

APPENDIX D – ST JOHN’S LIBRARY PROGRAM OF REQUIREMENTS

PROGRAM OF REQUIREMENTS

Library Facilities Project

St. John's Library

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PROGRAM OF REQUIREMENTS-R1

PART I - INTRODUCTION

This Program of Requirements is the directive of the City of Winnipeg to the consultant/contractor to provide the facilities described herein. The program of requirements is based on a facilities study prepared by MCM architects December 31, 2012 (See attached).

The facility will be renovated building at the neighbourhood level of service in the City of Winnipeg hierarchy and will serve a population of approximately 30,000 and be capable of holding approximately 25,000 items.

The Library is situated at 500 Salter Street.

The requirements are written in terms of functions, space allocations, facility accessories and constraints to achieve an integrated, fully functional facility.

The contractor is expected to adhere to the area assignments. However, if there is deviation from the individual area assignments, gross area requirements or allocated funds involved, then approval for such changes must be obtained from the City of Winnipeg in advance.

In all cases, the work will be executed in accordance with all provincial and federal statutes, bylaws of the City of Winnipeg and regulations pursuant to any of the foregoing. It is incumbent upon the contractor to follow current, applicable codes, bylaws, and regulations and obtain the necessary approvals from appropriate authorities.

INSTRUCTIONS

1. Under the heading Facility Accessories use of the * indicates items to be provided by the contractor/ developer. Other items are provided for information purposes only and will be provided by the City of Winnipeg.

SCOPE OF WORK

The following principles must form the basis of renovation projects, within the City:

1. Aesthetics of the facility must be considered essential and integral elements of the project.
2. The renovations must respect the heritage designation of the building.
3. The project should strive to be as energy efficient as possible within the budget for the project.
4. All drawings and specifications are subject to approval by the City of Winnipeg prior to finalization and the beginning of construction.

Each section under this Program of Requirements will have a chart similar to below which outlines the specific mandatory requirement under each section. Should the quote not include the requirement, an additional cost must be provided.

EXAMPLE TEMPLATE

Requirement	Quote to include (Y/N)	Additional Cost
	Total	

GENERAL REQUIREMENTS

The program of requirements is based on the Facility Refurbishment Study: Accessibility, Life Safety Functional Layout document (See attached).

All furniture is outside the construction contract, unless specified, and purchased under separate contract by library staff.

The library elevator entrance should be placed to ensure easy access from the street and associated street parking, as well as walk up traffic.

The facility shall be consistent with Council adopted policies; at minimum, be in accordance with the City of Winnipeg Universal Design Policy.

The proposed structure must be designed with interior and exterior finishes that are high quality, durable and low maintenance.

Wherever hard surfaces are specified the composition to be determined in consultation with the Library staff.

Lighting systems must be designed to meet the highest energy efficient standards possible within the budget for the project. Adjustable to natural daylight conditions would be an asset.

The overall approach must be to make the facility functional, attractive, universally accessible and as energy efficient as the budget permits.

The interior must be designed in such a way that changes can be made easily to meet future library requirements.

The contractor is required to install all computer cabling and electrical wiring necessary for computer work stations, photocopiers/printers, self-checkout units, LED screens and other technologies as

identified in the program to the Library Services Division specifications provided by the Library IT staff.

A Public Address (PA) system should be installed throughout the building in all staff and public locations to ensure the public and staff can hear messages at all times.

All new doors and openings must be minimum 39” as per universal accessibility. Other existing doors and openings should be reviewed for possible expansion to 39” where it would have a positive impact on the accessibility of the facility and where it is feasible to make this change.

