



• **F O U N D R Y** •  
WHERE WELLNESS TAKES SHAPE

**Guide and Specification for Foundry Centre  
Facilities Development**

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by Robert McRudden, MA

915-1045 Howe St, Vancouver British Columbia V6Z 2A9

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## Introduction

This guide is intended for agencies who wish to build a new Foundry youth wellness centre. The youth and their families are the secret ingredient to making a new centre's capital project successful. Including the youth and their families from start to finish – conception to evaluation – is what makes the difference between a centre that is yet another clinic, or something that is truly new and captures the hearts and minds of a community. At Foundry we endeavor to create centres that not only break down barriers to the accessibility of services, but are truly conducive to the endeavour of being well.

Project management is essential to the success of any project. Further reading on the topic is available from the Project Management Institute ([www.pmi.org](http://www.pmi.org)). The plan for a capital project includes a budget, a schedule, a scope of work, and a desired level of quality. These are vulnerable to the negative impacts of insufficient planning and inadequate execution. For this reason, it is essential to plan carefully and adhere to the plan for the duration of the project.

## Initiating the Project

A **Project Charter** is a short document that describes your project in its entirety — including what the objectives are, how it will be carried out, and the roles of each stakeholder. The project charter is an essential product of the project initiation phase. For more information and a template document, please consult the *Foundry Start-Up Guide*. For the capital project, it will be necessary to identify a project manager and define the role for this project, with consideration for the amount of support required from Foundry Central Office (FCO). If there are going to be capital project meetings in addition to the regular services-oriented PM calls, identify the team members that will be required for those meetings.

## Planning

Scope, resources, and timelines are identified in the planning phase. The size and features of the new centre are constrained by the capital budget and real estate available in the community. Stakeholders are identified and engaged by way of a stakeholder engagement plan.

## Stakeholder Engagement

A **stakeholder engagement plan** identifies all stakeholders impacted by the project directly or indirectly, and details the level of engagement for each, the schedule and format of that engagement, and the expected work product derived from that engagement. This process gives the project team the raw data necessary to plan and deliver the project. Core to the success of a Foundry project is that the youth and their families feel a sense of ownership of the centre from the outset and throughout the design phase. Their feedback is not token; their place at the project table ensures that the centre is not just created for them, but by them. Using this process has a surprisingly powerful effect on transforming the client experience at the centre.

## Capital Budget

The **capital budget** is an accounting of available monetary resources that are to be applied to one-time costs associated with the capital project. This is distinct from the operations budget, which is an annual recurring budget for program delivery. An example capital budget is available in Appendix G of the *Foundry Start-Up Guide*.

Each new centre will require its own site-specific capital budget that includes the Foundry capital grant and other sources of funding assigned to the capital project. Development of a first draft of this budget is essential before beginning design work, as the amount of funds available is a constraint on the amount of centre we are able to build. Refinement of the capital budget occurs during the design phase and RFP (request for proposal), as cost predictions are followed by quotes.

FCO requires capital budget updates through the project lifecycle. Invoices from lead agencies for capital fund reimbursement must include original invoices and cover page(s) detailing the current budget, current commitments, amount spent to date, and the amount requested for reimbursement.

## Real Estate

The size, scope and quality of a new Foundry centre are determined not only by the capital budget, but also the amount of funds in the operations budget that may be assigned to occupancy expenses, and the available real estate in the community. If a suitable site has not been selected

from the outset (e.g. an agency owned building that meets all requirements), then a tool that may inform site selection is the *SWOT Analysis for Site Selection* worksheet developed by FCO (see Appendix G of the *Start-Up Guide*). If there are ample site options and a strong budget, it may be prudent to develop the functional program before making a final decision on a real estate commitment, so that all requirements are known and available to inform the decision.

## Functional Program

The success of service delivery at a Foundry centre depends upon the new centre being able to accommodate the types of services and volume of clients at the centre. These are described in the functional program, preceding and informing the schematic design. Functional programming is an important step in creating a well-planned and well-designed centre.

A **functional program** is described in the CSA standard *Z-8000: Canadian Health Care Facilities* as “a planning document that defines the desired outcome for a building project, informing both operating and capital cost estimates and providing the functional and spatial specifications that provide the primary guide for the subsequent architectural design of a building.”<sup>1</sup> The creation of the functional program is normally led by a professional interior designer or the architect of the project.

The functional program for a Foundry centre should describe all of the following:

1. Principles of planning, assumptions, and constraints. These may include real-estate options and budget considerations.
2. Service, program and staffing needs. These may include the five core Foundry services and any additional programs or staff persons that will be facilitated at the centre.
3. Zones of activity. These may include reception and waiting, a primary care zone, a talking/counselling zone, a group zone, and a staff-only zone.
4. Functional relationships between zones of activity to accommodate workflow.
  - a. Bubble diagrams of workflows and adjacencies are essential.
5. Design principles, objectives and requirements. These include:
  - a. A brief description of the centre. This may include overall appearance, ambiance, configuration, traffic flow, and so on.
  - b. Each component zone’s special requirements, e.g. accessibility, security, privacy, noise control, natural light, infection prevention and control, safety, work environment, change and flexibility, sustainability, overall layout, and considerations for special needs populations.
  - c. Space requirements and description of each space type: use of the space, number of occupants, furniture, fixtures and equipment.
  - d. Schedule of Accommodation: a room-by-room space list identifying the number of each type of room and the area (in square feet and metres), with reference to the number of occupants, major equipment, and gross-up factors.
  - e. A furniture and equipment list that considers program needs and budget constraints. This may be revised during schematic design. Consider how many

