

## **St Leonards Centre Building Project.**

### **Requirements Specification.**

Issue                      Draft 11  
Date                        Thursday 15 May 2008  
Prepared by                Richard Stagg

This document has been prepared by the Steering Team in consultation with the user groups in order to prepare a schedule of requirements to enable the designers to refine the plans for the building prior to those plans being presented to building control at the district council for approval. This approval is required prior to tenders being sought.

### **Consultation.**

- 1      This document shall be distributed for comments to all contacts.
- 2      Large copies of the plans shall be on permanent display at St Leonards Centre.
- 3      Small copies of the plans shall be distributed to all listed above.
- 4      Contacts are detailed elsewhere.

### **Requirements.**

As instructed by John Thatcher at this stage we are to cover requirements for the following as a minimum on a room by room basis.

- 1      Water.
- 2      Drainage.
- 3      Acoustics.
- 4      Ceiling height (Main hall only).
- 5      Room use.
- 6      Maximum number of people using each room.
- 7      Storage space.
- 8      Suggested layout changes.

### **Assumptions.**

We understand the following.

- 1      The plans provide for the same facilities as the existing building with the exception of the loss of one kitchen.
- 2      The kitchen in the new building is big enough to provide cooked meals for 40 people.
- 3      A fully equipped portacabin will be provided by the contractor for the temporary relocation of the parish office and Warham Trust office during construction.
- 4      Temporary arrangements for users will need to be made during construction.
- 5      Cottage tenants should be consulted.
- 6      The new building shall be completed and operational before building work starts on the old school building.
- 7      The plans provide for more storage space than we have now.
- 8      The current version of the site plan is 4390-11 C dated 28 June 2007.

### **1      OLD SCHOOL BUILDING.**

Drawing 4390-12 B dated 24 July 2007.

#### **1.1    Large meeting/social area.**

- 1      No water required.
- 2      No drainage required.
- 3      Acoustics are required.
- 4      Suspended ceiling required at the same height as the present one.
- 5      No fitted storage required.
- 6      Projector and screen required.
- 7      Speakers for PA required.

- 8 To be used by 70 people.
- 9 Expected use by Playschool, Day centre, Toddlers, Bridge club, Gardening club, WI, Evergreens, Sunday school, church evening services, after church coffee, Alpha, Cameo, general parties and bookings.
- 10 Secondary lighting on a dimmer switch required.
- 11 Bars below suspended ceiling for lighting, projector mounting.
- 12 Hearing Aid loop.
- 13 Audio Patch panel.
- 14 Conduit in roof void on North side for cabling.
- 15 Platform in roof void in centre for amplifiers, lighting ballast and radio receivers. Power cabling to same. Platform to be big enough to move around for equipment replacement. Access hatch and ladder required.
- 16 Provision for sound and lighting control desk.
- 17 Two RJ15 network sockets.
- 18 Roof void provision for terrestrial TV aerial feeding digital TV receiver.
- 19 Video switch for multiple sources to projector.

## **1.2 Meeting room.**

- 1 No water required.
- 2 No drainage required.
- 3 Acoustics are required.
- 4 Suspended ceiling required at the same height as the present one.
- 5 No fitted storage required.
- 6 Speakers for PA required.
- 7 To be used by 30 people.
- 8 Expected use by Playschool, Day centre, Toddlers, Bridge club, Gardening club, WI, Evergreens, Sunday school, church evening services, after church coffee, Alpha, Cameo, general parties and bookings.
- 9 Secondary lighting on a dimmer switch required.
- 10 Hearing aid loop, in series or parallel with other loop.
- 11 Audio patch panel.
- 12 Provision for sound control.
- 13 1 RJ15 network socket.

## **1.3 Entrance hall.**

- 1 No water required.
- 2 No drainage required.
- 3 Self closing doors required.
- 4 Coat hanging at different heights required.

## **1.4 Store west.**

- 1 No water required.
- 2 No drainage required.
- 3 Expected use by Toddlers, Playschool and Sunday school.

