

## **FOREWORD**

This document was published by the Commonwealth of Kentucky Court of Justice, Administrative Office of the Courts (AOC). This component of Rule of Administrative Procedure of the Court of Justice Part X. is provided to assist AOC staff, local governments, design agencies, and construction firms in the design, preparation of the bidding/construction documents for, and construction of Court Facilities that qualify to be supported totally or in part from State funds.

This component of Rule of Administrative Procedure Part X. is applicable to all projects for new construction including additions, alterations, rehabilitation and conversion of existing facilities.

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# COURT FACILITIES DESIGN AND CONSTRUCTION

## PREFACE

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**Summary.** The Rules of Administrative Procedures of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. This Rule of Administrative Procedure of the Court of Justice establishes policy concerning the development, of Court Facilities, Court Support Facilities, and Administrative Facilities within the Commonwealth of Kentucky, which are approved by the Commonwealth of Kentucky Court of Justice and supportable with Commonwealth of Kentucky Administrative Office of the Courts administered funds. The development process includes, but is not limited to the preparation and approval of construction program document, program funding, and the procurement, execution, and oversight of design, construction management and construction services.

**Court of Justice Capital Projects:** This Rule of Administrative Procedure of the Court of Justice applies to the development of Court of Justice Capital Projects. No Court of Justice project or projects shall be bound by, adjoined to, or associated with non-Court of Justice projects or non-Court of Justice programs without the written approval of the AOC General Manager of Facilities by and through an executed Memorandum of Understanding with such party being likewise bound, adjoined, or associated. Upon completion of a COJ Capital Project, 100-percent (100%) COJ occupied facility shall not be modified by addition and/or modification and the like without the AOC General Manager of Facilities' written approval.

**Applicability.** This Rule of Administrative Procedure of the Court of Justice applies to all Court of Justice supported facilities. Compliance with Court of Justice Rule of Administrative Procedure Part X is required for all court facility projects requested by the Court of Justice and authorized by the Kentucky General Assembly.

This Rule of Administrative Procedure shall be referenced by and made a part of all documents related to court facility projects including, but not limited to; agreements/understandings with local government agencies and all contract documents relating to professional services/design, construction management, all construction service contracts, and materials providers. Additionally, all solicitation or bid documents shall contain such reference. Any and all such documents shall, at a minimum, contain the following statement:

"Rules of Administrative Procedure of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Rule of Administrative Procedure of the Court of Justice Part X shall take precedence over any language or conditions stated herein."

Inclusion of the minimum statement and/or reference to Rule of Administrative Procedure Part X. shall provide full and equal enforcement as if quoted and/or printed verbatim.

**Interim Changes and Amendments to this Document:** The Chief Justice of the Supreme Court may implement changes and amendments to this document to insure that the best interests of the Court of Justice are met. Interim changes and/or amendments may address statewide, regional, or individual project issues and may be effective for a limited period of time until a new version of this document is approved by the Chief Justice and published. Such changes or amendments may also be presented by the Director of the Administrative Office of the Courts and signed by the Chief Justice.

**Permanent Changes:** Permanent changes are incorporated into Rule of Administrative Procedure upon approval of the Chief Justice of the Supreme Court by court order.

**Internal Control System:** This publication contains procedures for the preparation and the execution of approved construction projects. The allowable scope and size of facilities governed by the Court of Justice Real Property Management Rule of Administrative Procedure is contained in the component titled "Rule of Administrative Procedure Part X, Section II, Court Facilities Criteria."

**Conflicts:** In the event that any chapter, section, paragraph, and/or statement of this Rule of Administrative Procedure conflicts with any other requirement(s), mandate(s), regulatory review or process, the AOC General Manager of Facilities shall make the final determination which requirement(s), mandate(s), and/or regulation or provision or chapter, section, paragraph, or statement contained herein is most beneficial to the Court of Justice. This determination is final, carries the force and effect of this Rule of Administrative Procedure, and shall be applied and/or executed without any effect to any other chapter, paragraph, statement contained herein, including any changes, and/or amendments as described above.

**Suggested Improvements.** Users of this publication are encouraged to send comments and suggested improvements to the General Manager of Court Facilities, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, Kentucky 40601- 9230.

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**Appendix A – References**

**Appendix B – Terms & Definitions and Summaries of Statutes**

**Appendix C – Court of Justice Facilities Forms**

**Appendix D – AIA Standard Agreements Descriptions and Samples – Obtain from AIA (1,074 pages)**

**Appendix E – Court of Justice Amendments and Supplements to AIA Standard Agreements**

**Appendix F – Design Review Checklist**

## **Chapter 1. General**

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### **1-1 Purpose**

This section of the Court of Justice Rule of Administrative Procedure Part X. titled Real Property Management, sets forth design criteria and general requirements to be used in the development of a design for Court Facilities, Court Support Facilities, and Administrative Facilities within the Commonwealth of Kentucky which are supportable, totally or in part, with Commonwealth of Kentucky Administrative Office of the Courts funds. Part III, Court Facilities Design, is applicable to all Court of Justice construction projects, including additions, extensions, alterations, rehabilitations, and conversions. All design documents shall be prepared in accordance with United States National CAD Standards. The standards may be obtained from the National Institute for Building Sciences, 1090 Vermont Ave., N.W. Suite 700, Washington D.C. 2005-4905 (<http://www.nationalcadstandard.org>). Any proposed deviation from this Rule of Administrative Procedure must be requested, in writing, from AOC General Manager of Facilities.

### **1-2 Role of the AOC**

The General Assembly of the Commonwealth of Kentucky authorizes contributions of state funds to local agencies through the Administrative Office of the Courts to provide facilities for the operation of the state's Court of Justice.

Court of Justice Rule of Administrative Procedure Part X., Section I., "Construction Program Development" establishes project contracting policy with Design Professionals, Construction Managers, and General (Construction) Contractors.

Court of Justice Rule of Administrative Procedure Part X., Section II., "Court Facilities Criteria" establishes and defines the scope (e.g., space allowances) and this component (Section III.) of Rule of Administrative Procedure Part X. provides the design and construction standards governing state funds administered by the General Manager, of Facilities, Administrative Office of the Courts (AOC).

Each such contribution is subject to the terms of a Memorandum of Understanding (MOU), which is executed specifically for providing Court of Justice facilities; one of the standard provisions of the MOU is that, "All work shall be done according to the laws of the Commonwealth of Kentucky and under the supervision and approval by the AOC General Manager of Court Facilities or his or her designee".

The AOC General Manager of Court Facilities is responsible for disbursement of all state funds to be contributed toward accomplishment of those projects. Under normal circumstances, the facility which is being constructed or improved on non-state property, the local owning agency may allocate funds to the project in excess of whatever state cost sharing is required under the terms of the Agreement. In all circumstances the design and construction will be in accordance with Court of Justice Rule of Administrative Procedure Part X., Section I., Court Facilities Criteria, and this component, Section III., Court Facilities Design, shall govern.

This component of Court of Justice Rule of Administrative Procedure Part X. establishes standards for the design and construction of Court of Justice facilities.

**1-3 Function and Operation of Court of Justice Facilities.**

**A. General:** A Court of Justice Facility is a facility, which houses primarily functions supported by the Administrative Office of the Courts.

**B. Function:**

**(1) Types of Court of Justice Facilities:**

(a) Rural: A court facility where the average number of filings and closings are less than 7,000 cases per year. The Administrative Office of the Courts (AOC) executes the determination of actual and projected numbers of filings and closings. Rural Court facilities, which have the requirement for two (2) Judges are, authorized one (1) Jury Trial Courtroom. Rural Court facilities, which have the requirement for three (3) Judges are, authorized two (2) Jury Trial Courtroom.

(b) Urban and Metropolitan: A court facility where the average of filings and closings are greater than 7,000 cases per year. The Administrative Office of the Courts (AOC) executes the determination of actual and projected numbers of filings and closings.

(c) Satellite Facilities (for Metropolitan Areas): Satellite facilities may support non-Jury trials such as Family, Drug and Traffic court as well as Circuit Court Clerk, and (other) court support activities at a site other than the central court facility of the county. The scope of the facility shall be based on the numbers of filings and closings at the facility as determined by the Administrative Office of the Courts (AOC).

(d) Supreme Court and Court of Appeals Facilities: These facilities support the individual or panel or operations of Appellate or Supreme Court Judges or Justices. Certain facilities of this type may be incorporated within Rural or Urban/Metropolitan facilities or may be constructed as an independent facility.

In the event a Kentucky Judicial Branch Building should be considered for development or be developed, the following shall apply. This building (facility) a dedicated, one of a kind Kentucky Judicial Branch (Supreme Court) Facility that is constructed as a focal point of the Commonwealth's Judicial Branch of Government within the "campus setting" of the State Capitol complex of structures. Such structure(s) shall be a permanent or "Monument" building(s) of equal stature and quality as the state capitol. This facility shall, as a minimum, provide space for the Supreme Court, the Court of Appeals, the State Law Library, and the visiting public. The Chief Justice of the Supreme Court shall determine the program and scope of all Court of Appeals and Supreme Court facilities.

(e) Leased and Interim Judicial Facilities: These facilities include private sector leased and memorandum of agreement procured Justice's and Judge's chambers, court affiliated and support agency areas, courtrooms, and AOC offices, work areas, and storage.

(f) Administrative Office of the Court Facilities: These facilities provide space for administrative and support functions, which support the Court of Justice. This or these facilities may be constructed in conjunction with a Supreme Court Facility or may be constructed in a separate "Administrative Office of the Courts Complex. This construction type for these structures shall be permanent or "Near-Monument". This facility provides space for the various agencies and functions of the AOC. The Director of the Administrative Office of the Courts (AOC) determines the determination of the scope of AOC facilities.

(2) Primary Facility Mission: AOC supported court facilities provide space and provisions for the execution of Supreme, Appellate, District, and Circuit Court Functions, ~~Appellate and Supreme Court activities~~, including other approved Court of Justice affiliated and support functions.

**C. Operation:**

(1) District, Circuit, and Family Court Activities:

(a) Trial Court activities are normally conducted five (5) days a week. However, for Rural Facilities District and Circuit Courts, activities may occur less than four (4) days a week. Several courts may convene at the same time to perform Jury and Non-Jury trials and other court functions. The judicial staff of the courts typically conducts business five (5) days a week, except in rural facilities where the staff may conduct business at two or more court facilities. The number of non-judicial staff (public with counsel) attending court activities is dependent upon the nature of court activity.

(b) Other Court activities, which are relatively new, include:

- Video Arraignment
- Video Court Reporting
- Electronic Teleconferencing
- Telephonic Depositions
- Electronic Evidence
- Electronic Service of Notices

(c) Court Clerk activities are conducted five (5) days a week. Court Clerks serve the general public as well as the judicial staff and participants in the judicial process.

(2) Court Affiliated and Support Activities: These activities are supported whole or in part by the Administrative Office of the Court. They typically include; Pretrial Service, Court Designated Workers, Drug Court, Foster Care, and educational functions. The operation of these activities is typically five (5) days a week with some activities conducting business in the evening and during the weekend. The staff is generally limited to those personnel required to provide continuous support in the administration of the activity. The number of "clients" visiting the activity(ies) varies.

(3) Court Support Functions: These functions include Security, Bailiffs and Facility Support. In larger facilities, these functions may be conducted seven (7) days a week while in smaller facilities only a minimal presence of these functions may be conducted on a daily basis. D. Design Considerations (See Chapter 5., for further discussion)

**D. Design Considerations:**

(1) General: Buildings must be constructed to last longer and cost less to operate, maintain, and adapt. During the past, the focus seems to have been on reduced construction costs or high "finish" and appearance levels, but at the expense of higher operations, maintenance, and repair costs and a reduced life span of the facility. We are now faced with the results of this policy by having to deal with worn-out and/or inefficient buildings, which are not worthy of the expensive rehabilitation costs and which have unreasonably high operations and maintenance costs. Further, the occupants of these buildings must deal with unsuitable work environments created by these policies. This Court of Justice Rule of Administrative Procedure is intended to establish the necessary standards to mitigate these conditions in future Court Facilities.

(2) Court of Justice Philosophy concerning buildings is to construct facilities that:

- Design and construct “Permanent” facilities,
- New court facilities, which are proposed to replace existing established courthouses (community icons), if possible should be located in traditional towns squares or other nearby downtown sites,
- Anticipate growth and future needs,
- Design and construct to accommodate and assist change. The facility must be able to respond effectively and economically to meet the requirements of growth and change.
- Spend State money on features of value, which minimize operation and maintenance costs.
- Facilitate remote access to required information and communications assets.
- Facilitate the use of “teleconferencing” technology.

(3) Trends: Automated Data Processing advances and dependency and rising security issues have had the greatest impacts in court facility design. Their impacts cause ever-changing demands on the facilities and it is anticipated that these changes will continue. The best way to deal economically with these unidentifiable changes is to plan for flexibility and adaptability. In other words, design a facility, which can efficiently evolve with the technology. Some of the notable trends include:

- Workloads are increasingly complex. Judicial staffs are required to undergo continuous education to keep pace. Judicial staffs are increasingly professional and more highly educated with corresponding expectations and needs for suitable work and support environments;
- Judicial work requires greater amounts of ADP equipment each year, and work areas today must be designed to accommodate one or more ADP devices, which must be networked to other workstations and agencies located in and out of the facility. What were designated as “specialized technologies” (video-arrainment/conferencing, electronic document imaging, multi-media presentations, etc.) are now commonplace and must be considered by the design professional;
- Facilities which support privacy and confidentiality and collaboration must be provided through the design of private offices and shared-access private/conference/work rooms;
- The size and number of court-affiliated and support agencies continue to increase. The identification and understanding of operational flows are imperative to achieve a successful and efficient design. Technology advances can reduce courthouse physical requirements because more work can be done at various locations (within and near courtrooms, satellite offices, etc.). However, the trend may shift to more person to person interaction at the local level causing an increase in physical requirements; and
- Provisions must be integrated into court facilities, which can prevent, limit, or at least isolate violent acts. The AOC General Manager of Facilities shall be consulted and given the final direction and approval for such provisions.

#### (4) Technology Considerations

- Ergonomics shall be a consideration when designing Staff work areas. Many such design standards may be obtained from American National Standards ANSI/HFS 100-1988.
- Technologies and work demands will change. A facility should assist in these changes rather than simply accommodate them. Building Systems such as HVAC, electrical, and data and voice communication must be easily expandable and adaptable.
- Selection of systems shall consider the cost effectiveness of use and installation, appropriate image(s), expansion and adaptability, and long-term operation and maintenance costs.
- The AOC General Manager of Facilities may require a building to have an automated "Facilities Management System", which manages power, HVAC, lights, and other building systems. This "Facility Management System" should also incorporate A-E drawings and specifications, an effective preventative maintenance program, maintenance program, and repair program.

