology; public address system; door controls to administration & staff support area at public reception station (2.101 & 3.102); printer/copier; photo ID badge machine and supply storage
1.109	Public Reception & Program Check In - Public Side	2-4	1	60 /area	60	Open counter space on public side of public reception & program check-in stations (see 1.108) to allow for signing documents, etc.; ID bar-code badge reader (provider/volunteer check in); ADA accessible
1.110	Public Reception & Program Check In - Queuing	10-15	1	100 /area	100	Standing only; ADA accessible; queuing w/ retractable barriers (as needed)
1.111	Waiting - Public	50	1	20 /pers	1,000	Seating for 50; three 4-person tables w/ seating; sound attenuation; informational digital displays
1.112	Telephone - Public	1	2	10 /area	20	Pay telephone; 1 telephone is ADA accessible

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.113	Vending Machine Alcove	-	1	150 /area	150	Vending machines
1.114	Trash Alcove	-	1	20 /area	20	Proximate to vending machines; regular and recycled trash (may be built in)
1.115	Water Cooler	-	1	0 /area	0	ADA accessible; wall-mounted; amount per code; square footage included in 1.100 grossing factor
1.116	Restroom - Public	1	2	40 /room	80	Gender neutral; child-changing station
1.117	ADA Restroom - Public	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral; child-changing station
1.118	Lactation Room - Public	1-2	1	80 /room	80	ADA accessible; comfortable seating; sink; child changing table
1.119	CRC Administrative/Provider Suite Entrance - Controlled-access Door	-	1	0 /area	0	Provides access to/from public lobby to/from CRC administrative/provider suite (see 2.101); controlled access door - electronic release by public receptionist and/or access by card reader, pin code and/or biometric means (authorized persons only); square footage included in 1.100 grossing factor
1.120	Fire Control Panel	-	1	0 /area	0	Secure, wall-mounted fire control panels; square footage included in 1.100 grossing factor
1.121	Master Distribution Frame	-	1	150 /room	150	Fiber optics head-in equipment for data and servers; temperature & humidity control; 1 WS-50; accessible by data vendor/IT staff (see 2.125)
1.122	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing

1.100 Total Net Square Feet	*2,430*	
Grossing Factor	*1.40*	
1.100 Total Gross Square Feet	*3,402*	
1.100 Total Exterior Gross Square Feet	*(500)*	
1.000	*Total Interior Net Square Feet*	*2,430*
1.000	*Total Interior Gross Square Feet*	*3,402*
1.000	*Total Exterior Gross Square Feet*	*(500)*

2.000   CRC Administrative Suite

The CRC administrative suite is where day-to-day administrative tasks and program provider support activities occur and will be open during standard business hours. This space is generally a staff-only area. No client-related treatment or services will occur here. Rather these will occur within the programs area (see 5.000 CRC Programs).

As a standalone KCMO department, the following CRC administrative functions and activities will be a function of the respective KCMO department:

 a. Human Resources
 b. Budgeting
 c. Payroll
 d. Purchasing

2.100 CRC Administrative/Provider Suite

1. Access to the CRC administrative/provider suite (suite) will be through the public lobby. Entry to the suite will be controlled to prevent casual access and will be by electronic release either by suite staff and/or by card reader and/or biometric means (authorized persons only).

2. Within the suite will be the reception/office coordinator workstation and waiting/reception area sized to accommodate 6-8 people. The reception/office coordinator workstation will operate the door control to the suite affording access to authorized persons.

3. The office coordinator, in addition to acting as the suite's receptionist and supporting CRC administrative staff, will be responsible for scheduling workspaces (offices, workstations) and program areas (multipurpose rooms, interview rooms, group rooms, etc.).

4. A combination of private and shared offices and open workstations will be provided. Designated workspace is provided for the following functions:

 a. CRC Administrator
 b. Court Program Coordinators (2)
 c. Probation Officers (2)

5. The following workspaces (type and number) will be provided for providers and volunteers. Dependent upon usage level, these workspaces may be either assigned full time or used on a scheduled basis (hoteling).

 a. Private office – 4
 b. Shared Office – 3
 c. Workstations – 10

6. A conference room sized to accommodate 8 people will be provided within the suite.

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7. A mailroom that is proximate to the reception/office coordinator workstation will process mail Monday through Friday excluding holidays. The office coordinator will be responsible for processing incoming and outgoing mail.

    a. The mailroom will be fully functioning. It will be equipped with a work counter for sorting mail, mail processing equipment (mail metering/postage machine, scale, automated letter opener), ion scanner, shredder, and shelving for staging mail bins and packages.
    b. Once sorted, the mail will be distributed via mail slots that bridge the suite's circulation corridor and the mailroom.
    c. Proximate to the mail slots will be a mail chute for outgoing mail whose collection container will be located within the mailroom.
    d. Within the mailroom, a trash alcove will be provided.

8. Within in the CRC administrative/provider suite, file storage, a printer/copier work alcove, an office supply closet, a beverage/snack station, a water cooler, staff restrooms, and a janitor closet will be provided.

Information Technology

9. Information technology (IT) staff will be provided with a dedicated office. The office will:

    a. have a workstation,
    b. include a work counter with dust and static controls for programming and maintaining electronics,
    c. include cabinetry for storage of tools and supplies,
    d. have appropriate ventilation, and
    e. a portable emergency eyewash station.

10. The IT office adjoins the room housing the computer and telephone server racks and equipment (e.g., file servers, VOIP racks).

    a. The server room should be secure to prevent unauthorized access.
    b. The server room will be fully glazed to provide visibility from the workstation in the IT office.

11. The master distribution frame server room, which will be accessible from the public lobby, will be the point where the fiber optics head originates and will be a room that is temperature and humidity controlled. There will be a workstation in this room for use by the data vendor or IT staff.

2.200   Crisis Intervention Team

1. The crisis intervention team (CIT), a dedicated unit of the KCPD, will be based at the new CRC. This will facilitate interventions and follow up with clients that are served by the CRC.

2. The CIT workspace will be configured as a standalone suite that is proximate to the CRC administrative/provider suite.

3. Office and/or workspace will be provided for the following positions and functions:

    a. CIT Sergeant
    b. CIT Officers (8)
    c. CIT Clerical Specialist

    Each workstation will have CJIS software with the requisite data and transmission technology.

4. The CIT provides crisis intervention training to officers from KCPD and other area law enforcement agencies.

    a. Crisis intervention training will occur in one of the multipurpose rooms/classrooms located within the programs area (see 5.000 CRC Programs).
    b. Storage is provided in the CIT suite for materials used in the crisis intervention training.

5. Within the CIT suite, file storage, a printer/copier work alcove, a beverage/snack station, a water cooler, a staff restroom, and a janitor closet will be provided.

2.000 CRC Administrative Suite

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.100	CRC Administrative/Provider Suite					*No Public Access*
2.101	CRC Administrative/Provider Suite Entrance - Controlled-access Door	-	1	0 /area	0	Provides access to/from CRC administrative/provider suite lobby to/from public lobby (see 1.119); controlled access door - electronic release by public receptionist and/or access by card reader, pin code and/or biometric means (authorized persons only); intercom to reception workstation (see 2.103); square footage included in 2.100 grossing factor
2.102	Visitor Reception	6-8	1	200 /area	200	RW-200
2.103	Reception/Office Coordinator Workstation	1	1	80 /wkstn	80	WS-80; door controls to suite (see 2.101)
2.104	CRC Administrator	1	1	180 /office	180	OF-180
2.105	Court Program Coordinators	1-2	1	150 /office	150	OF-150; shared office
2.106	Probation Officers	1-2	1	150 /office	150	OF-150; shared office
2.107	Office - Provider	1	4	100 /office	400	OF-100
2.108	Shared Office - Provider	1-2	3	150 /office	450	OF-150
2.109	Workstation - Provider/ Volunteer	1	4	64 /wkstn	256	WS-64; clustered together
2.110	Workstation - Provider/ Volunteer	1	6	50 /wkstn	300	WS-50; clustered together
2.111	Conference Room	6-8	1	200 /room	200	CF-160; sized up for 8
2.112	Mailroom	-	1	150 /room	150	Proximate to reception/office coordinator workstation (see 2.103); work counter; mail processing equipment (mail metering/postage machine, scale, automated letter opener); ion scanner; shredder; shelving; containers for incoming/outgoing mail; mail slots/bin; wall-mounted, portable emergency eyewash station
2.113	Mail Slots/Bins	-	1	0 /area	0	20 flush wall-mounted mail slots and 1 outgoing mail chute (collection container located in mailroom); accessible from circulation corridor and mailroom (see 2.112); square footage included in 2.100 grossing factor
2.114	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in)
2.115	File Storage	-	1	50 /area	50	File cabinets
2.116	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
2.117	Office Supply Closet	-	1	40 /room	40	Secure storage; shelving; near printer/copier work alcove
2.118	Beverage/Snack Station	-	1	20 /area	20	Counter; cabinetry; sink; coffeemaker; undercounter refrigerator; trash receptacle
2.119	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 2.100 grossing factor
2.120	Restroom - Staff	1	2	40 /room	80	Gender neutral
2.121	ADA Restroom - Staff	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.122	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
	Information Technology					
2.123	IT Office	1	1	150 /room	150	Work counter with dust and static control for maintenance & programming electronics/computers; cabinetry for storage of tools & supplies; appropriate ventilation; portable emergency eyewash station; 1 WS-50
2.124	IT Computer Server/Telephone/ Electronic Room	-	1	150 /room	150	Accessible from within IT office; computer server room with temperature and humidity control, server and telephone racks, LAN servers; static-free surface treatments; special ventilation; large, glazed area facing IT office/repair lab.
2.125	Master Distribution Frame	-	1	0 /room	0	See 1.000 Public Lobby - 1.121
			2.100 Total Net Square Feet		*3,191*	
			Grossing Factor		*1.25*	
			2.100 Total Gross Square Feet		*3,989*	

