Please note, this document hasn’t been updated since publication in 2013. Given the changing environment and ongoing impact of the Covid-19 pandemic, users of this document are asked to consider their specific requirements, seeking advice where necessary from their own advisors.

**[*LOCAL AUTHORITY*]**

**Appendix 6b: template and guidance – DBOM facilities requirements, technical specification and zone data sheets**

**Schedule 1 Part 1A – facilities requirements**

**This document provides a suggested structure to ensure that the key aspects, benchmarks and standards of design are well considered and clearly stated.**

**Please read the note below before using this template documentation**

This template should be reviewed and amended as appropriate to reflect project specific Local Authority requirements. Information shown in parenthesise [ ] indicates that project specific information is required.

Other organisations using the Facility/Facilities may also have requirements for accommodation that the Local Authority provides and these requirements should also be detailed so that the Contractor understands its commitments with respect to the overall provision.

This template documentation has been produced by Sport England, in consultation with local authorities, leisure operators and leisure, technical and legal advisors in the market to provide assistance to local authorities in the procurement of sports and leisure projects.

The template documentation has been published in good faith by Sport England with the help of its advisors, FMG Consulting and Nabarro LLP, and neither Sport England nor its advisors shall incur any liability for any action or omission arising out of any reliance being placed on the template documentation by any local authority or organisation or other person. Any local authority or organisation or other person in receipt of this template documentation should take their own legal, financial and other relevant professional advice when considering what action (if any) to take in respect of any initiative, proposal, or other involvement with any contractual partnership, or before placing any reliance on anything contained herein.

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**Drafting Note:** please note that the list of Zones in paragraph 1.3 (Specified Facilities) and Appendix 4 (Zone Data Sheets) of Schedule 1 Part 3 (Services Specification), Schedule 1 Part 1A (Facilities Requirements) and paragraph 1.22 (Acoustics) of Schedule 1 Part 1B (Technical Specification) is different. This is to give an indication of the different Zones that may be appropriate for different Projects. Once an Authority has decided upon the list of Zones that is appropriate for its Project, the list/details in each of these areas should be updated accordingly.

Please also note that various Zones are also referenced in paragraphs 6.5 and 6.13 (Performance Deduction Points) and the "Utilisation" section of the tables in Schedule 6 (Payment and Performance Monitoring System). These references should also be updated to tie in with the overall list of Zones determined by the Authority.

**1.1 Introduction**

The Facilities Requirements identify the requirements for the design, architecture and building services installations of the [Facility/Facilities]. This document should be read in conjunction with the Zone Data Sheets.

The descriptions of facilities and outputs set out in this document provide an overview of the Authority’s requirements with regard to the [Facility/Facilities] and are intended to assist the Contractor in designing facilities which respond to local requirements and fulfil local need.

Nothing in these Facilities Requirements shall remove the obligation of the Contractor to meet the requirements of all relevant Guidance and Legislation.

The Contractor shall comply with any methodologies identified in these Facilities Requirements and with all relevant professional and trade guidance as set out in these Facilities Requirements.

**1.2 Core Requirements**

The Contractor is required to provide [a] high quality sports and leisure centre[s] with the aim of promoting accessible sport and physical activity opportunities in the area.

The [Facility/Facilities] shall provide Users with a safe and comfortable environment in which to participate in a range of activities.

The [Facility/Facilities] shall be designed to a standard consistent with all relevant and current technical design guidance published by Sport England and the national governing bodies of sport (NGBs)

The Core Requirements for the [Facility/Facilities] include:

* [Reception Area]
* [Secure Storage Area (Reception)]
* [Main Pool - Please refer to Sport England publication ‘Affordable Community Swimming Pools’ for typical pool configurations <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/swimming-pools> [6 x 2.5m lane, 21m x 25m main swimming pool with two booms and one moveable floor (the **Main Pool**)]
* [20m x 10.5m learner/leisure and learner/warm up pool with moveable floor (the **Learner Pool**)]
* [Spectator Viewing (Pools)]
* [Wet Side Change Area]
* [Spa Suite containing Spa, Sauna and Steam Facilities]
* [4 badminton court Sports Hall – 34.5m x 20m x 7.5m]
* [Dry Side Change Area (Sports Hall)]
* [100 station IFI compliant health and fitness centre (the **Fitness Suite**)]
* [Dry Side Change Area (Fitness Suite)]
* [Aerobics/Dance Studio]
* [Community Information Point – a ‘one stop’ point for information on local NHS services and public]
* [Healthy eating café]
* [Kitchen and Store]
* [Toilets]
* [Cleaners Store (non-public support accommodation)]
* [Flexible Space]
* [Crèche]
* [Duty Manager’s Office]
* [General Office]
* [IT/Communications Rooms]
* [Staff Store]
* [Staff Rest Room]
* [Staff Change Area]
* [Internal Circulation (public support accommodation)]
* [Plant Room]

The above required Zones are described in more detail below. For each Zone the following further facility requirements detail is provided:

* General Requirements
* Dimensions
* Description of Activities/Functions
* Key Design Requirements
* Adjacencies
* Occupancy/Capacity.

**1.3 Reception Area**

***General Requirements***

* The external entrance foyer shall be easily identifiable and have a prominent position in the general arrangements for the building. An entrance lobby shall be provided to reduce air changes and loss of heat and the migration of dirt and water into the main foyer. The lobby shall be provided with a full width threshold mat and well and automatic doors.
* The position of the reception counters and access control systems shall allow Users to immediately recognise the correct admission points for the Facility. Users shall be channelled such that they pass the reception desk and/or the reception desk should be designed to allow optimum supervision and minimise staffing.
* The reception desk shall be visible upon arrival, at an appropriate height for wheelchair users, fitted with an induction loop and signed appropriately.

***Dimensions***

* To meet the Authority's Requirements and allow suitable circulation and waiting space for peak occupancy.

***Description of Activities/Functions***

* The Reception Area shall serve as a meeting point for Users before entering the Facility.
* The Reception Area shall also serve as an entrance point to those wishing to use facilities not located behind the Facility’s turnstiles (this could potentially include Toilets, Café and Community Information Point).
* The Reception Area shall be large enough to accommodate small scale exhibitions (for example, temporary exhibitions or ‘live’ activities such as arts/cultural presentations).
* The Reception Area should be capable of holding up to [xx] people based on anticipated peak occupancy.
* The reception desk shall be the main control and security point to the Facility.
* The layout of the Reception Area and position of the reception desk shall provide Users with space to queue at busy periods.

***Key Design Requirements***

The Reception Area shall:

* Be of a sufficient size to allow people to meet before using the facilities.
* Meet the requirements set out in the Zone Data Sheet.
* Allow for plenty of natural light.
* Have provision of a convenient and secure store for baby buggies/prams which can be seen.
* Have a clear view of the external cycle stands.
* Have a convenient store for disability buggies, clearly visible from reception.
* Have automatic operation of the main doors.
* Have access which is level.
* Have high quality external windows and doors, floors and ceiling finishes that create a good impression and contribute to lower maintenance, energy and replacement costs.