## **1.5 Store east.**

- 1 No water required.
- 2 No drainage required.
- 3 Expected use by Day centre.

## **1.6 WC west.**

- 1 2 adult toilets required.
- 2 1 basin required.
- 3 Hot and cold water required.
- 4 Drainage required.

### **1.7 WC east.**

- 1 1 adult toilet required.
- 2 1 basin required.
- 3 Hot and cold water required.
- 4 Drainage required.

### **1.8 Sink area.**

- 1 Hot and cold water required.
- 2 Drainage required.
- 3 Sink required.
- 4 Fitted cupboard above sink required.
- 5 Facility to make tea and coffee required using electric kettle.

### **1.9 Shed.**

- 1 Large toy storage.

## **2 NEW BUILDING GROUND FLOOR.**

Drawing 4390-13 D dated 24 July 2007.

### **2.1 Boiler room.**

- 1 Size: 4.85 sq m.
- 2 Boiler to heat and provide hot water for all 3 areas: Old school building, New building ground floor and New building first floor

### **2.2 Female WC.**

- 1 Size: 9.12 sq m.
- 2 3 toilets required.
- 3 3 basins required.
- 4 Hot and cold water required.
- 5 Drainage required.

### **2.3 Male WC.**

- 1 Size: 7.87 sq m.
- 2 1 toilet required.
- 3 2 basins required.
- 4 1 urinal required.
- 5 Hot and cold water required.
- 6 Drainage required.

### **2.4 Accessible WC.**

- 1 Size: 4.07 sq m.
- 2 1 toilet required.
- 3 1 basin required.
- 4 Hot and cold water required.
- 5 Drainage required.
- 6 Nappy changing facility required.

### **2.5 Kitchen and servery.**

- 1 Size: 29 sq m.
- 2 Sink required.
- 3 Hot and cold water required.
- 4 Drainage required.
- 5 Cooker required.
- 6 Dish washer required.

- 7 Cooking facilities for feeding 40 people required.
- 8 Fridge required.
- 9 Freezer required.
- 10 Hot cupboards required.
- 11 General cupboards required.
- 12 Hot water urn required.
- 13 Microwave oven required.
- 14 Fume extraction required.
- 15 Facilities and space for 6 people working in kitchen required.
- 16 Lockable cupboard for WI china required.
- 17 Telephone (1 RJ11 socket).
- 18 Centre working surface with water, drainage and power.
- 19 Volume of kitchen hot cupboard space to be stated.
- 20 Volume of kitchen ordinary cupboard space to be stated.

## **2.6 Reception entrance.**

- 1 No water required.
- 2 No drainage required.
- 3 Expected use for temporary storage of prams and pushchairs.
- 4 Door to be double width with double doors.
- 5 Coat hooks.
- 6 Wall space for notice board required.

## **2.7 General office (Parish office).**

- 1 Size: 22.38 sq m.
- 2 No water required.
- 3 No drainage required.
- 4 Facilities and space for 2 people working in general office required.
- 5 2 desks required.
- 6 Photocopier required.
- 7 Lockable cupboards required.
- 8 2 telephones required.
- 9 Computers required.
- 10 Internet access required.
- 11 2 RJ15 sockets (networking).
- 12 Provision for 100MB/s router, 16 RJ15 sockets, 100MB Ethernet cabling from panel to other RJ15 sockets around the building.
- 13 Printer (possibly to be combined with photocopier).
- 14 All round waist height ducting for cables.
- 15 Work surface for guillotine and paper collation.
- 16 Sound insulation between office and kitchen, between office and meeting room.
- 17 Sound insulation all round lift.
- 18 Sliding hatch window.
- 19 Size of present Parish Office to be stated for comparison. The total area including both offices and the cupboards is 4.8m x 7.1m making an area of 34.08 sq m.
- 20 Parish Office to have zoned heating for paper preservation.
- 21 An extractor fan for the photocopier is required.