PART II - DESCRIPTION OF COMPONENTS

The components of this project have been numerically listed and described in terms of function to be served, facility accessories required to achieve fully functional areas, and any constraints which may influence the design of the components. The building components are as follows:

BC-01	Lobby/Main Entrance
BC-02	Lobby/Main Entrance (to elevator)
BC-03	Library Services Counter and Surrounding Area
BC-04	Meeting/Tutorial Room (2) - Lower level
BC-05	Staff Room – Lower level
BC-06	Universal Staff Washroom - Lower level
BC-07	Branch Head Cubicle
BC-08	Multi-Purpose Program Room - Lower level
BC-09	Program Room Storage – Lower level
BC-10	Children’s Area
BC-11	Main Library Area
BC-12	Universal Toilet Room
BC-13	Public Washrooms (2) - Lower level
BC-14	IT Data Room – Lower level
BC-15	Mechanical Room – Lower level
BC-16	Janitor’s Closet – Lower level

- BC 17 Elevator
- BC-18 Corridor
- BC-19 Building Exterior

BC-01 LOBBY/MAIN ENTRANCE (Existing)

Function - To provide an area that serves as a staging area for the public and stops the cold air from coming directly into the library.

Facility Accessories - *New double doors, glass and metal frame for easier opening/visibility and safety that are acceptable to the Historical Building Committee. * Remove existing book return. *The exterior door must be equipped with swipe card locking mechanism as per City system and direction. *There must be a library patron counter device adjacent to the main entrance area to track public traffic coming into/leaving the library. *High quality, slip resistant flooring that reduces tracking of dirt into library must be provided in this area. *Suitable heating and ventilation must be built into the vestibule. *Energy Efficient lighting must be built into vestibule.

Constraints - This area is located at the existing front entrance to the library.

Requirement	Quote to include (Y/N)	Additional Cost
New double doors, glass and metal frame for easier opening/visibility and safety that are acceptable to the Historical Building Committee	Y	
Remove existing book return	Y	
There must be a library patron counter device adjacent to the main entrance area to track public traffic coming into the library	Y	
The exterior door must be equipped with swipe card locking mechanism as per City system and direction	Y	
High quality, slip resistant flooring that reduces tracking of dirt into library must be provided in this area	Y	
Suitable heating and ventilation must be built into the vestibule	Y	
Energy efficient lighting must be built into the vestibule	Y	
	BC-01 Total	

BC -02 LOBBY/MAIN ENTRANCE (to elevator)

Function - To provide an area that serves as a staging area for the public before entering the new elevator and stops the cold air from coming directly into the library.

Facility Accessories - * Should be maximum glass vestibule for lighting and safety.*A set of glass sliding doors in the vestibule must have 39” width of clearance for a motorized wheelchair to meet City of Winnipeg Accessibility Design Standards. *Must be on a motion sensor opener. *Doors must be street level for ease of accessibility. *Doors must have proper signage indicating sliding door and standard disabled signage/wording/labelling. *The exterior door must be equipped with swipe card locking mechanism as per City system and direction. *There must be a library patron counter device adjacent to the main entrance area to track public traffic coming into/leaving the library. *High quality, slip resistant flooring that reduces tracking of dirt into library must be provided in this area. *Suitable heating and ventilation must be built into the vestibule. *Energy Efficient lighting must be built into vestibule. *Provision for Book Return in this area to be determined in conjunction with Library staff.

Constraints - This area must be located in the Southwest corner of the building on the exterior of the building and provide access to an elevator.

Requirement	Quote to include (Y/N)	Additional Cost
Should be maximum glass vestibule for lighting and safety. A set of glass sliding doors in the vestibule must be 39” width of clearance for a motorized wheelchair to meet City of Winnipeg Accessibility Design Standards.	Y	
Doors must have proper signage indicating sliding door and standard disabled signage/wording/labelling. The exterior door must be equipped with swipe card locking mechanism as per City system and direction.	Y	
Motion sensor to open doors	Y	
Library Patron Counter – electrical outlet only	Y	
Open/close sign – electrical outlet only	Y	
Hard surface, high quality, slip resistant flooring	Y	
Energy efficient lighting with automated daylighting ability	Y	
Provision for book return in this area TBD in conjunction with Library staff	Y	
	BC-02 Total	

BC-03 LIBRARY SERVICE COUNTER & SURROUNDING AREA

Function - To provide a universally accessible, two-tiered counter where the public will seek assistance from staff on circulation, information and children's services. The counter must be designed to fit in with the historical nature of the facility and be reviewed by the Historical Building Committee. The surrounding area must be large enough to accommodate up to 1 automated self-checkout work station and a self-pickup of holds shelving unit. There must be enough space to accommodate a cubicle/office space for the Branch Head behind the counter area.