The reception desk shall:

* Be of an ‘open’ design, with a lower level for wheelchair users and children.
* Incorporate storage for lost property and items for sale or hire.
* Make provision for the monitoring of security and fire alarm systems.
* Allow for the use of CCTV monitors.
* Allow for IT equipment and data-gathering systems.
* Include tills and other equipment as identified in the Zone Data Sheets.
* Include an induction loop that complies with BS EN 60118-4 and BS7594.
* Provide viewing into the Sports Hall through glazed panels, with flush detailing to the Sports Hall side.
* Be linked to appropriately placed turnstiles.

***Adjacencies***

* The Reception Area shall provide access to all parts of the building.
* The reception desk shall afford good views of Users entering the Facility, and a high level of surveillance should be possible from the reception desk.

***Occupancy/Capacity***

* The Reception Area shall accommodate groups waiting to access the Facility, or those waiting for other activities to be held in the vicinity.
* The reception desk will need to accommodate a minimum of [x staff].]

**[1.4 Secure Storage Area (Reception)**

***General Requirements***

* The Secure Storage Area (Reception) shall be used to store items during exhibitions in the Reception Area.

***Dimensions***

* To meet the Authority's Requirements based on the outline schedule of equipment ([4 demountable stands (1800mm high x 600mm wide) and 20 stacking chairs]).

***Description of Activities/Functions***

* Used to store exhibitions, equipment, stands, chairs etc.

***Key Design Requirements***

* The Secure Storage Area (Reception) must be of robust design to deter thieves.
* Doors should not open directly into circulation spaces.

***Adjacencies***

* The Secure Storage Area (Reception) shall allow easy access to the Reception Area.

***Occupancy/Capacity***

* For use by staff and exhibitors.]

**[1.5 Main Pool**

***General Requirements***

* The swimming facilities shall be capable of:
1. Providing quality casual swimming in a range of depths not exceeding [x,xxx mm] deep, based upon one bather per 3m sq. of water area
2. Allowing easy access to the water for people of all abilities in accordance with the Equality Act 2010; BS 8300: 2009 Design of buildings and their approaches to meet the needs of disabled people – Code of practice; Building Regulations Approved Document M: 2004 Access to and use of buildings and Sport England’s requirements set out in Accessible Sports Facilities Design Guide <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/accessible-facilities>
3. Complying with the HSC document ‘*Managing Health and Safety in Swimming Pools*’.
* The swimming facilities shall be capable of holding competitive swimming (at sub-regional and regional level) over a distance of [xxm (in x lanes)] in accordance with Sport England requirements.
* The overall dimensions, tolerances and lane widths shall comply with those set out by Sport England <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/swimming-pools>
* Lane markings shall meet ASA requirements in terms of both contrast and size.
* The Main Pool shall be deck level along the sides, with raised ends in accordance with Sport England Guidance <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/swimming-pools>
* Slip resistance surfaces and recessed steps shall be used in accordance with Sport England Guidance. <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/swimming-pools>
* The flexibility of the Main Pool shall be enhanced by the provision of a moveable floor or floors to vary the depth for different activities.
* Booms-one or two vertical/lateral booms shall be provided.
* The Main Pool shall provide deep water of [xm] for competition purposes.
* Main Pool surroundings shall correspond to the sizes set out by Sport England, and shall remain unobstructed by any features. These are a minimum of [xm] on all sides with a minimum of xm at the start end.
* The Main Pool gradient shall not exceed [1 in 15] at any point.
* The Main Pool tank profile shall be in accordance with Sport England Guidance.
* There shall be no underwater features that project and form a hazard.
* The Main Pool lighting shall be in accordance with Sport England Guidance.
* Main Pool water temperature shall be in accordance with Sport England Guidance.
* Main Pool equipment including timing gear, lane lines, starting platforms shall be provided to ASA standards: <http://www.swimming.org/asa/facilities/swimming-pool-design/>
* There shall be a range of means of access for disabled persons in accordance with relevant Sport England Guidance.

***Dimensions***

The minimum dimensions of the pool basin shall be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Length** | **Width** | **Depth** | **Gradient** |
| Main Pool | [25m] | [6 x 2.5m lane] | [1.8-2.0m] | To allow for drainage |

***Description of Activities/Functions***

The Main Pool shall be capable of supporting lane swimming in a minimum of [x] lanes, and shall be capable of accommodating a full range of water based activities including:

* [General swimming]
* [Club/squad swimming]
* [Lane swimming]
* [Competition swimming]
* [Water hockey]
* [Learner classes]
* [Scuba diving club]
* [Canoe polo]
* [Synchronised swimming]
* [Diving (developmental level)]
* [Aqua aerobics]
* [Disabled groups]
* [Community Hospital referrals]
* [Children’s parties (including inflatable installations).]

***Key Design Requirements***

* Access to and from the Wet Site Change Area shall not occur near deep water; if this cannot be achieved, suitable barrier railings shall be provided.
* There shall be no abrupt changes in floor level.
* There shall be no sharp edges or features within the Main Pool hall.
* Any glazed areas shall be designed to withstand impact and prevent glass from breaking and entering the water.
* Glazing shall be located to avoid glare or specular reflection.
* The water depth shall be clearly displayed from all angles, with the use of electronic displays if adjustable depths are available.
* The water treatment for the Main Pool shall be a high quality with good circulation, appropriate turnover periods and ozone or UV supplemented by chlorine for disinfection.
* The ventilation shall be of a good standard to provide environmental conditions in accordance with Sport England Guidance.
* Temperature shall be as specified in the Zone Data Sheets. Air temperature shall be 1ºC higher than water temperature.
* Appropriate finishes shall be used and shall include anti slip resistant surfaces in wet areas.
* There shall be an adjacent first aid room that can be used for dope testing during competitions.
* The Main Pool shall be visible from the Reception Area and at the same level as the Wet Side Change Area.
* There shall be no markings on the Main Pool ceiling, which could distract back stroke swimmers.
* Main Pool surround dimensions shall be as set out in Sport England Guidance.
* Glare and spectral reflection across the Main Pool shall not occur.
* Poolside, changing, and toilet finishes shall be slip resistant.
* Particular attention shall be given to pool gratings, wall finishes, lighting and the acoustic performance of the space.
* Signage shall be clear and instructive and comply with health and safety guidelines.
* Adequate storage must be provided to service the Main Pool activities set out above and shall comply with Sport England Guidance. The storage area shall accommodate equipment for [casual/learner sessions], lane swimmers and gala events.