#### 1-4 Planning Guidelines

**A. General:** The site shall support the facility needs at least 20-years into the future. Rock excavation shall be anticipated and budgeted for, if the condition is prevalent throughout a five (5) mile region and a "Declaration of Uniformity of Area Soil Conditions" (See Appendix C) is provided to AOC General Manager of Facilities to support the claim. Based on a visual observation of the site and knowledge of the local area, an appropriate number of soil borings should be made to determine the nature and consistency of subsurface soil conditions. Additional borings should be made if the results obtained are inconclusive or insufficient to be used for design of foundation and pavement work.

The results of the investigation for the selected site are to be included in the Site Survey Report. It should be noted that this report is primarily for the use of the designer and the AOC, to research a specific problem area. The completed Soil Bearing Capacity Declaration (See Appendix C) is used by AOC to gauge the adequacy of the site and thus determine whether State funds should be granted for construction of the additional foundations caused by poor soil at that particular location. The actual allowable design soil bearing based on undisturbed soil capacity should be used in the Declaration, whatever that capacity may be.

If, during the early portion of the design development phase, the designer determines that the structure, footings and/or pavement thickness must be greater or would be more costly than what would be normally expected at a site having 4,000 PSF non-expansive soil at the foundation or sub grade depth and more than a three to four percent (3-4%) surface slope is required; it will be necessary to execute and provide to AOC a Declaration of Uniformity of Area Soil Conditions (if appropriate) (to suitably document the fact that the poor soil conditions encountered on the site are not peculiar to that site, but are typical of conditions which could be expected to be encountered throughout the area; five (5) mile radius of the site in question) in order to obtain state funding support.

**B. Plan Shapes:** The building (as well as the individual functional spaces) should be impressive and simply designed, generally utilizing rectangular areas. Narrow or highly irregular configurations (with excessive numbers of building corners) should be avoided, if possible and practical. The proposed project shall indicate on the schematic design layouts and/or the site plan the future expansion requirements of the building and parking. It would be beneficial for the future expansion plan to show a feasible and realistic layout for expansion of utilities, site area, parking areas, other outside support items, and the building. Proposed expansion of the building could show how the individual functional areas will be enlarged. An expansion to meet the needs 30-years into the future will be used for future requirements.

**C. Exterior Aesthetics:** The facility should complement the existing architecture of the surroundings, symbolizing not only its role but also the close relationship to the community with which it is affiliated. The exterior wall finish should generally consist of stone, face brick (colored mortar may be used), stucco or plaster, or appropriate combinations. If a standing seam metal roof system is selected, metal trim may be used to blend the exposed metal roof surface with the principle wall surface material.

**D. Landscape Design:** In addition to aesthetic values, landscaping provides an opportunity to enhance the energy efficiency of the facility. Solar orientation, planting and berming (if appropriate and cost effective) should all be considered during early stages of design. Plant and tree selection should provide permanent, low maintenance vegetation appropriate to the location. Consideration should be given to adjacent structures to prevent adverse impact. Topsoil should be at least four inches (4") thick. Trees should be carefully selected to prevent clogged gutters and drains from leaves and seeds, and blocked sewer lines due to root infiltration. Planting shall be included as an integral part of the planning of the project and the location, size, and quantity shall be clearly indicated on the plans for bidding purposes. The planting design shall be simple and orderly using a minimum of plant types and materials for framing and background aesthetics of the building and the screening of service areas, parking areas and other objectionable views. Selected plant material shall be of local, hardy species that are tolerant of specific site conditions. Planter boxes may be used as part of landscaping.

**E. Irrigation/Lawn Sprinkler Underground Systems:** If such a system is proposed and authorized by the AOC General Manager of Facilities, it may be supported as part of the landscaping cost.

**F. Site Layout:** Subject to any constraints imposed by soil conditions and topography of the site, the building should be located to maximize its visual presence in the community and to facilitate accessibility from the public thoroughfare. The secure parking areas and supporting structures, such as a multi-level parking structure(s) (if authorized), should be located and designed to minimize visual impact. Future expansion (to meet the estimated needs 20-years or more into the future) of the building and parking should be shown on the plans and considered in the layout to minimize the necessity for removing and relocating paved areas and utilities.

**G. Design Schedule:** A schedule, allocating a specific time for completion of each phase (Phases A, B, and C) of design, is to be established, in accordance with the Court of Justice Rule of Administrative Procedure Part X., Section I., Construction Program Development. Modifications to such scheduling may be granted, on a case-by-case basis, by the AOC General Manager of Facilities.

### **1-5 Codes**

As stipulated in the applicable MOU covering the project, all work is to be accomplished "according to the laws of the state". This means that all codes, which those local laws invoke, take precedence when they are more restrictive than applicable State requirements. Differences of opinion occasionally arise with respect to interpretations of codes. In order to avoid involvement in such interpretations, AOC has developed a tool identified as a "Certification of State and Local Code Requirement". This document consists of a structured narrative, prepared by the responsible design professional for signature by the Administrative Office of the Courts General Manager of Facilities. Such a certification is only necessary in cases where code interpretations would: set a significant precedent; appear to be unusually restrictive (and thus expensive); and/or are considered by AOC to be inconsistent with similar situations encountered in other jurisdictions within the Commonwealth. The sample format to be followed, as the need arises, may be found in Appendix F "State and Local Code Requirements". When designing facilities, the National Fire Protection Association (NFPA), Occupational Safety and Health Standards (OSHA), Uniform Building Code (UBC), Americans with Disabilities Act (ADA), Telecommunications Industry Association/Electronic Industry Association Standards (TIA/EIA), or other state required building codes, along with environmental codes and laws, are to be followed.

### **1-6 Policy**

**A. General:** AOC policy regarding types of facilities, materials, and installed equipment authorization eligible for state support in court facility projects is as follows throughout this document.

**B. Criteria:** Where specific guidance is not set forth herein or in Rule of Administrative Procedure Part X., Section II., Court Facilities Criteria, or in Section I., Construction Program Development, the AOC General Manager of Facilities or his or her designee shall provide required specific guidance.

**C. State Support:** To qualify for state support, the materials and equipment incorporated ("built-in" or installed) in a court facility project shall generally not exceed the standards set forth in this Rule of Administrative Procedure Part X., Section III. The architecture of the structure is to be based on an unembellished, yet attractive design that will complement or conform with the general aesthetic appearance of adjacent structures and surrounding community.

**D. Construction/Equipment Materials Criteria:** The materials/ equipment allowances are to be considered the maximum allowable using state contributions. Since local conditions may warrant the construction of less expensive facilities, use of full maximum allowances is permissible rather than mandatory.

**E. Deviations from Design Guidance:** Deviations from the design guidance allowances established by Court of Justice Rule of Administrative Procedure Part X., Section II., Court Facilities Criteria and this component (Section III, Court Facilities Design) may be authorized in accordance with Rule of Administrative Procedure Part X., Section II. (Criteria) provided:

(1) **Construction Cost:** The state's cost of construction is not increased by the deviation from the standard.

(2) Substitutions: Substituted materials, criteria, or equipment are equal in quality and performance. In those cases where a determination cannot be made as to the acceptability of a proposed feature from a study of this component (Section III.) of Rule of Administrative Procedure Part X. and other applicable publications, guidance is to be solicited from the AOC General Manager of Facilities or his or her designee.

(3) Exceptions to Criteria: The items that exceed the stated allowances have been requested and approved as "Exceptions to Criteria" by the Court Facilities Standards Committee in accordance with the Court Facilities Criteria.

(4) Authorized "Exceptions to Criteria": Changes are noted on Construction Program Document.

**F. Non-State Funds:** This component (Section III.) of Rule of Administrative Procedure Part X. does not preclude the use of non-State (Court of Justice project) funds detailed on the Program Documents to provide materials, equipment/systems, or features of higher quality than stipulated. The cost of such improvements, however, must be clearly determinable as separate bid items or specified as a contractor's option. If an unusually large amount of higher quality features, equipment, materials and space not state supportable make separate bidding impractical, a prior agreement must be negotiated between the state (AOC) and the Local Agency government to establish the limitations of the state share of the overall project construction costs.

**G. Asbestos Removal:**

(1) Survey Requirements: A survey should be accomplished for all older buildings that are programmed or planned for alterations, rehabilitation, or additions and for which state funding is authorized, to establish the amount, location, and estimated cost of asbestos removal.

(2) State Support: The amount of state support is be limited to those building areas where alteration/rehabilitation is necessary for those functional areas authorized with state funding in Court Facilities Criteria as well as those areas approved as exceptions. The cost of removal should be included as an item in the programming/ funding approval documents. In a transmittal letter to AOC General Manager of Facilities indicate an asbestos problem and request authorization to do an asbestos survey and design for removal to allow for abatement prior to construction.

(3) Unanticipated Presence of Asbestos: In the event asbestos abatement is not articulated in the program document, upon discovery of an abatement requirement, the A-E and/or Construction Manager (CM), and/or General Contractor shall immediately notify the AOC General Manager of Facilities and articulate a cost for such abatement to become part of the project.

## **Chapter 2. Supporting Facilities**

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### **2-1 General**

This chapter addresses those items described as "Supporting Facilities" in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. Supporting facilities are those provisions, structures, and components, which are not part of the "Primary Facility" (the main building or structure).

### **2-2 Site Work**

#### **A. Site Preparation:**

(1) Clearing and Grubbing: The work for clearing and grubbing (including existing structures such as buildings, utilities, retaining walls, pavement, etc. to be removed), including relocation of existing utilities, stripping and stockpiling topsoil, excavation, and embankment earthwork, and rough grading and compaction operations that are required to develop the project site to sub grade levels and elevations for proper siting and drainage of facilities (including culverts, head walls, retaining walls, etc.) may, in certain instances, be identified as a separate bid item for 100 percent Local Agency funding of costs.

(2) State Funding: When all building space and/or other outside items are authorized 100-percent state funding, the site preparation will be supported with 100-percent state funds and a separate bid item is not necessary. Site preparation should not include excavation and backfilling required for foundation walls and footings nor finish shaping and proof rolling of the sub grade under pavements and floor slabs. The architect shall be required to prepare a suitable storm water management plan and obtain necessary permits during construction phase and post construction phase in accordance with state and local requirements.

(3) Impact to Utilities: All utility relocations and removals shall be coordinated through the respective utility service provider(s).

**B. Demolition:** Special care must be taken in the demolition of both vertical and horizontal structures so as to minimize the chance of adversely affecting the health, safety, and welfare of the General Public. Any and all hazardous materials must be handled, contained, transported, disposed of in strict compliance with applicable local, state, and federal regulations and laws.

**C. Retaining Walls:** Retaining walls may be used for several different reasons such as landscaping, security (anti-vehicular and blast) barriers, and for general layout and design solutions. Special care must be given to the design of retaining walls in order to retain a positive aesthetic appearance, to allow relief for hydrostatic pressure, and to eliminate any potential for any adverse retaining wall movement (e.g., rotation and settling) which does not conflict with the primary facility or adjacent facilities. All retaining walls shall be provided adequate surface and subsurface storm water drainage.

#### **D. Storm Water Retention Basin/Surface Flow:**

(1) Design Considerations: A-E shall design so as to separate normal storm water sheet flows (roofs or other areas) from possible contaminated storm water sheet flows (parking areas).

(2) Non-Contaminated Flows should be designed to run off downstream from contaminated sheet flows.

(3) Contaminated Sheet-flow Management (including retention basins, grit interceptions and oil water separators) will be authorized state support if required by the approved SWMP (Storm Water Management Plan) and the National Pollution Discharge Management Plan (NPDES) requirements (based on one hour rainfall during a ten year event, and the local limitations-thresholds imposed on such effluents).

(4) Storm water Collection Box Curbing: Designers are encouraged to use curb storm water collection boxes (curb inlets) rather than in-pavement types (catch basins) for safety reasons, when possible.

(5) Required Storm water Retention Basins or Provisions should be constructed off-site if possible, unless such basins can be designed so as not to distract from the aesthetic attributes of the facility or adjacent structures.

**E. Culverts, Storm Sewers, and Piping from Downspouts:** Special care shall be taken in selecting the types of materials used for culverts and storm sewers, particularly in areas of soils with high acidity. Acceptable materials include galvanized-aluminized pipe, PVC Pipe, and Concrete Pipe. Cement piping shall not be used for high-acidity locations. Corrugated, flexible piping is not authorized.

**F. Fine Grading and Seeding:**

(1) Fine Grading and Seeding: The area within the limits of construction (established by the minimum amount of excavation and embankment work required to develop the project site) should be fine graded and seeded to provide proper site drainage and erosion control.

(2) Limits of Construction should be clearly indicated on the project plans.

(3) Damaged Surface Cover outside this limit should be stipulated to be restored to its previous condition at no extra cost to the courts. The bottoms of drainage swales or ditches and embankment slopes steeper than one foot (1') vertical to four ft. (4') horizontal should be turfed with sod instead of seeding. Banks steeper than one to three feet (1'-3') slope should be stabilized with ground cover plants (not requiring mowing) or with 3" of crushed aggregate where necessary. Steep slopes should be held to the absolute minimum and designed only when most economical. Existing topsoil should be reused. Importation of topsoil is authorized only if the quality and/or quantity of existing topsoil is insufficient to provide adequate cover.

(4) Topsoil Depths shall be a minimum of 2" for sodding and 4" for seeding.

**G. Planting:** Planting is to include the furnishing and planting of new trees, shrubs, ground cover other than sodding or seeding; and, irrigation systems, fertilizing, liming, mulching, staking, erection of temporary barriers, watering, and general maintenance operations required to establish healthy growth after transplanting. The A-E or Landscape Architect shall prepare a proposed layout and plan for all planting (site planning plan).

**2-3 Supporting Facilities Components**

**A. Public, Official, and Secure Staff Parking:**

(1) Program Documents: Consult the program documents for the area to be provided. Unless specifically authorized by the program documents, parking areas shall be constructed with bituminous (flexible) pavement.

(2) Parking Area Positioning: The parking areas shall be positioned so as to afford the greatest practical convenience to respective (public or staff) entrances and based on an economical layout and on the maximum loads and repetitions anticipated.

(3) Parking Areas Isles and Spaces: Parking areas shall have 24-feet wide isles and 18-feet by 9-feet parking spaces.

(4) Handicapped Parking, including van accessible parking, shall be provided in accordance with current local, state, and federal laws and regulations, which ever is more stringent.