Facility Accessories

- * - One service counter. Size and shape of counter to be defined in consultation with Library staff.
- * - All cabling & electrical for telephone (library supplied), 2 computers (library supplied) 1 debit machine (library supplied), 1 receipt printer (library supplied), and 1 cash register (library supplied) required for counter to be installed in consultation with library staff.
- * - Electrical and cabling for 1 self-checkout unit (library supplied) in the surrounding area. All cabling and electrical for the self-checkout equipment to be designed in consultation with library staff. Library to provide self-checkout unit and furniture.
- * - Flooring in the area of the service counter must be hard surface, slip resistant flooring.
- * - Suitable energy efficient lighting for staff operations in this area

Constraints - This area must be located in the middle area of the North wall of the library facing the existing front entrance

Requirement	Quote to include (Y/N)	Additional Cost
Electrical and cabling for 1 self-checkout unit in surrounding area	Y	
Electrical and cabling for 1 staff copier/printer	Y	
Electrical and cabling for 1 LED display screen near the front entrance	Y	
Electrical and cabling on counter for 2 computer workstations, 1 receipt printer, 1 debit machine, 1 telephone and 1 cash register	Y	
Suitable energy efficient lighting for staff operations in this area		
Flooring in the area of the service counter must be hard surface, slip resistant flooring	Y	
There must be enough space to accommodate a cubicle/office space for the Branch Head behind the counter area.	Y	
	BC-03 Total	

BC-04 MEETING/TUTORIAL ROOM (2)- Lower Level

Function – One small room in basement for functions such as one-on-one tutoring and small group meetings, and student project work.

Facility Accessories –

- * - Room should be sound proof from exterior noise.
- * - Carpet Tile to match other parts of library.
- * - Glazed wall/door for security and visibility.
- * - Door must be lockable when not in use
- * - Motion sensor energy efficient lighting.
- * - Must have power operated door opener for universal access.

Constraints – Located in the lower level of the library.

Requirement	Quote to include (Y/N)	Additional Cost
Sound resistant room	Y	
Carpet tile	Y	
Floor to ceiling glazed wall/door for front of room	Y	
Motion sensor energy efficient lighting	Y	
Door must be lockable	Y	
Power Operated door opener for universal access	Y	
	BC-04 Total	

BC-05 STAFF ROOM

Function -To provide a space where staff can take coffee and meal breaks, and store personal belongings in lockers (provided by library).

Facility Accessories:

- * - Quality hard surface, slip resistant flooring
- * - Millwork cupboards, drawers, counter top and sink
- * - Swipe card access
- * - Motion sensor lighting
- * - Cabling for one telephone
- * - Window(s) and at least one that opens, with screen.
- * - Power to allow for use of kitchen appliances

Must have sufficient counter top space for microwave oven and coffee maker (approx. 6 linear feet). To be confirmed with library staff. *Ensure there is sufficient power in kitchen area to operate multiple appliances. *Lighting should be controlled by motion sensor to reduce energy consumption when not in use. Door to be solid core with swipe card access, but must have power operated door opener for universal access. Furniture and appliances provided by Library.

Constraints – This room will be used by up to 6 staff. This room must be located in the lower level adjacent to a staff washroom.

Requirement	Quote to include (Y/N)	Additional Cost
Lighting should be controlled by motion sensor	Y	
Quality hard surface, slip resistant flooring	Y	
Millwork cupboards, drawers, countertop and sink (approx. 6 linear feet)	Y	
Swipe card access	Y	
Cabling for telephone	Y	
Exterior windows w/ one that opens, with screen	Y	
Power operated door opener for universal access	Y	
Sufficient power for multiple appliances	Y	
	BC-05 Total	

BC-06 STAFF WASHROOM

Function - To provide a universally accessible staff washroom.