***Adjacencies***

* Life guarding stations shall be provided in an appropriate location and numbers to allow flexibility in the use of the Facility and as a minimum allow each of the required activities listed above to occur.
* The Main Pool shall have a direct relationship with the following spaces:
1. First aid room which shall be located near and directly accessible to a hard standing area for emergency vehicles;
2. Pool equipment store; and
3. Cleaners store.
* A visual connection is required from:
1. The Café;
2. Spectator Viewing (Pools); and
3. A competitor waiting area (for use during competitions) which shall be next to the Main Pool and provide a view of the Main Pool.
* Other relationships:
1. The Main Pool shall be located next to the Learner Pool;
2. A direct link shall be provided between the Spectator Viewing (Pools) and the Wet Side Change Area. This link shall not be via the pool side; and
3. The pool storage area shall be poolside with easy access to the Main Pool and Learner Pool.

***Occupancy/Capacity***

* The Main Pool shall be capable of accommodating the intended programme of use, approximately [x,000 users] per day, with a maximum of approximately [xxx] swimmers in the Main Pool [at any one time/per hour] plus staff.
* The [                       ] swimming club/team shall require a poolside waiting area for up to [xx] persons between lessons.
* The water polo team shall require the provision of poolside waiting area of up to [xx] persons.
* During swimming galas/competitions the Main Pool shall be capable of supporting spectator seating for up to [xxx] persons, plus accessible seating provision in accordance with Sport England Guidance.
* The poolside should have accommodation for up to [xxx] competitors for gala events.]

**[1.6 Learner Pool**

***General Requirements***

* The swimming facilities shall be capable of:
1. Providing quality casual swimming in a range of depths not exceeding [x,000mm] deep, based upon one bather per [xm sq.] of water area
2. Allowing easy access to the water for people of all abilities in accordance with the Equality Act 2010; BS 8300: 2009 Design of buildings and their approaches to meet the needs of disabled people – Code of practice; Building Regulations Approved Document M: 2004 Access to and use of buildings and Sport England’s requirements set out in Accessible Sports Facilities Design Guide. <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/accessible-facilities>
3. Complying with the HSC document ‘*Managing Health and Safety in swimming pools*’.
* The swimming facilities shall be capable of providing shallow water:
1. To provide parents and children with a dedicated area for introduction to water and leisure activities;
2. Between the depths of [x00mm and x00mm] for learn to swim programmes and holding competitive swimming (at sub-regional and regional levels) over a distance of [25m] (in x lanes)] in accordance with Sport England requirements.
* The dimensions of the Learner Pool shall be a minimum of [xm x xm] (allowing for two middle lanes of 2m and two outside lanes of 2.25m), and a maximum of [xm x xm] (allowing for three middle lanes of 2m and two outside lanes of 2.25m) in accordance with Sport England Guidance.
* The Learner Pool shall be deck level.
* The Learner Pool shall incorporate recessed steps at each corner in the side walls.
* The Learner Pool shall be able to be separated visually and acoustically from the Main Pool to allow for use which requires quiet or privacy.
* Access from the Wet Side Change Area to the Learner Pool for ethnic minorities shall be accommodated.
* The Learner Pool lighting shall be in accordance with Sport England Guidance.
* Learner Pool water temperature shall be in accordance with Sport England Guidance.
* There shall be spectator accommodation for up to [xx] persons adjacent to the Café or in the Spectator Viewing (Pools).
* There shall be group and disability changing areas with direct access to the main Wet Side Change Area.
* Pool equipment shall include swimming and teaching aids, play equipment, steps/ramp for disabled use, all in accordance with ASA guidelines.
* There shall be a minimum of [xm] depth, and a maximum of [xm], to enable swimmers to warm-up and warm-down when the Main Pool is in use for galas and major events.
* There shall be a moveable floor.
* Secure pool stores shall be provided to accommodate the equipment necessary for the planned programme of activities for the Learner Pool (including use

by swimming clubs).

***Dimensions***

The minimum dimensions of the pool basin shall be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Length** | **Width** | **Depth** | **Gradient** |
| Learner Pool | [16-20m] | [8.5-10.5m] | [0-1.2m] | To allow for drainage |

***Description of Activities/Functions***

The Learner Pool shall be capable of accommodating a full range of water-based activities including:

* [General swimming]
* [Learner classes]
* [Aqua aerobics]
* [Disabled groups]
* [Community hospital referrals]
* [Children’s parties (including inflatable installations).]

***Key Design Requirements***

* The Learner Pool shall be separated from the Main Pool by a temporary or permanent partition (minimum height 1.8m) to ensure that the environmental control of the two pools can be achieved as well as to ensure that there is no interference between the activities taking place in each pool.
* Moveable floors and bulkheads shall comply with the following safety requirements:
1. Pool circulation shall not be adversely affected by the floor and bulkhead installation
2. There shall be no access by members of the public to the underside of the moveable floor
3. If a flap prevents access to the underside of the floor, precautionary measures shall be taken to prevent people slipping off the flap
4. There shall be no entrapment hazards around the edges of the floor, which shall be filled by a flexible gasket
5. Gaps shall not exceed current Legislation and guidelines
6. If the floor is able to be tilted, the gradient should not exceed 1:15.
* Clear and accurate depth indicators shall be provided in prominent positions so that they can be seen by all bathers using the Learner Pool. If the floor is to be tilted then the indicators should be located at each end of the floor.
* Glare and spectral reflection across the Learner Pool shall not occur.
* Temperature shall be as specified in the Zone Data Sheets. Air temperature to be 1ºC higher than water temperature.
* Poolside, changing and toilet finishes shall be slip resistant.
* Particular attention shall be given to pool gratings, wall finishes, lighting and the acoustic performance of the space.
* Signage shall be clear and instructive and comply with health and safety guidelines.

***Adjacencies***

* Life guarding stations shall be provided in an appropriate location and numbers to allow flexibility in the use of the Facility and as a minimum allow each of the required activities listed above to occur. Computer aided life-saving equipment should be used as a supplement to lifeguards.
* The Learner Pool shall have a direct relationship with the following spaces:
1. First aid room
2. Learner Pool equipment store
3. Dedicated cleaners store (this can be part of the Learner Pool storage area or a combined wet/dry side storage area)
4. Officials rooms for galas.
* A visual relationship is required from:
1. The Café
2. Spectator viewing (Pools)
3. A competitor waiting area (for use during competitions) which shall be next to the Learner Pool and provide a view of the Learner Pool.
* Other relationships:
1. The Learner Pool shall be located next to the Main Pool
2. A direct link shall be provided between the Spectator Viewing (Pools) and the Wet Side Change Area. This link shall not be via the pool side.

***Occupancy/Capacity***

* The Learner Pool shall be capable of accommodating approximately [x] Users per day (with [y] at peak periods), with a maximum of approximately [z] people at any one time/per hour plus [n] staff.]

**[1.7 Spectator Viewing (Pools)**

***General Requirements***

* The Contractor shall provide spectator accommodation in a comfortable environment in which to watch a variety of swimming activities including competitions and galas.
* A spectator viewing area for up to [xxx] people is required.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Provision of spectator viewing.