2.200	**Crisis Intervention Team (CIT)**					*Proximate to CRC Administrative/Provider Suite*
2.201	CIT Sergeant	1	1	120 /office	120	OF-120
2.202	CIT Officers	1	8	64 /wkstn	512	WS-64; clustered together in a single room; CJIS software at each WS; 1 station is ADA accessible
2.203	CIT Clerical Specialist	1	1	50 /wkstn	50	WS-50
2.204	CIT Storage	-	1	200 /room	200	Training materials; headphones; shelving; bins
2.205	Conference/Training Room	0	1	0 /room	0	See 3.300 Shared Support Spaces - 3.301
2.206	File Storage	-	1	50 /area	50	File cabinets
2.207	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
2.208	Beverage/Snack Station	-	1	20 /area	20	Counter; cabinetry; sink; coffeemaker; undercounter refrigerator; trash receptacle
2.209	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 2.200 grossing factor
2.210	ADA Restroom - Staff	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
2.211	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
			2.200 Total Net Square Feet		*1,117*	
			Grossing Factor		*1.25*	
			2.200 Total Gross Square Feet		*1,396*	
	2.000		*Total Interior Net Square Feet*		*4,308*	
	2.000		*Total Interior Gross Square Feet*		*5,385*	

3.000   Staff/Provider Support

The CRC's physical plant and operations recognize the critical role that staff play in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Tangible support and facilities for enhanced wellbeing will lead to increased morale and retention. The staff support/provider component is the focus of these efforts and includes a dedicated entrance, lockers, a fitness room, a training room, and respite areas.

3.100 Staff Entrance

1. Facility staff-only (authorized persons) will have two access points – one exterior entrance accessible from the staff parking area, and one interior entrance via the main circulation spine.

2. The staff entrance from the exterior will be a securable weather vestibule accessed by authorized persons via card reader and/or biometric means.

3.200 Locker Room & Fitness Room

Locker Room

1. A gender-neutral locker room will be provided for staff and provider use. In the locker room, there will be 40 half-height lockers that may be assigned and 20 half-height lockers that will not be assigned and will be designated for temporary use. Individual gender-neutral changing booths will be provided within the locker area.

2. Individual gender-neutral toilets and showers will be provided as well as a common sink area adjacent to the locker area. A lactation room will be accessible from within the locker room.

3. Within the locker room, a water cooler will be provided. The janitor closet located in the fitness room will be accessible to the locker room.

Fitness Room

4. A dedicated fitness room sized to accommodate 10 people will be provided. Equipment may include multi-station weight equipment, free weights, exercise bike, treadmills, ellipticals, mats for floor exercises (e.g., yoga, sit ups), etc.

5. The fitness room will have direct access from the locker room.

6. Within the fitness room will be a water cooler and a janitor closet.

3.300 Training & Respite

1. A fully equipped training room will be provided that will be multipurpose in nature such that it can also be used as a conference room. The room will be sized to accommodate 20 people in a training configuration with furnishings that may be rearranged to suit the purpose/event. In a conference configuration up to 25 people could be accommodated.

   a. A closet will be provided for the storage of training tables and extra chairs.

2. Beverage/Snack stations are provided in strategic staff-only locations throughout the facility.

3. A breakroom (authorized persons only) sized to accommodate 15 people is provided. A greenspace providing picnic tables and bench seating will be accessible from the breakroom.

   a. Accessible from within the breakroom, staff restrooms and a janitor closet will be provided.

4. Proximate to the breakroom, a calming room is provided for staff to support reduced tension and create a sense of personal calm. The room will include a visually serene wall mural, comfortable seating, rocking chairs, television, and access to music and/or reading materials.

5. Authorized persons may also elect to take their meals in the facility's dining room (see 6.100 Food Service).

3.000 Staff/Provider Support

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.100	Staff Entrance					
3.101	Weather Vestibule - Staff Entrance	2-4	1	60 /area	60	Access from staff parking area; ADA accessible; one set of double doors for weather insulation; staff entrance door leading directly into staff-only areas; access by card reader or biometric-means (authorized staff only)
3.102	Main Circulation Entrance - Controlled-access Door	-	1	0 /area	0	Access to/from main circulation spine to/from staff support areas; controlled access by card reader, pin code, and/or biometric means (authorized staff only) and/or by remote electronic release from the public reception workstation; square footage included in 3.100 grossing factor
			3.100 Total Net Square Feet		60	
			Grossing Factor		1.40	
			3.100 Total Gross Square Feet		84	
3.200	Locker Room & Fitness Room					
	Locker Room					
3.201	Lockers - Assigned	-	40	7 /locker	280	Located within the locker room; half-height lockers wide enough for hangers; lockers with user-defined combination lock; lockers clustered together in a single room; changing space; benches
3.202	Lockers - Temporary	-	20	7 /locker	140	Located within the locker room; half-height lockers wide enough for hangers; lockers with user-defined combination lock; lockers clustered together in a single room; changing space; benches
3.203	Changing Booth	1	5	30 /booth	150	Accessible from the locker room; changing booth (full-height doors); bench; hooks
3.204	ADA Changing Booth	1	1	40 /booth	40	Accessible from the locker room; requisite mobility & accessibility features; changing booth (full-height doors); bench; hooks
3.205	Shower/Dressing Room	1	5	80 /room	400	Accessible from the locker room; shower room with private drying/changing area (full-height doors)
3.206	ADA Shower/Dressing Room	1	1	100 /room	100	Accessible from the locker room; requisite mobility & accessibility features; shower room with private drying/changing area (full-height doors)
3.207	Toilet Room	1	6	30 /room	180	Accessible from the locker room; private toilet (only)
3.208	ADA Toilet Room	1	1	40 /room	40	Accessible from the locker room; requisite mobility & accessibility features; private toilet (only)
3.209	Sink Area	4-6	1	150 /area	150	Proximate to the toilet rooms (see 3.207 & 3.208); 6 sinks & 6 mirrors; 1 sink is ADA accessible; 3 wall-mounted hair dryers
3.210	Lactation Room	1	1	80 /room	80	Accessible from the locker room; ADA accessible; comfortable seating; sink; half-height refrigerator

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.211	Water Cooler	-	1	0 /area	0	Within the locker room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.200 grossing factor
3.212	Janitor Closet	-	0	0 /room	0	Shared with Fitness Room - 3.212
	Fitness Room					
3.213	Fitness Room	10	1	50 /pers	500	Exercise equipment; card or biometric access; directly accessible from each locker room
3.214	Water Cooler	-	1	0 /area	0	Within fitness room (see 3.213); ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.200 grossing factor
3.215	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing