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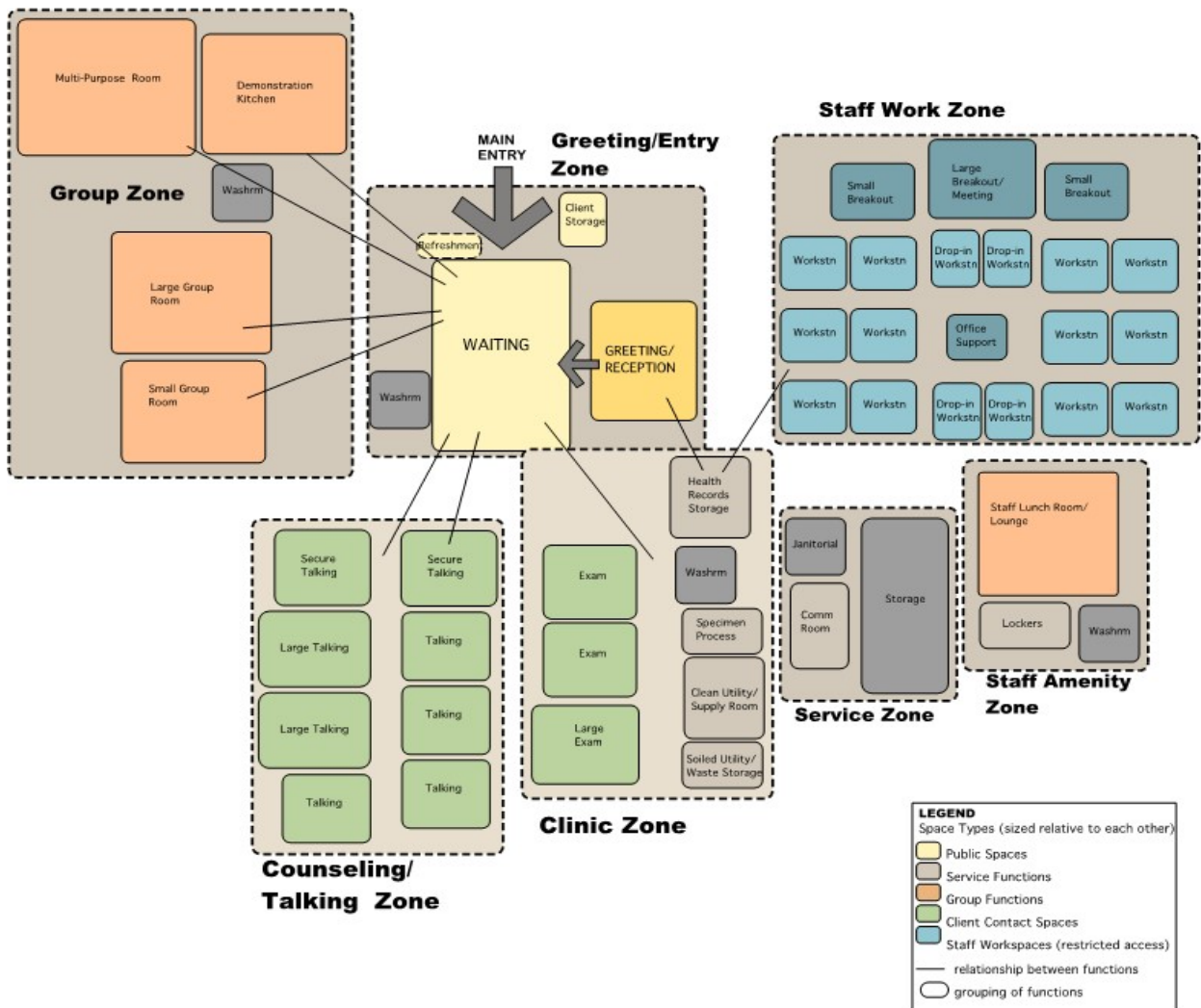
<sup>1</sup> *Canadian Health Care Facilities*, CSA Z8000-11 (September 2011), 12.

chairs may be required in each service room, how many workstations will be required in the staff area based on the staffing model, and so on.

- f. If the functional program is developed to inform site selection criteria (i.e. a location has not yet been identified), indicate min/max square footage requirements based on known constraints.

Examples of previous functional programs for Foundry centres are available for reference by request. Below is a sample functional relationship diagram.

### FOUNDRY SAMPLE PROGRAM FUNCTIONAL RELATIONSHIPS



## Design Specification

The design package for a centre includes the construction drawings for municipal permits and for tendering proposals for construction services. The project team reviews drafts of the schematic design with the service implementation team before bringing a final draft to the wider stakeholder audience for feedback. Once a design is approved, it may go to tender through a typical RFP process unless another process has been approved. A review of proposals may lead to changes to the budget and/or schematic design if early cost estimates are found to be significantly erroneous. It is of critical importance to have reasonable certainty that the design meets all requirements and can be produced on-time and within budget before executing the project. Changes are expensive while a capital budget of donated funds is inflexible.

When the final schematic design, budget, and schedule are complete and signed-off, the construction contract can be awarded, and the design may be presented to the general public through a town-hall event for community stakeholders and donors.

A design package includes but is not limited to:

- Overall site plan
- Interior wall assemblies
- Elevations and cross-sections
- Reflected ceiling plans
- Construction details
- Door and window schedules
- Finish schedules
- Furniture, Fixtures, and Equipment (FF&E) schedules
- Graphics and wayfinding
- Donor recognition features

## Principles of Design

The design principles of a Foundry centre are enumerated as six connected concepts:

1. Accessibility
  - Breaking down barriers to accessing services.
  - Accessibility features for persons with physical disabilities.
  - Environmental needs of persons with anxiety disorders, autism, and other mental health needs.
2. Safety
  - Violence prevention, mitigation, elimination, and response.
  - Furniture, doorways, means of egress.
  - Electronic systems for code white, security cameras, etc.
  - Infection control standards.
3. Privacy
  - Connected to safety and accessibility.
  - Includes confidentiality.
4. Quality
  - Connected to safety.
  - Flexibility.
  - Integration.
  - Operational efficiency.
5. Brand Alignment
  - Youth and family engagement regarding décor and furniture.
  - Branded elements follow current Foundry Brand Guidelines.
  - Consistent client experience across centres.
6. Sustainability
  - 10+ years target lifespan of all elements before another capital budget is required for a renovation or refurbishment.





## Design Standards

These point-form requirements are organized by topic. These are presented as a minimum standard that FCO looks for in centre design: it is neither comprehensive nor a substitute for standards belonging to regional health organizations or authorities having jurisdiction.