***Key Design Requirements***

* A suitable number of wheelchair spaces shall be provided in accordance with the ‘*Green Guide’*.
* Spectators shall be able to view events in both the Main Pool and Learner Pool.
* Sight lines shall not be obstructed.
* Clocks shall be visible.

***Adjacencies***

* A direct link shall be provided between the Spectator Viewing (Pools) and the Wet Side Change Areas; this link shall not be via the poolside.
* To afford views of the pools the Spectator Viewing (Pools) shall be located on the first floor.

***Occupancy/Capacity***

* The minimum number of usable spectator seats shall not be less than [xxx] seats and additional dedicated viewing area for [*insert number*] wheelchair users shall be available.]

**[1.8 Wet Side Change Area**

***General Requirements***

* Wet side changing cubicles shall be provided as a mixture of group and mixed village style changing cubicles. The capacity of the Wet Side Change Area shall be carefully considered and allowance made for different ratios of males and females. All wet changing facilities shall provide privacy and accommodate the diversity of the local community. The level of toilet and shower facilities shall allow for different ratios of males and females.
* As a minimum, Sport England Guidance shall be met. The width of aisles between facing cubicles shall be such to provide Users with an open environment rather than an oppressive environment. The width of aisles shall comply with the Sport England Guidance note ‘*Accessible Sports Facilities*, and comply with relevant Legislation and any applicable Authority’s Policies.
* The Wet Side Change Area shall include the following:
1. Baby changing room
2. Toilets
3. Showers
4. Vanity area and mirrors
5. Push chair and wheel chair storage.
* Lockers shall be provided which shall be vandal resistant with heavy duty locking mechanisms and be capable of safe use.
* The Wet Side Change Area shall accommodate different ratios of males/females through the use of buffer or individual changing units.
* Specific provision for young persons shall be provided (e.g. height of urinals, toilets and wash basins) and for people with disabilities.
* Separate vanity, hair drying and baby change facilities shall be provided.
* Hot and cold water, [(sinks only)] plugs that work and soap dispensers shall be installed [at each sink] [and] [in each shower].
* A maximum of [xxx] secure clothes storage lockers shall be provided for the Wet Side Change Area, located to allow supervision by staff for security purposes. The lockers shall be a combination of full, half, and third length lockers.
* [x] shower cubicles for male and female Users who require privacy shall be provided.
* Sanitary facilities shall be provided and positioned suitably.
* Group facilities shall be provided and shall be suitable for supporting use as ‘home’ and ‘away’ changing for water based team sports [specifically water polo].

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* N/A

***Key Design Requirements***

* The design of the changing cubicle installations shall make provision for individual, family, group and disabled changing.
* Floor, wall and ceiling finishes, fixtures and fittings and materials shall be robust, durable, easy to clean and maintain. The design shall enhance the privacy of Users.
* Changing areas will have circulation routes which encourage use of toilets and showers prior to entry into the Main Pool and Learner Pool.
* The changing facilities shall be secure with appropriate surveillance equipment installed.
* Toilet and shower facilities shall comply with British Standards and Sport England Guidance.

***Adjacencies***

* There shall be reasonable access to the Wet Side Change Area from the Spectator Viewing (Pools). The Wet Side Change Area shall be located with direct access to both the Main Pool and the Learner Pool.

***Occupancy/Capacity***

* The Wet Side Change Area shall provide cubicles capable of accommodating a minimum of [xxx] and a maximum of [xxx] people.]

**[1.9 Spa Suite**

***General Requirements***

* The dimensions of the Spa Suite shall be such to accommodate a minimum of [xx] people and a maximum of [xx] people at the same time and shall be in accordance with Guidance.
* If the Spa is on deck level it shall incorporate recessed steps and a hand rail.
* The Spa shall be separated visually and acoustically from the Main Pool to allow for relaxation, which requires quiet or privacy.
* Spa water temperatures and lighting shall be in accordance with national guidelines, and as stated in the Zone Data Sheets.
* Sauna and steam temperatures and lighting shall be in accordance with national guidelines, and as stated in the Zone Data Sheets.
* Disabled Wet Side Change Areas shall have access to the Spa Suite areas.
* A timer shall be fitted to the Spa in accordance with Guidance.
* Showers in the Wet Side Change Area shall be located near the Spa Suite.
* Drinking water shall be provided near the Spa Suite areas.
* Signage on safety issues shall be located next to the Spa Suite areas.
* Secure pool stores shall be provided to accommodate the equipment necessary for spa testing.
* Safety pulls shall be installed next to the Spa, in the steam and sauna areas.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The facilities shall comprise:
1. Saunas for [mixed/single sex] use
2. Steam rooms for [mixed/single sex] use
3. A jacuzzi pool for mixed use.

***Key Design Requirements***

* All floor finishes to the Spa Suite shall be slip resistant.
* Particular attention shall be given to gratings, wall finishes and lighting.
* All signage shall be clear and instructive and comply with health and safety guidelines.

***Adjacencies***

* The Spa Suite shall have a direct relationship with the following spaces:
1. First aid room
2. Toilet facilities
3. Wet Side Change Area (including the showers) and drinking water fountains.

***Occupancy/Capacity***

The Spa Suite shall be capable of accommodating [xxx (xx per hour x 12 hour day)] Users per day, with [xx per hour] at peak periods.]

**[1.10 Sports Hall**

***General Requirements***

* The overall dimensions of the Sports Hall shall be derived from the optimum arrangement of badminton courts compatible with the minimum spatial requirements for a variety of sports as set out in the table below.
* The space and safe area required for most games depends on the standard of play, and an indication of standard has been included in the table below.
* The Sports Hall shall be used for a number of different sporting activities as set out in the table below:

|  |  |
| --- | --- |
| **Activity** | **Minimum Designated Standard of Play** |
| [Badminton Courts [x] and short tennis] |  |
| [Basketball Courts [x]] |  |
| [Volleyball Courts [x]] |  |
| [Gymnastics] |  |
| [5-a-side Football Courts [x]] |  |
| [Netball Courts [x]] |  |
| [Sports Hall Athletics] |  |
| [Various Martial Arts] |  |
| [Table Tennis Courts [minimum of x]] |  |
| [Indoor Hockey [x]] |  |
| [Handball [x]] |  |
| [Korfball [x]] |  |

***Dimensions***

* A clear space of [xxxm2] (in a x badminton court Sports Hall) with a minimum clear height of [xxm] all in accordance with Sport England Guidance.
* Equipment storage accommodation at least xm in height, equivalent to at least xx% of the floor area of the Sports Hall shall be provided.

***Description of Activities/Functions***

* Sports shall be accommodated in the Sports Hall as set out in the table above.
* Spectators shall view the sports from a viewing area.