## **2.8 Meeting/social area.**

- 1 Size: 50.6 sq m.
- 2 No water required.
- 3 No drainage required.
- 4 To be used by 30 people.
- 5 Expected use by Clinic, Bridge club, Sunday school, Parish council, WI, Alpha discussion groups, small social events, lunch club.
- 6 Storage for Bridge club required.
- 7 Storage for Clinic required.
- 8 Secondary lighting on a dimmer switch.
- 9 2 RJ15 network sockets.
- 10 Wall for projection/active panel?

- 11 Ceiling mounting for WAN distribution.
- 12 Sound deadening in ceiling.
- 13 Door to be one and a half doors.

## **2.9 Store.**

- 1 Size: 2 sq m.

## **3 NEW BUILDING FIRST FLOOR.**

Drawing 4390-14 B dated 24 July 2007.

### **3.1 Committee room north.**

- 1 Size: 28 sq m.
- 2 No water required.
- 3 No drainage required.
- 4 Computers required.
- 5 Internet access required.
- 6 To be used by 30 people.
- 7 Expected use for general meetings, youth meetings, internet café.
- 8 3 RJ15 Network Sockets
- 9 Wall for active panel?
- 10 Ceiling mounting for WAN distribution.
- 11 Secondary lighting on a dimmer switch.

### **3.2 Store 1.**

- 1 Size: 4.5 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.3 Store 2.**

- 1 Size: 2.46 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.4 Utility room.**

- 1 Size: 4.16 sq m.
- 2 Hot and cold water required.
- 3 Sink and drainage required.

### **3.5 Store 3.**

- 1 Size: 2.91 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.6 Office.**

- 1 Size: 11.36 sq m.
- 2 No water required.
- 3 No drainage required.
- 4 Facilities for 2 people working in general office required.
- 5 2 desks required.
- 6 Photocopier required.
- 7 Lockable cupboards required.
- 8 Telephone required (2 RJ11 sockets).
- 9 Computers required.
- 10 Internet access required (2 RJ15 sockets).
- 11 Expected use by Warham Trust, prayer room.

- 12 Secondary lighting on a dimmer switch required.
- 13 Printer.
- 14 Provision for ceiling mounted WAN.
- 15 All round waist height ducting for cables.

### **3.7 Gallery.**

- 1 Size: 7 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.8 Atrium.**

- 1 Size: 11.4 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.9 Store 4.**

- 1 Size: 3.6 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.10 Committee room south.**

- 1 Size: 35.75 sq m.
- 2 No water required.
- 3 No drainage required.
- 4 To be used by 40 people.
- 5 2 RJ15 network sockets.
- 6 Wall for projection/active panel.
- 7 Sound deadening in ceiling.
- 8 Secondary lighting on a dimmer switch.

### **3.11 Store 5.**

- 1 Size: 4.23 sq m.
- 2 No water required.
- 3 No drainage required.

### **3.12 Store 6.**

- 1 Size: 2.64 sq m.
- 2 No water required.
- 3 No drainage required.

## **4 GENERAL REQUIREMENTS.**

- 1 Storage for Toddlers buggies, push chairs, prams.
- 2 Storage for equipment when buildings are out of use or being demolished is required such as another portacabin or container.
- 3 Internet access.
- 4 Storage for arm chairs and cushions for Day Centre.
- 5 To be able to serve coffee on Sundays. (Safety of children.)
- 6 External building lighting.
- 7 All storage cupboards to be lockable.
- 8 Fire protection, extinguishers, blankets, smoke detectors.
- 9 First aid kits, first aid points.
- 10 Door opposite servery to be enlarged to double doors to line up with the servery doors.
- 11 Stairs to be safe for children.
- 12 Car park to be marked for car spaces.
- 13 Change "Disabled WC" to "Accessible WC" on the plans.
- 14 Lockable wooden bookstall on castors with storage space to put it in when it is not in use.