### *Infection Prevention and Control*

Microorganisms and macro-organisms such as bed bugs are a serious threat to health and safety in a healthcare environment. It is recommended to engage with the local health authority for a consultation from an infection control specialist. Foundry centre designs include the following infection control measures:

- Convenient access to personal protective equipment. See also *Clean Utility Room* and *Soiled Utility Room* specifications.
- Mechanical systems that do not allow for transmission between service rooms. Air filters and plumbing backflow preventors are required.
- Waste management systems that do not allow for aerosolization of waste or other contamination of the service environment.
- Separation of sterile, clean, and soiled items, including separated traffic patterns of clean and soiled items that require transport within the centre.
- Safe reprocessing of reusable medical devices where applicable.
- Cleanable materials for finishes and furniture, fixtures, and equipment (FF&E).
  - Vinyl upholstery on furniture. Do not use fabric.
  - Washable walls around plumbing fixtures.
  - Washable, non-carpet flooring except where special allowances are made.
- Carpeted surfaces, where allowed, shall be commercial-grade carpet tile that is easily replaced and washed.
- Blankets, pillows, and other cloth sundry items must be machine washable.
- Alcohol-based Hand Rub (ABHR) or other approved waterless hand hygiene features at doorways. Comply with provincial fire codes for placement of ABHR. Protect adjacent wall and floor surfaces from ABHR fluid.
- Hand hygiene sinks. See detailed requirements in this guide.
- Custodial or janitorial facilities.

## *Safety, Violence Prevention*

While Foundry centres are designed to target mild to moderate mental health clients, safety at the centre is a priority design feature.

1. Visibility and sight lines:
  - a. Entry and exit points are highly visible from seated staff locations, well lit, and free of visual obstructions.
  - b. Clear, visible sight lines are maintained to and from entrances, exits and other priority features (e.g., emergency alarm buttons), and/or are supplemented by convex mirrors and/or technological security features such as CCTV.
2. Safe means of access and exit for staff and clients:
  - a. Spaces with only one means of egress are required to have added features to enable staff to access or exit the space.
  - b. Spaces where there is a heightened risk of aggression must have a table or other acceptable barrier between staff and client, and a second means of egress.
  - c. Where spaces have a second means of egress, it must be at the opposite end of the space from the primary, and it must provide immediate unobstructed access for a staff person needing to escape.
  - d. All service room doors with locks must lock from the outside, to prevent entrapment.
  - e. Corridors must have at least two access points to mitigate risk of entrapment.
3. Interior windows are required for talking rooms and group spaces, integrated with the door or wall adjacent to the door from corridor, with privacy treatment that allows for quick assessment of the situation inside the room. Safety glass, tempered glass, or impact-resistant plastic glazing materials are required for interior windows.
4. Code White and emergency response features:
  - a. Response time and proximity of staff to client areas must be incorporated into floor plan design.
  - b. The Staff Zone is ideally centrally located, and an equal distance to all client zones.
  - c. Alarm systems are designed to report to the reception desk with a visual indicator of where the alarm originates.
  - d. Alarms are monitored by an external security monitoring service who can alert police.
  - e. Duress alarm buttons can be either fixed in each room or be provided as wearable PPDs (Personal Protective Devices). If using PPDs, it is recommended they be worn at all times for all staff who have contact with clients. Protocols for use, maintenance and testing of PPDs will be required.
  - f. When a centre is located in a space with multiple floors, consider a paging system or “walkie talkies” so assistance can be called from staff in all program areas.
  - g. Centres must designate a “safe room” for staff, in case of a situation where it is impossible or unsafe for staff to evacuate a centre. A “safe room” has a phone and a door that locks from inside the room. A locked staff room or secure office space can act as a safe room.

## *Privacy and Confidentiality*

These features are meant to enhance privacy and confidentiality inside a Foundry centre:

1. Privacy Index (PI) values: all counselling rooms, exam rooms, and breakout meeting rooms must achieve a Privacy Index (PI) rate of 95-100%, where conversations are unintelligible from outside the room.
2. Apparent Sound Transmission Class (ASTC) values: all counselling rooms, group rooms, exam rooms and meeting rooms must achieve an Apparent Sound Transmission Class (ASTC) value of 55 or greater, so that conversations are undisturbed from outside noise, and so that each room is not disturbed by noise from an adjacent room.
3. For spaces that require ASTC 55+ and 95-100% PI, consider the following:
  - a. Neighbouring occupancies to the Foundry centre that may create noise during service times, horizontally as well as above and below.
  - b. Counselling spaces preferably do not share walls with group spaces or the waiting area.
  - c. Full height walls or drywall ceilings. It is not adequate for interior wall systems to have a height that is at or below the grid of a suspended ceiling.
  - d. Materials and finishes that are 55+ STC rated and/or rated to be high quality barriers as defined by other relevant measures. This may include ceiling materials with a minimum ceiling attenuation class (CAC) rating of 40 and a minimum noise reduction coefficient (NRC) of 0.55.
  - e. Interior doors with sweeps.
  - f. Furniture and any fixtures with sound absorption properties.
  - g. Ambient sound such as music or white noise machines.

## *Light and lighting*

1. Natural light is a design priority in staff and client occupied areas.
2. Artificial light sources are required to have dimmable controls in client service rooms.
3. LED light fixtures are preferred. Avoid fluorescent lights.
4. Warm, natural ambient light is preferred. Artificial light sources shall have a minimum CRI (colour rendition index) of 85 except where another requirement takes priority.
5. Provide occupancy and automatic lighting sensors where appropriate.
6. Provide task lighting at workstations.
7. Timer-control lighting systems are to be employed for security and energy saving considerations.

## *Environmental graphics, signage, and wayfinding*

The *Foundry Environmental Graphics Guideline* is a supplemental document to this specification that includes detailed instructions for branded elements, interior graphics, wayfinding, and donor recognition features. Visit the [Foundry website](#) for more information.

## *Paint*

FCO has formulae and samples of paint in Foundry brand colours, in preferred paint products. Due to performance concerns for vinyl graphics, new matches or alternate products require FCO approval for adhesion testing and colour calibration.

## *Furniture, Fixtures, and Equipment (FF&E)*

Centres must meaningfully involve youth in the furniture selection process for all client accessible zones and spaces. Furniture (staff and client) should be of the same quality.