***Key Design Requirements***

The design shall satisfy the following requirements:

* All surfaces to be flush and of a consistent colour in accordance with Sport England Guidance.
* A semi sprung floor finish that complies with BSEN 14904 and BS8201 all in accordance with the Sport England document ‘*Sports Hall Design*’. The floor shall comply with impact and flatness requirements, whilst still being robust enough to deal with external shoes.
* A robust and maintenance free surface to the walls, free from projections.
* Any doors shall open out of the Sports Hall whilst having a flush fit and flush ironmongery to the inside doors of the Sports Hall.
* Glare shall be kept to a minimum in accordance with Sport England Guidance.
* Court and guide markings for all of the sports listed in the table above to both regional and recreational standards.
* Allow for segmentation of the Sports Hall.
* Provide a means of escape for Users of the Sports Hall which satisfies all Legislation and Guidance.
* Provide a dedicated mat store of sufficient size to accommodate full size mats on a trolley and which is fire rated and mechanically ventilated to satisfy the local fire officers' requirements.
* Include an induction loop that complies with BS EN 60118-4 and BS7594.
* Meet the requirements set out in the relevant Zone Data Sheets.
* Comply with the stipulated court and safety margin dimensions and unobstructed clear height requirements stipulated by Sport England for the activities and standard of play set out in the table above.
* Provide spectator accommodation that provides a comfortable environment in which to watch the Sports Hall activity. The spectator seating shall be capable of allowing simultaneous viewing of x badminton courts.
* Fixtures, fittings, floor markings and equipment are required to enable the sports listed in the table above to be played and will be detailed in the Zone Data Sheets.
* The floor of the Sports Hall shall be constructed in such a manner and with the appropriate materials to provide a safe environment for all sporting activities specified in the table above and be flush, impact resistant and of a consistent colour.
* The wall colour shall provide a clear contrast with playing equipment such as shuttlecocks and basketballs and shall contrast with the floors.
* Glare from natural light shall be avoided.
* Intelligibility of speech within the hall is required to enable coaching and training.
* Storage doors shall open outwards from the Sports Hall.
* The mat store shall be separate from the equipment store, and shall comply with fire regulations.

***Adjacencies***

* Direct access shall be provided from spectator seating to the courtside.
* Secure storage for all sporting equipment shall be provided and shall be directly accessible from within the Sports Hall.
* The equipment store shall provide direct access to the Sports Hall and shall be located along the side of the Sports Hall to enable easy access from both halves of the Sports Hall when there is a central partition for activities.

***Occupancy/Capacity***

* The Sports Hall shall be able to accommodate a combination of Users from different sports as per the table above.]

**[1.11 Dry Side Change Area (Sports Hall)**

***General Requirements***

* The Dry Side Change Area (Sports Hall) shall be designed to reflect the needs of the majority of Users of the Sports Hall, and the activities undertaken.
* The Dry Side Change Area (Sports Hall) shall comply with Sport England standards as specified in the relevant guidance notes.
* The Dry Side Change Area (Sports Hall) shall include separate male and female changing areas. The Dry Side Change Area (Sports Hall) shall be designed to accommodate:
1. Single people
2. Classes
3. Ethnic minorities
4. Disabled individuals and groups
* The Dry Side Change Area is required to service all of the Sports Hall area.
* The finishes used shall provide an environment that can be easily maintained to a high standard of cleanliness and hygiene.
* The Dry Side Change Area (Sports Hall), showers and toilet area shall be suitable for use by disabled users as set out in the Sport England Guidance note ‘*Accessible Sports Facilities*’.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Dry Side Change Area (Sports Hall) shall support the following and shall support coaching and briefing sessions as part of a competitive home and away changing provision:
1. Gymnastics club training
2. Exercise classes
3. Exercise on prescription
4. Five a side football
5. Badminton
6. Indoor tennis
7. Basketball
8. Other sports as listed in the Sports Hall table of activities at paragraph 1.10

***Key Design Requirements***

* The Dry Side Change (Sports Hall) shall meet the requirements of the Handbook of Sports and Recreational Building Design and shall have the capacity to accommodate different ratios of males/females through the use of buffer or individual changing units.
* Toilet and shower facilities shall be provided in accordance with Legislation or, if higher, Sport England Guidance.
* Specific provision for young persons shall be provided (e.g. height of urinals, toilets and wash basins) and for people with disabilities.
* Cubicles for male and female Users who require privacy shall be provided.
* Sanitary facilities shall be provided and positioned suitably.
* Separate vanity, hair drying and baby change facilities shall be provided. Use of customers’ own hairdryers in ‘wet’ areas shall not be permitted and therefore shall not be catered for.
* All sinks and showers shall have hot and cold water and [(sinks only)] plugs that work. Soap dispensers shall be installed [at each sink] [and] [in each shower].
* Appropriate floor finishes shall be used in the Dry Side Change Area (Sports Hall), in particular, floors shall be slip resistant when wet.
* Full length ceramic tiles shall be installed in the toilets and shower area.
* The security of those using the Dry Side Change Area (Sports Hall) shall be ensured and in particular observation of access to the Dry Side Change Area (Sports Hall) shall be incorporated into the design.
* Lockers shall be secure and provided in zones allowing appropriate observation.
* The Dry Side Change Area (Sports Hall) shall be designed to reflect the needs of the Users, and activities they undertake.
* Means of securing the Dry Side Change Area (Sports Hall) shall be provided when teams of Users are participating in sporting activity.

***Adjacencies***

* Access shall be provided to the Dry Side Change (Sports Hall) from the general circulation route.
* The Dry Side Change Area (Sports Hall) shall provide direct access to any external sports facilities.
* The Dry Side Change Area (Sports Hall) shall incorporate a direct access to the Sports Hall that can be isolated from other Users of the dry side change areas.

***Occupancy/Capacity***

* The Dry Side Change Area (Sports Hall) shall have a minimum capacity of [xx] persons and shall meet Sport England Guidance. This is based on [xx] Users in each of the male/female dry side change plus [xx] in the group dry side change.
* A minimum of [x] shower cubicles for male and female customers who require privacy shall be provided.
* [x] secure coin-return clothes storage lockers shall be provided.
* Toilet accommodation shall be provided at the following rates:
1. Male: one WC, one washbasin, one urinal per [xx] Users
2. Female: one WC per [x] Users, one washbasin per [x] Users.
* Other specific requirements:
1. Gymnastics club classes require dry side change rooms to accommodate groups of up to [xx] children and their parents. Most children do not use the dry side change areas, though specific provision for children and parents may increase the number using dry side change areas
2. Older age groups, require provision for [xx] adults, approximately xx% of which are likely to be female
3. Exercise classes [insert number of people]
4. Exercise on referral [insert number of people]
5. Five a side football [insert number of teams]
6. Badminton [insert number of people]
7. Indoor tennis [insert number of people]
8. Basketball [insert number of teams].]