Facility Accessories - * Single person washroom with fixtures that meet universal accessible standards within the confines of the space. *Sink with counter top.

- * - Quality hard surface flooring, slip resistant
- * - Motion sensor lighting
- * - Door to be solid core with privacy locks

Constraints – Adjacent to staff room

Requirement	Quote to include (Y/N)	Additional Cost
Single person washroom with fixtures that meet universal accessible standards within the confines of the space	Y	
Quality hard surface flooring, slip resistant	Y	
Accessible design standards for sink with counter top	Y	
Motion sensor lighting	Y	
Door to be solid core with privacy locks	Y	
Power operated door opener for universal access	Y	
	BC-06 Total	

BC-07 BRANCH HEAD CUBICLE

Function - To provide a semi-private space for use by the Branch Head on the main floor of the library behind the library service counter.

Facility Accessories:

- * - Cabling and electrical for computer workstation
- * - Cabling for telephone
- * - Carpet tile

Constraints - Must be located behind library service counter.

Requirement	Quote to include (Y/N)	Additional Cost
Swipe Card Access	Y	
Carpet tile	Y	
Cabling for computer and telephone	Y	
Energy efficient lighting	Y	
	BC-07 Total	

BC-08 MULTI-PURPOSE PROGRAM ROOM - Lower level

Function - To provide a public space where library staff and members of the public hold programs for adults and children, collaborative programs, meetings, workshops and other group activities.

Facility Accessories:

- * - Glazed wall/door for security and visibility.
- * - Door must be lockable when not in use
- * - Motion sensor energy efficient lighting.
- * - Must have power operated door opener for universal access.
- * - Electrical outlets located in room for laptop access when used as study hall (to be determined in consultation with library IT staff)
- * - Carpet tile
- * - Dimmable Lighting
- * - Ceiling mounted projector

Constraints – This room is located on the lower level.

Requirement	Quote to include (Y/N)	Additional Cost
Ceiling mounted projector	Y	
Motion sensor energy efficient lighting.	Y	
Dimmable lighting	Y	
Electrical outlets located in room for laptop access when used as study hall (Location to be determined in consultation with Library Staff)	Y	
Power Assisted door opener for Universal access; door must be lockable when not in use.	Y	
Carpet tile	Y	
	BC-08 Total	

BC-09 PROGRAM ROOM STORAGE

Function – To provide storage space for furniture and supplies used in the program and meeting rooms.

Facility Accessories:

- * - Sealed concrete floor
- * - Motion Sensor Lighting
- * - Open unfinished ceiling with suspended lighting
- * - Solid core door. Lockable by Unican lock.

Constraints – This room must be located in the lower level and in close proximity to meeting rooms (See facilities program)

Requirement	Quote to include (Y/N)	Additional Cost
Solid Core Door. Lockable by Unican lock.	Y	
Suspended lighting		
Motion Sensor Lighting	Y	
Sealed concrete floor	Y	
	BC-09 Total	

BC-10 CHILDREN'S AREA

Function - To provide a specially designated area for children and their parents or guardians. This area must be able to accommodate up to 10,000 books, study tables, chairs, lounge furniture and an interactive literacy playground (all to be provided by library).

Facility Accessories:

- * - The space must be distinguished from the Main Library area by a feature that creates a sense of welcome and safety for children and their parents/caregivers (to be developed in consultation with library staff)
- * - There must be natural light from windows in this area.
- * - Lighting must be energy efficient and adjust automatically to natural daylight conditions.
- * - Carpet tile
- * - Cabling and electrical requirements for 2 computers whose locations will be determined in consultation with library staff

Constraints - This area must be located on the main level in the north east quadrant of the library.