(5) Flexible Pavement (bituminous or asphalt pavements) shall be designed and constructed based on the best engineering standards. As a minimum, flexible pavements shall consist of two-inches (2") of base layer and two-inches (2") of finish layer installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to a total of eight inches (8") thick. The soils under pavements shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(6) Exposed Rigid Concrete: All exposed rigid concrete shall be air entrained or polymer treated for weather resistance and shall have a non-skid finish.

(7) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(8) Wheel Stops may be provided, as well as one coat of white paint striping to define individual parking stalls, but no identification marking of stalls is authorized except for handicapped.

(9) Curbs and Gutters: Rigid concrete curbs and gutters shall be installed around the parking pavement edges if required, to control storm water in accordance with the approved Storm Water Management Plan.

(10) Paint Striping: One coat of white paint striping to define individual parking stalls, but no identification marking of stalls is authorized except for handicapped.

(11) Edges of Pavements shall be tamped to consolidate the pavement edge instead of placing an edging material to support pavement edges.

(12) Security fencing of this area is not to be provided, unless specifically required in Program Documents.

(13) Parking Area Illumination: Parking areas shall be illuminated in accordance with Chapter 7, Paragraph 7-4.

(14) Parking Area Security: Consult AOC Facilities Office, Security Section for site-specific requirements.

(15) Street Lighting: If street lighting is non-existent or so inadequate as to constitute a safety hazard, lighting may be provided up to the minimum standards outlined in Chapter 7, Paragraph 7-4.

**B. Multilevel Parking Structures:**

(1) Program Documents: Consult the program documents for the multilevel parking structure to be provided.

(2) Aesthetics: The structure shall not distract aesthetically from surrounding structures.

(3) Positioning: The structure shall not be positioned under any occupied (Primary Facility) areas.

(4) Common Structural Walls: The structure shall not share common structural walls with Primary Facility, for security reasons.

(5) Parking Area Segregation: The structure may be segregated for secure and non-secure parking areas. The areas shall be segregated with concrete block or reinforced concrete walls. Secure and non-secure parking areas shall have their own entrance(s)/exit(s) and ramps.

(6) Vertical Clearances: The levels shall have vertical clearance no less than nine feet six inches (9'-6") but generally no greater than ten feet (10'-0").

(7) Wheel Stops may be provided, as necessary.

(8) Paint Striping: One coat of white paint striping to define individual parking stalls, but no identification marking of stalls, except "Reserved" and a stall number, is authorized except for handicapped.

(9) Walkways and Elevators: The structure shall be provided with appropriate and necessary walkways and elevators.

(10) Illumination: Parking areas shall be illuminated in accordance with Chapter 7, Paragraph 7-4.

(11) Security: Parking area security shall be provided in accordance with Chapter 7, Paragraph 7-4.

**C. Vehicle Inspection and Isolation:**

(1) Program Documents: If authorized in the Program Documents, a vehicle inspection and isolation area may be provided.

(2) Location: This area is located adjacent to the entrance to the secure parking area and is used to inspect and isolate vehicles suspected to contain destructive materials.

(3) Usage: Typically, vehicles pass through a preliminary screening area and are then directed to parking or the inspection and isolation area by means of signaling devices (signal light and audio communication with the Security Control Room) and electrically operated barriers.

(4) Protective Design: The isolation area has reinforced concrete walls, which directs a blast upward towards a minimal roof or opening. Typically the walls are 24-inches thick at the base (3' radius to floor plain) and at least 12-feet high, reinforced concrete with #3 Deformed Steel Reinforcement, six-inches (0'- 6") on-center, both ways.

(5) Dimensions and Characteristics: The area is at least 24 feet in width and 40-feet in depth, with an inspection pit accessed via stairs for undercarriage inspection.

(6) Illumination: The room shall be well lighted (80 to 100 Foot Candles) from walls, ceiling, and inspection pit (floor) and be painted white for maximum visualization.

**D. Pickup/Drop-off Aprons:**

(1) Program Documents: Consult the program documents for the area and size of the Pickup and Drop-off aprons to be provided for the project.

(2) Types of Pickup/Drop-off Aprons: There are two types of Pickup and Drop-off Aprons, which need to be defined for design and area computation purposes. The first type is an automobile pickup/drop-off apron. The purpose of this apron is to allow a point for taxi or private owned automobiles to pick-up or drop-off someone close to a handicapped entrance of the building. The second type is for public transit (bus) pick-ups and drop-offs. Both types shall have provisions for handicapped accessibility.

(3) Screen Walls of masonry or of the same design of the Security Barrier are authorized. However, landscape and planting may be used as a screening alternative.

(4) Layout, Loads, and Usage: Apron areas shall be based on an economical layout and on the maximum loads and repetitions anticipated.

(5) Drainage: The surface and subsurface areas for paved area shall be adequately drained to prevent freeze-thaw deterioration.

(6) Rigid Pavement: The paving for all aprons shall be rigid pavement with a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(7) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance.

(8) Reinforcement: Minimum reinforcement for all concrete pavements shall be 6" x 6", #6/#6 Woven Wire (steel, ungalvanized) Mesh.

(9) Pavement Finishes: Apron pavement surfaces shall be troweled and broom finished.

(10) Curbs: Rigid concrete curbs are authorized.

**E. Service and Access Aprons:**

(1) Program Documents: Consult the program documents for the area and size of service and access aprons to be provided for the project.

(2) Types of Service and Access Aprons: There are three types of Service and Access Aprons, which need to be defined for design and area computation purposes. A building apron extends 60 feet from a loading dock. The second type of apron is measured out from the Sallyport 60 feet. The third type of apron is a 10'-0" X 30'-0" for a trash Container and Trash Container access. Location of the trash container slab should be securable to prevent public access to the trash container.

(3) Screen walls of masonry or of the same design of the Security Barrier are authorized. However, landscape and planting may be used as a screening alternative.

(4) Layout, Loads, and Usage: Apron areas shall be based on an economical layout, and on the maximum loads and repetitions anticipated.

(5) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(6) Rigid Pavement: The paving for all aprons shall be rigid pavement with a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(7) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance.

(8) Reinforcement: Minimum reinforcement for all concrete pavements shall be 6" x 6", #6/#6 Woven Wire (steel, ungalvanized) Mesh.

(9) Pavement Finishes: Apron pavement surfaces shall be troweled and broom finished.

(10) Curbs: Rigid concrete curbs are authorized.

**F. Detached Facility Sign:** In addition to the building mounted sign(s) described elsewhere, herein, a detached facilities sign may be provided when it is deemed that the identity of the facility is necessary at a location close to the street. The sign should simply and clearly identify the facility.

**G. Security Barrier:**

(1) Description: A security type barrier consisting of a minimum six feet (6') in height and capped with an anti-climber device(s) constructed in such fashion as to minimize the visual effect is to be provided to enclose the area stipulated on the program documents. Anti-climber devices may be omitted on security barriers with a height of ten feet (10'-0") and greater. See (5) below for minimum clearance.

(2) Vehicle Gate(s) may be swinging or rolling, (decision at the discretion of the user).

(3) A personnel gate should be provided at locations where significant foot traffic may be involved (see item (5) below).

(4) Building Connection: The barrier should usually be tied to the building(s) in order to provide the most economical enclosure of the protected area. Generally, only the secure parking areas and sallyport would be barriered.

(5) Clearance to Pavements: The barrier may be located no less than six (6) feet from the edge of the parking pavement and the area between the pavement edge and fence should be grass seeded.

(6) Access: Consult AOC Facilities Office, Security Systems Section for site-specific requirements.

**H. Exterior Fire Protection:**

(1) Concerns: There are three (3) major concerns, which must be addressed in regard to exterior fire protection. The first is accessibility for emergency equipment. The second is the nature and location of fire hydrants. The third consideration is given to the size of the structure, the type of construction, and the exposure to fire hazards that it creates or receives from nearby buildings.

(2) Access: The facility must be designed to allow "pre-planned" access by the local fire response agency. Close coordination regarding this matter with local fire response officials shall be executed by the A-E. Care must be taken to not adversely compromise any barrier for "non-fire response agency" vehicle's approach to the Primary Facility. If necessary, removable bollards may be strategically positioned to afford fire response vehicle access.

**(3) Fire Hydrants:**

(a) The number, size, and nature of fire hydrants positioned on the exterior walls of the Primary or Supporting vertical structures and positioned in close proximity must be determined to afford the most effective response by the local fire response agency. Close coordination regarding this matter with local fire response officials shall be executed by the A-E. For programming purposes, a number of hydrants are listed. This number, by no means, is to be considered as a limitation.

(b) Where the facility is to be built in a community served by municipal or private water systems and fire fighting forces, fire hydrants and a water main may be provided to ensure that two fire hydrants (including existing) are within 100-FT of the building.

(c) Extension of water mains for fire protection is limited to the shortest length from the existing main required to locate the hydrants within 100-FT, but not less than 50-FT of the building with no more than 100-FT of pipe located outside the project property.

**I. Access Roads/Entrance Throats:**

(1) Program Documents: Consult the approved program document for the total authorized amount of paved area. Access Roads and Entrance Throats shall be constructed with rigid concrete pavement.

(2) Rigid Concrete paving sections will be designed in accordance with the design professional's recommendation based upon the typical vehicle weights and repetitions anticipated. However, pavements shall have a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(3) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance with a non-skid surface.

(4) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(5) Primary Entrance/Access Road shall be at least twenty-four feet (24') wide, but preferably three-lane (1 enter, 2 exit) thirty-six feet (36') wide.

(6) Secondary access roads and access lanes in parking areas are limited to twenty feet (20') minimum in width, without shoulders.

(7) Paving for Circulation Lanes is included in the authorization of paving for the parking areas and is not chargeable to the authorization of paving for access roads.

(8) Acceleration/Deceleration Lanes for entry/exit to the main road to the facility are not authorized without specific authorization by the General Manager of Court Facilities or supported with other than project funds.

(9) Pavement Painting and marking shall be provided for maximum identification of traffic control and pedestrian crossings.

(10) Curbs: Rigid concrete curbs shall be installed around the entrances.

(11) Turning Radius: An adequate turning radius based on automobiles, service vehicles, and delivery vehicles driven or towed shall be used in the design.

**J. Curbs:**

(1) Materials: Supreme and Appellate Court Facility(ies); Rigid Concrete Curbs or Cut Stone. All other facilities; Rigid Concrete, as described below.

(2) Curb Extension: Curbs shall extend a minimum of four-inches but no more than six-inches above the pavement surface.

(3) Exposed (rigid) Concrete shall be air entrained and/or polymer treated for weather resistance with a non-skid finish.

**K. Walks:**

(1) Description: An accommodating, ADA compliant system of walks on the site is imperative and is required. Sidewalks generally connect the primary and secondary building entrances to the parking area(s) and to the main vehicular access points. However, for Court of Justice Facilities, walks should also be integrated into the landscape plan to enhance the facility's appearance.

(2) Dimensions: As a general rule, walks should be six feet (6'), except at the main entrance/flagpole location, where it may be increased to ten to fifteen feet (10'-15') or more; the total area should not exceed the amount authorized on the programming documents, without prior approval from the AOC General Manager of Facilities.

(3) Materials: Generally, rigid concrete is acceptable for walks. However, other materials, such as brick and stone paves, may be considered if the cost does not exceed the (overall) budget.

(a) If rigid concrete is used the following applies: Single layer poured in-place 3,000-4,000 PSI rigid concrete (twenty-eight (28) day compressive strength). Concrete shall be a minimum of four-inches (4") thick for exclusively pedestrian areas over a minimum of four-inches (4") of compacted Dense Grade Aggregate. Areas which shall be subjected to vehicular traffic shall be a minimum of six-inches thick with 6"x 6", #6/#6 W.W.M. reinforcement. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Surfaces shall be broom finishes and edged joints and sides unless the AOC General Manager of Facilities approves another design pattern. Walks may have a thickened edge adjacent to parking areas. Fiberated concrete is authorized. All exposed rigid concrete shall be air entrained or polymer treated for weather resistance with a non-skid finish.

(b) If other paving materials are approved, they shall be designed in accordance with the best available engineering techniques to ensure greater durability than rigid concrete. The soils under all pavements shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80.

(4) Rigid Concrete Pads, in accordance with Paragraph 3(a) above, should be provided at emergency exit doors, but connections to other sidewalks may not always be required.

**L. Flagpoles:**

(1) Description: Normally, three (3) ground set flagpoles (fixed or tilt down type, thirty feet (30 FT) high, tapered aluminum, cleat cover, and locking device), each with double truck and ball should be provided if authorized on the programming document.

(2) Alternate: Subject to the approval of the AOC General Manager of Court Facilities, three (3) building mounted flagpoles (maximum length, twenty feet (20') may be substituted.

**M. Lawn Sprinkler System (Irrigation):** If authorized by the Program Documents a Lawn Sprinkler System (irrigation) may be provided for the facility's grounds and gardens. This system shall have a dedicated water supply(ies), freeze resistant, and be manually, timer, and zone operated. The system shall be of a commercial (durable) type (not residential type).

**N. Loading Dock:** A loading dock may be provided as part of the primary facility if included in the Construction Program Documents. The loading dock shall be equipped with an electric-powered dock leveler. Special consideration shall be given to insure that the loading dock's "Apron" is level so delivery vehicles are not "tilted" with respect to the dock.

**O. Controlled Waste Facility (covered and enclosed):**

(1) General: If required by Program Documents, a concrete masonry building with a concrete floor or building of equivalent or less cost will be provided. The size of this building shall be obtained from the programming documents. This may be a separate building adjoining the primary facility or a storage facility, and shall generally be constructed of noncombustible materials such as a prefabricated metal building/structure or a building of equivalent cost.

(2) Structure Constructed On-Site:

a. General: Portioning off of individual storage cells will be designed to provide secondary spill containment within each cell. The building will be designed to allow waste to be conveniently stored inside each cell in drums, metal boxes or pallets, and easily loaded/unloaded using a forklift or by manual means. One (1) personnel door and one (1) eight foot high (8' X 10') sectional or roll up metal door for a facility requiring forklift operations is authorized. The concrete floor slab shall have compressive twenty-eight day strength of 3,000 - 4,000 PSI, which is sloped as necessary.

b. A six-foot (6') security barrier should be used to separate the various types of controlled waste in accordance with the latest waste management requirements.

c. An eye wash/deluge shower equipped with an audible alarm activated when the eyewash/shower is operated, and with the alarm located where workers outside the facility can hear and respond to the alarm, should be installed in case of accidental personnel exposure to harmful wastes. The eyewash/shower should be located for easy access from any point within the facility without obstructions.

d. No floor drains should be installed.

e. The building should be located within a secured compound, located to minimize the impact of accident contamination to surface run off. One (1) grounding rod for the entire building, wired in series, to ground an anchor bolt installed in the concrete floor for each separated chain link fence area for grounding flammable materials in metal containers should be provided.

f. The entire concrete floor and curb shall be painted with a clear epoxy paint applied in accordance with the manufacturer's instruction to eliminate the possibility of controlled wastes from being absorbed by or leaking through a crack in the concrete.

g. Adequate expansion joints shall be installed composed of a special liquid tight joint, such as that used in swimming pool construction should be used. Continuous roof ridge ventilation and continuous ventilation between the edge of the floor slab and the sides should be provided for adequate gravity ventilation.

h. Minimum air changes per hour are to be 6.