3.200 Total Net Square Feet	**2,100**	
Grossing Factor	**1.40**	
3.200 Total Gross Square Feet	**2,940**	

3.300	Training & Respite					
3.301	Conference/Training/ Multipurpose Room	20	1	25 /pers +50	550	Room doubles as a conference room or as a training room; adult learning desks or tables (collapsible); chairs; smart TV; dry erase and electronic whiteboards; phone; pin up space; lectern; requisite data technology & transmission; capacity for virtual instruction/learning; extra 50 nsf for storage closet or cabinets
3.302	Chair/Table Storage	-	1	200 /room	200	Proximate to conference/training/multipurpose room (see 3.301); training tables & extra chairs storage
3.303	Breakroom	10-15	1	390 /room	390	BR-250; sized up for 15
3.304	Greenspace	4-6	1	(500) /area	(500)	Bench seating; picnic tables; direct access from breakroom (see 3.303)
3.305	Restroom	1	1	50 /room	50	Accessible from within breakroom (see 3.303); gender neutral; requisite mobility & accessibility features
3.306	ADA Restroom	1	1	50 /room	50	Accessible from within breakroom (see 3.303); gender neutral; requisite mobility & accessibility features
3.307	Janitor Closet	-	1	40 /room	40	Accessible from within breakroom (see 3.303); utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
3.308	Calming Room	1-2	1	200 /room	200	Proximate to breakroom (see 3.303); wall mural; comfortable seating; rocking chairs; TV; access to music and/or reading materials

3.300 Total Net Square Feet	**1,480**	
Grossing Factor	**1.30**	
3.300 Total Gross Square Feet	**1,924**	
3.300 Total Exterior Gross Square Feet	**(500)**	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.000				*Total Interior Net Square Feet*	3,640	
3.000				*Total Interior Gross Square Feet*	4,948	
3.000				*Total Exterior Gross Square Feet*	(500)	

4.000   Crisis Stabilization Services

Crisis stabilization services will initially provide a pathway for law enforcement officers within KCMO to drop off for assessment persons with SMI, SMI/SUD, or SUD experiencing a crisis who are not a candidate for inpatient care (hospitalization), as an alternative to taking them to the Detention and Rehabilitation Center (DRC). Persons would voluntarily agree to be assessed and treated in lieu of being arrested.

Crisis stabilization services include two components:

- Assessment Center
- Residential Crisis Services

When it opens, crisis stabilization services will primarily serve justice-involved individuals. In the future it may serve the larger community of KCMO citizens through referrals by friends, family, and/or other agencies.

4.100 Assessment Center

1. The assessment center (center) will operate on a 24-hour/7-day per week basis. It is here that KCMO law enforcement officers (LEO) will admit individuals to the CRC.

    a. It is here that individuals will be assessed, and their immediate SMI, SMI/SUD, or SUD stabilization needs identified, and a course of treatment determined.
    b. The protocol for KCMO-LEO for accessing the assessment center will be easy to navigate and accommodate rapid drop off of persons with SMI, SMI/SUD, and SUD experiencing a crisis.

2. Persons released from the DRC will be transported to the CRC's assessment center to provide logistical support for interventional referrals within the community.

3. Persons being admitted to the assessment center will be received through the admitting area. A roofed structure extending from the center's entrance over the adjacent driveway provides weather-protected access to/from the center. The driveway will be sized to accommodate four vehicles simultaneously as well as a drive-through lane.

4. There will be two access points to the center – one from the exterior drop off/transfer via a pedestrian door, and one interior entrance via the main circulation spine. Access to the center will be via controlled-access doors operated by remote electronic release by center staff and/or card reader, pin code, and/or biometric means (authorized person only).

5. Upon entry, persons being brought to the assessment center will be subject to security screening. Security screening will be configured to accommodate wheelchairs.

    a. Adjacent to security screening will be a workstation for staff who will be responsible for conducting the security screenings.

6. A work area for LEO use is provided that includes space for LEO to electronically write their report and complete any necessary additional paperwork relating to the client's admission to the assessment center.

7. Following security screening, clients will be subject to an initial health screening. intended to identify serious health conditions requiring urgent medical care.

    a. If a client requires such care, the admitting law enforcement officer will take the client to a medical facility within the community for care and treatment.
    b. A workstation will be provided for healthcare to conduct initial health screenings.

8. Upon completion of the initial healthcare screening, clients will be directed to assessment center processing station located near security screening for administrative processing into the facility.

9. Unless otherwise determined by healthcare screening staff, clients will be directed to the primary waiting area, which will be sized to accommodate up 10 clients.

    a. Accessible from the primary waiting area, a water cooler and client restrooms will be provided.

10. As determined by healthcare screening staff, a second waiting area will be provided for those who require close observation due to the acuity of their medical and/or mental health condition. The second waiting area, which should be adjacent to the exam rooms, will be sized to accommodate 4 clients in Geri chairs.

11. Clients admitted to the center will retain possession of their personal property/clothing.

    a. Because there will be occasions when a client has soiled themselves, a shower/changing room with clean change of clothing and soiled utility will be available for their use.

12. Behavioral health clinicians will complete an initial screening and assessment of newly admitted clients to facilitate identification of treatment needs. Workstations with requisite privacy will be provided for the behavioral health clinicians who will complete assessments on all newly admitted clients.

13. Peer-recovery specialists with lived experiences will be part of the assessment center team to work with and to support and encourage persons with SMI, SMI/SUD, and SUD to engage in treatment. Adjacent to the behavioral health clinicians' workstations will be a workstation for a peer support specialist.

14. All newly admitted clients will undergo an in-depth health screening to determine if there are healthcare issues that may require medical or mental health care and/or treatment. Two fully equipped triage/examination rooms will be provided for this purpose. Each of the exam rooms will have the capacity for telehealth.

    a. A medical supply room is provided for consumables (band aids, masks, gowns, etc.), durable medical equipment, and emergency response bags.
    b. A medication storage room having controlled access is provide for narcotics and specialized medications. Medication(s) may be ordered through and delivered

to/received from the DRC. Except for controlled substances and medications, clients will be allowed to retain personal medications on their person.

   c. Proximate to the exam rooms, an icemaker and nourishment pantry will be provided.

15. Following the initial screening and assessment, medical assessment and evaluations by a psychiatrist or psychologist (either in person or virtually) and a licensed clinical social worker will be completed.

16. Two interview rooms will be available for when the subject matter being discussed requires an additional level of privacy than can be provided at the assessment workstations. The interview rooms will have the capacity for videoconferencing and telehealth.

17. Based upon the assessments and evaluations, a recommended course of treatment/intervention to resolve the immediate crisis will be developed for the person with SMI, SMI/SUD, or SUD.

18. Referral coordinators will assist clients in registering for programs and/or classes offered through the CRC or community providers and/or arrange with community providers for admission of clients to residential treatment programs consistent with their treatment/intervention plan.

19. Transportation for clients from the assessment center to community-based or residential programs may be provided by community providers, KCPD, court and/or DRC transportation staff, and/or a family member or friend.

20. Private offices will be provided for the following positions and functions:

   a. Director of Nursing
   b. Clinical Manager/Coordinator
   c. Psychiatrist /Psychologist
   d. CRC On-duty Supervisor

21. Within the assessment center, a printer/copier work alcove, a supply storage closet (includes bed-bug machine), a beverage/snack station, a water cooler, a staff restroom, a trash alcove, and a janitor closet will be provided.

4.200 Residential Crisis Services

1. Residential crisis services offered will be provided by appropriately trained and/or credentialed staff and will include detoxification and stabilization housing. Housing is intended to be short-term, five-seven days, and is intended to stabilize the client and arrange for community resources to continue stabilization/treatment within the community (outpatient or residential).

2. Two residential units will provide housing for those experiencing withdrawal from opiates, benzodiazepines, or alcohol or a combination of these (detoxification), and for those experiencing a mental health crisis. Each unit will include:

a. a dormitory room designed for medical detoxification that will be under observation of healthcare staff. The detoxification dormitory will have:

- low-to-the-floor beds, and
- a client restroom

b. single-occupancy and double-occupancy rooms designated for SMI and/or SMI/SUD

- SMI & SMI/SUD rooms each have behavioral-health beds.

c. ADA suicide-resistant grab bars along the walls to assist clients with walking safely as indicated,
d. individual gender-neutral restrooms and shower rooms,
e. a lounge and TV area,

- the lounge area will be directly accessible from the sleeping rooms and include tables with seating for two-four people, a telephone, and a TV area with lounge seating and sound attenuation measures and natural light.

f. a quiet lounge,

- the quiet lounge will be directly accessible from the lounge/TV area and include a table with seating for four people, two rocking chairs, a reading area with lounge seating, bookshelves, and a workstation with a laptop.

g. a room with a commercial-grade residential washer and dryer will be provided for clients to launder their personal clothing, and

- Bedding and linens will be laundered at the DRC; staging for both clean and soiled laundry carts is provided.

h. a trash alcove.