Requirement	Quote to include (Y/N)	Additional Cost
The space must be distinguished from the Main Library area by a feature that highlights that creates a sense of welcome and safety for children and their parents/caregivers (to be developed in consultation with library staff)	Y	
There must be natural light from windows in this area.	Y	
Cabling & electrical for 2 computer TBD in consultation with library staff	Y	
Carpet tile	Y	
Lighting must be energy efficient and adjust to natural daylight conditions.	Y	
	BC-10 Total	

BC-11 MAIN LIBRARY AREA

Function - To provide a large area for the main adult and teen collections of the library. The layout of shelving and study furniture (provided by library) must be designed in consultation with library staff. This area must be able to accommodate up to 15,000 books, study tables, chairs and lounge chairs.

Facility Accessories:

- * - Carpet tile
- * - Cabling and electrical for 6 public computers, plus 1 Express and 1 Catalogue and 1 copier/printer with associated computer/print release station; the locations to be determined on site with library staff.

Constraints – This area should be located on the main level and located near the elevator entrance to the library (see Facility study) and separated from the children’s area. A floor plan of the space should be developed in consultation with library staff to ensure optimum accessibility and functionality of the area. Shelving and furniture are to be purchased by library.

Requirement	Quote to include (Y/N)	Additional Cost
Carpet tile	Y	
Cabling and electrical for 8 computers	Y	
Cabling and electrical for 1 copier/printer and print release station	Y	
	BC-11 Total	

BC-12 UNIVERSAL TOILET ROOM (UTR)

Function - To provide required a universally accessible washroom.

Facility Accessories:

- * - All fixtures necessary to provide fully accessible, touchless washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers, excluding sink taps
- * - Baby change table
- * - Ceramic tile floor and partial on walls to a minimum 7’
- * - Emergency Lighting required in washrooms
- * - Solid Core door that is lockable and with power assisted opener

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible, touch less washroom for universal access	Y	
Baby Change Table	Y	
Emergency Lighting	Y	
Solid Core door that is lockable and with power assisted opener	Y	
Ceramic tile floor and partial on walls to a minimum 7’	Y	
	BC-12Total	

Constraints – The UTR is to be located on the main floor in close proximity to the elevator and Main Library Area.

BC-13 PUBLIC WASHROOMS (2) Lower level

Function - To provide required washroom facilities for male and female members of the public.

Facility Accessories:

- All fixtures necessary to provide fully accessible, touchless washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers, excluding sink taps
- * - Baby change table
- * - Ceramic tile floor and partial on walls to a minimum 7'
- * - Emergency Lighting required in washrooms
- * - Solid Core door that is lockable and with power assisted opener

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible, touch less washroom for universal access	Y	
Baby Change Table	Y	
Emergency Lighting	Y	
Solid Core door that is lockable and with power assisted opener	Y	
Ceramic tile floor and partial on walls to a minimum 7'	Y	
	BC-13Total	

Constraints – The public washrooms are to be located in the lower level of the library in close proximity to the program and meeting rooms.

BC-14 IT DATA ROOM

Function - To provide the required space to accommodate the library’s computer network equipment.

Facility Accessories:

- * - Solid Core door with swipe card access
- Wiring rack (reused from City)
- * - Vinyl flooring to match staff room

Requirement	Quote to include (Y/N)	Additional Cost
Solid core door with swipe card access	Y	
Wiring Rack (reused from city)	N	
Vinyl flooring	Y	
	BC-14 Total	

Constraints – Must be adjacent to the library staff room in the lower level. Fibre-optic cable to enter this room from street.

BC-15 MECHANICAL ROOM

Function – A room designed to accommodate electrical and mechanical systems for the library.

Facility Accessories

- * - Water Heater
- * - Sealed concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Water Heater	Y	
Sealed concrete floor	Y	
	BC-15 Total	

Constraints – Should be located away from public and main staff work areas in the lower level.

Note: Existing electrical, telephone and cable panels need to be confirmed for location and access.

BC-16 JANITOR'S CLOSET - included in existing Mechanical Room

Function – An area designed for janitorial services and storage of cleaner's equipment and supplies.