- 15 Advanced notification of buildings being out of use so that users can make alternative arrangements.
- 16 Car parking during building works to be resolved.
- 17 Heating radiators to be enclosed for safety.
- 18 Correct location of baby changing facilities to be established. Should they be raised or at floor level?
- 19 We have specified that the kitchen is to have a capacity to cook for 40 people. The kitchen capacity has been sized to be consistent with the capacity of storage, ventilation and the facilities of the rest of the building.
- 20 Avoidance of materials that provide a RF screen in the “new” part of the building – e.g. large areas of metal foil backed plasterboard.
- 21 Composition of walls to be detailed.
- 22 Thickness of insulation to be detailed.
- 23 Carbon footprint to be considered.
- 24 Windows to be detailed: materials, appearance, openings, type of glass, double glazing?
- 25 Toilet window arrangements in new building to be detailed.
- 26 Lift requirement to be reviewed. It is definitely required.
- 27 Lockable cupboard for children’s records.
- 28 Updated plans to include floor finishes and revised room areas.
- 29 Toilet fittings including doors to be detailed. Durability.
- 30 Day Centre storage also for 16 chairs, 3 large bags of cushions chair covers and blankets. Also trolleys 6 boxes of crockery and many other bits and pieces and two cupboards one inside the store which contains provisions, cutlery and another in the present kitchen which contains tea, sugar, coffee, vases and various other small items.
- 31 The building has no gas supply so all cooking will be electric. Electricity supply capacity to be checked.
- 32 We require a definitive set of drawings, appropriately dated which will be the actual set of drawings which will be presented to building regulation. Where requirements are shown on the drawings they need to be in step with the requirements as documented in the latest version of this document.
- 33 We require the drawings in A3 format so they can be scanned for publication on the web site.
- 34 The position of the oil tank must be shown on the drawings.
- 35 The bushes and trees to be removed to make way for the drive way needs to be confirmed.
- 36 The composition of the railings around the site needs to be specified so that we know what they will consist of so we can be sure that children cannot climb through them.
- 37 We require the drawings to show the folding partition in the main hall.
- 38 We require the drawings to show the width of the gateway for disabled access outside the entrance.
- 39 We require confirmation that we shall be able to get the whole chair trolley out into the hall laden with chairs. The dimensions of the laden trolley are 1.9m long x 1.2m wide x 2.3m high.

**5 NOTES ON AV/IT REQUIREMENTS.**

**5.1 Office facilities.**

- 1 Provide networked facilities for up to 6 people working in the two offices.
- 2 Networked printers and a central networked storage area with backup.
- 3 Provision for “hot-desking” for visitors with network access.

**5.2 General Internet Access.**

- 1 Assumed that Broadband access technology will evolve over time to 10 GB/s.
- 2 Provide central broadband router that is patched to 16 network sockets distributed around the building.
- 3 In parallel to wired networking reserve capacity for WAN via ceiling mounted distribution points in “new” part of building – this requires a spare network cable in roof void to meeting rooms in this part of the building.

**5.3 Audio Visual.**

- 1 Assumption is that the main hall will be used for worship, parties, entertainment.
- 2 Provide facilities to support use by a (worship) band.
- 3 Provide facilities to be able to use a video projector and play from multiple sources.
- 4 Provide facilities to be able to play CDs, DVDs.
- 5 Every day control of audio via simple panel, larger scale events via small mixing/lighting desk.
- 6 Use roof void for cabling, amplifier housing, radio microphone receivers.
- 7 Provision of digital TV receiver so we can televise major events.

## **6 INSURANCE.**

- 1 Research has revealed that it is inappropriate that the Steering Team take out indemnity insurance.
- 2 However the contract for the building should be a standard form JCT contract which outlines the responsibilities of the principal and the builder.
- 3 "21.21" insurance cover must be taken out against foundation weakening of nearby buildings.
- 4 The building contractor must have contractors all risk cover and liability.
- 5 The building insurer must be kept fully informed about what is being done.