Residential Unit #1 [10 beds]

3. Residential unit #1 is comprised of an eight-bed detoxification dormitory room, four single-occupancy SMI & SMI/SUD rooms (1 room is ADA compliant), and two double-occupancy SMI & SMI/SUD rooms (ADA compliant).

Residential Unit #2 [8 beds]

4. Residential unit #2 is comprised of a six-bed detoxification dormitory, four single-occupancy SMI & SMI/SUD rooms (1 room is ADA compliant), and two double-occupancy SMI & SMI/SUD rooms (ADA compliant).

Residential Crisis Support

5. Centrally located within the residential unit so as to have good observation of the two residential units and the support spaces, are two co-located workstations – one for residential unit staff supervising the residential crisis areas and one for the nurse.

a. The nursing station needs to have visibility into both medical detoxification dormitories.

6. A shared office is provided for two treatment coordinators.

7. A group room sized for 4-6 clients is provided for small treatment groups, activities that will motivate clients to engage in treatment and services, and psychoeducation such as "Learn How to Manage Your Mental Illness" and "Understanding Your Medication."

    a. The room will be equipped for videoconferencing, which will allow for remote delivery of treatment services.

8. Two interview rooms are provided for meetings with residential clients to further develop plans for treatment/intervention. Each room will be equipped for videoconferencing, which will allow for face-to-face communication with community-based providers.

9. A fresh air court is provided for residential clients that is shared by both men and women. The fresh air court may be accessed by clients during daytime hours.

10. Within residential crisis support, a beverage/snack station (staff-only area), clean and soiled utility rooms, a supply closet (includes hygiene supplies, paper goods, bed-bug machine), a trash alcove, and a janitor closet will be provided.

4.000 Assessment Center

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.100	Assessment Center					
4.101	Admissions & Release Drop Off & Transfer - LE & Provider	-	1	(1,500) /area	(1,500)	Weather protected LEO/provider drop off/transfer adjoining admissions/release entrance; requisite mobility & accessibility features; includes area for 4 vehicles and drive-through lane
4.102	Admissions & Release Entrance (drop off & transfer) - Controlled-access Pedestrian Door	-	1	0 /area	0	Controlled access to/from the exterior drop off & transfer to/from assessment center - remote electronic release by admissions staff and/or access by card reader, pin code or biometric means (authorized persons only); square footage included in 4.100 grossing factor
4.103	CRC Circulation Access Controlled-access Door	-	1	0 /area	0	Controlled access to/from the main circulation spine to/from assessment center - remote electronic release by admissions staff and/or access by card reader, pin code or biometric means (authorized persons only); square footage included in 4.100 grossing factor
4.104	Security Screening	2	1	60 /area	60	Path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary, so as not to block metal detection walk/pass-through
4.105	Assessment Center Processing Station	1	1	80 /wkstn	80	Adjacent to security screening (see 4.104); facing client waiting; door controls & cameras
4.106	Initial Health Screening Station	2-3	1	60 /wkstn	60	Mobile workstation with computer access; requisite data technology; storage for testing equipment - blood pressure cuff; digital thermometer, etc.; secure cabinetry for client's medications pending verification
4.107	LEO Work Area	1-2	1	100 /area	100	Standing height counter space with stool; wall-mounted shelving (form storage); 2 computers; shared printer; telephone; requisite data & transmission technology; 1 station is ADA accessible
4.108	Waiting - Client	10	1	25 /pers	250	Individual seating w/ back support; camera monitored/recorded; TV; requisite data technology
4.109	Water Cooler	-	1	0 /area	0	Adjacent to client waiting; ADA accessible; wall-mounted; amount per code; square footage included in 4.100 grossing factor
4.110	Restroom - Client	1	1	40 /room	40	Gender neutral; ready access from client waiting area
4.111	ADA Restroom - Client	1	1	50 /room	50	Gender neutral; ready access from client waiting area; requisite mobility & accessibility features
4.112	Waiting/Observation - Client	4	1	200 /area	200	Four positional care recliners (Geri chair) with built-in table/tray; includes 1 bariatric-sized Geri chair; adjacent to exam rooms (see 4.116)
4.113	ADA Shower/ Changing Room	1	1	125 /room	125	Requisite mobility & accessibility features; gender neutral; shower stall with private drying area; floor drains in both shower and dressing area; secure cabinetry for scrubs & towels; soiled utility cart

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.114	Behavior Health Clinician Station	1-2	3	64 /wkstn	192	Workstation with privacy panels w/ seat & computer & client chair; 1 station is ADA accessible; acoustical privacy; should be clustered together
4.115	Peer Support Specialist	1-2	1	50 /wkstn	50	Workstation with privacy panels w/ seat & computer & client chair; 1 WS-50; ADA accessible; acoustical privacy
4.116	Healthcare Triage/Examination Room	1-2	2	110 /room	220	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from admission/release processing area with requisite acoustical and sight privacy; equipped with camera & video equipment for telehealth; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wireless access to medical records and other databases; storage for emergency response bags
4.117	Medical Supply	-	1	100 /room	100	Consumables - band aids, masks; durable medical equipment; emergency response bag
4.118	Medication Storage	-	1	150 /room	150	Controlled access; narcotics & specialized meds
4.119	Icemaker & Nourishment Pantry	-	1	50 /area	50	Located within assessment center processing area; icemaker with nourishment pantry (under-counter refrigerator) with snacks & juice for medical treatment needs
4.120	Clean Utility	-	1	80 /area	80	Adjustable shelves for linens, gowns, towels, daily use paper supplies
4.121	Soiled Utility	-	1	80 /area	80	Counter with handwashing sink; hopper sink; adjustable shelves; bins; temporary secured biohazard storage
4.122	Psychiatrist/Psychologist	1-2	1	64 /wkstn	64	Workstation with privacy panels w/ seat & computer & client chair; station is ADA accessible; acoustical privacy; should be clustered together
4.123	Licensed Clinical Social Worker	1-2	1	64 /wkstn	64	Workstation with privacy panels w/ seat & computer & client chair; station is ADA accessible; acoustical privacy; should be clustered together
4.124	Interview Room	2-4	2	125 /room	250	Table and loose chairs for up to 4 people; requisite data & transmission technology; secure cabinetry; requisite privacy to prevent casual observation by others; capacity for videoconferencing/telehealth
4.125	Referral Coordinator Station	1	2	50 /wkstn	100	WS-50; 1 station is ADA accessible; acoustical privacy; should be clustered together
4.126	Director of Nursing (RN)	1	1	100 /office	100	OF-100
4.127	Clinical Manager/ Coordinator	1	1	120 /office	120	OF-120
4.128	CRC On-duty Supervisor	1	1	100 /office +50	150	OF-100; extra 50 nsf for 4 personal storage lockers