Facility Accessories

- * - Floor mounted slop sink
- * - Storage shelving for necessary cleaning supplies, toilet paper, soap, brooms, mops, etc.
- * - Protective water proof type finish around floor mounted slop sink
- * - Solid core door with key card access.
- * - sealed concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Floor mounted slop sink	Y	
Room for supply cupboard and/or shelving for supplies	Y	
Solid core door with key card access	Y	
Protective water proof type finish around floor mounted slop sink	Y	

Sealed concrete flooring	Y	
	BC-16Total	

Constraints - Must be near other plumbing and sources of water in the lower level

BC-17 ELEVATOR

Function - a new elevator to improve accessibility within the building to both the main and lower levels of the library.

Facility Accessories

- * - Durable, high quality flooring

Requirement	Quote to include (Y/N)	Additional Cost
Durable, high quality, flooring	Y	
	BC-17 Total	

Constraints - Located on the exterior of the existing facility on the south side of the building (see Facility Study)

BC-18 CORRIDOR

Function – Extra space to account for pathways and corridors throughout the building.

Facility Accessories

- * - Durable, high quality, flooring

Requirement	Quote to include (Y/N)	Additional Cost
Durable, high quality, flooring	Y	
	BC-18 Total	

Constraints – Located throughout the library.

BC - 19 BUILDING EXTERIOR

Function – An area that defines the space around the exterior of the library.

Facility Accessories –

- * - Paved pathway to the new elevator
- * - new outdoor bench near elevator entrance

- * - Replace illuminated signage on the building exterior identifying library by name and with City of Winnipeg logo. Location of signage to be determined in consultation with library staff.
- * - A designated paved area for parking up to 12 individual bicycles at the front of the library.
- * - Provide attractive landscaping to enhance the pathway to the elevator entrance and the surrounding structure.

Requirement	Quote to include (Y/N)	Additional Cost
Paved pathway to the elevator	Y	
New outdoor bench near elevator entrance	Y	
Illuminated exterior signage	Y	
Bike parking for 12 bikes	Y	
Landscaping	Y	
	BC-19 Total	

Constraints - Location of signage to be determined in consultation with library staff.

PART III - DESIGN CRITERIA

SCOPE

This Program of Requirements is the directive of the City of Winnipeg to the consultant/contractor to provide the facilities described herein. The program of requirements is based on a facilities study prepared by MCM architects in December 31, 2012 (See attached).

The existing St. John's Library is designated a Heritage Building by the City of Winnipeg and all architectural changes to the building must be approved by the City of Winnipeg Heritage Building Committee.

The facility will be a renovated building and will serve a population of approximately 30,000 and be capable of holding approximately 25,000 items.

The Library is situated at 500 Salter Street.

The requirements are written in terms of functions, space allocations, facility accessories and constraints to achieve an integrated, fully functional facility.

The contractor is expected to adhere to the area assignments. However, if there is deviation from the individual area assignments, gross area requirements or allocated funds involved, then approval for such changes must be obtained from the City of Winnipeg in advance.

In all cases, the work will be executed in accordance with all provincial and federal statutes, bylaws of the City of Winnipeg and regulations pursuant to any of the foregoing. It is incumbent upon the contractor to follow current, applicable codes, bylaws, and regulations and obtain the necessary approvals from appropriate authorities.

ENVIRONMENTAL

The following are guiding principles that should be incorporated into the design of the facility:

- Design must incorporate the most energy efficient method of heating/cooling the space within the budget for the project
- All paints, sealants and adhesives used to have low or no volatile organic compounds (VOC's)
- Low flow fixtures used throughout the building
- Carpet tile and other flooring to be made from recyclable materials
- Landscaping with native plants adapted to our climate that require less maintenance and watering
- New energy efficient windows and doors, with some that open (To be determined in consultation with library staff)
- Energy efficient lighting; bulbs should not be difficult to change
- Bike posts/racks provided to promote alternate transportation and active living

SITE

Entrance to the library must be on one continuous level for access to the new elevator. There must be a lobby before entering the library.

FOUNDATIONS AND FLOORS

Floors will be structurally capable of library floor loadings for all components.