(3) Prefabricated Structure: These structures are pre-engineered and pre-assembled at the manufacturer's facility and are designed to store controlled waste products in accordance with local, state, and federal codes and regulations. The containment sump capacity should be 25% or more of the volume stored, or sized to comply with all EPA spill containment requirements. If required, shelving and access metal ramps affixed to the structure may be purchased as part of the unit. These structures are to be attached to a concrete slab and the electrical power line is to be hardwired to the electrical control panel of the structure. The same electrical and mechanical criteria mentioned above apply to this structure.

#### **2-4 Utilities (Exterior)**

**A. General:** All building utility service lines should be underground where possible. The designer should verify that all utility services are available at the site and should stipulate in the contract documents that the contractor is to coordinate with local utility companies on the division of work to the extent necessary to assure that, when the facility is completed, all utility services will be connected and operational without further cost. It should be noted that the state share of the total cost of all utility connections, when they exceed the program document estimate, shall not exceed ten percent (10%) of the state share of the building cost unless specifically approved by the AOC General Manager of Facilities; the length of the service line qualifying for state funding for each utility is limited to the distance of the shortest run from the five-foot building line to the property line adjacent to the public right-of-way (providing ingress and egress for the site), plus 100 linear feet for connection of the existing utility system. For any other type of facility collocated with a project, the utility connections should be connected into the building utilities if that would be the most economical. Bumper guards or posts may be provided for exposed utility components and/or light standards if location outside the vehicle traffic area is not feasible. Emergency power may be provided when sewage lift stations are necessary.

**B. Electric, Exterior:**

(1) Buried PVC or Concrete Conduit, with the size and capability for 150-percent of designed current needs shall be provided for all electrical service, unless specifically authorized otherwise for smaller facilities, additions, and/or alterations to existing facilities. Approval for deviation from conduit must be obtained from the General Manager of Facilities or his or her designee in Phase A design development.

(2) Direct burial cable may be used, when authorized by the AOC General Manager of Facilities. Conduit shall use in sections passing under paved areas, unless the electric company's policy is to install all underground service in conduit or conduit is required in the Program Document. The electrical criterion for exterior and interior lighting is further explained in Chapter 7.

(3) Secondary power supply line may extend from the power panel in the Primary Facility up to 100 feet outside the property line and sized adequately to accommodate any future project demand. A secondary/step down transformer is authorized if required. Extension of a primary power supply line, substations, and transformers should be the municipalities or states financial responsibility (except for 100-percent state structures located on state property). An outside emergency generator hook-up (quick connect-disconnect) shall be provided near the main power panel (generators and portable power equipment are not supportable from State construction funds).

**C. Telephone:**

(1) Underground Cable(ing) of fiber and/or sufficient pairs of wires should be installed to accommodate present and future requirements of the needs of the units/functions located within the facility. The AOC General Manager of Facilities, during the programming stage of the project, should coordinate with the AOC General Manager of Information Services to determine the exact type of telephone system to be installed and provided to the design agent.

(2) Fiber Optic outside cable should be considered even for locations where telephone companies' primary cable is not a fiber optic cable. The fiber optic cable would still allow for connection to a conventional telephone system inside the building.

(3) Plastic Conduit shall be used, unless otherwise authorized by the AOC General Manager of Facilities or his or her designee during Phase A Design Services, instead of direct burial cable to expedite changing cables, repair of broken lines, protect the cable from breakage during future excavation and/or to protect the cable from rodents, etc. Also, if the telephone company is to install cable and requires the building contractor to dig the trench for the conduit, or if the telephone company requires the contractor to furnish and install the cable, these items are to be included in the construction contract.

**D. Water (Potable):**

(1) Piping: Plastic piping, Type K Copper (for line size 2" or less in diameter) or a pipe of equivalent quality and cost may be used for the service connection, unless there are specific circumstances requiring the use of some more expensive material. Typically, plastic pipe is used for exterior applications of two inches (2") and larger.

(2) Insufficient Water Source: In the event that a sufficient water supply system is not available in the general area, a storage tank or a well with an appropriate treatment system may be utilized, if approved by the AOC General Manager of Facilities, and a tank or well consistent with the requirements of the local authority having jurisdiction.

**E. Sanitary Sewage System:**

(1) Piping should be concrete, corrugated metal, plastic, or a piping of equivalent quality and cost unless there are special circumstances requiring the use of a more expensive material.

(2) Type: A gravity type sewer should be used.

(3) Insufficient Sewer System: In the event that a sufficient municipal system is not available in the general area, a storage tank/lift system, packaged sanitary treatment system or septic system (tank and drainage field), whichever is the most economical (located within the property boundaries) may be utilized. However, care must be exercised to comply with the requirements of the state and local authority having jurisdiction while still minimizing construction and operational costs.

(4) Alternatives: A storage tank/lift system, septic system (tank and drainage field) should be used or, if not allowed by code, a package treatment plant may be used, as a very last resort, if sewer system is uneconomical or not available.

**F. Natural Gas:** Natural gas is normally the most economical fuel of choice, (if available at the site or if non-State funds are available to bring it to the site). See Chapter 6, Paragraph 6-1. Piping should be vinyl clad steel pipe, plastic, or some other piping material of equivalent quality and cost.

**G. Fire Protection (Exterior):** See Chapter 6, Paragraph 6-2.

**H. Heating Fuel Storage System:** Consult the program documents for authorization, type(s) of fuel and tank sizing.

## **2-5 Provisions for the Handicapped**

**A. ADA-Related Costs:** State support for costs associated with providing features required for accessibility and usage by the handicapped are to be based on the Americans with Disabilities Act unless a more stringent state requirement exists (a fact which must be documented by a "Certification of State Code Requirement", See Appendix C).

**B. General:** The design guidance and criteria for State support can be summarized as follows: Handicapped parking as stipulated in the "ADA" and in accordance with state requirements.

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## **Chapter 3. Primary Facility**

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### **3-1 General**

This chapter addresses those items, which are part of the “Primary Facility” (the main building or structure) and are classified as “Primary Facilities” in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. This chapter addresses those items contained in the Court Facilities Criteria Primary Facility section(s).

### **3-2 Architectural/Structural**

**A. Exterior Aesthetics:** The facility should complement the existing architecture of the surroundings, symbolizing not only its role but also the close relationship to the community with which it is affiliated. The exterior finish should have an anticipated wearout/rehabilitation/repair duration of no less than 50-years. The exterior wall finish should generally consist of stone, face brick (colored mortar may be used), stucco, Exterior Insulated Finish System (EIFS), plaster, or appropriate combinations. If a standing seam metal roof system is selected, metal trim may be used to blend the exposed metal roof surface with the principle wall surface material.

#### **(1) Special Considerations:**

(a) Birds: Facility exterior design shall eliminate perches and sheltered areas for bird habitats, particularly pigeons and starlings. Specifically, windows and offsets should be designed small enough or with sufficient slope to not allow roosting.

(b) There shall be no points of access or point easily breached by squirrels, raccoons, or other vermin.

(2) Main Entrance Approaches, which includes steps and ramps to main public entrances and walkways in the immediate vicinity, may be constructed with material other than concrete. Steps and areas under roofs, including the approaches from tops of steps to front doors, may be stone or other durable, highly weather resistant paving materials. Handicapped ramps shall be constructed of non-skid materials. Areas beyond front steps, which extend to curbs or walkway systems, may be constructed with durable paves, such as brick paves.

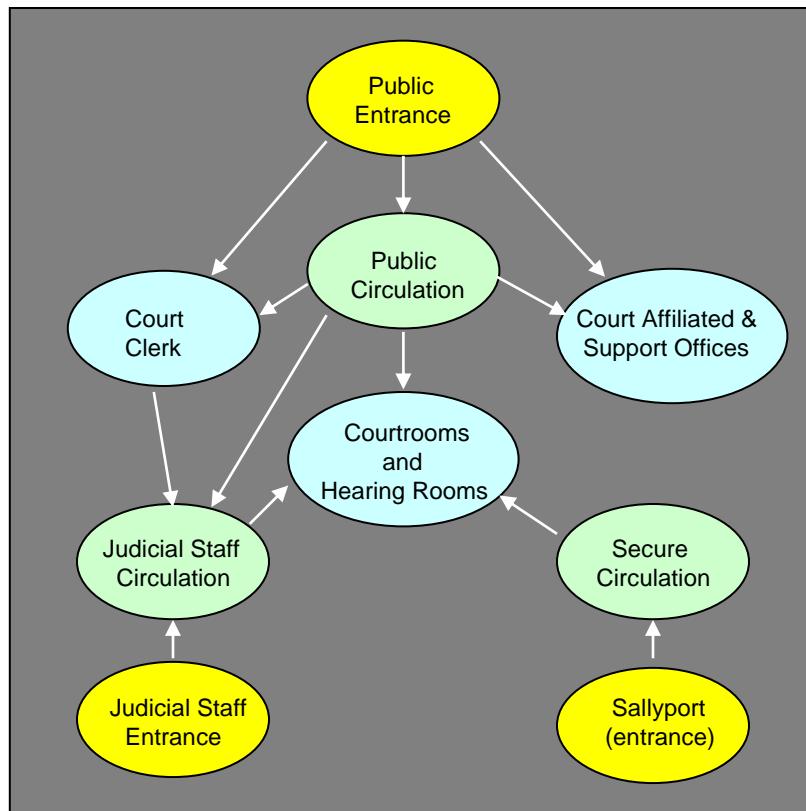
#### **B. Functional Grouping of Interior Space:**

(1) General: The primary purpose of every Court of Justice facility is to provide a safe and efficient environment in which the assigned courts and affiliated functions can be administered.

In addition to functional spaces, additional space may be authorized for certain special activities, which are not present at every court facility in accordance with the Court Facilities Criteria. These non-criteria spaces may be authorized on a case-by-case basis as “Exceptions to Criteria”. For this reason, a careful study of the space authorizations on the programming documents is essential to an understanding of how best to arrange the various functional groups in any given case.

A further complication arises from the fact that certain functional spaces are for public access, certain areas are accessed only by the Judicial Staff and certain areas are used for prisoners. Figure 3-1 shows the optimum physical relationship for the various "sole use" spaces some guidelines to be applied in trying to arrive at the best relationship in any given instance are described in the following paragraphs.

(2) Circulation Patterns: There are three (3) distinct circulation patterns within a court facility, which terminate in courtrooms. First there is public circulation, which must pass through security check(s) prior to entering a courtroom. Second there is Judicial Staff circulation, which begins in the secure parking area and requires a high degree of security. Third there is prisoner circulation, which begins at the sallyport and ends in the courtroom.



**Figure 3-1 Physical Relationships for Functional Areas**

(3) Rectilinear Shapes should be used, when possible, for both functional spaces and the building envelope to obtain a compact form.

(4) Spaces Having Similar Heights should be grouped together.

(5) Expandable Spaces should be located adjacent to exterior walls.

(6) Administrative Spaces where possible should be located adjacent to exterior walls to take advantage of natural light and ventilation.

(7) Open Office Areas: Use of interior open office plans should be considered for larger administrative spaces.

(8) Functional Space Grouping: Functional spaces should be grouped horizontally and vertically by service requirements, whenever possible. For example, toilet facilities and air-conditioned spaces should be grouped together horizontally and vertically.