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.129	Assessment Center Records Storage	-	1	100 /area	100	Located proximate to assessment center processing station (see 4.105); file cabinets
4.130	Printer/Copier Work Alcove	-	1	75 /area	75	Located within staff-only area; networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
4.131	Supply Storage	-	1	80 /room	80	Office supply; paper goods; bed-bug machine
4.132	Beverage/Snack Station	-	1	20 /area	20	Located within staff-only area; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
4.133	Water Cooler	-	1	0 /area	0	Located within assessment center processing area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 4.100 grossing factor
4.134	ADA Restroom - Staff	1	1	50 /room	50	Accessible from admissions area; requisite mobility & accessibility features; gender neutral
4.135	Trash Alcove	-	1	50 /area	50	Located within assessment center processing area; regular and recycled trash (may be built in)
4.136	Janitor Closet	-	1	40 /room	40	Accessible from admissions area; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
				4.100 Total Net Square Feet	*4,650*	
				Grossing Factor	*1.50*	
				4.100 Total Gross Square Feet	*6,975*	
4.200	**Residential Crisis Services**					
	Residential Unit #1 [16 beds]					
4.201	Dormitory - Medical Detox	8	1	50 /pers	400	Dormitory room; 8 low-to-the-floor beds with visibility from nurse/staff station; privacy curtain; underbed clothing & personal storage cubbies
4.202	ADA Restroom - Client	1	1	50 /room	50	Accessible from within the medical detox dormitory (see 4.201); requisite mobility & accessibility features
4.203	Single-occupancy Room - SMI, SMI/SUD	1	3	100 /room	300	One behavioral-health bed; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design
4.204	ADA Single-occupancy Room - SMI, SMI/SUD	1	1	100 /room	100	One behavioral-health bed; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design; requisite mobility & accessibility features
4.205	ADA Double-occupancy Room - SMI, SMI/SUD	2	2	150 /room	300	Two behavioral-health beds; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design; requisite mobility & accessibility features
4.206	Shower/Dressing Room	1	1	80 /room	80	Accessible from the bedrooms; shower room with private drying/changing area (full-height doors)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.207	ADA Shower/Dressing Room	1	1	100 /room	100	Accessible from the bedrooms; requisite mobility & accessibility features; shower room with private drying/changing area (full-height doors)
4.208	Restroom - Client	1	2	40 /room	80	Gender neutral
4.209	ADA Restroom - Client	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
4.210	Water Cooler	-	1	0 /area	0	ADA accessible; wall-mounted; amount per code; square footage in 4.200 grossing factor
4.211	Lounge/TV	6-8	1	300 /room	300	Area directly accessible from bedrooms; tables with seating for 2-4 of which 1 space has wheelchair access; sound attenuation measures; natural light; 1 ADA-accessible telephone; TV area with lounge seating for 4-6; suicide/ligature-resistant handrails and grab bars
4.212	Quiet Lounge	4-6	1	250 /room	250	Room directly accessible from lounge/tv area (see 4.211); table with seating for 4 of which 1 space has wheelchair access; sound attenuation measures; natural light; 2 rocking chairs; reading area with lounge seating for 4; bookshelves for books/magazines; workstation with laptop; requisite data & transmission technology; suicide/ligature-resistant handrails and grab bars
4.213	Washer/Dryer	-	1	150 /room	150	Commercial-grade residential washer/dryer for personal clothing; sorting/folding tables; utility sink; cabinetry for laundry supplies
4.214	Trash Alcove	-	1	20 /area	20	Regular and recycled refuse; may be built in
	Residential Unit #2 [14 beds]					
4.215	Dormitory - Medical Detox	6	1	50 /pers	300	Dormitory room; 6 low-to-the-floor beds with visibility from nurse/staff station; privacy curtain; underbed clothing & personal storage cubbies
4.216	ADA Restroom - Client	1	1	50 /room	50	Accessible from within the medical detox dormitory (see 4.215); requisite mobility & accessibility features
4.217	Single-occupancy Room - SMI, SMI/SUD	1	3	100 /room	300	One behavioral-health bed; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design
4.218	ADA Single-occupancy Room - SMI, SMI/SUD	1	1	100 /room	100	One behavioral-health bed; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design; requisite mobility & accessibility features
4.219	ADA Double-occupancy Room - SMI, SMI/SUD	2	2	150 /room	300	Two behavioral-health beds; desk/writing surface; seating; night table; clothing and personal storage cubbies; natural light; suicide/ligature-resistant furniture/design; requisite mobility & accessibility features
4.220	Shower/Dressing Room	1	1	80 /room	80	Accessible from the bedrooms; shower room with private drying/changing area (full-height doors)
4.221	ADA Shower/Dressing Room	1	1	100 /room	100	Accessible from the bedrooms; requisite mobility & accessibility features; shower room with private drying/changing area (full-height doors)
4.222	Restroom - Client	1	1	40 /room	40	Gender neutral

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.223	ADA Restroom - Client	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
4.224	Water Cooler	-	1	0 /area	0	ADA accessible; wall-mounted; amount per code; square footage in 4.200 grossing factor
4.225	Lounge/TV	4-6	1	250 /area	250	Area directly accessible from bedrooms; tables with seating for 2-4 of which 1 space has wheelchair access; sound attenuation measures; natural light; 1 ADA-accessible telephone; TV area with lounge seating for 2-4; suicide/ligature-resistant handrails and grab bars
4.226	Quiet Lounge	2-4	1	200 /room	200	Room directly accessible from lounge/tv area (see 4.225); table with seating for 4 of which 1 space has wheelchair access; sound attenuation measures; natural light; 2 rocking chairs; reading area with lounge seating for 2; bookshelves for books/magazines; workstation with laptop; requisite data & transmission technology; suicide/ligature-resistant handrails and grab bars
4.227	Washer/Dryer	-	1	150 /room	150	Commercial-grade residential washer/dryer for personal clothing; sorting/folding tables; utility sink; cabinetry for laundry supplies
4.228	Trash Alcove	-	1	20 /area	20	Regular and recycled refuse; may be built in
	Residential Crisis Support					
4.229	Workstation - Nursing & RU Staff	2	1	150 /area	150	2 WS-64; co-located; centrally located within RU so as to have good observation of RUs & RU support spaces
4.230	Treatment Coordinator	1-2	1	150 /office	150	OF-150; shared office
4.231	Group Room	4-6	1	150 /room	150	Loose chairs for small group activities; whiteboard; equipped for two-way videoconferencing; requisite data & transmission technology
4.232	Interview Room	2-4	2	100 /room	200	Table and loose chairs for up to 4 people; equipped for two-way videoconferencing; requisite data & transmission technology; requisite privacy to prevent casual observation by others
4.233	Fresh Air Court	2-4	1	(500) /area	(500)	Bench seating; hand rails; grab bars
4.234	Laundry Staging	-	1	30 /area	30	Clean and soiled laundry carts
4.235	Beverage/Snack Station	-	1	20 /area	20	Staff-only area; counter; cabinetry; sink; coffeemaker; undercounter refrigerator; trash receptacle
4.236	Clean Utility	-	1	80 room	80	Adjustable shelves for linens, gowns, towels, daily use paper supplies
4.237	Soiled Utility	-	1	80 room	80	Counter with handwashing sink; hopper sink; adjustable shelves; bins; temporary secured biohazard storage
4.238	Supply Storage	-	1	100 /room	100	Bed linens inventory; hygiene supplies; bed-bug machine
4.239	Trash Alcove	-	1	20 /area	20	Regular and recycled refuse; may be built in

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.240	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
			4.200 Total Net Square Feet		*5,140*	
			Grossing Factor		*1.50*	
			4.200 Total Gross Square Feet		*7,710*	
			4.200 Total Exterior Gross Square Feet		*(500)*	
		4.000	*Total Interior Net Square Feet*		*9,790*	
		4.000	*Total Interior Gross Square Feet*		*14,685*	
		4.000	*Total Exterior Gross Square Feet*		*(500)*	

5.000   CRC Programs

The CRC will provide space for programs that may include academic education, vocational training, skills development, and various treatment programs. Delivery of programs will be by KCMO staff, contracted service providers, and community-based providers.

Program participants will be offered access to program services that are appropriate to their needs, some of which may be ordered by the KCMO Municipal Court as a sanction or condition of release.

When not being used by the CRC, this area will be made available for community meetings and events.

5.100 CRC Programs Area

1. The CRC programs area will be self-contained and readily accessible from the public lobby. The CRC programs area will operate on a 16-hour/day basis Monday through Friday.

2. The CRC programs area comprises multiple classrooms, a computer classroom, group rooms and interview rooms, which will be available on a scheduled basis. Dependent upon usage level, these program areas may be assigned on a regularly scheduled basis or scheduled on an as-needed basis.

3. Three multipurpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms. Each room will be equipped with videoconferencing capabilities to allow for remote delivery of programs, treatment, and services.

   a. One classroom will be sized to accommodate 25 participants.
   b. Two classrooms will each be sized to accommodate 20 participants.
   c. Two classrooms will each be sized to accommodate 12 participants.

4. A computer classroom, sized to accommodate 15 participants, will be designed and equipped to accommodate participants working at individual laptops.

   a. A centralized software system with appropriate file servers will be required to serve the WIFI-capable computers and will be located in a secure server room that is proximate to the computer classroom.

5. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge laptops.

6. Three group rooms, each sized to accommodate 10-12 people, will be available for small treatment groups and activities. The rooms will be equipped for videoconferencing, which will allow for remote delivery of treatment services.

7. Two interview rooms will be provided, each sized to accommodate 2-4 people, which will be designed and equipped for meetings between clients and professional counselors, program providers, peer support specialists, or volunteers. The rooms will be equipped for videoconferencing, which will facilitate virtual meetings.

   a. These interview rooms should be located proximate to the public lobby.