FENESTRATION

All windows in the facility should be replaced with new energy efficient windows that respect the historical nature of the building and promote the appearance and functionality of the building.

All window coverings if needed (blinds, drapes, etc.) to be provided by the City, unless otherwise stated in the program.

* Some windows to open and c/w screens. To be determined in consultation with library staff or as identified in program.

INTERIOR PARTITIONS AND WALLS

*The design and layout must maximize sound separation, with sound insulation being provided in walls around the Tutorial room, Program Rooms, and Staff and Public Washrooms.

* Washroom walls must be covered with a durable ceramic wall tile.

CEILING FINISHES AND ACOUSTICS

* To be determined as part of the design process in consultation with the City of Winnipeg.

FLOOR FINISHES

* Good quality ceramic/porcelain tile or acceptable alternative must be provided in the public washrooms. * Durable, high quality, slip resistant flooring to be used in selected areas as outlined in program. * High quality carpet tile in all areas except where specifically excluded.

SIGNS AND EMERGENCY EQUIPMENT

* An illuminated, vandal-resistant overhead sign identifying the name of the library and the City logo are to be designed and installed in consultation with library staff and meet with the approval of the Heritage Building Committee.

* Suitable lights required under the building code must be provided at all entrances and egress points of the building for maximum safety of staff and patrons.

* Building to have sprinkler system throughout if required by code.

Library Building Security system including motion detectors, door contacts etc. for the building intrusion system with communication link to the City Hall Pegasus System to be designed and located to meet City Specifications, and in consultation with City staff. This program will be funded separately by the City of Winnipeg from the capital budget for the project.

* The facility will have a Public Address P.A. system with control panel and microphone located at or near the Library Service counter with speakers located throughout the library as required.

- * Emergency equipment including emergency lighting, fire detection, alarm and suppression including portable fire extinguishers, standpipes, fire hydrants, etc. must be provided and installed in accordance with all local fire and building code regulations. * Appropriate identification signage, labels, etc. must be posted as required. * Signs must be internationally accepted symbols and meet Winnipeg Accessibility Design Standards. * Fire alarm system must incorporate strobe system for persons with hearing disability. * Fire Department Direct Access. * Alarm systems need to include visual alarm and assistive listening systems.

Interior signage to identify collections, services, and rooms, as well as wayfinding signage, is the responsibility of the Library.

ILLUMINATION

- * All lighting in the library must be the most energy efficient lighting. * Lighting must be installed in a manner to eliminate the possibility of glare or shadows. * Daylighting levels must be automatically adjustable to natural lighting levels. Lighting should be selected that is suitable to the heritage nature of the library and is not difficult to access to change bulbs.
- * Emergency lighting must be provided per building code requirements and, in all occupied assembly spaces where there are no exterior windows.
- * Lighting style and pattern of layout to be developed by interior designer in consultation with Library staff and designed to be esthetically attractive and enhance the overall facility while providing proper lighting levels.

BUILDING SERVICES

- * Essential services such as sewer, water, heating and electrical will be required and must be of sufficient quality, size and distribution to provide a fully functioning operational facility for its intended purpose.

TELEPHONES

- * Provide conduit, boxes and electrical for telephones as outlined in the Program of Requirements at service points and work/staff areas as designated in program of requirements. Cost of the telephones and installation of same is the responsibility of the City.

FIXTURES AND FITTINGS

The basis for selection of fixtures and fittings in washrooms must be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the Municipal Accommodations Division Operations Branch. Washrooms fixtures, equipment and dimensions to meet the City's Accessibility Design Standards. Additionally;

- * Low flush toilets should be installed throughout all washrooms. Toilets will be touchless operation.
- * Toilet partitions will be selected as an integral part of the overall interior design colour scheme, in consultation with Library staff. Toilet partitioning system will be durable, graffiti resistant, and complete with barrier free hook, lockable toilet paper dispenser and palm operable latch.
- * All hardware and fittings must be of sufficient quality to ensure prolonged, maintenance-free operations.
- * Urinals should be equipped with motion sensor, touchless operation flushing.
- * Main entrance must include automatic power door operators that operate on motion sensor system.
- * Locking mechanisms (keys and swipe cards) to be determined in consultation with city staff. Exterior doors to be B.E.S.T. core Locksets
- * Touchless, quiet hand dryers and soap dispensers in washrooms required.