- Selection of upholstery colours must be consistent with primary and secondary Foundry colours.
- Centres must meaningfully involve team members in the selection process for all furniture to be used by providers. Ensure that task seating selected provides maximum adjustability to meet the ergonomic needs of the maximum number of users.
- In spaces where staff and clients will be seated in the same space, consider the seating height and orientation. Some youth have expressed a clear preference for eye to eye interaction and how it is important for them to be at the same height when in conversation.
- All furniture must be commercial grade as determined by Business + Institutional Furniture Manufacturers Association (BIFMA).
- Select furniture that allows for varied and flexible seating options throughout the centre.
- Glass tables are prohibited for safety reasons.
- Bariatric compliant furniture options in client spaces is a part of accessibility. Consider the potential weight and width of clients.
- Furniture must be non-permeable/non-porous, non-shedding, cleanable, and compatible with the disinfectants approved for environmental cleaning. Avoid furnishings that have seams, hinges, or are made of wood. These attributes facilitate effective cleaning and limit the impact of bedbugs if brought into the centre. Bed bugs can reproduce and lay eggs on any surface and there are no materials that are bedbug proof, so the best approach is prevention.
- Washable finishes: work surfaces, shelving, and storage surfaces should withstand semi frequent bleaching and frequent cleaning with low-level disinfectants. Phenolic, iodophor, and quaternary ammonium compounds are appropriate for use in daily cleaning and disinfection of surfaces.
  - Upholstered furniture must be covered with fabrics that are fluid resistant, non-porous and can withstand cleaning with hospital-grade disinfectants. Porous

- materials retain moisture and are more susceptible to harboring and supporting the growth of microorganisms. Avoid leather.
  - Avoid exposed wood surfaces. Repeated use and cleaning will eventually expose the porous surface of the wood that cannot be cleaned effectively.
- Provide a range of soft seating for spaces where comfort is a priority. (E.g. Waiting area, counselling/ talking room - secure and unsecure, group rooms, staff lounge). Consider selecting furniture that has soft edges and corners for safety and to limit contact damage.
- Integrated power and device charging receptacles are desirable for the waiting area and staff zone.

### *Information Technology*

Partner organizations may have specific requirements for communication rooms, Wi-Fi, and dedicated data drops. It is the responsibility of the lead agency to ensure that these needs are identified in the functional program and incorporated into the design.

The following are requirements for I.T. systems:

1. Wireless internet (WIFI) systems at a Foundry centre are required to include:
  - a. a staff-only password protected secure network, and
  - b. a client-accessible network that is separate from the staff network.
2. Foundry Digital Toolbox equipment connects wirelessly to the secure staff wireless network only.
  - a. Capacity of the staff wireless network must exceed the number of staff computers, Toolbox tablets, and staff mobile devices anticipated in the centre design.
3. Emergency power in the I.T. Server Room for network equipment. UPS is acceptable.
4. Structured cabling systems, including the location of telecommunication rooms, pathways, and raceways, shall be designed in accordance with TIA/EIA-568-B.1, TIA/EIA-568-B.2, TIA/EIA-568-B.3, TIA/EIA-569-B, and TIA-606-A for communications systems administration.
5. Wireless data security encryption shall be used protect privacy.
6. Ensure that there is strong and uninterruptable WIFI signal strength in all areas of the centre.
7. Provide backup wireless access points (WAPs) for quick service recovery in the event of equipment failure.
8. Provide a telephone system with a single main number to handset(s) at reception and local extensions to handsets at staff workstations.
9. Video conferencing and telehealth systems use hardware that is software-agnostic to allow for changes in technology.
10. Access control systems are touchless operation with cards, fobs, wearable devices, or similar. Do not use key pads or other systems that require manual operation.
11. A security system with intrusion alarm, panic alarm, medical refrigerator monitoring, and motion sensors is required.
  - a. A 24/7 monitoring service for the alarm system is required.

Intercom systems are optional.

### *Youth Artistic Expression*

Art pieces created by youth are a signature feature of Foundry centres. Opportunities to display youth-created art pieces are encouraged, but are also required to align with requirements for branded elements, donor recognition, interior graphics, wayfinding, safety and accessibility features.

## Anatomy of a Foundry Centre

### Zones

Foundry centres are divided into zones of activity, where rooms of specific functions are grouped. This includes but is not limited to seven types of zones: Greeting Zone, Group Zone, Talking Zone, Clinic Zone, Staff Work Area, Staff Amenity Zone, and a zone for miscellaneous services. The number and disposition of rooms and zones depends on the functional program and the size of the centre.

Sample Space Programs For Foundry Centres		SMALL SIZE PROGRAM (theoretical only)		REGULAR SIZE PROGRAM		FULL SIZE PROGRAM	
Space type	Net Sqft	QTY	SQFT	QTY	SQFT	QTY	SQFT
<b>GREETING/ENTRY ZONE (REQUIRED)</b>							
Greeting/Reception Desk	208	1	132	1	208	1	208
Waiting Area	20 - 30/person	1	154	Seating for 14	320	Seating for 22 (2 wheelchairs)	425
Washroom - Accessible	50			1	50	1	50
Peer Support	100-120	1	80	1	100	1	120
Refreshment Station	25			1	25	1	25
<b>GREETING/ENTRY ZONE (OPTIONAL - As needed based on your Functional Program)</b>							
Client belonging storage area (Bikes, pets, etc.)	40			0	0	0	0
<b>CLINIC ZONE (REQUIRED)</b>							
Exam Room - Standard	120	2	200	1	120	2	240
Exam Room – Large	140	1	140	1	140	1	140
Clean Utility / Supply Room	100	1	100	1	100	1	100
Soiled Utility / Waste Holding	60			1	60	1	60

Health Records / File Room	60-100			1	60	1	100
Washroom - Accessible	50	1	50	1	50	1	50
<b>CLINIC ZONE (OPTIONAL - As needed based on your Functional Program)</b>							
Medication	40			0	0	0	0
Specimen Processing	60			0	0	1	60
<b>COUNSELLING / TALKING ZONE (REQUIRED)</b>							
Small Talking Room	100	3	300	2	200	4	400
Large Talking Room	140			2	280	2	280
Secure Talking Room	120	2	240	2	240	2	240
<b>GROUP ZONE - STAFF AND CLIENT (REQUIRED)</b>							
Small Group Room	240	1	240	0	0	1	240
Large Group Room	320			1	320	1	320
Multipurpose Room	400	1	400	1	400	1	400
Demonstration Kitchen	300			1	300	1	300
Washroom - Accessible	50	1	50	1	50	1	50
<b>GROUP ZONE - STAFF AND CLIENT (OPTIONAL - As needed based on your Functional Program)</b>							
Large Multi-purpose Room	400-800			0		0	
<b>STAFF WORK AREA (REQUIRED)</b>							
Open Office Workstation - Dedicated	65	8	520	8	520	12	780
Open Office Workstation - Drop-in	50	3	150	3	150	4	200
Small Breakout Room	65			1	65	2	130
Large Breakout/Team Meeting Room	140			1	140	1	140
Office Support	50 120	1	50	1	50	1	50
<b>STAFF AMENITY ZONE (REQUIRED)</b>							
Staff Lunchroom / Lounge	varies	1	210	1	210	1	290