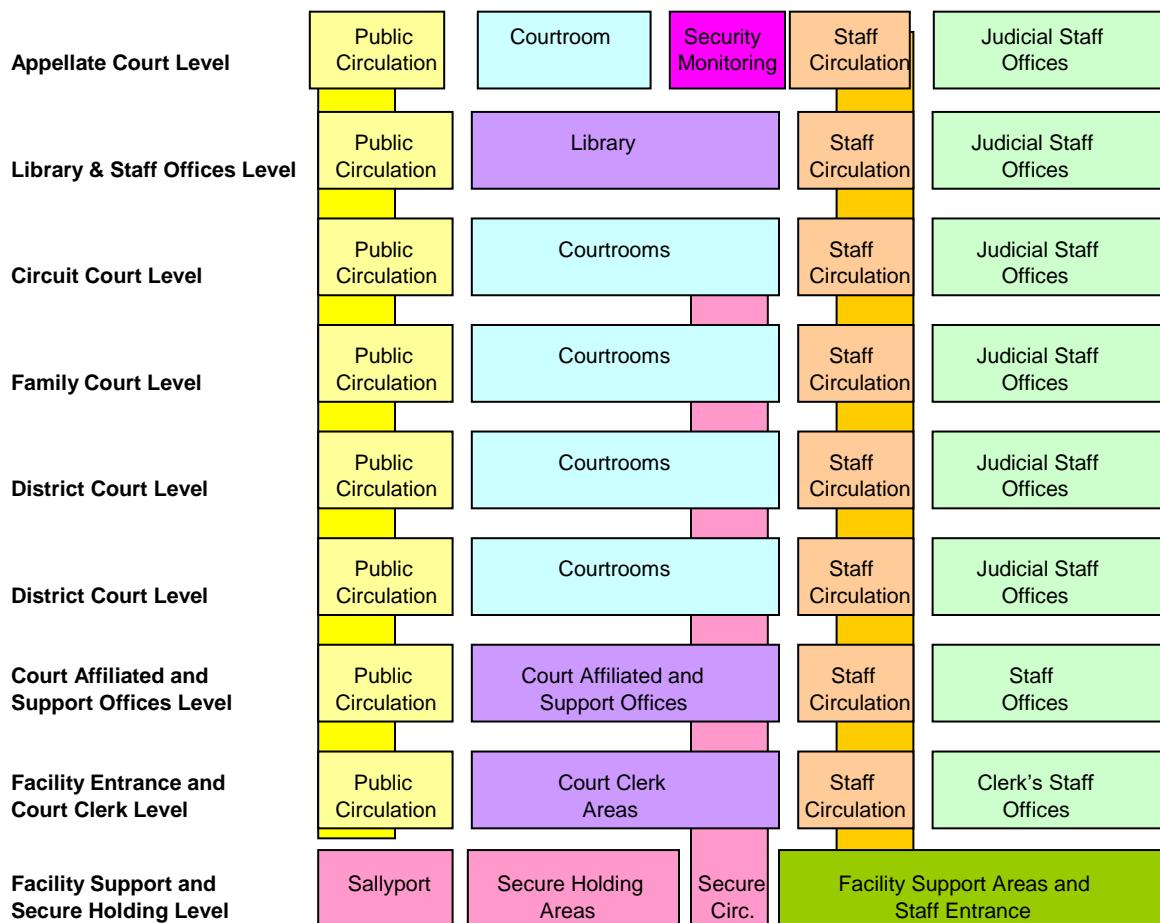


Figure 3-2 Typical Functional Area Stacking

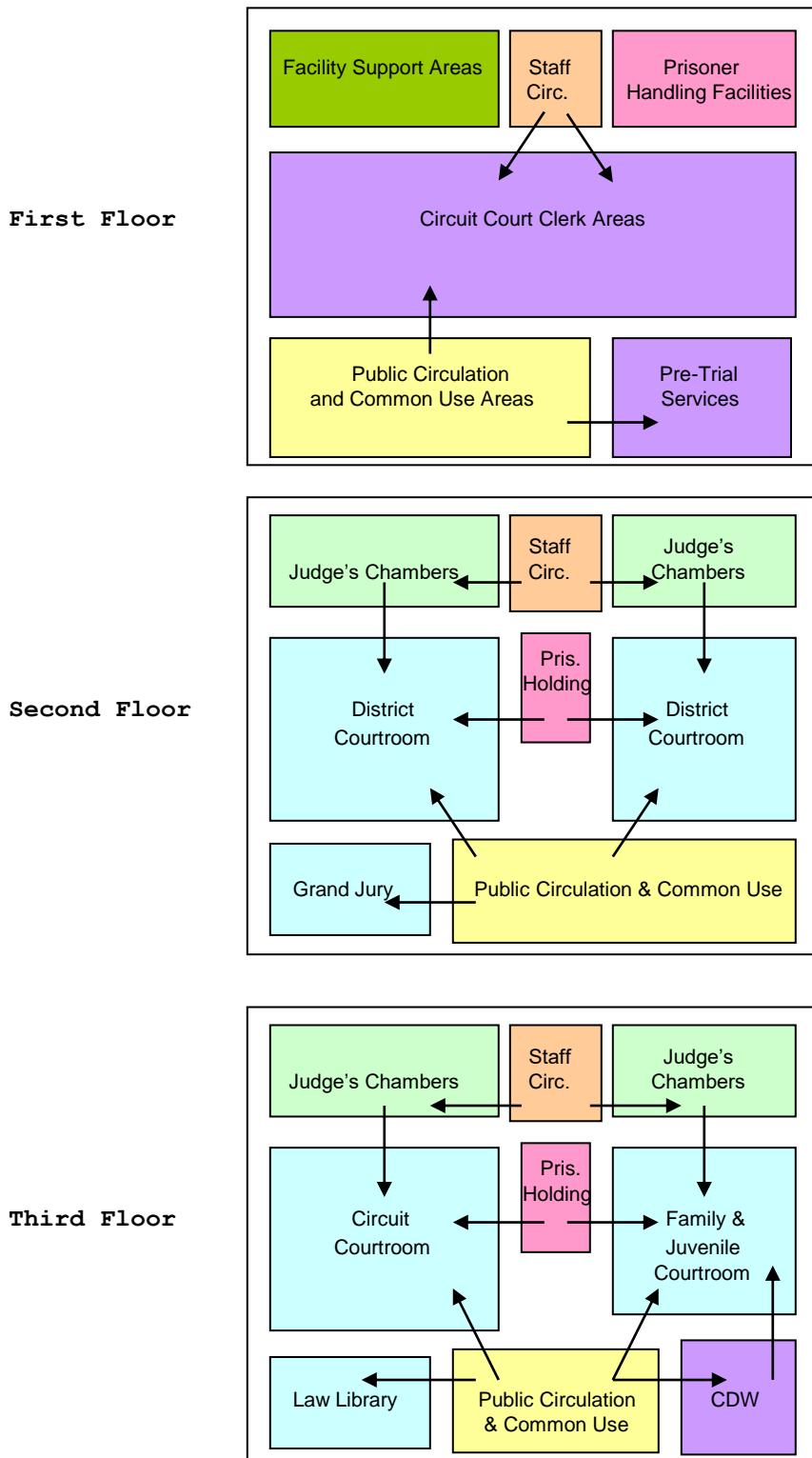


Figure 3-3 Example Floor Diagram (Urban/Metro)

**C. Common Use Areas:**

(1) Smoking Rooms: Smoking Rooms may only be specifically authorized by the AOC General Manager of Court Facilities. If authorized, Smoking Rooms shall be no greater than 25% of total staff break areas and no greater than 15% of the Public Vending and Lounge functional areas. These areas shall be equipped with an independent HVAC system but have provisions to include the areas in the Primary Structure HVAC system in the future.

(2) Circulation (including lobby):

(a) The three circulation systems are for interfunctional use only as authorized in the Factored Areas portion of the criteria. Intrafunctional circulation is included in the individual functional space allowances. The three (3) distinct circulation systems are as follows:

- Public Circulation: Allows public access to Courtrooms, Hearing Rooms, Court Clerk's Offices, Court Affiliated and Support Offices and (via secure entrances) the Judicial Staff offices.
- Judicial Staff Circulation: Allows Judicial Staff (Judges, Court Staff, and Jurors) movement from secure parking area to applicable Chambers, offices, and areas and Courtrooms and Hearing Rooms.
- Secure Circulation: Allows segregated, secure movement of prisoners from Sallyport and Secure Holding Areas to Courtrooms and Hearing Rooms.

(b) As noted above, large Public interior open spaces should be used as a circulation element.

(c) Corridors should provide direct access to functional spaces without the use of offsets or elaborate circulation patterns. Perpendicular inter-corridor connections are desirable.

(d) All non-secure interior corridors should be double loaded.

(e) Non-Secure Corridors should serve at least two (2) or more spaces.

(f) Corridor width should be based on the anticipated use but should not exceed seven feet (7') unless required by an applicable code or justified and approved as an exception.

(g) Only one (1) main lobby should be provided. A secondary, smaller lobby may be provided to the Circuit Court Clerk and Court Affiliated and Support Offices.

(h) Vertical (stairs) circulation should be strategically located adjacent to corridors.

(i) The following situations should be avoided to eliminate costly building space:

- Corridor network servicing the same functional spaces.
- Corridors located adjacent to exterior spaces. (Single loaded).

- Corridors located adjacent to large interior area functional spaces, i.e., the courtrooms, which can function as a circulation space.
- Enclosed corridors located adjacent to an open work area. (Unless required by state life safety code as a means of regress).
- Alcoves to rooms unless necessary to meet an applicable code requirement. However, a wall recess for future installation of a display cabinet in the lobby may be considered, particularly when the lobby space is limited.
- Enclosed vestibules to toilet rooms, locker rooms and other similar functional spaces. A screen wall should be incorporated.

(j) **Elevators:** Three types of elevators may be authorized for facilities with greater than one floor. All elevator cabs shall be provided “protective blankets” and provisions for hanging the blankets inside the cabs.

- Public elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through public areas. These shall be finished to complement public circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.
- Judicial Staff elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through Judicial Staff areas. These shall be finished to complement Judicial Staff circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.
- The elevator(s) that transport prisoners shall also be sized (hospital patient transport size minimum) for use as a freight (service) elevator if separate freight elevator is not programmed. These elevators shall have brushed stainless steel wall panels and checker plate metal floors. Additionally, these elevators shall contain security override provisions including keyed or electronic access and controls, audio/video monitoring, and continuous audio contact with the Security Control Station. All other controls to comply with State and Federal Regulations for accessibility shall be provided as required.
- Freight (service) Elevators: Provide at least one (1) freight-sized elevator for Urban-Metropolitan Court facilities. This elevator may double as a prisoner transport elevator. These elevators shall have brushed stainless steel wall panels and checker plate metal floors.

### **3-3 Quality of Work**

**A. General:** Court of Justice facilities are constantly on public display and scrutiny. The quality of materials, workmanship, finishes, and all other aspects of Court Facilities shall be of the highest caliber.

**B. Materials:** As a general rule, residential-type materials are not acceptable for use in Court of Justice facilities. Commercial grade, highly durable, and aesthetically pleasing materials shall be used to the greatest extent possible. Examples of residential materials not acceptable includes, but is not limited to: brick, stone, light switch covers, laminate surface finishes, lighting fixtures, windows, and doors.

**C. Workmanship:** Only the highest caliber of workmanship is acceptable for Court of Justice facilities. The degree of quality acceptable is only the best. Examples of unacceptable workmanship includes, but is not limited to: uneven concrete flooring, dry-wall tape exposure through painting, rough finishes, failure to comply with approved drawings and specification, unmatched corners in casework, unacceptable wood and casework finishes, paint over spray, uneven masonry work, etc.

**D. Trade Workers:** Extreme care shall be taken in the selection of contractors and sub-contractors to insure a very high degree of trades-work proficiency and workmanship. Court of Justice construction projects provide wage grade compensation for workers and insist that these wages are paid to qualified and competent personnel.

**E. Mitigation and Remediation of Substandard Work:** The AOC General Manager of Facilities has the authority and reserves the right to have removed from construction sites any and all contractors and/or subcontractors and/or personnel who demonstrate substandard work skills resulting in poor workmanship and/or who fail to adequately execute approved plans and specifications. Should the AOC General Manager of Facility exercise this right, the responsible party (e.g., General Contractor, Construction Manager, Construction Bonding Company) shall immediately prepare a proposal, at no charge, to insure the work is properly executed, at no further cost to the project.

**3-4 AOC Provided Furnishings and Equipment:** The Administrative Office of the Courts typically provides telecommunications systems (less wiring infrastructure), security systems, office furnishings, chairs, and, in some instances, portions of the data infrastructure. The A-E must coordinate with the AOC Department of Facilities to determine what items, such as wiring, conduit, junction boxes, etc., must be included in the construction contract documents for a facility.

**3-5 Provisions for AOC Provided Furnishings and Equipment:** All elevators, lifts, accesses, conduit, wire management systems, etc. shall be made available for use by AOC personnel in the installation of furnishings and equipment at no additional expense.

### **3-6 Provisions for the Handicapped**

State support for additional costs associated with providing features required for accessibility and usage by the handicapped is based on the Americans with Disabilities Act unless a more stringent state requirement exists (a fact, which would have to be documented by a "Certification of State Code Requirement").

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## **Chapter 4. Primary Facility Functional and Non-Functional Areas**

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### **4-1 General**

This chapter provides descriptions and components of functional areas for Primary Facility as contained in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. Components listed and described in this chapter may or may not be authorized for individual projects. Consult program documents for specific project authorizations.

### **4-2 Court Facility (Rural, Urban and Metropolitan Court Facilities) Functional Area Descriptions**

#### **A. Jury Trial Courtrooms:**

##### **(1) Jury Trial Courtroom Components**

- Litigation Area
- Spectator Area
- Robing Room
- Robing Room Restroom
- Vestibule/Security Check
- Public Waiting Area
- Jury Deliberation Area
- Jury Lounge Area
- Jury Restroom(s)
- Witness/Victim Area
- Attorney/Client Area
- Prosecutor's Area
- Law Enforcement Waiting Area
- Prisoner Holding Area
- Trial Storage Area
- Audio/Visual Equipment Area
- Press Room
- Attorney Workroom/Lounge

##### **(2) Litigation Area**

###### **(A) Components of the Litigation Area**

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Jury Box
- Lectern
- Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(B) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Room shall be no less than 38-feet in width, preferably 42-feet in width.

(C) Room Height:

- Standard Courtroom: 12 to 14 feet
- Large or Multi-Defendant Courtroom 14 to 16 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color.
- Lighting controls should be provided at a point on the Bench and convenient to the Judge. The Judge shall remain forward facing to access the lighting controls. Minimal controls shall also be provided at entry/exit points from Public and Judicial Circulation.

(E) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(F) Acoustics:

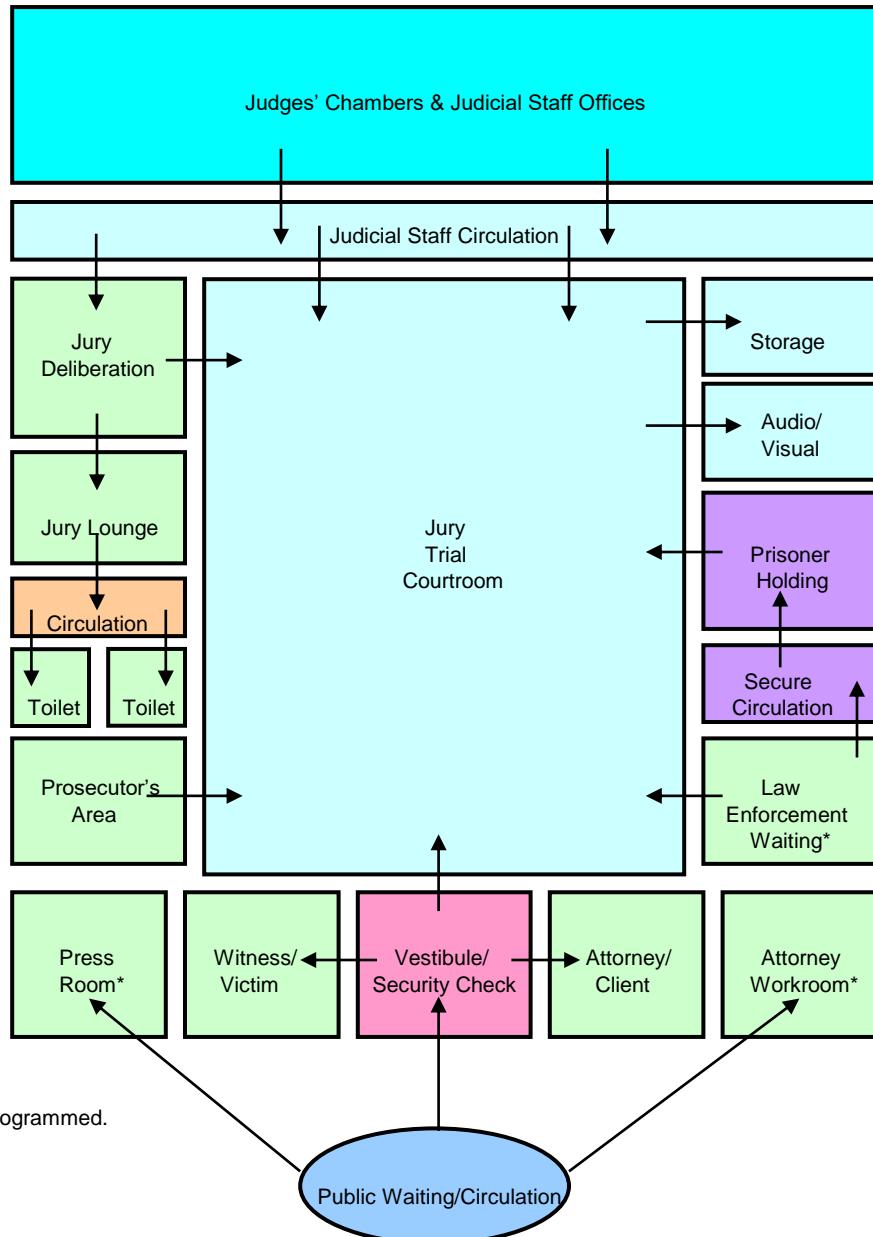
- The wall behind the Judge's Bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom through the use of electronic amplification and diffusion of sound throughout the Litigation Area
- Limit reverberation.
- Eliminate noise-producing devices, equipment, etc. from inside and other areas surrounding the Courtroom (e.g., restrooms, mechanical rooms, fan motors, switching devices, etc.).
- In extreme circumstances when approved or programmed by the AOC General Manager of Facilities, may incorporate an active noise canceling system. Such extreme circumstances may include: very busy railroad tracks, high level of traffic of emergency vehicles, and so forth.