**[1.12 Fitness Suite**

***General Requirements***

* The Fitness Suite shall consist of a gym with areas dedicated to aerobics, weights and stretching activities.
* The Fitness Suite shall be equipped with a minimum of [xxx] pieces of equipment including cardiovascular, resistance and free weight machines.
* The Fitness Suite shall have IFI (Inclusive Fitness Initiative) accreditation.
* The sports equipment in the Fitness Suite shall cater for people with limited movement in accordance with the guidelines from the English Federation of Disability Sport and IFI, and shall be suitable for fitness testing and GP referral.
* The Fitness Suite shall accommodate use by schools and those under 16 years of age.

***Dimensions***

* There shall be a minimum clear height of [x m].

***Description of Activities/Functions***

* The Fitness Suite shall include (as a minimum) the following[[1]](#footnote-1):
1. Cardio-vascular equipment
2. Resistance equipment
3. IFI accredited stations
4. Free weights zone
5. Spinning zone
6. Warm up/warm down stretching area with mats
7. A space for gym assessments to take place in privacy
8. Areas/equipment for school use, those under 16 years of age
9. Areas/equipment suitable for GP referrals
10. Programming complimentary to the community hospital.

***Key Design Requirements***

* Floor loadings shall be calculated in accordance with the Sport England document ‘*Fitness Suites and Aerobic Studios*’.
* A square or rectangular design is preferred.
* Clear aisles shall be provided to ensure good access to all equipment for Users of all abilities, and shall comply with Legislation and Guidance relevant to the means of escape.
* The Fitness Suite shall meet the requirements of the Handbook of Sports and Recreational Building Design.
* A high quality sound and vision system shall be provided.
* The Fitness Suite shall include an assessment/consultation area/room.
* [x] water fountains shall be provided in optimum locations.
* Any change in floor level shall comply with the Equality Act 2010 and the Sport England Guidance note “*Accessible Sports Facilities*”.
* Induction loop shall be provided that complies with BS EN 60118-4 and BS7594.
* The Fitness Suite shall incorporate external views or views over other activity areas.
* Temperature cooling shall be supplied to comply with the requirements of the Zone Data Sheets.
* Storage areas in the Fitness Suite shall be a flexible space that is able to accommodate all the storage requirements of the Fitness Suite. There shall be storage sufficient for:
1. [insert list].
* There shall be a separate mats store that complies with fire Guidance and Legislation.
* Doors shall not open into the gym/aerobics studio.

***Adjacencies***

* The Fitness Suite shall be located close to, and on the same floor as, the Dry Side Change Area (Fitness Suite).
* All storage areas shall be located adjacent to the Fitness Suite and shall be accessible by staff members/trainers only.

***Occupancy/Capacity***

* The Fitness Suite shall accommodate [approximately/at least] [x] Users per hour.
* A minimum of xm2 and a maximum of xm2 per station shall be allowed for each station, as per Sport England Guidance.]

**[1.13 Dry Side Change Area (Fitness Suite)**

***General Requirements***

* The Dry Side Change Area (Fitness Suite) shall include separate male and female changing areas which shall be designed to accommodate:
1. Single people
2. Classes
3. Ethnic minorities
4. Disabled individuals and groups.
* The finishes used shall provide an environment that can be easily maintained to a high standard of cleanliness and hygiene.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Dry Side Change Area (Fitness Suite) shall support coaching and briefing sessions as part of a competitive home and away change provision.
* The Dry Side Change Area (Fitness Suite) shall be provided to support the activities described in this paragraph.

***Key Design Requirements***

* The Dry Side Change Area (Fitness Suite) shall:
1. Meet the requirements of the Handbook of Sports and Recreational Building Design
2. Have the capacity to accommodate different ratios of males/females through the use of buffer or individual changing units
3. Provide toilet and shower facilities in accordance Legislation, or if higher, Sport England Guidance
4. Provide specific provision for young persons (e.g. height of urinals, toilets and wash basins) and for people with disabilities
5. Provide cubicles for male and female customers who require privacy
6. Include a minimum of [*insert number*] shower cubicles for male users and female users who require privacy
7. Include suitably positioned sanitary facilities
8. Provide separate vanity, hair drying and baby change facilities. Use of customers' own hairdryers in ‘wet’ areas shall not be permitted and therefore shall not be catered for
9. Include [i*nsert number*] secure coin-return clothes storage lockers
10. Have appropriate floor finishes and in particular floors shall be slip resistant when wet.
* All sinks and showers shall have hot and cold water and (sinks only) plugs that work.
* Soap dispensers shall be installed at each sink [and each shower].
* Ensure the security of those using the Dry Side Change Areas (Fitness Suite) and in particular observation of access to the Dry Side Change Areas (Fitness Suite) shall be incorporated into the design.
* Lockers shall be secure and provided in zones allowing appropriate observation.

***Adjacencies***

* Access shall be provided to the changing area from the general circulation route.
* Dry Side Change Areas (Fitness Suite) shall be located centrally to all dry side facilities.
* Team dry side change areas shall incorporate a direct access to the Fitness Suite that can be isolated from other Users of the dry side change areas.

***Occupancy/Capacity***

* The Dry Side Change Area (Fitness Suite) shall have a minimum capacity of [x] to meet Sport England Guidance.
* Other specific requirements;
1. Gymnastics club classes require dry side change rooms to accommodate groups of up to [xx] children and their parents. Most children do not use the dry side change areas, though specific provision for children and parents may increase the number using dry side change areas
2. Older age groups, require provision for [xx] adults, approximately xx% of which are likely to be female
3. Exercise classes [insert number of people]
4. Exercise on referral [insert number of people]
5. Five a side football [insert number of teams]
6. Badminton [insert number of people]
7. Indoor tennis [insert number of people]
8. Basketball [insert number of teams].]

**[1.14 Aerobics/Dance Studio**

***General Requirements***

* A multi-purpose aerobics and dance studio shall be provided which can be used for a number of movement and dance activities and other types of activities such as martial arts, aerobics and yoga. It shall provide a light and open environment for Users.
* Spinning classes may take place in either the Aerobics/Dance Studio or the Fitness Suite.

***Dimensions***

* The shape shall be well-proportioned, with the main movement and dance area clearly defined as a square or rectangle with proportions of 3:2 to enable Users to have a clear sense of orientation.
* A square or rectangular design is preferred to facilitate the teaching of classes and provide flexibility.
* Shall be a minimum of [xx m] along one length and have a minimum clear height of [x m].

***Description of Activities/Functions***

* Typically the following classes shall be provided:
1. Body pump
2. Circuits
3. Pilates
4. Bums n tums
5. Spinning
6. Step aerobics
7. Yoga.
* Typically the following items shall be required to be stored:
1. Barres, mirrors, and staging where these are not permanent fixtures
2. Users' equipment, such as portable steps for step aerobics, balls, clubs, hoops and mats
3. DVD, video and audio equipment, including tapes, DVDs and possibly musical instruments
4. Portable seating
5. Foam mats.
* There shall be a dedicated fire rated store to accommodate floor matting on a trolley.