Locker area within staff amenity zone	1.5/purse locker 4.5/half locker			11	49.5	16	72
Staff Washroom - Accessible	50	1	50	1	50	2	100
<b>STAFF AMENITY ZONE (OPTIONAL - As needed based on your Functional Program)</b>							
Staff shower	75			0	0	0	0
<b>SERVICE ZONE (REQUIRED)</b>							
Housekeeping / Janitorial Closet or Room	60			1	60	1	60
Voice and Data Server Room (Comm closet)	80	1	80	1	80	1	80
General Storage	15	1	80	11	165	16	240
<b>OTHER SPACES (OPTIONAL - As needed based on your Functional Program)</b>							
Laundry	50			0	0	0	0
Waste Holding / Garbage Room	60			0	0	0	0
Mechanical / Electrical Room	50			0	0	0	0
Meditation Room	180			0	0	0	0
Sweat Lodge	224-320			0	0	0	0
Sweet Grass Room	150			0	0	0	0
<b>Net square Footage</b>			<b>3226</b>		<b>4562.5</b>		<b>5950</b>
<b>Component Gross Square Footage (CGSF)</b>	1.35		<b>4355.1</b>		<b>6775.313</b>		<b>8032.5</b>

### Greeting/Entry Zone

The first point of contact in a centre is of great importance.

1. Front entrance door
  - a. Wheelchair accessible.

- b. Ideally double door to allow for furniture and equipment to move in/out as needed.
  - c. A vestibule may be considered if there are security concerns or harsh winter conditions.
2. Reception Desk
- a. Arrange close to front entrance door, for
    - i. Accessibility: a common ask from youth is to not walk through a crowded waiting room to talk to reception. Allow for discreet conversations.
    - ii. Security: line of sight to door and exterior approach. Consider video surveillance if line of sight is not possible.
  - b. Allow for standing height and wheelchair height interactions at reception.
  - c. Two (2) means of egress from behind reception are ideal for security and staff safety.
  - d. Two (2) or more workstations may be required at Reception.
  - e. Allow for copy/printer space with power and data.
  - f. Panic/duress alarm is required at reception.
3. Waiting area
- a. Size to be determined by functional program.
  - b. All areas of the waiting area shall have line of sight visibility from the reception desk or MOA workstation. Video surveillance may be substituted if necessary.
  - c. Dedicate data-entry locations for a minimum of four (4) Foundry Toolbox tablets. Allow for use with a sense of privacy, while still able to be supervised from reception.
  - d. Include privacy nooks in walls with cushioned seats for clients with heightened anxiety or other enhanced desire for privacy while waiting.
  - e. Consider an L-shaped room, or even a split separate secondary waiting area. It is a common ask from youth to have a waiting area where they are not visible to other clients' parents who are waiting with them.
  - f. Arrange seating so that clients may sit back-to-back rather than facing each other, as much as possible. It is a common ask from youth that they do not want to see other clients or feel seen while waiting.
  - g. Décor must not be over-stimulating for clients who may be living with psychotic disorders or autism.
  - h. Active-waiting supplies such as fidget toys, colouring books, and so on should be available for client use in the waiting area. Determine the exact nature of this feature through local youth engagement.
  - i. Electrical outlets in waiting areas shall be plentiful and include USB connectivity so that Foundry Toolbox iPads and client smartphones may be charged without the use of a charging brick. Floor-mounted receptacles are not recommended.
  - j. Foundry branded elements and donor recognition shall have dedicated locations in this area that have sufficient wall space, line-of-sight from front entry, and finishes conforming to requirements to accommodate branded elements.
4. Washroom (Waiting Area)

- a. Include all requirements for typical Foundry single-occupant washroom as described elsewhere in this specification.
  - b. Special requirements for the waiting area washroom include:
    - i. Passthrough door for urine samples between this washroom and an adjacent specimen lab.
    - ii. Door to waiting area washroom is visible from the reception desk.
5. Youth Peer Support Room
- a. This is a special talking room and intake room that allows Peer Support workers to be immediately accessible to clients from the waiting area.
  - b. Size to accommodate 4 occupants.
  - c. Couch and chairs preferable to chairs only.
  - d. Workstation with office chair and a computer that can be used by clients with permission. This may include sending resumes, checking web-based email, and so on. A health authority computer would not be ideal for the Peer Support room.
  - e. Optional Foundry Toolbox iPad in this room.
  - f. Storage for blankets, pillows, peer support worker supplies.
  - g. Décor to be determined by youth and peer support workers. Allow for messiness.
  - h. Include a chalkboard, or chalkboard-paint wall, or other large writing surface.
  - i. Exterior window preferable for natural light.
  - j. Interior window with Foundry privacy treatment.
  - k. Consider double egress for this room depending on functional program, depending on security concerns and how this room is to be used for intake at the centre. It is undesirable to arrange this room such that it becomes tempting to use as a hallway.
6. Refreshment station
- a. This is a snack bar that provides beverages and food in a self-serve, no-cost format. It is not a full kitchen.
  - b. Place within or adjoining the waiting room.
  - c. Water faucet and sink.
  - d. Counter space.
  - e. Kettle, mini fridge, and other small appliances may be appropriate.
  - f. Provide duplex power with ground-fault interrupt (GFI) above counter, for kettle. Ensure the electrical circuit for this outlet is not shared with lighting or non-refreshment station amenities to protect against the inconvenience of tripping the circuit breaker.
7. Client belongings storage (optional)
- a. This space may vary in size and use depending on functional program. Uses may include:
    - i. Winter clothing wet storage, with coat and boot racks, floor drain.
    - ii. Bicycle storage.
    - iii. Shopping cart storage.
    - iv. Backpack or general belonging storage.
    - v. Pet storage. This may require cages for animals such as dogs, cats, and smaller animals such as rats.

- b. Contraband or weapons maybe concealed in client belongings that are not welcome inside the centre.
- c. Backpacks, blankets, heavy clothing, and other items may contain bedbugs. Client belongings storage can be a measure to prevent the introduction of contaminants to the centre.

## Clinic Zone

The clinic zone contains exam rooms for primary care services, and rooms that provide support functions for providing primary care services.