(G) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible. Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(H) Security: The Litigation Area shall be equipped with the infrastructure (e.g., conduit, camera mounting points, wiring, etc.) to provide video and audio monitors to Security Monitoring

Station. Judge's bench shall be equipped with audio communications with the Security Control Room/Area. All Judges and Judicial Staff stations within the Litigation area shall be equipped with an under desk surface, button activated duress alarm.

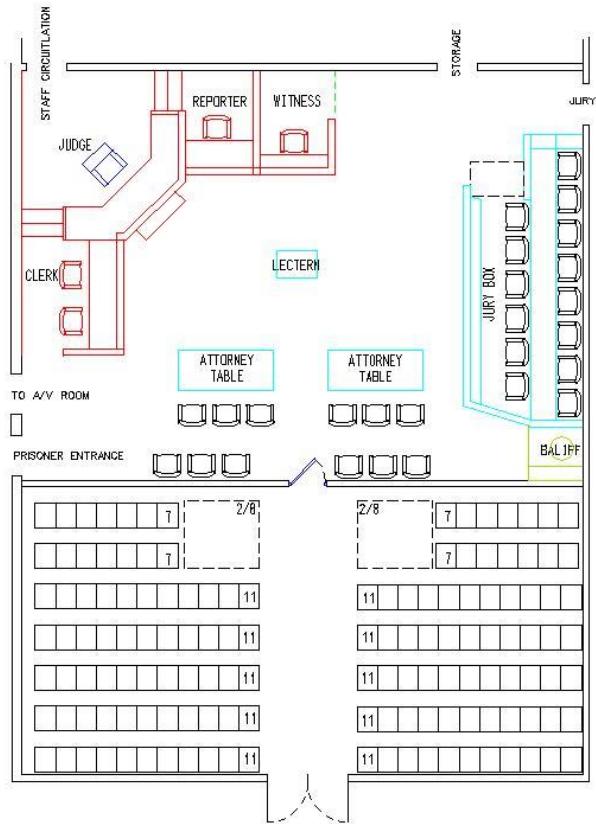
(I) Each courtroom shall be equipped with a intercommunication and public address system that has the capability to announce the initiation of proceedings in or summon participants from adjacent public (waiting) areas, witness rooms, attorney-client rooms, and courtroom prisoner holding areas.



**Figure 4-1. Jury Trial Courtroom Functional Area Relationships**

(I) Approved Litigation Area Layouts: The following diagram is an example of an acceptable layout of a Litigation Area. Designers shall avoid circumstances where any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area.. There shall no built-up area between the Litigation area and the spectator area that prevents viewing of entire courtroom by the bailiff. While the above conditions are the general policy for litigation areas layout, traditional courtroom layouts in other configurations may be approved by the AOC General Manager of Facilities and/or the Facilities Standards Committee, when appropriate reasoning and consideration for such design alternatives is documented.

## Corner Bench Courtroom Configuration Example. (no scale)



### (3) Litigation Area Component Descriptions

(A) Judge's Bench: The AOC General Manager of Facilities may require that the Judge's Bench for a courtroom be constructed to accommodate an Appellate Judge Panel (10' to 12' work surface). Court facilities programmed with an Appellate Suite shall have one courtroom with a Judge's Bench constructed to accommodate an Appellate Judge Panel. Benches for use by Appellate Judge Panels shall be a centered bench configuration (as opposed to a corner configuration).

1 General: The dignity of the court should be reflected in the design of the bench. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Judge's Platform Elevation:

- Standard Courtroom: 18 inches minimum to 24 inches maximum above the floor level of the Litigation Area.
- Large and Multi-Defendant Courtrooms: 24 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: Non-reflective work surfaces.

- Standard, Large and Multi-Defendant Courtroom:
  - Width: 6 feet minimum, 8 feet maximum.
  - Depth, main surface: 2 feet minimum to 2½ feet maximum.
  - Depth, side returns: varies, with design approval.
  - Height: 29 inches.
- Courtrooms which can accommodate Appellate Judge Panels:
  - Width: 10 feet minimum, 12 feet maximum.
  - Depth, main surface: 2 feet minimum to 2½ feet maximum.
  - Depth, side returns: varies, with design approval.
  - Height: 29 inches.

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather or simulated leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.

7 Construction Material: Finished, furniture grade hardwood.

8 Side-Bar: for Bench conferences with attorneys.

- Depth: 14 inches minimum, 18 inches maximum.
- Width: 4 feet minimum.
- Height: Minimum 34 inches above finished floor, 36 inches maximum.
- Surface shall be mounted at a slight slope away from the bench.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall:

- 6 feet minimum.

11 Working Relationships:

- Should have immediate access to Clerk for the passing back and forth of printed materials (no privacy rail between Judge and Clerk).
- Shall have clear view of Jury Box
- Shall have clear view of Witness Box
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface for up to two (2) clerks that is shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents. Additionally there are electronic technology components which must be installed in the station's area. These items include a cabinet to house either digital audio system components or a video court reporter system.

2 Platform Elevation:

- Standard Courtroom: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.
- Large and Multi-Defendant Courtrooms: 14 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 8 feet minimum to 10 feet maximum.
- Depth: 2 to 2½ feet with non-reflective surface.
- Height: 29 - 30 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A medium backed, castered chair of similar appearance to the Judge's chair.
- Removable panels for access to electrical and electronic components and wiring.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: The Court Reporter's Station may be positioned either on the opposite side from the Judge's Bench of the Clerk's Station between the Judge and the Witness Box or may be positioned in front of the Judge's Bench as a "free-standing" unit, if a court reporter is not typically used. Court reporting may be accomplished by an automated (audio/video) documentation system.

If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility, which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation:

- Standard Courtroom: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.
- Large and Multi-Defendant Courtrooms: 14 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 4 feet minimum to 5 feet maximum.
- Depth: 2 to 2½ feet with non-reflective surface.
- Height: 29 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Provisions for Recording/Transcribing equipment or controls or provisions for such equipment.
- A medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- Court reporter must be able to observe all participants as well as hear every word spoken and observe the proceedings and participants within the litigation area for official record.
- Should have close access to doorway leading to Judicial Staff circulation and may be accessed from Judge's Bench, if required by design or space limitations.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's Bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge, Jury and the Reporter to clearly hear all witness's conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness.

2 Platform Elevation:

- Standard Courtroom: 6 to 12 inches above the floor level of the Litigation Area.
- Large and Multi-Defendant Courtrooms: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable for elevated witness stands.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 4 feet minimum to 5 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 29 - 30 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling.
- Adequate number of A/C power receptacles.
- Provisions for microphone(s) (Recording/Transcribing and public address system(s)).
- A medium backed, non-castered chair of similar appearance to the Judge's chair, which can be easily removed for a Handicapped Witness.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor, if Witness Box is facing Public Entrance to Courtroom, with approval from the AOC General Manager of Facilities:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness and, if applicable, the interpreter.
- All of Jury shall have clear and unobstructed view of Witness.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Litigation area.
- Should have close access to Secure Holding area.
- Should not be immediately adjacent to Jury Box.

11 Interpreter's Station (part of Construction Casework): One light-weight Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(E) Bailiff's Station (part of Construction Casework):

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

9 Distance between station and wall: 6 feet.

10 Working Relationships:

- The Bailiff Station should have a clear view of the entire courtroom.
- Should be positioned at least six-feet (6'-0") from the nearest obstacle.

(F) Jury Box:

1 General: There are two types or sizes of Jury Boxes. Circuit Court has a Jury Box for 12 Jurors and a minimum of two (2) alternate Jurors. District Court has a Jury Box for six (6) Jurors and up to two alternate Jurors. The area "saved" by the reduced size of a Jury Box in District Courtrooms may be added to the Spectator Area. A decision must be made by the Project Development Board whether or not to configure for specific courts.

The jury box must provide sufficient space for jurors and alternates. The jury box should be equipped with a modesty rail, a display shelf, and fixed comfortable swivel chairs with armrests. Jurors should be able to reach a jury box without passing through the spectator area.

Jurors must be able to see and hear the witness, the judge, and the attorneys, but should be located at far as practically possible from the nearest attorneys' table. The rows in the jury box should be elevated in two tiers.

2 Platform Elevations:

- First or Lower Level: Litigation Area floor level or 6 inches minimum to 7 inches maximum (one step) above the floor level of the Litigation Area.
- Second or Upper Level: 6 inches minimum to 7 inches maximum (one step) above the lower level.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level. This device must have controls, which can be disabled, when not in use.

4 Capacity:

- Circuit Court: 12 Jurors, 3 (maximum), 2 (minimum) Alternate Jurors with provisions for at least one Handicapped Juror.
- District Court: 6 Jurors, 2 Alternate Jurors, including provisions for least one Handicapped Juror or Alternate Juror.

5 Size: 48" minimum to 52" maximum deep and minimum 30" minimum to 36" wide (10 square feet minimum) per Juror.

6 Modesty Rail: 24 inches high (inside height), minimum.

7 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for (future) Data Processing equipment cabling (e.g., monitors, keyboards, etc.)
- Raceway or conduit for telecommunication/ADP cabling
- Exhibit Shelf: If modesty rail does not have a 8-inch to 10-inch wide flat area on top, provide an 10-inch wide Exhibits shelf on inside of modesty rail.
- Comfortable, medium-backed, fixed, swiveling, but not rocking, arm-chairs of similar appearance to the Court Reporter, Witness, and Clerk's chairs.

8 Construction Material: Finished, furniture grade hardwood.

9 Armor: not applicable.

10 Working Relationships:

- Should provide a clear view of the Witness and the Video Display screen.
- Shall have clear and unobstructed view of witness box.
- Platforms should be of sufficient size for sufficient leg room and to allow jurors' chairs to swivel without striking adjacent chairs.
- Should be at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should have access to private entrance/exit to Juror Areas or Judicial Staff circulation.

(G) Lectern (also construction casework):

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Litigation Area floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it shall be adjustable in height.

2 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: Adjustable from 30-inches to 40-inches, with locking device to hold lectern surface securely.

4 Provisions:

- Provisions for gooseneck or adjustable microphone stands.
- Floor mounted receptacle for microphone connection to Courtroom PA System.

5 Construction Material: Finished, furniture grade hardwood.

6 Armor: not applicable

7 Working Relationships: Lectern should be positionable at any location within the open area within the Litigation area.

(H) Attorney Tables (also construction casework):

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be free standing and not attached to any other component(s) of the Litigation Area.

2 Number of Attorney Tables:

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surfaces:

- Width: 6 feet minimum to 8 feet maximum.
- Depth: 3 feet minimum to 4 feet maximum with non-reflective surface.
- Height: 29 - 30 inches.

4 Provisions:

- Provisions for Microphones linked to courtroom public-address and court reporter's system.
- Provisions for ADP connection of Attorneys' computers.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

5 Construction Material: Finished, furniture grade hardwood.

6 Armor: Not applicable

7 Working Relationships:

- Should be positioned at as far as practicable from the nearest attorney's table or Jury Box.
- Should be positioned at least 5 feet from rail dividing Litigation Area from Spectator Area.

(I) Audio/Visual System(s): See Chapter 8.

(J) Automated Data Processing (ADP) System(s): See Chapter 8.

(4) Spectator Area Components

- Public Seating
- Handicapped Persons Areas
- Alternate Bailiff's Station
- Audio/Visual System(s)
- Security Provisions

(5) Spectator Area Characteristics

(A) General: This area should provide spectators, from the floor elevation, the capability to clearly hear and see trial proceedings in such a manner as to not disrupt or impair the proceedings. This area may be increased greater than 15% for District Courtrooms.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height:

- Standard Courtroom: 10 to 14 feet
- Large or Multi-Defendant Courtroom 12 to 18 feet

(C) Lighting:

- Lighting Level: 40 to 70 foot candles, at least 20 but no greater than 30 foot candles less than the lighting level of the litigation area. True color lighting in this area is not required.
- Minimal lighting controls should be provided at a point near area entrance from Public Circulation.

(D) Acoustics:

1 General:

- The walls in the Spectator Area should be non-sound reflective and, if possible, absorb sound.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50) with the same provisions as the Litigation Area.
- While the floor under pews may be of hard material, the isles and entrances should be carpeted to reduce noise distractions.

2 Considerations:

- Normal conversation in the Litigation area should be audible to all present in the Courtroom.
- Limit reverberation
- Eliminate noise from outside the Courtroom as is achieved for Litigation Area.

(E) Seating (also construction casework See Chapter 5): Premium quality hardwood pew seating, without seat cushioning, is authorized for spectator areas. Pew seating shall complement the other casework within the courtroom. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable appearance. Seating, which has mechanical provisions (fold-up, particularly) is not allowed.

- Interval: Pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance or 38 inches but no more than a maximum of 40 inches apart.
- Center Isles: Minimum five feet wide but no more than seven feet wide.
- End Isles, if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

(F) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Spectator Area in accordance with ADA. The Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance. Only infrared systems are allowed, radio systems are not allowed. Provisions for any "Hearing Impaired System" shall be provided, if so directed by the AOC General Manager of Facilities or the Program Document.