COLOUR AND SELECTION

- * All colour schemes, millwork, and finishing materials, both interior and exterior, to be developed, designed and approved in consultation with library staff.

UNIVERSAL ACCESS AND FACILITIES

- * The building must adhere to The City's most current Accessibility Standards document in accordance with conceptual drawings, shop drawings, and final drawings. * Incorporate universal access requirements for both staff and the public.

AUTOMATION AND COMPUTER SYSTEMS

- * Automation cabling, electrical, required wiring conduit and connectors, and all grommet locations must be supplied and installed by the Contractor to the City of Winnipeg Specifications. * The termination points of all cabling and electrical connections to library public and staff computers will be done in consultation with library IT staff.
- * The PA (Public Address) system to be installed must be located in all rooms noted in program of requirements. The controls for the system will be located in the Library Services Counter and be located in consultation with Library IT Staff.

BUILDING SECURITY SYSTEMS

Municipal Accommodations monitors the Pegasus security from City Hall Central Control Office, including the building Fire Alarm system. The BAS system will monitor fire alarm, mechanical equipment failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures and building security intrusion. This system must be installed in the new library. The designer will work with the Municipal Accommodations Division in creating the BAS system for incorporation into the new layout.

- * Ensure fire detection, fire alarm monitoring and Building Security intrusion monitoring systems are all connected, operational and tested prior to changeover of responsibility to the City.

MECHANICAL

- * Central HVAC air conditioning must be provided to all rooms and areas, and must be energy efficient. * All rooms and spaces will be properly ventilated and conditioned for heating and cooling adhering to ASHRAE 62.1 "Ventilation for Acceptable Indoor Air Quality" standard.
- * All Zone controls must be new digital and installed to control heating, ventilating and air conditioning, HVAC equipment. * Controls must include thermostat function indicating space temperature. * Controls must have clear plastic lockable covers in public areas. * Zone configuration must be approved in consultation with library staff to determine which areas are controlled on zone controls.
- * All heating units must be commercial type of sufficient size and adequate digital controls to suit the conditions of the various new rooms and areas. All units must be high energy efficiency. * Consideration must be given to: conservation of energy, location of units in proximity to service counter and workstations, quietness of operation, and low air velocity to avoid drafts. * Provisions must be made for the introduction of fresh air to the HVAC system. Heating units must not be located on walls in a manner to interfere with library shelving.
- * Consideration must be given to ease of equipment maintenance when locating equipment - i.e. - heating, purifying equipment. * Adequate space for maintenance must be provided around all equipment.
- * Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standards and make application and pay for all necessary permits.
- * Upon completion of all construction, all duct work and ventilation equipment must be serviced with a power vacuum system to ensure cleanliness before substantial completion and turn over of building to owner.
- * Throughout the facility, the temperature will be controlled by strategically placed thermostats. In open areas, the thermostats will be centrally located within the zone. Minimum 1 thermostat for each HVAC unit. * All thermostats in public areas of the library will come with lockable clear

plastic covers.

* All new air conditioning systems that are installed will utilize an HFC refrigerant. No CFC or HCFC equipment acceptable.

ELECTRICAL

* Provide 25% more capacity for future service needs in electrical power system.

Exact number, type and location of electrical outlets to be confirmed with City staff at the time working drawings are developed. Work to be designed and installed in consultation with Library IT staff.

All work must be done in conjunction with City staff to their specifications.

It is preferred that all electrical will be run in walls where possible. Style of floor outlets to be confirmed with City. Power poles will not be used. Electrical and computer cables will not be run in concrete floor slab unless in adequate dedicated raceways.

Study tables (provided by the City) will require access to electrical outlets for patron laptops, etc.