***Key Design Requirements***

* The Aerobics/Dance studio shall:
1. Have a semi-sprung floor that complies with BSEN 14904 and BS 8201 and shall be in accordance with the Sport England document ‘*Sports Hall Design and Fitness Suites and Aerobics Studios’.* The floor shall comply with impact and flatness requirements, whilst still being robust enough to deal with external shoes during entertainment events
2. Be designed to be suitable for a wide range of exercise and dance activities and shall be smooth, slip-resistant, warm to the touch, splinter-free and resilient
3. Have mirrors and ballet barres along one of the longer wall lengths
4. Have acoustics which facilitate good music production and ensure intelligibility of speech
5. Be capable of maintaining the range of temperature set out in the relevant Zone Data Sheet
6. Have smooth wall surfaces without any projections or sharp corners, which may be potentially hazardous
7. Not have doors which open into the Aerobics/Dance Studio
8. Ensure that the location and design of any natural lighting does not cause glare or heat gain and can be controlled
9. Restrict views into the Aerobics/Dance Studio from outside or from adjoining spaces, in order to ensure privacy when necessary.
* Secure storage for equipment used in the Aerobics/Dance Studio shall be provided. Storage room doors shall not open out into the Aerobics/Dance Studio. The Aerobics/Dance Studio storage area shall be capable of storing equipment from all classes and activities in the Aerobics/Dance Studio.

***Adjacencies***

* The Aerobics/Dance Studio shall be located close to, and on the same floor as, the Dry Side Change Area (Fitness Suite).
* The Aerobics/Dance Studio storage area shall provide easy access to the Aerobics/Dance Studio.

***Occupancy/Capacity***

* The Aerobics/Dance Studio shall be capable of accommodating a class of [xx] persons, typically the classes specified above.
* Each User needs approximately xm2, but this needs to be increased by a factor of between 2 and 3 for more dynamic movements across the space.
* The Aerobics/Dance Studio storage area must be accessible to staff and trainers/instructors.]

**[1.15 Community Information Point**

***General Requirements***

* The Community Information Point shall be a flexible space with multiple uses and shall be separate from the Reception Area.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The main role of the Community Information Point is to signpost Users to seek more information elsewhere. Typical uses include:
1. Providing Users with information on the Authority’s services
2. Providing information on health, possibly via an IT link
3. IT links to NHS Direct and Authority services
4. Literature about programmes and healthy living.

***Key Design Requirements***

* The Community Information Point is a public access area and must be open access, yet also discrete and relaxing.
* The Community Information Point shall be accessible by the public, but maintain a different identity to the Reception Area.

***Adjacencies***

* The Community Information Point shall allow easy access to any Flexible Space.
* It must be accessible to those not entering through the Reception Area, to enable it to be accessed by those not using the Facility.

***Occupancy/Capacity***

* Seating for [x] persons of the general public and [x] staff in attendance.]

**[1.16 Café**

***General Requirements***

* The Café shall be capable of:
1. Providing refreshments and hot and cold meals to Users of the Facility
2. Providing catering for major sports and social events that take place at the Facility e.g. swimming galas.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The consumption of snacks and meals.
* The giving of catering classes.
* Provision of vending machines.

***Key Design Requirements***

* The Café shall:
1. Have healthy option vending
2. Give unhindered access to disabled people, who should be able to use the Café independently or with companions
3. Have seating which is a combination of with/without armrests
4. Have a public telephone
5. Have an induction loop that complies with BS EN 60118-4 and BS7594 at the cash till
6. Locate tables and chairs so there is a view into the Main Pool
7. Be designed to ensure that standards of décor match successful high street equivalents.
* The layout and all furniture and seating shall be Equality Act 2010 compliant.

***Adjacencies***

* A physical link with the Kitchen and Store is required to ensure easy operation of the Café.
* There shall be easy access to the vehicle delivery area and refuse collection area.

***Occupancy/Capacity***

* Approximately [xx] covers shall be provided.]

**[1.17 Kitchen and Store**

***General Requirements***

* The Kitchen and Store shall service the Café.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Kitchen shall be used for the provision of food and beverage making facilities in a clean, safe environment.
* The Store shall provide a secure storage area for food, utensils and equipment used in the Kitchen and Café.
* The Kitchen may be used for catering training, educational courses and by community groups.

***Key Design Requirements***

* [To be specified]

***Adjacencies***

* The Kitchen and Store must be adjacent to the Café.
* Storage and servery areas shall be serviced from a nearby vehicle delivery area.

***Occupancy/Capacity***

* The Kitchen and Store shall be of a sufficient size to cater for approximately [xx] covers.
* The Kitchen must be capable of accommodating at least [xx] staff.
* The Store shall be accessed by staff/authorised personnel only.
* The Kitchen shall have the capacity to provide for orders from the [community hospital, community and voluntary groups].]

**[1.18 Toilets**

***General Requirements***

* Toilet provision in the Wet Side Change Area, Dry Side Change Area (Sports Hall) and Dry Side Change Area (Fitness Suite) are detailed in this Schedule 1 Part 1A (Facilities Requirements). There is an additional requirement for WCs to be provided in the following further areas:
1. [to be specified].

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Toilet provision for general use by those not using the Facility but may be entering the Reception Area, to include a toilet for disabled Users.
* Dedicated toilets within the Facility for disabled Users.
* Additional toilet provision that complies with the Equality Act 2010 for visitors to the Café.

***Key Design Requirements***

* Full height ceramic tiles shall be used in all toilets.
* There shall be at least one clearly signposted unisex accessible toilet cubicle on each floor of the Facility.
* All disabled toilets shall comply with the Sport England Technical Guidance Note ‘*Accessible Sports Facilities.*’

***Adjacencies***

* In or near to the Reception Area and Café.
* The disabled Users’ toilets shall be accessible from all areas of the Facility and shall open out onto a corridor with each access to the leisure facilities.
* Every part of the Facility shall be within [xx m] of a unisex accessible toilet.

***Occupancy/Capacity***

* The toilets shall be sufficient for use by members of the public.
* The disabled toilets shall comply with the requirements of the Equality Act 2010 and all relevant Guidance.]

**[1.19 Cleaner's Store (non-public support accommodation)**

***General Requirements***

* There shall be separate storage for cleaning equipment and materials.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Storage of cleaner’s equipment and materials including chemicals.

***Key Design Requirements***

* The door shall have a lock to prevent access to hazardous chemicals.
* A bucket sink shall be fitted.
* Wet/dry cleaner’s store may be combined.

***Adjacencies***

* The Cleaner’s Store shall be located close to the Dry Side/Wet Side Change Areas.
* The Cleaner’s Store shall be easily accessible from all parts of the building.

***Occupancy/Capacity***

* Staff access only.]