(G) Alternate Bailiff's Station (only for large and multi-defendant courtrooms): An additional bailiff's station or room and provisions for an alternate bailiff's station may be provided in a rear corner of the spectator area, diagonal to the Litigation Area Bailiff's Station.

(H) Audio/Visual Systems:

- Normal conversation in the Litigation area should be audible at a normal volume to all present in the Courtroom. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume and Hearing Impaired System devices for persons needing such assistance.
- If a (the) very large screen monitor is not viewable by the spectator area, large screen monitors may be provided and permanently mounted for spectator viewing. These monitors should be "out of reach" of spectators.

(F) Security Provisions: The Spectator Area, if so directed by the AOC Security Systems Office, shall be equipped with video and audio monitors for external (security room) monitoring by Judge, Bailiff, and Security Personnel monitoring. All furnishings in the Spectator Area shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(6) Robing Room (if authorized):

(A) General: A Robing Room may be authorized by the AOC General Manager of Facilities if the (designed) Judge's Chambers are not located in the vicinity of the Courtroom(s). This area may serve one or more courtrooms.

This area should provide a private comfortable area for a Judge or Judges to relax and take breaks from their duties, and have informal conferences during trial activities. It should be equipped with a wet counter (coffee station), a small refrigerator, and provisions for snacks (e.g., a small doored cabinet).

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Minimum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- A work table(s) capable of comfortably accommodating 4 persons (each).
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems: The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel. Access to Robing Room shall be controlled in accordance with AOC Court Security Systems recommendation.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access to Courtroom

(7) Robing Room Restroom (if Robing Room is authorized):

(A) The ADA compliant restroom shall be located in the immediately off of the Robing Room. Plumbing fixtures shall not share a wall with any courtroom.

(B) Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

(C) Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

(D) Working Relationships: Should accessed from the Robing Room.

(E) Security Provisions: None.

**(8) Vestibule/Security Check Area Characteristics**

(A) General: This area links the Spectator Area of the courtroom with the Public Waiting area and provides a “sound lock” to limit noise distractions for the judicial proceedings. Also, it provides an area outside the courtroom for additional security screening, if necessary. This area may also be used for access to Witness/Victim areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors with viewing (glass) panels, one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

(C) Room Height: 10 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot candles.
- Lighting controls should be provided at a point convenient to court security personnel in a secure “box”.

(E) Acoustics:

- The walls in this area shall not be sound reflective and, if possible, should absorb sound. The use of drapery (such as used in movie theaters) or any other material, which can be used to conceal objects, is not allowed.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50).
- Flooring for circulation areas, as a minimum, should be carpeted to reduce noise distractions.

(F) Audio/Visual Systems: provisions must be provided to security monitoring station for two way conversations with courtroom officials and central security station.

(G) Security Provisions: The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with provisions for video and audio monitors for external (security room), Judge and Bailiff monitoring.

(H) Working Relationships: This area connects and separates the Courtroom from the Public Waiting Area. This area may also include access to Attorney/Client Areas.

**(9) Public Waiting Area Components**

- Public Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

**(10) Public Waiting Area (lobby) Characteristics**

(A) General: This area should provide area and provisions for persons waiting for court proceedings and for overflow spectators. This area shall have easy access to public facilities (restrooms, vending area and public telephones), public circulation areas, and the main entrance of the building.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height:

- Standard Courtroom: 10 to 14 feet
- Large or Multi-Defendant Courtroom 12 to 18 feet

(D) Lighting:

- Lighting Level: 50 to 70 foot candles. True color lighting is not required.
- Lighting controls should be only accessible to judicial staff.

(E) Acoustics:

- The walls in the Public Waiting Area should absorb sound.
- Walls between the Public Waiting Area and other areas should have a minimum sound transmission coefficient (STC) of fifty (50).
- The floor shall consist of a hard, durable, easy to clean and maintain material.

(F) Seating (also construction casework): If possible, pew seating should be placed against walls.

- General: Premium quality hardwood, stone, or simulated stone pew seating, or metal, without seat cushioning, is authorized for this area. Pew seating shall complement the other casework within the facility. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable quality, durability, vandal resistance, or appearance.
- Interval: If rows of seating is required, pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance or 40 inches but no more than a maximum of 48 inches apart.
- Center Isles: Minimum five feet wide but no more than seven feet wide.
- End Isles, if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the (open) area so that all items (coats, hats, umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room. Coat check rooms are not authorized.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems

- Capability for the court to summon witnesses or other participants from the waiting area is required.
- When the area is used for an overflow spectator area, normal conversation in the Litigation area should be audible. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume. Additionally, provisions for extending the Courtroom Hearing Impaired System shall be provided.
- Provisions for video monitors, including mounting points, electrical power supplies and audio/video feeds, shall be provided "out of reach" of facility visitors.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Witness/Victim Areas
- Access to Attorney Workroom/Lounge (if authorized)
- Access to Law Enforcement Workroom/Lounge (if authorized)

**(11) Jury Deliberation Area**

(A) General: This area should provide a private comfortable area and provisions for jurors (considered officers of the court). It is especially important that this area receive special HVAC provisions because of the number of persons in a relatively small area for extended periods.

For District Courts with a six (6) Juror Jury Box, the Deliberation Area may be reduced in size by greater than 15-percent. This reduction may be directly applied to the Spectator Area for increased seating capacity.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a large conference table with 14 chairs. This table may be configured as a "U" within the room.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in the Deliberation Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

**(E) Furnishings:**

- One large conference table capable of comfortably accommodating 14 persons. It is preferred that the conference table be oval or round.
- 14 castered, medium-backed arm chairs.
- Clock
- Dry Erase Board

**(F) Coat/Hat/Umbrella Storage** shall be permanently installed in clear view along the surface of a wall in the area.

**(G) ADA Considerations:** The entry and two sides of the deliberation area should provide room for wheelchair navigation.

**(I) Audio/Visual Systems**

- The audio capability for the court to summon jurors to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff and the Judge.
- Provisions for a large screen video monitor with VCR shall be provided.

**(J) Security Provisions:** The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(K) Working Relationships:**

- Access to Judicial Staff Circulation
- Access to Jury Lounge Area
- Access to Jury Restroom(s)
- Access to Juror's box(s)

**(12) Jury Lounge Area**

**(A) General:** This area should provide a private comfortable area for jurors to relax and take breaks from their duties. It should be equipped with a wet counter, a small refrigerator, and provisions for snacks. The authorization of this area may be combined with authorized adjacent Jury Lounge Area to make a larger area.

For District Courts with a eight (8) Juror Jury Box, the jury Lounge Area may be reduced in size by greater than 15-percent or combined with the Deliberation Area. This reduction shall be directly applied to the Spectator Area for increased seating capacity.

**(B) Room Shape:** The area should be simply designed, generally utilizing a rectangular area.

**(C) Room Height:** 9 to 12 feet

**(D) Lighting:**

- Lighting Level: 40 to 70 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard surfaced.

(F) Furnishings:

- Two tables capable of comfortably accommodating 4 persons each.
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Microwave Oven
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems

- The audio capability for the court to summon jurors to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access to Jury Deliberation Area
- Access to Jury Restroom(s)
- Access to Juror's box(s)

(13) Jury Restrooms: The two ADA compliant restrooms (male and female) should be located in the immediate vicinity of the Jury Deliberation Area and the Jury Lounge Area. The restrooms shall be accessed from circulation, not the lounge or deliberation area. If program limitations do not allow for two restrooms, one (shared Male/Female) restroom may be provided.

(14) Witness/Victim Area

(A) General: This area should provide a private area which is immediately adjacent to the Courtroom for witness and victims to wait for their "turn" in the Litigation Area and to meet with counsel.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.
- A dry-erase board.

(J) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

**(15) Attorney/Client Area**

(A) General: This area should provide a private area, which is immediately adjacent to the Courtroom for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

**(16) Prosecutor's Area (if authorized)**

(A) General: This area should provide a private work area for the County or Commonwealth Attorney during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Six (4) castered, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon prosecutor(s) to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.
- Access to (optional) Secure Circulation after passing through security check.

**(17) Law Enforcement Waiting Area (if authorized):**

(A) General: If authorized in program documents, this area should provide a private waiting area for the Law Enforcement personnel during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs with an additional four (4) chairs placed along a wall.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Law Enforcement Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Four (4) castered, medium-backed arm chairs.
- Four (4) side chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon law enforcement personnel to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.

**(18) Courtroom Prisoner Holding Area**

(A) General: This area should provide secure holding for prisoners awaiting court proceedings in the adjacent courtroom. The authorizations for two courtrooms should be combined to create a single Prisoner Holding Area which serves both courtrooms. This area shall be constructed in accordance with the medium security guidelines established by the Kentucky Corrections Department.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more "individual holding cells".

(C) Room Height: 8 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 footcandles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(E) Acoustics:

- The walls in this should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(F) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department is authorized.

(G) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(H) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(I) Provisions

- Solid Door connecting this area to Courtrooms with two (2) installed peep-hole devices. One peep-hole shall view the courtroom from the area, the other peep-hole shall view the area from the courtroom.
- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(J) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Secure Circulation.
- Access to Courtroom Litigation Area.

(19) Trial Storage Area: This area provides space for the secure storage of materials and displays used during litigation. It is accessed directly from the Litigation. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(20) Audio/Visual Equipment Area: This area, which is accessed directly from the Litigation area, provides space for the courtroom's electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the courtroom is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

(21) Press Room (if authorized):

(A) General: If authorized in the Program Documents, this area should provide a work area for the working media covering Judicial events.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) small work tables and six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Four small (one-person) work tables.
- Six (6) castered, work chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to announce the start of proceedings.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Public Circulation.

(22) Attorney Workroom/Lounge (if authorized):

(A) General: If authorized by Program Documents, this area should provide a work and break area Attorneys. Additionally, the area is an extension of the Law Library and has ADP provisions to access the internet, email, and electronic law libraries.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a two (2) small work tables, one ADP station and six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Two small (one-person) work tables.
- One ADP Station
- Six (6) castered, work chairs.
- One (1) end table.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to announce the start of proceedings.
- A dry-erase board.

(J) Provisions

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Public Circulation.

**B. Non-Jury Trial (Family and Juvenile) Court Rooms:**

**(1) Family and Juvenile Court Room Components**

- Litigation Area
- Spectator Area
- Vestibule/Security Check
- Public Waiting Area
- Child Waiting Room
- Child Waiting Restroom
- Child Waiting Observation Room
- Juvenile Waiting Room
- Juvenile Waiting Restroom
- Juvenile Waiting Observation Room
- Interview Room
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Waiting Area
- Secure Holding Area
- Trial Storage Area
- Audio/Visual Equipment Area

**(2) Litigation Area Components**

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Lectern
- Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

**(3) Litigation Area General Characteristics**

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Litigation Area
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible.

Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(G) Security: The Litigation Area shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the Litigation area shall be equipped with a foot or knee activated duress alarm.

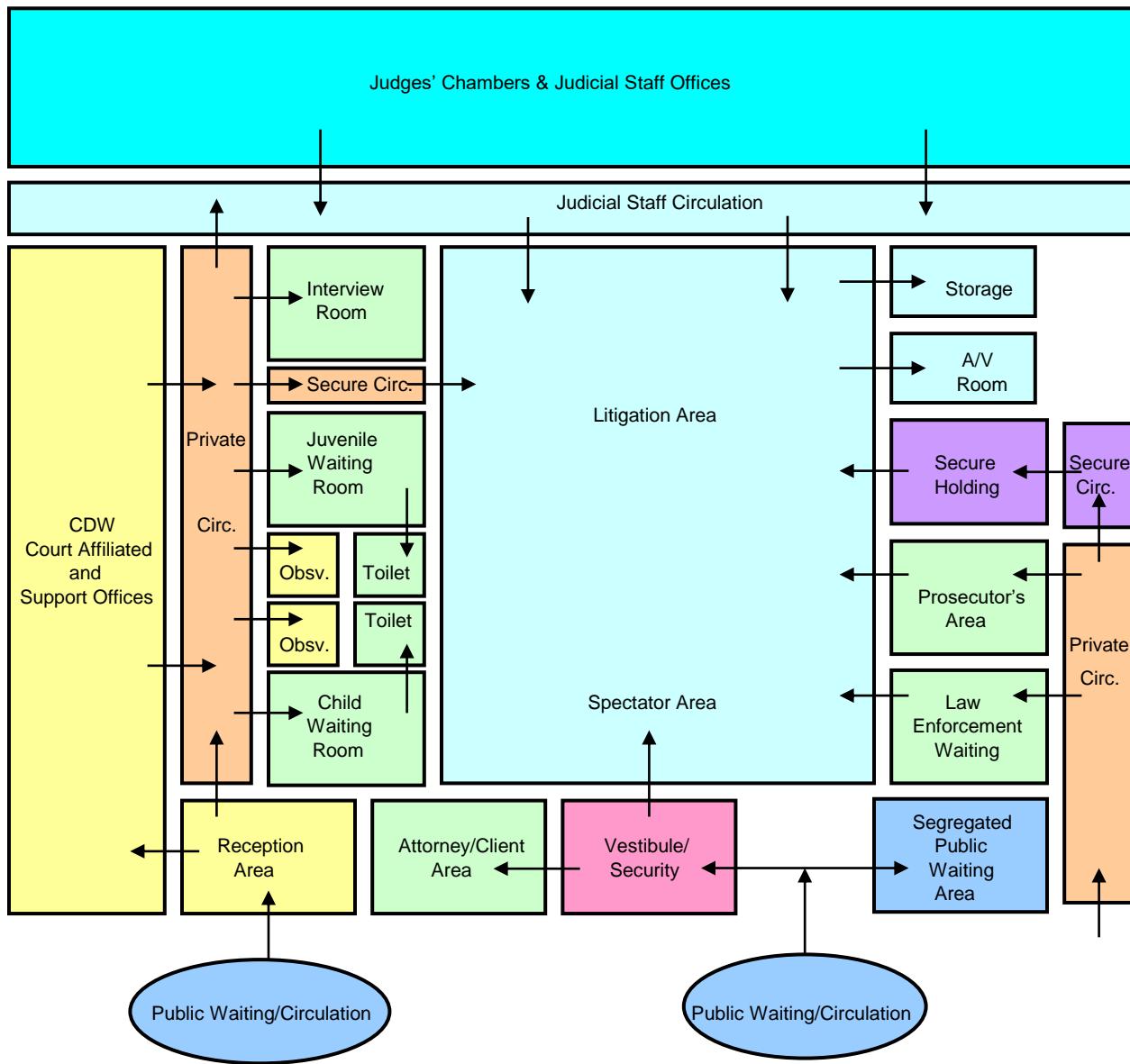


Figure 4-2 Family and Juvenile Court Functional Area Relationships

(H) Approved Litigation Area Layouts: Under no circumstances shall any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area. There shall be no built-up area between the Litigation area and the spectator area that prevents viewing of the entire courtroom by the bailiff.