8. Three interview rooms, each sized to accommodate 2-3 people, will be provided and designated for KCMO probation staff to meet with probationers. The rooms will be equipped for videoconferencing with the court.

9. Clients, as part of a sanction or condition of release, may be required to participate in electronic monitoring (EM). Electronic monitoring often involves the wearing of a wrist or ankle bracelet that can monitor a person's location, and sometimes also their blood alcohol level.

   a. Generally, electronic monitoring is a contracted service. A room will be provided for the vendor(s) where EM devices may be applied and will include secure cabinetry for unassigned EM devices. The room will be configured with the requisite data and transmission technology.

10. Clients, at the direction of the court, may be required to submit to urinalysis (UA) testing either on a scheduled or random basis. A restroom, located proximate to the public lobby, will be provided for the collection of urine samples. Testing of urine samples will occur at courthouse lab.

    a. The restroom will include an ADA-accessible water closet, counter space, secure cabinetry for UA testing supplies, and a refrigerator for collected samples.

CRC Program Support Spaces

11. A greenspace that is readily accessible from the programs area circulation corridor will be available for participants to get fresh air during programming breaks. The space will be sized to accommodate up to 10 people on bench seating and picnic tables.

12. Readily accessible from the program rooms, a restroom for men, a restroom for women, a gender-neutral restroom, a water cooler, and a janitor closet will be provided.

5.000 CRC Programs

No.	Component	Persons Per Area	Number of Areas	Space Standard		NSF	Notes
5.100	**CRC Programs Area**						
5.101	Multipurpose Room/ Classroom	25	1	25	/pers +50	675	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, whiteboard, smart TV/board, real-time broadcast and two-way video learning capacity; internet or intranet web-based capabilities; CCTV capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
5.102	Multipurpose Room/ Classroom	20	2	25	/pers +50	1,100	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, whiteboard, smart TV/board, real-time broadcast and two-way video learning capacity; internet or intranet web-based capabilities; CCTV capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
5.103	Multipurpose Room/ Classroom	12	2	25	/pers +50	700	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, whiteboard, smart TV/board, real-time broadcast and two-way video learning capacity; internet or intranet web-based capabilities; CCTV capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
5.104	Computer Classroom	15	1	25	/pers +50	425	Computer carrels; whiteboard, smart TV/board, requisite data & transmission technology; extra 50 nsf for instructor workstation
5.105	Secure Server Room	-	1	100	/room	100	Adjacent to the computer classroom
5.106	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	150	/room	150	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
5.107	Group Room	10-12	3	250	/room	750	Loose chairs for small group activities; whiteboard; equipped for two-way videoconferencing; requisite data & transmission technology
5.108	Interview Room	2-4	4	100	/room	400	Table and loose chairs for up to 4 people; equipped for two-way videoconferencing; requisite data & transmission technology; requisite privacy to prevent casual observation by others
5.109	Interview Room - Probation	2-3	3	80	/room	240	Table and seating for 2-3 people; equipped for two-way videoconferencing w/ court; requisite data & transmission technology; 1 room is ADA accessible
5.110	Electronic Monitoring - Application	2-3	1	80	/room	80	Table and seating for 2-3 people; requisite data & transmission technology; secure cabinetry for EM devices

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.111	UA Restroom	1-2	1	80 /room	80	Located proximate to public lobby; ADA-accessible water closet; urine sample collection; counter space; secure cabinetry for UA supplies & refrigerator for collected samples
	CRC Program Support Spaces					
5.112	Greenspace - Participant	8-10	1	(600) /area	(600)	Bench seating; picnic tables; direct access from program areas circulation corridor
5.113	Restroom - Men	6-8	1	400 /room	400	Number of fixtures per code; 1 toilet/sink is ADA accessible; adequate door clearance from edge of water closet and toilet
5.114	Restroom - Women	4-6	1	300 /room	300	Number of fixtures per code; 1 toilet/sink is ADA accessible; adequate door clearance from edge of water closet and toilet
5.115	Restroom - Individual	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
5.116	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 5.100 grossing factor
5.117	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
	5.100 Total Net Square Feet				*5,490*	
	Grossing Factor				*1.30*	
	5.100 Total Gross Square Feet				*7,137*	
	5.100 Total Exterior Gross Square Feet				*(600)*	
5.000	*Total Interior Net Square Feet*				*5,490*	
5.000	*Total Interior Gross Square Feet*				*7,137*	
5.000	*Total Exterior Gross Square Feet*				*(600)*	

6.000   CRC Building Support Services

The following services will be provided in support of the CRC operations and facilities:

- Food Service
- Laundry
- Facility Support Services
- Central Plant

Food Service

Food service provides nutritionally adequate meals daily for both client residents and staff that are prepared and served under sanitary conditions.

Laundry

Laundry services are provided for client residents as a means to maintain adequate levels of sanitation and to prevent the spread of disease.

Facility Support Services

Facility support services provides for the receipt, storage, and distribution of supplies and goods necessary to operate the CRC. It also includes maintenance and housekeeping services that are necessary for the upkeep of the physical plant.

Central Plant

The central plant comprises the mechanical and electrical rooms for the building.

6.100 Food Service

1. The food service operation at the KCMO-DRC is responsible for providing nutritionally adequate meals for clients residing at the CRC as well as CRC staff, including two hot and one cold meal daily.

2. Breakfast, lunch, and dinner meals, including special diets, will be prepared in the KCMO-DRC kitchen, and transported to the CRC. CRC client residents and staff will eat in the dining room, which will be sized to accommodate up to 20 people.

3. Food and beverages will be transported from the KCMO-DRC in food carts that maintain proper temperatures to the CRC, which will be received at the CRC's loading dock and moved to the food service area. Doorways and circulation paths must be sized to accommodate the food carts.

4. A kitchen will be used to stage food and beverages brought in from the KCMO-DRC. The kitchen will include:

   a. counter space with a sink with instant-hot water tap,
   b. a microwave,
   c. storage cabinets,
   d. a commercial-grade refrigerator,
   e. a commercial-grade dishwasher,
   f. a sink with a commercial-grade garbage disposal,

g. staging for soiled pans/serving utensils, and
h. a trash alcove.

5. Proximate to the kitchen will be a product storage room. It is here where shelving is provided for the storage of paper products, limited dry food goods, cleaning supplies, etc.

6. A serving line, which consists of a table with steam and cold serving pans, and clean trays, cutlery, plates, and cups, and napkins will be provided. The serving line will have two sides – one side will be accessible from the kitchen and will be the side from which the food will be served, and the second side will be accessible from the dining room and will be side from which client residents and staff will receive their meals.

    a. Soiled serving pans and serving utensils will be returned to the KCMO-DRC for cleaning. Trays and dinnerware will be cleaned in the CRC kitchen.

7. The dining room will have five tables each with seating for four, which will accommodate 30 people (includes requisite ADA mobility and accessibility features). The dining room will include a:

    a. salad bar,
    b. beverage station with a microwave, sink and storage cabinetry,
    c. vending alcove,
    d. tray-return cart for soiled dinnerware, and
    e. trash alcove.

8. Directly accessible from the dining room, a fresh-air greenspace with bench seating and picnic tables will be provided.

9. Accessible from within the dining room, a water cooler, a restroom, and a janitor closet will be provided.

6.200 Laundry

1. Clients residing at the CRC will be responsible for laundering their personal clothes.

    a. A commercial-grade washer and dryer will be provided in each of the center's residential units for use by client residents.

2. Bedding, linens, and towels will be laundered at the KCMO-DRC. A room for staging laundry is provided proximate to the receiving/loading dock.

    a. The laundry room will be where clean & soiled laundry carts will be staged pending transfer to/from the KCMO-DRC.
    b. Clean bedding, linens, towels, etc. will be stored on shelving in the laundry room.

6.300 Facility Support Services

1. The building support manager will manage the overall facility support services for the CRC, including receipt of meals prepared by KCMO-DRC for distribution in the CRC, receipt/storage/distribution of product coming into the CRC, maintenance and sanitation of the building, and the central plant.

Service Yard/Loading Dock

2. All items coming into the CRC, including food, will first enter through a service yard to access the loading dock where items will be offloaded, inventoried (if applicable), and then moved to the designated location. The service yard will be used by supply and services vehicles to access the loading dock, and trash collection vehicles to access the refuse compactor and dumpster.

3. Located within the service yard, the loading dock will be sized and configured with two bays: one bay will be sized for a box or medium-sized commercial truck or smaller having a hydraulic liftgate; and one bay will provide access to the dumpster/trash compactor. The loading dock will be at grade.