1. Exam Room (standard size) seats up to 4 individuals. It includes:
  - a. Examination table, adjustable, with stirrups.
  - b. Stool for doctor.
  - c. Chair, bariatric compliant.
  - d. Telephone.
  - e. Charting workstation with computer. A mobile workstation is acceptable.
  - f. Cabinets for quick access to supplies, wall-mounted above floor.
  - g. Hand-hygiene sink.
    - i. Follow “Hand-hygiene sink” specification from this guide.
    - ii. Include backflow preventers.
  - h. Paper towel dispenser.
  - i. Sharps disposal.
  - j. Floors washable with medical disinfectant.
  - k. Floor coving at wall edge.
  - l. Diagnostic equipment set, wall mounted.
    - i. Includes but is not limited to: otoscope, ophthalmoscope, thermometer, diagnostic specula dispenser, aneroid.
    - ii. Provide duplex 120V electrical power at 5’0” unless other requirements take precedent. Check manufacturer’s specifications.



2. Clean Utility Room: a special storage room for medical supplies, equipment, and other items that are clean/sterile and need to be stored away from contaminants.
  - a. Staff-only access with key or electronic fob.
  - b. Sterile supplies are to be stored above the floor in a clean, dry area away from traffic. Shelving for clean and sterile supplies must be a minimum distance of
    - i. 230 mm off the floor,
    - ii. 450 mm from the ceiling, and
    - iii. 50mm from any outside walls.
  - c. HVAC system, if any, must be designed to keep this room under positive pressure. Storage of equipment and supplies shall not be exposed to direct airflow from the HVAC system.
  - d. Hand-hygiene feature in this room may be waterless ABHR. A hand-wash sink is not required.
  - e. Floor is washable, seamless, and impermeable.
  - f. Cove base at floor and wall.
  - g. Counters are washable, non-porous, and seamless.
  - h. Shelving and carts are washable.
  
3. Soiled Utility Room: a special storage room for soiled supplies and equipment that will be removed for cleaning or disposal.
  - a. Staff-only access with key or electronic fob.
  - b. HVAC system, if any, must be designed to keep this room under negative pressure.
  - c. Hand-hygiene sink.
  - d. Utility sink

- i. Height to allow use without bending or straining from a standing position.
    - ii. Large and deep enough to completely immerse items to be cleaned.
    - iii. No overflow.
  - e. Floor is washable, seamless, and impermeable.
  - f. Cove base at floor and wall.
  - g. Counters are washable, non-porous, and seamless.
  - h. Shelving and carts are washable.
  - i. Containers for separated waste to take to processing. Design to prevent aerosolization of waste.
- 4. Health Records: a small storage room for client records in hardcopy.
  - a. Locate in convenient proximity to reception and service delivery rooms. Functional program to describe workflow.
  - b. Staff only and secure. Protect confidential records from theft, loss, and accidental destruction.
  - c. Security (additional): partner organization policies may require multiple layers of security and/or restricted access to paper records from centre staff members who are not employees of the same organization. Requirements may include double locking, locked cabinets and/or closets, and so on. Determine these requirements during stakeholder engagement functional programming.
- 5. Washroom (Clinic Zone)
  - a. Foundry typical single-occupant accessible washroom as specified elsewhere in this document.
- 6. Medication Room (optional): a room dedicated to the secure storage of prescription medications, vaccinations, and any other restricted-access supplies that may be stored at the centre.
  - a. Medication fridge:
    - i. healthcare grade, not a simple miniature domestic refrigerator,
    - ii. locked,
    - iii. alarmed,
    - iv. automated communication features so that it can call for help to specified team members in the event of a problem such as rising temperature,
      - 1. specify which team members are to be contacted and what procedures are to be followed during regular hours, after-hours, weekends and holidays,
      - 2. include the medication fridge in security monitoring contract for the centre unless another service is used,
    - v. dedicated hardline data/comms in-room,
    - vi. dedicated electrical power circuit for this appliance,
    - vii. uninterruptible back-up power such as UPS,
  - b. Restricted access by key or electronic fob to only staff who need access to this room in the course of their duties. Special restrictions may apply. Consult with local health authority during functional programming.
  - c. Locate where the door is visible to staff for security reasons; not to be located in an isolated area of the site.

7. Specimen Processing Lab (optional): for processing urine samples, blood, or other material from clients as determined by the functional program. Ideally this room is adjacent to a single-occupant accessible washroom, typically the waiting room washroom, and connected to the washroom with a small pass-through door for samples.
  - a. Secure, staff-only access with key or electronic fob.
  - b. Hand hygiene station, as specified elsewhere in this document.
    - i. Soap and paper towel dispensers not shared with specimen dumping sink,
    - ii. Backflow preventer not shared with specimen dumping sink,
  - c. Specimen dumping sink
    - i. separated from hand hygiene sink,
    - ii. stainless steel or approved equivalent,
    - iii. manual faucet operation for hot and cold water,
    - iv. paper towel dispenser, not shared with handwash station,
    - v. soap dispenser, not shared with handwash station,
    - vi. backflow preventer
  - d. Stainless steel counter, or approved equivalent washable counter material, with seamless backsplash at wall.
  - e. Electrical outlets above and below counter for lab processing equipment. Determine electrical requirements based on equipment list.
  - f. Storage shelves or cupboards for lab supplies.
  - g. Pass-through door for samples,
    - i. connecting to adjacent washroom,
    - ii. stainless steel or other approved material,
    - iii. washable pass-through passage that does not allow for leaks or spills to be absorbed into the wall.
  - h. Floor finish washable, with coving at wall.

## Counselling Zone

The counselling zone requires special attention to noise control. If possible, locate this zone well away from sources of distracting noise such as the group zone.

1. Talking Rooms, Small & Large
  - a. Comfortable and safe, with a non-clinical feeling, ideal for counselling.
  - b. Small Talking Room seats two (2) to four (4) persons.
  - c. Large Talking Room seats up to six (6) persons.
  - d. Carpet flooring is acceptable, commercial grade, ideally carpet-tile for easy maintenance. Washable material, backing, and adhesive.
  - e. Hard flooring is also acceptable, provided that it does not create a clinical aesthetic.
  - f. Lights are manually controllable with a dimmer switch.
  - g. Natural light with exterior windows is ideal.
  - h. Window coverings may be used if they are washable and non-weaponizable. Consider roller shades.
  - i. Workstations are prohibited in talking rooms; talking rooms are not offices.