**[1.20 Flexible Space**

***General Requirements***

* The design shall ensure the provision of sufficient flexible accommodation within the Facility to enable healthy living initiatives to be undertaken. These could involve GP referral schemes (for use of the Fitness Suite for example), physiotherapy, cardiac rehabilitation and the like.
* The Flexible Space shall also be able to provide for private and confidential consultations.
* The Flexible Space shall meet the requirements set out in the Zone Data Sheets.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Flexible Space shall be used for:
1. Counselling sessions
2. 1-to-1 sessions
3. Group meetings
4. Use by alternative medicine practitioners
5. Training
6. Sports physiotherapy.

***Key Design Requirements***

* The Flexible Space shall:
1. Have a flexible partition which allows for two flexible spaces to be combined into one larger space
2. Be lockable
3. Allow for confidential discussions to take place without people outside being able to hear
4. Have natural light
5. Provide a positive environment to encourage counselling.

***Adjacencies***

* There shall be easy access to Dry and Wet Side Change areas and the Community Information Point.

***Occupancy/Capacity***

* The Flexible Space shall be flexible and capable of receiving groups of up to [xx] people to meet together, or accommodate smaller numbers in sub-divided spaces.
* Any party shall be able to book the Flexible Room (or any part of it).]

**[1.21 Crèche**

***General Requirements***

* The Crèche shall provide a safe, secure and stimulating environment for the care of children between the ages of 2 and 6 whose parents are using the leisure facilities provided at the Facility.
* The Crèche shall meet the requirements set out in the relevant Zone Data Sheet.
* The Crèche shall be designed in accordance with standards required by the Child Protection Act and the relevant social services department requirements.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Crèche activities.

***Key Design Requirements***

* The crèche shall have an induction loop that complies with BS EN 60118-4 and BS7594.
* The design shall provide a bright and positive environment for children’s play.

***Adjacencies***

* The crèche shall be located near the Café.
* The crèche shall be viewable from the Reception Area and the Café.
* External views and the provision of natural light shall be maximised.

***Occupancy/Capacity***

* Occupancy shall comply with national guidelines (area in number of m2 for number of children).
* Numbers of crèche workers shall comply with national guidelines on ratio of workers to children.]

**[1.22 Duty Manager’s Office**

***General Requirements***

* Office for the Duty Manager.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Duty Manager shall be based here and will use it as an office and for personal discussion with staff.

***Key Design Requirements***

* The Duty Manager’s Office shall have a meeting space capable of holding meetings of [x] people in a private environment.

***Adjacencies***

* The Duty Manager’s Office shall be located near to the Reception Desk, the General Office and the IT/Communications Room.

***Occupancy/Capacity***

* Duty Manager and meeting of up to [x] people.]

**[1.23 General Office**

***General Requirements***

* The General Office shall be where the bulk of the Facility administration is carried out.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Administration, IT, cashing up by staff.

***Key Design Requirements***

* The General Office shall:
1. Have a safe
2. Be capable of monitoring CCTV
3. Be the host for main alarm and public address system
4. Have broadband connection
5. Be secure with controlled access.

***Adjacencies***

* The General Office shall allow easy access to the Reception Desk and shall be near to the Duty Manager’s Office and the IT/Communications Room.

***Occupancy/Capacity***

* A minimum of x staff, including the Duty Manager.]

**[1.24 IT/Communications Room**

***General Requirements***

* The IT/Communications Room shall house IT equipment.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* IT/communications centre.

***Key Design Requirements***

* The IT/Communications Room shall:
1. Be secure with broadband connection
2. Have a fax, printer and photocopier (other electrical equipment could be located here)
3. Include IT equipment which links with the official’s gala room, located poolside.

***Adjacencies***

* Adjacent to the General Office.
* Allow easy access to the Duty Manager’s Office and the Reception Desk.

***Occupancy/Capacity***

* [to be specified]]

**[1.25 Staff Store**

***General Requirements***

* The Staff Store is for use by staff. Items stored will include lost property, stationery, deliveries and other supplies.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Storage area/store room for staff use.

***Key Design Requirements***

* The Staff Store shall be secure.

***Adjacencies***

* The Staff Store shall be located near to the General Office and the Reception Desk.

***Occupancy/Capacity***

* Staff use only.]

**[1.26 Staff Rest Room**

***General Requirements***

* The Staff Rest Room shall enable staff to eat meals and rest in an appropriate and comfortable environment.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Staff shall use the Staff Rest Room and shall require some catering/dining facilities.

***Key Design Requirements***

* The Staff Rest Room shall:
1. Have dimensions and facilities that comply with Health and Safety Regulations
2. Be suitable for disabled staff
3. Have a relaxing and comfortable environment.

***Adjacencies***

* The Staff Rest Room shall be adjacent to the Staff Change Area.

***Occupancy/Capacity***

* Staff use only.]

**[1.27 Staff Change Area**

***General Requirements***

* The Staff Change Area shall allow staff to change and shower before and after their shifts.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* The Staff Change Area shall have [unisex] [x number] of showers and toilets and changing facilities.

***Key Design Requirements***

* The Staff Change Area shall:
1. Have dimensions and number of facilities that comply with Health and Safety Regulations
2. Be suitable for disabled staff
3. Be separate from the pubic Dry Side/Wet Side Change Areas.

***Adjacencies***

* The Staff Change Area shall be adjacent to the Staff Rest Room.

***Occupancy/Capacity***

* Staff use only.]

**[1.28 Internal Circulation (public support accommodation)**

***General Requirements***

* Internal circulation refers to areas such as corridors. The materials used shall be robust and easy to clean, maintain and replace.
* Internal circulation must comply with relevant Sport England Guidance, in particular regarding width of corridors, levels, hand rails and door openings.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Circulation areas serving all the main rooms and areas of the Facility.

***Key Design Requirements***

* Painted plaster-finished walls.
* Long corridors shall be avoided where possible.
* The use of natural light shall be maximised.

***Adjacencies***

* None.

***Occupancy/Capacity***

* For use by staff and the public.]

**[1.29 Plant Room**

***General Requirements***

* A Plant Room shall be required to contain the machinery needed to run the Facility. A separate Plant Room for the Main Pool and Learner Pool will be required.

***Dimensions***

* To meet the Authority's Requirements within the space available.

***Description of Activities/Functions***

* Generator or equivalent.
* Pool machinery.
* Combined Heat and Power Unit (CHP).

***Key Design Requirements***

* The Plant Room shall be secure.
* Design shall be flexible to enable periodic replacement of major plant items.

***Adjacencies***

* The Plant Room shall be located near to vehicular access to facilitate the delivery of pool agent and chemicals etc.

***Occupancy/Capacity***

* Restricted access-authorised personnel only.]
1. A full list of minimum requirements for equipment shall be completed and set out in an appendix on a project specific basis. [↑](#footnote-ref-1)