4. Providing access to/from the loading dock to/from the main circulation spine:

   a. will be a set of double-wide doors, which will be controlled to prevent casual access and will be by card reader and/or biometric means (authorized persons only).
   b. will be a weather-protected pedestrian door.

      ▪ The pedestrian door will be equipped with a doorbell system (with camera) to alert the public receptionist to the presence of deliveries or service professionals, who in turn will notify the building support manager via the public address system.

5. Facility trash will be collected daily and brought to the refuse/recycling staging area proximate to the loading dock pending disposal and/or recycling. A dumpster/trash compactor will be located adjacent to the loading dock.

6. Parking will be provided within the service yard for a van or pickup truck for use by building support personnel.

Building Support

7. Office and/or workspace will be provided for the following positions and functions:

   a. Building Support Manager/Coordinator
   b. Building Support Clerk

8. The building support manager or designee will be responsible for the storage and distribution of products received at the CRC. On a scheduled basis, at least weekly, orders for supply replenishment will be collected, filled, and distributed. Additional supplies may be distributed on an as-needed basis.

9. A secure centralized storage room is provided with shelving and bins for storing bulk items and/or facility supplies/materials. Access to the central storage room will be controlled via card access, pin code, and/or biometric means (authorized persons only). There will be two storage areas, one for general storage of paper goods, linens, office supplies, etc., and one for cleaning supplies.

a. Within the central storage room an emergency eyewash station and a trash alcove will be provided.

10. Maintenance of the CRC will be the responsibility of KCMO maintenance staff or a contracted service. A satellite maintenance room will be located proximate to central storage. The room will have a:

a. workbench,
b. shelving,
c. slop sink, and
d. portable eyewash station.

The satellite maintenance room will be sized to accommodate one mobile tool crib, which will be used to store maintenance/repair tools, devices, and implements.

11. Janitorial and housekeeping services are provided by civilian staff/contractors, which will be overseen by the building support manager.

a. Accessible from the main circulation spine, storage will be provided for cleaning equipment (i.e., buffers, vacuum cleaners, steam cleaners, etc.), cleaning carts, and limited cleaning supplies.

12. Proximate to central storage, a staff restroom and a janitor closet will be provided.

6.400 Central Plant

1. The central mechanical plant, if provided, will be sized to serve the CRC. The central mechanical plant will house the chillers, boilers, and domestic hot water for the facility. It will also house the main electrical transformers and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, hot water generation in a second area and emergency generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc. should be color-coded for easy identification.

2. This area has vital equipment necessary for the essential operations of the facility, and the environment should be as clean and as dust free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc. should be sealed to eliminate flaking and be as easy to maintain as possible.

6.000 CRC Building Support

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.100	Food Service					
6.101	Kitchen	-	1	500 /room	500	Accessible from circulation corridor & proximate to receiving/loading dock (see 6.302); counter space w/ sink & instant-hot water tap; microwave; commercial-grade refrigerator; storage cabinets; commercial-grade dishwasher; sink w/ commercial-grade garbage disposal; staging for soiled pans/serving utensils
6.102	Product Storage	-	1	100 /room	100	Secure product storage; shelving for paper goods; cleaning supplies; dry food goods; etc.
6.103	Serving Line	2-4	1	150 /area	150	Table with steam and cold serving pans; trays; cutlery; plates; cups; napkins; requisite electrical connections/outlets & plumbing; one side accessible from kitchen & one side accessible from dining room
6.104	Dining Room	30	1	20 /pers	600	Five tables w/ seating for 4; requisite mobility & accessibility features
6.105	Salad Bar	-	1	80 /area	80	Located within dining room (see 6.104); requisite electrical connections/outlets & plumbing
6.106	Beverage Station	-	1	100 /area	100	Located within dining room (see 6.104); counter w/ beverage dispensers & microwave; sink; storage cabinetry; requisite electrical connections/outlets & plumbing
6.107	Vending Alcove	-	1	120 /area	120	Adjacent to beverage station (see 6.106); vending machines; requisite electrical connections/outlets
6.108	Tray Return/Sanitation	-	1	100 /room	100	Located within dining room (see 6.104); soiled dinnerware cart (tray, cutlery, cups, plates, etc.)
6.109	Trash Alcove	-	2	20 /area	40	One located within kitchen (see 6.101) & one located within dining room (see 6.104); regular & recycled trash (may be built in)
6.110	Greenspace	4-6	1	(500) /area	(500)	Bench seating; picnic tables; direct access from dining room (see 6.104)
6.111	Water Cooler	-	1	0 /area	0	Located within dining room (see 6.104); ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 6.100 grossing factor
6.112	ADA Restroom	1	1	50 /room	50	Accessible from within dining room (see 6.104); gender neutral; requisite mobility & accessibility features
6.113	Janitor Closet	1	1	40 /room	40	Accessible from within dining room (see 6.104); utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
		6.100 Total Net Square Feet			*1,880*	
		Grossing Factor			*1.40*	
		6.100 Total Gross Square Feet			*2,632*	
		6.100 Exterior Total Gross Square Feet			*(500)*	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.200	Laundry					
6.201	Laundry	-	1	150 /room	150	Accessible from circulation corridor & proximate to receiving/loading dock (see 6.302); shelving; clean & soiled laundry carts; linens & bedding, towels, etc.
			6.200 Total Net Square Feet		150	
			Grossing Factor		1.30	
			6.200 Total Gross Square Feet		195	
6.300	Facility Support Services					
	Service Yard/Loading Dock					
6.301	Service Yard	-	1	(1,000) /area	(1,000)	Area for vehicle circulation & maneuvering
6.302	Receiving/Loading Dock	-	1	(250) /area	(250)	Located within service yard; at grade; 1 bay sized for box or medium-sized commercial truck or smaller truck; designed for delivery trucks having a hydraulic liftgate
6.303	Service Entrance - Controlled-access Door	-	1	(0) /area	(0)	Provides access to/from loading dock to/from main circulation spine; double-wide doors; controlled access door - electronic release by public receptionist and/or access by card reader, pin code and/or biometric means (authorized persons only); square footage included in 6.300 grossing factor
6.304	Pedestrian Entrance - Controlled-access Door	-	1	(0) /area	(0)	Provides access to/from loading dock to/from main circulation spine; weather protected; controlled access door - electronic release by public receptionist and/or access by card reader, pin code and/or biometric means (authorized persons only); square footage included in 6.300 grossing factor
6.305	Refuse/Recycling Staging	-	1	(80) /room	(80)	Staging for refuse and recycling pending transfer to dumpster; ventilated directly to exterior
6.306	Dumpster/Trash Compactor	-	1	(150) /area	(150)	Located within service yard & adjacent to loading dock; hose bib
6.307	Parking - Utility Vehicle	-	1	(300) /area	(300)	Located within service yard; van or pickup truck; parking area to be adequately lit; requisite electrical charger/outlet; includes circulation space
	Building Support					
6.308	Building Support Manager/ Coordinator	1	1	100 /office	100	OF-100
6.309	Building Support Clerk	1	1	64 /wkstn	64	WS-64
6.310	Central Storage	-	1	500 /room	500	Secure room - access via card reader, pin code, and/or biometric means (authorized persons only); general product storage; shelving & bins; separate storage for cleaning supplies
6.311	Emergency Eyewash Station	-	1	15 /area	15	Located within central storage (see 6.310); ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle
6.312	Trash Alcove	-	1	20 /area	20	Located within central storage; regular and recycled trash (may be built in)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.313	Satellite Tool Crib	-	1	150 /room	150	Proximate to central storage; workbench; shelving; slop sink; portable eyewash station; 1 tool crib
6.314	Cleaning Equipment Closet	-	1	200 /room	200	Accessible from main circulation spine; buffer, vacuum cleaners, etc.; cleaning carts; limited cleaning supplies
6.315	Restroom - Staff	1	1	50 /room	50	Accessible from main circulation spine; proximate to central storage; requisite mobility & accessibility features; gender neutral
6.316	Janitor Closet	-	1	40 /room	40	Accessible from main circulation spine; proximate to central storage; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
			6.300 Total Net Square Feet		1,139	
			Grossing Factor		1.30	
			6.300 Total Gross Square Feet		1,481	
			6.300 Total Exterior Gross Square Feet		(1,780)	
6.400	Central Plant					
6.401	Central Mechanical Plant	-	1	700 /room	700	Boilers, chillers, domestic hot water heaters, etc.; size to be confirmed by mechanical & plumbing engineers
6.402	Emergency Generator	-	1	300 /room	300	Size to be confirmed by electrical engineers
			6.400 Total Net Square Feet		1,000	
			Grossing Factor		1.10	
			6.400 Total Gross Square Feet		1,100	
	6.000		Total Interior Net Square Feet		4,169	
	6.000		Total Interior Gross Square Feet		5,408	
	6.000		Total Exterior Gross Square Feet		2,280	

7.000   Parking

The CRC is a public building serving many interests and needs. Vehicle parking is needed for employees, contractors, official visitors, and members of the public.