## 2. Secure Talking Room

- a. Intake and assessment room that includes added safety precautions to accommodate safe service for clients who present behavioural challenges. Accommodate the following uses:
  - i. All new client intakes.
  - ii. Any interaction with a risk of aggressive behavior.
  - iii. A quiet space for clients to decompress at the conclusion of a visit.
  - iv. A secondary waiting area for clients experiencing anxiety and or feeling overwhelmed while in the greeting and reception zone. Such a use requires the presence of a staff member.
- b. Two (2) means of egress are required.
- c. Furniture in the secure talking room is ideally chosen from options designed by the manufacturer for a mental health setting. Consult with FCO for examples. Consider furniture that is heavy and difficult to lift, throw, or weaponize in any other way.
- d. Do not include any items or amenities in a secure talking room that could be weaponized or used as ligatures, including fixtures and decorative items. Use non-weaponizable alternatives.
- e. Include a panic button in a location that is immediately accessible for code white emergencies.
- f. Primary door to secure talking rooms is ideally visible from reception desk or other staffed area.
- g. Consider a double-acting door frame that allows door to swing open in opposite direction in case of emergency, such as an unresponsive occupant who falls and blocks the path of the door, or an occupant who attempts to barricade inside the room.

## Group Zone

### 1. Small Group Room

- a. Design to accommodate clinical therapeutic groups.
- b. Accommodates up to twelve (12) persons.
- c. Storage for activity supplies.
- d. Manual light switch function so lights can be dimmed and turned off.

### 2. Large Group Room

- a. Design to accommodate clinical therapeutic groups.
- b. Accommodates up to sixteen (16) persons.
- c. Storage for activity supplies.
- d. Manual light switch function so lights can be dimmed and turned off.

### 3. Multipurpose room

- a. Accommodates up to 16 persons at 25 square feet per person.
- b. Flooring is washable, hard surface.
- c. Design to accommodate therapeutic group work, administrative boardroom functions, special events, and other activities identified in the functional program.
- d. Manual light switch function so lights can be dimmed and turned off.



- e. Ceiling mounted projector and screen, or other means of displaying electronic content.
  - f. Accordion wall or large doors allowing the multipurpose room to join the kitchen as a single activity space.
4. Kitchen
- a. A teaching and demonstration kitchen for client-centered programming.
  - b. Residential-grade appliances are acceptable.
    - i. Refrigerator and freezer
    - ii. Range
    - iii. Oven
    - iv. Dishwasher
    - v. Sink, stainless steel with two basins.
    - vi. Soap dispenser.
    - vii. Paper towel dispenser.
  - c. Hand hygiene sink as described elsewhere in this specification.
  - d. Cabinets, upper and lower.
    - i. Provide flatware, glasses and cups.
    - ii. Drawers. Provide cutlery.
  - e. Countertops, washable.
    - i. Include above-counter GFI electrical outlets, with dedicated circuits for miscellaneous countertop appliances such as a kettle and coffee maker.
  - f. Island work surface that allows clients to stand around and work collaboratively.
    - i. Include wheelchair accessible counter space.
  - g. Manual light switch function so lights can be dimmed and turned off.
    - i. It is a common request from youth to control the light levels in the kitchen.
  - h. Whiteboard surface. Consider a whiteboard-painted wall.
5. Washroom (Group Zone)
- a. Foundry typical single-occupant accessible washroom as specified elsewhere in this document.
6. Large Multipurpose Room (Optional)
- a. A multipurpose room that accommodates up to 40 people may be considered for larger centres. Functional programming determines the use and configuration of the room.

## Staff Work Area

The staff work area is intended to promote interactions between staff, and collaboration between staff members of different disciplines. Carpeted flooring is acceptable in this area.

- 1. Open office workstations, dedicated. Include:
  - a. One workstation per 1.0 FTE staff person in the centre, as identified in the functional program.
    - i. Provide an additional contingency of workstations for future growth.

- ii. “Dedicated” means that each of these workstations is used exclusively by the staff person to whom it is assigned.
  - b. Drawers or cabinets, locking. Consider credenza or pedestal.
  - c. Stand-sit adjustable work surface is ideal but not required.
  - d. Monitors attached to adjustable arms with VESA-compliant bracket.
  - e. Power and data. Functional program must describe if workstations require two (2) data lines for both computer and telephone.
  - f. Task chair.
  - g. Task lighting.
  - h. Telephone (optional).
  - i. Computer, monitor, mouse and keyboard.
- 2. Open office workstations, drop-in. Include:
  - a. All requirements specified for dedicated workstations above.
  - b. Number of drop-in workstations to be determined by functional program, for part-time staff and visiting staff. Provide a minimum of two (2).
  - c. “Drop-in” means that these are not for the exclusive use of any one staff person.
- 3. Breakout Room (Small): for phone calls and conversations that are desired to take place away from the open workstations, as well as isolated individual work in a quiet environment when needed.
  - a. Accommodates 1-2 persons.
  - b. Manufactured 1-2 person “phone booth” solutions may be acceptable, provided that they meet acoustic performance requirements.
  - c. Acoustic performance of insulation must
    - i. enable conversations in the breakout room to be unintelligible and non-distracting for the open office workstations, and
    - ii. provide a non-echoing interior space, insulated against distracting noise from outside the breakout room.
  - d. Provide one small breakout room for every ten (10) workstations in the staff area, unless otherwise determined by the functional program.
    - i. Please do not entertain the notion that an open office work environment can function without breakout rooms.
- 4. Breakout Room (Large): a meeting room.
  - a. Accommodates 4-6 individuals.
  - b. Meeting table with integrated table-top power and data.
  - c. Consider videoconferencing capability with wall-mounted audio-visual equipment. Include plywood backing in wall if possible.
- 5. Office Support room or nook.
  - a. Standing-height copy/printer.
  - b. Storage for office supplies: pens, paper, ink, other stationary.
  - c. Protect open office workstations from undue printer noise by means of physical acoustic barrier or wall.
  - d. Additional requirements from partners may include but are not limited to requiring a second separate office support area with a second copy-printer for health

authority employees, with a specified minimum distance and physical barriers between printers. Engage with partners early to plan the staff work zone and identify any such requirements during functional programming.

## Staff Amenity Zone

Staff amenities in the workplace are to be kept separate and restricted from clients. The amenities required in the workplace may be stipulated in collective agreements for unionized employees. Identify any special requirements during functional programming.