As the country moves toward less reliance on fossil fuels, KCMO is encouraged to consider providing weather-protected parking with solar panels installed on the roofs. Electrical chargers/outlets will be provided in each area.

7.100 Parking – Public Vehicles

1. Appropriate signage around the site should indicate the public parking areas. Public access to the site should have its own vehicular entrance and exit ramps from the road, separate from staff-only access areas, if possible. Public parking areas shall be adequately lit for active monitoring, and the safety of visitors.

2. The public parking should be located near the public lobby, and there should be a passenger drop off adjacent to the main door to the CRC with signage indicating that the area is for drop offs only and parking at this location is prohibited.

3. The public parking area should have 75 (est.) spaces to accommodate both official visitors and members of the public simultaneously, including handicapped spaces per code. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.

    a. This assumes that, at any given time, the number of program and/or training participants will be approximately 65% of maximum capacity (188 people).
    b. This assumes that one-third of the program participants will arrive by public transportation or be dropped off and that two-thirds will arrive by their personal vehicle.

4. A bicycle shelter with bicycle racks will be provided for the public's use. The shelter will be located within the public parking area near the public entrance.

7.200 Parking – Staff/Provider Vehicles

1. The staff/provider parking area should be independent of public parking.

2. The staff/provider parking area will be securely fenced and gated with card reader and/or pin code access for authorized persons entry/exit and should be provided with pole-mounted CCTV cameras that can be recorded. Staff/provider parking areas shall be adequately lit for active monitoring, and the safety of staff.

3. The staff/provider parking area should have 65 (est.) spaces to accommodate both staff and providers simultaneously, including handicapped spaces per code. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.

    a. Thirty-five parking spaces will be provided for KCMO staff, and
    b. Thirty parking spaces will be provided for providers and volunteers.

4. Reserved parking will be provided for the following positions:

   a. KCMO Corrections Administrator
   b. CRC Administrator
   c. CIT Sergeant
   d. KCMO Official – unassigned (2)

5. A bicycle shelter with bicycle racks will be provided for staff use. The shelter will be located within the staff/provider parking area near the staff entrance.

7.300 Parking – Facility Vehicles

1. As noted previously in this report, designated parking is provided for one facility support vehicle within the service yard (see 6.300 Facility Support Services). The parking area shall be camera monitored/recorded and adequately lit for active monitoring, and the safety of staff. An electrical charger and outlet will be provided that will allow for recharging of electric vehicles.

7.000 Parking

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.100	Parking - Public Vehicles					
7.101	Public Lobby - Passenger Drop Off	-	1	(1,000) /area	(1,000)	Passenger drop off adjacent to the main door to the CRC (see 1.101); provide requisite mobility & accessibility features; includes circulation
7.102	Vehicle - Public	-	80	(300) /area	(24,000)	Passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
7.103	Vehicle - Reserved	-	4	(300) /area	(1,200)	Passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
7.104	Bicycle Shelter/Rack	-	1	(250) /area	(250)	Proximate to public entrance (see 1.101); bicycle shelter with rack storage for 10 bicycles
	7.100 Total Exterior Gross Square Feet				(26,450)	
7.200	Parking - Staff/Provider Vehicles					
7.201	Parking - Staff	-	1	(20) /area	(20)	Card reader and/or pin code access (authorized persons only); CCTV pole-mounted cameras
7.202	Vehicle - Staff	-	35	(300) /area	(10,500)	Gated access (see 7.201); passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
7.203	Vehicle - Provider	-	30	(300) /area	(9,000)	Gated access (see 7.201); passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
7.204	Vehicle - Reserved Staff	-	5	(300) /area	(1,500)	Gated access (see 7.201); passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
7.205	Bicycle Shelter/Rack	-	1	(250) /area	(250)	Proximate to staff entrance (see 3.101); bicycle shelter with rack storage for 10 bicycles
	7.200 Total Exterior Gross Square Feet				(21,270)	
7.300	Parking - Facility Vehicles					
7.301	Facility Support Vehicle	-	1	(0) /area	(0)	See 6.000 CRC Building Support - 6.307
	7.000 Total Exterior Gross Square Feet				(47,720)	

APPENDIX

Space Standards

TYPE	OCCUPANT	SIZE[1]	DESCRIPTION[2]
Note: All spaces will have requisite data and transmission technology			
Offices			
OF-180	Private Office: Senior Staff – Manager, Supervisor, Professional, Support Staff	180 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, desktop printer (as needed), access to networked MFC, wall-mounted whiteboard(s), wall-mounted whiteboard(s), conference table and seating for 4, visitor chairs (2).
OF-120	Private Office: Senior Staff – Manager, Supervisor, Professional, Support Staff	120 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, desktop printer (as needed), access to networked MFC, wall-mounted whiteboard(s), visitor chairs (2).
OF-100	Private Office: Manager, Supervisor, Professional, Support Staff	100 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, access to networked MFC, wall-mounted whiteboard(s), visitor chairs (1-2).
OF-150	Shared Office: Manager, Supervisor, Professional, Support Staff	150 nsf	Semi-private office, 2 workstations – each with desk with computer return, chair, file cabinet, telephone, computer, and shelving, access to networked MFC, wall-mounted whiteboard(s), visitor chairs (2).
Workstations			
WS-80	Workstation: Officer, Technical, Clerical Specialist	80 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, visitor chair (1), half-height privacy panels (as needed, side light panels to be provided for daylight access when feasible/ practical).
WS-64	Workstation: Officer, Technical, Clerical Specialist	64 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed, side light panels to be provided for daylight access when feasible/practical).
WS-50	Workstation: Clerical Specialist	50 nsf	Desk, chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed, side light panels to be provided for daylight access when feasible/ practical).

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Conference			
CF-450	Large Conference (Seats 16-18)	450 nsf	Conference table with seating for 18, credenza, telephone, smart TV, wall-mounted whiteboard(s), pin-up space, sound attenuation measures, data line locations & receptacles in floors & walls. *Additional 20 nsf will be added for each person over 18.*
CF-280	Medium Conference (Seats 10-12)	280 nsf	Conference table with seating for 12, credenza, telephone, smart TV, wall-mounted whiteboard(s), pin up space, sound attenuation measures, data line locations & receptacles in floors & walls. *Additional 20 nsf will be added for each person over 12.*
CF-160	Small Conference (Seats 4-6)	160 nsf	Conference table with seating for 6, telephone, smart TV, wall-mounted whiteboard(s), data line locations & receptacles in floors & walls. *Additional 20 nsf will be added for each person over 6.*
Reception			
RW-250	Large Reception (Seats 10-12)	250 nsf	Comfortable seating, coffee or end tables, coat hooks/rack. *Additional 20 nsf will be added for each person over 12.*
RW-200	Medium Reception (Seats 6-8)	200 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-100	Small Reception (Seats 2-4)	100 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
Breakrooms			
BR-250	Large Breakroom (Seats 6-8)	250 nsf	Two tables with 4 chairs each, vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove. *Additional 20 nsf will be added for each person over 8.*
BR-180	Medium Breakroom (Seats 4-6)	180 nsf	One table with 6 chairs, vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove.
BR-120	Small Breakroom (Seats 2-4)	120 nsf	One table with 4 chairs, vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove.

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[1] All of the spaces are given in net square feet (nsf). Departmental and building grossing factors are applied to these square footages in the architectural program to account for wall thicknesses, circulation space, ducting space, etc.

[2] Ideally, printers/copiers and fax machines will be in an area to serve multiple users rather than locating this equipment in each office. Only positions that may require printing of confidential documents will be provided a printer in their office. Moreover, central files will be preferable to large file storage in individual offices.

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SFS ▸ DEWBERRY ▸
PULITZER/BOGARD
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