1. Staff Lunchroom
  - a. Allow minimum 50 square feet for kitchenette, plus 20 square feet per staff person to be accommodated at a time. An underbuilt lunchroom may have the undesirable effect of staff eating lunch in other areas of the centre.
  - b. Kitchenette includes
    - i. Refrigerator,
    - ii. Microwave oven,
    - iii. Counter, washable, with above-counter GFI outlet for kettle and coffee machine,
    - iv. Cupboards,
    - v. Dishwasher,
    - vi. Flatware and glassware.
  - c. Eating area, furnished.
  - d. Washable floor, non-carpet.
2. Staff Lockers
  - a. Provide minimum one locker per FTE. Assume assigned lockers for full-time staff.
  - b. Lockable, keyed to individuals and master key.
  - c. Washable.
  - d. Consider additional space for wet or winter clothing, hanging coats and bags, shoe and boot racks.
3. Staff Washroom, accessible
  - a. Include all requirements for Foundry single-occupant accessible washroom standard from this specification.
  - b. Staff only; not a client washroom.
4. Staff shower (optional)
  - a. Staff only; not a client shower.
  - b. Consider shower with a change room and seating.
  - c. Consider the needs of staff cleaning up after a messy incident in the centre.
  - d. Consider staff members who commute to work via bicycle.

## Service Zone

### 1. I.T. Server Room

- a. Allow sufficient space to accommodate a full rack for rack-mounted servers, switches, and other equipment.
- b. Allow sufficient space to accommodate the full interior swing of the door without impacting any equipment or persons standing in the room.
- c. Air conditioning or special cooling systems may be required depending on equipment needs.
- d. Fire suppression system in this room to be non-water, so that equipment is not destroyed if automatic sprinkler systems are engaged. Other special solutions to prevent the accidental destruction of equipment may be acceptable. Consult the Project Manager, Capital Projects at FCO.
- e. Electrical requirements for the I.T. Server Room and equipment list are required to be determined before designing electrical systems. Failing to provide adequate electrical capacity for I.T. can lead to an expensive change order.
- f. Route modem and telephone systems to this room. Allow for a wall with sheet plywood for mounting small items.
- g. Staff only, secured with unique key.
  - i. Determine which staff have access to this room in functional program.
- h. Servers containing confidential information subject to a health authority PIA and STRA may require two (2) layers of physical locking: the door to the room and a locking caged racking system. Separate IT systems may require locking physical separation between two racks. Determine requirements during functional programming.

### 2. Storage

- a. Determine storage needs during functional programming.
  - i. Allow for additional storage space for accumulation over a period of 10 years.
- b. Mobile equipment, wheelchairs, carts, other large items may require floor space.
- c. Provide organized shelving for boxes, long-term storage and quick-access storage.
- d. Consider seasonal items such as Christmas trees or other decorations.
- e. Consider food bank or other stock of give-away supplies.
- f. Multiple storage locations may be required throughout the centre.

## Other Optional Spaces

Foundry centres with ample floor space may consider extra or novel feature rooms during functional programming.

1. Laundry facilities. Staff-only onsite laundry for centre use is nice to have, whether using stackable equipment in a closet or by expanding the Clean Supply Room into a full Laundry Room.
  - a. Client-accessible laundry facilities have been a common request from youth.
2. Shower facilities, client accessible. This has been a common request from youth.
3. Music Therapy Room: a sound-dampened room with room for playing musical instruments, vocal microphones and recording/mixing equipment.
4. Indigenous cultural spaces:
  - a. Smudging Room.
    - i. Special exhaust and fire suppression considerations apply.
    - ii. Consult with Foundry Central Office about prior installations.
  - b. Meditation Room.
  - c. Sweat Lodge.
  - d. Sweet Grass Room.
  - e. Multipurpose Room in a longhouse style.

## Utility Rooms

If not provided as part of building common areas, a Foundry centre may require additional utility rooms.

1. Waste Holding or Garbage Room
  - a. Storage for common waste for regular pick-up. Consider capacity and special requirements for kitchen and medical waste.
2. Mechanical / Electrical Room(s)
  - a. Requirements to be determined by consulting engineers.
  - b. Separate from I.T. Server Room.

## Washroom, Foundry Standard

A typical washroom at a Foundry centre, unless subject to special requirements, follows this specification:

1. Wheelchair accessible.
2. Single-occupant configuration; non-gendered.
3. 2-piece: include toilet and handwash sink.
4. Hands-free sink faucet for infection control.
  - a. Faucet water temperature is not user adjustable. This is to prevent clients from artificially warming urine samples.
5. Soap dispenser, hands-free operation.
6. Paper towel dispenser.
  - a. Do not include powered air or reusable cloth hand-drying.
7. Grab-bars around toilet. Include wood backing in walls for grab-bars.

8. Double-acting door frame that allows door to swing open in opposite direction in case of emergency, such as an unresponsive occupant who falls and blocks the path of the door, or an occupant who attempts to barricade inside the room.
9. Motion-activated lighting.
10. Sharps disposal.
11. Anti-ligature considerations: eliminate opportunities for self-harm.
  - a. Anti-ligature coat hooks are desirable.
12. Washrooms that exceed this standard in terms of features, use, or otherwise to be determined by functional program.

### Hand Hygiene Sink, Foundry Standard

1. Hands-free faucet.
  - a. Faucet water temperature is not user adjustable. This is to prevent clients from artificially warming urine samples.
  - b. Hands-free is not a function of convenience, but for reasons of infection control.
  - c. Gooseneck spout, open drain with perforated strainer, and 32 mm cast brass adjustable P-trap with tailpiece, or a functionally equivalent design approved by FCO.
2. Soap dispenser, hands-free operation.
3. Paper towel dispenser.
  - a. Do not include powered air or reusable cloth hand-drying fixtures.
4. Wall-mounted or freestanding.
  - a. Do not incorporate hand hygiene sinks into millwork or furniture.
5. Splash guards are required where proximal to counters, food service features, work surfaces, or anything else that may be splashed from operation of the sink.
6. Wheelchair accessible height.
7. Protect wall and floor surrounding from contact with water.

## Construction, Moving-in, and Post-Occupancy

After designing a new Foundry centre, the next steps are determined by a site-specific project plan that includes RFP for construction services, final approvals, executing the construction phase, change order management, project close-out activities and turnover.

Six to twelve months after operations begin at the new centre, the capital project team reconvenes for a Post-Occupancy Evaluation to review outcomes and record lessons learned. This information is incorporated into updated documentation and project tools at FCO for the development of future centres.