**(4) Litigation Area Component Descriptions**

**(A) Judge's Bench:** Family Court Judges tend to work at a more intimate level with Child and Juvenile participants than do Judges conducting proceedings with Juries dealing with adults. Often, children participating in proceedings are intimidated by the process. It is important that bench not only indicate the Judge's authority, but not to a point so as to cause undue intimidation.

**1 General:** The dignity of the court should be reflected in the design of the bench, but at a toned down level from a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

**2 Platform Elevation:** 12 to 14 inches above the floor level of the Litigation Area.

**3 Handicapped accessibility:**

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

**4 Work Surfaces:** 6 to 8 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

**5 Privacy Rail:**

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

**6 Provisions:**

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.
- The ability to electronically "Seal" the courtroom and control the locks on individual doors.

**7 Construction Material:** Finished hardwood.

**8 Side-Bar:** 1 to 1 ½ feet for conferences with attorneys.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall: 6 feet.

11 Working Relationships:

- Should be in close proximity to Witness Stand, where children and juveniles will sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 5 to 7 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 by 2½ feet with non-reflective surface.

Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

**(C) Court Reporter's Station:**

1 General: If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge and the Reporter to clearly hear all witness's (a child or juvenile) conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation, if necessary: 6 to 7 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the stand to the floor slab.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness, if necessary, an interpreter.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Litigation area.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(E) Bailiff's Station Bailiff's Station (part of Construction Casework):

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

**(F) Lectern:**

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Litigation Area floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable.

2 Work Surfaces: Width 2'-6" to 3"-0" feet by Depth of 1"-8" to 2'-0" with non-reflective surface.

**3 Heights:**

Work Surface: Adjustable from 30-inches to 40-inches.

Privacy Rail: 4-inches to 6-inches.

**4 Provisions:**

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Litigation area.

**(G) Attorney Tables:**

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Litigation Area.

**2 Number of Attorney Tables:**

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surface: Width 7'-0" to 8"-0" feet by Depth of 4'-0".

4 Height: 29-30 inches

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from rail dividing Litigation Area from Spectator Area.

(H) Audio/Visual System(s): See Chapter 8.

(I) Automated Data Processing (ADP) System(s): See Chapter 8.

(5) Spectator Area Components

- Public Seating
- Handicapped Persons Areas
- Audio/Visual System(s)
- Security Provisions

(6) Spectator Area Characteristics

(A) General: This area should provide a small and limited number of spectators, from the floor elevation, the capability to clearly hear and see trial proceedings in such a manner as to not disrupt or impair the proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 10 to 12 feet.

(D) Lighting:

- Lighting Level: 40 to 70 foot candles, at least 20 but no greater than 30 foot candles less than the lighting level of the litigation area. True color lighting in this area is not required.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(E) Acoustics:

1 General:

- The walls in the Spectator Area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- While the floor under Pewed area may be of hard material, the isles and entrances should be carpeted to reduce noise distractions.

2 Considerations:

- Normal conversation in the Litigation area should be audible to all present in the Courtroom.
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) Seating: Pew seating spaced 40 to 42 inches apart with five to seven foot (5'-0" to 7'-0") wide center isles and, if necessary, four to five foot wide (4'-0" to 5'-0") end isles. If cushions are specified for the pew seating, they shall be easily removable and the Pew shall have the capacity to function without the cushion.

(G) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Spectator Area in accordance with ADA. The Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(H) Audio/Visual Systems

- Normal conversation in the Litigation area should be audible at a normal volume to all present in the Courtroom. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume and Hearing Impaired System devices for persons needing such assistance.
- If a (the) very large screen monitor is not viewable by the spectator area, large screen monitors may be provided and permanently mounted for spectator viewing. These monitors should be "out of reach" of spectators.

(I) Security Provisions: The Spectator Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings in the Spectator Area shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Approved Litigation Area Layouts: Please see diagrams in preceding section "Litigation Areas".

**(7) Vestibule/Security Check Area Characteristics**

(A) General: This area links the Spectator Area of the courtroom with the Public Waiting area and provides a "sound lock" to limit noise distractions for the judicial proceedings. Additionally, it provides an area outside the courtroom for security screening. Since proceedings with children and juveniles are confidential, the Vestibule shall provide a visual "lock" to prevent persons in the Public Waiting Area from glimpsing into the courtroom. This area may be used for access to Witness/Victim areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors (with no viewing (glass) panels), one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level:
  - Vestibule: 40 to 70 foot candles.
  - Security Check Area: 70-100 foot candles, true color lighting.
- Lighting controls should be provided at a point convenient to court security personnel in a secure "box".

(D) Acoustics:

- The walls in this area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Flooring should be carpeted to reduce noise distractions.

(E) Audio/Visual Systems: provisions must be provided to security check station for two-way conversations with courtroom officials and central security station.

(F) Security Provisions: The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. There shall be no furnishings in the area other than a stool(s) at the security check station, if necessary.

(G) Working Relationships:

- Situated between Public Circulation/Public Waiting Area and Courtroom.
- May provide access to Attorney/Client rooms

(8) Components of the Public Waiting Area

- Public Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

(9) Public Waiting Area Characteristics

(A) General: This area should provide area and provisions for persons waiting for court proceedings and for overflow spectators. This area shall have easy access to public facilities (restrooms, vending area and public telephones), public circulation areas, and the main entrance of the building.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 10 feet or greater.

(D) Lighting:

- Lighting Level: 50 to 70 foot candles, at least 20 foot candles less than the litigation area. True color lighting is not required.
- Lighting controls should be provided at a point convenient to and accessible only by Security Personnel.

(E) Acoustics:

- The walls in the Public Waiting Area should absorb sound.
- Walls between the Public Waiting Area and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall consist of a hard, durable, easy to clean and maintain material.

(F) Seating: Pew seating, if possible, be placed against walls. If rows of pews are required, they shall be spaced 40 to 42 inches apart with five to seven foot (5'-0" to 7'-0") isles. No cushions are allowed for Public Waiting Area seating.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the area so that all items (coats, hats, and umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems: Capability for the court to summon witnesses or other participants from the waiting area is required.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Attorney/Client Areas

**(10) Segregated Public Waiting Area**

(A) General: Because of the emotionally charged environment typical to some Family and Juvenile Court proceedings, the participants need to be separated. This area provides a segregated waiting area for this purpose.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate at least 12 persons.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot-candles.
- Lighting controls should be provided at the Security Check area or through limited access switch in the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard finished to match Public Waiting Area.

(F) Seating: Pew seating, identical to seating in Public Waiting Area, placed against walls.

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The area should provide room for wheelchair navigation.

(I) Audio/Visual Systems: The audio capability for the court to summon room occupants to the courtroom is required.

(J) Provisions: The room shall have electronic provisions to summon a bailiff or security personnel.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Vestibule or Public Circulation near Security Check.

**(11) Child Waiting Room**

(A) General: This room must provide a private and relaxed (comfortable) environment for children participating in the court proceedings. This area is adjacent to the Courtroom and shall be accessed through Judicial Staff circulation. This room is monitored from the Child Waiting Observation room with a one-way mirror and audio monitors. The Child Waiting Observation Room is used by both the Family Court officers and the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a small play area and a child's work table with four (4) children's chairs. Two adult chairs of similar appearance shall also be provided.

(B) Room Height: 9 to 10 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

**(E) Furnishings:**

- One children's worktable capable of comfortably accommodating four (4) children.
- Four (4) children's chairs and two (2) adult chairs of similar appearance.
- Shelving for toys.
- Clock

**(F) Coat/Hat/Umbrella Storage** shall be permanently installed in clear view along the surface of a wall in the area.

**(G) ADA Considerations:** The entry and two sides of the area should provide room for wheelchair navigation.

**(H) Audio/Visual Systems**

- One-Way mirror, full-length so as to appear similar to a dressing mirror.
- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

**(I) Provisions:**

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

**(J) Security Provisions:** The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(K) Working Relationships:**

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

**(12) Child Waiting Restroom:** An ADA compliant, highly lighted (80 to 100 foot-candles) restroom with no windows shall be located immediately adjacent and accessed only from the Child Waiting Room. It shall be equipped with smoke alarm and hardware which allows staff rapid access, even if door is locked from inside. This room is monitored from the Child Waiting Observation room with a one-way mirror and audio monitors.

**(13) Child Waiting Observation Room:**

**(A) General:** The purpose of this room is to allow discrete professional observation and documentation of activities within the Child Waiting Room and the Child Waiting Restroom. This room is immediately adjacent to the Child Waiting Room, but accessed from Judicial Staff Circulation. This Room is used primarily by CDW Staff (Court Affiliated Area). Observation rooms may serve more than one waiting room and they may be integrated into other areas, such as a social worker's office.

(B) Room Shape: The area should be simply designed, generally utilizing a triangular rectangular area that will accommodate two work stools, a video camera and controls for video/audio documentation of events within the child waiting room.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 5 to 60 foot-candles, with locking and dimming capability and Blue, indirect floor and work area lighting (5-20 foot-candles) with dimming capability.
- Lighting controls should be provided at the point of entry into the room.
- A light-locking curtain shall be mounted on the inside of the door to prevent the backlighting of one-way mirrors.
- A light locking curtain or blind mounted on the inside of the one-way mirror.

(E) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Two work stools.
- 2'- 0" by 1'-10" work surface, minimum, at the Waiting Room Observation window (mirror).
- Shelving A/V equipment.

(G) Audio/Visual Systems:

- Waiting Room Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a dressing mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Waiting Room side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- Toilet Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a typical rest-room mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Toilet side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- An audio/visual system for waiting room event documentation.

(H) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions (quiet ring).
- ADP provisions.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

**(14) Juvenile Waiting Room**

(A) General: This room must provide a private and relaxed (comfortable) environment for Juveniles participating in the court proceedings. This area is immediately adjacent to the Courtroom and shall be accessed through Judicial Staff circulation. This room is monitored from the Juvenile Waiting Observation room with an observation port to the Observation room (one-way mirror) and audio monitors. The Child Waiting Observation Room is used by both the Family Court officers and the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a small play area and a worktable with four (4) chairs. Two (2) additional chairs of same type shall also be provided.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One worktable capable of comfortably accommodating four (4) persons.
- Four (4) chairs and two (2) additional chairs of same appearance.
- Shelving.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- One-Way mirror, full-length so as to appear similar to a dressing mirror.
- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(15) Juvenile Waiting Restroom: An ADA compliant, highly lighted (80 to 100 foot-candles) restroom with no windows shall be located immediately adjacent and accessed only from the Juvenile Waiting Room. It shall be equipped with smoke alarm and door hardware which allows staff rapid access, even if door is locked from inside. This room is monitored from the Juvenile Waiting Observation room with a one-way mirror and audio monitors.

(16) Juvenile Waiting Observation Room:

(A) General: The purpose of this room is to allow discrete professional observation and documentation of activities within the Juvenile Waiting Room and the Juvenile Waiting Restroom. This room is adjacent to the Child Waiting Room, but accessed from Judicial Staff Circulation. This room is primarily used by the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a triangular rectangular area that will accommodate two work stools, a video camera and controls for video/audio documentation of events within the Juvenile waiting room.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 5 to 60 foot-candles white (typical) light and “Black-Out Lighting” “Blue, indirect floor and work area lighting (5-20 foot-candles)” with dimming capability.
- Lighting controls should be provided at the point of entry into the room. The white-light switch shall be mounted inside a recess to prevent accidental activation. The switch for black-out lights shall have dimming capability.
- A light-locking curtain shall be mounted on the inside of the door to prevent the backlighting of one-way mirrors.
- A light locking curtain or blind mounted on the inside of the one-way mirror. This curtain or blind shall be silent during opening and closing.

**(E) Acoustics:**

- The surfaces in this area should absorb sound. The walls, ceiling and inner face of the door shall be covered with an acoustic absorbing foam.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

**(F) Furnishings:**

- Two work stools.
- 2'- 0" by 1'-10" work surface, minimum, in front of mirror face. The lower portion of the mirror may be used for camera placement, the upper portion for staff observation.
- Shelving A/V equipment.

**(G) Audio/Visual Systems**

- Waiting Room Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a dressing mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Waiting Room side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- Toilet Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a typical rest-room mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on toilet side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- An audio/visual recording system for waiting room event documentation. Care must be taken in the positioning of Audio/Visual recording equipment to prevent the system's lighted panel from being exposed to one-way mirror.
- Discrete audio monitoring of room events with small amplifier, speakers, and jacks for connection to A/V recording system.

**(H) Provisions:**

- The room shall have an indicator light on the outside (Judicial Circulation) which indicates the "Black-Out Lights" in the room are activated.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions (quiet ring).
- ADP provisions.

**(I) Security Provisions:** The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(J) Working Relationships:**

- Access to Judicial Staff Circulation
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

**(17) Interview Room**

(A) General: This area should provide a private area, which is adjacent to the Courtroom and accessed through the Judicial Staff Circulation for the interviewing of child and juvenile participants of court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have the provisions for discrete audio/visual documentation of events that take place in the room. The "control" of this documentation shall be located in the Juvenile or Child waiting observation room(s).
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(18) Attorney/Client Area

(A) General: This area should provide a private area that is immediately adjacent to the Courtroom for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

(19) Prosecutor's Area (if authorized)

(A) General: This area should provide a private work area for the County or Commonwealth Attorney during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(E) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(F) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(G) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(H) Audio/Visual Systems

- The audio capability for the court to summon prosecutor(s) to the courtroom is required.
- A dry-erase board.

(I) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(J) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(K) Working Relationships:**

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.
- Access to (optional) Secure Circulation after passing through security check.

**(20) Law Enforcement Waiting Area (if authorized)**

(A) General: This area should provide a private waiting area for the Law Enforcement personnel during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs and an additional four (4) chairs placed along a wall.

(C) Room Height: 9 to 12 feet

**(D) Lighting:**

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point of entry into the room.

**(E) Acoustics:**

- The walls in the Law Enforcement Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

**(F) Furnishings:**

- One conference table capable of comfortably accommodating four (4) persons.
- Four (4) castered, medium-backed armchairs.
- Four (4) side chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

**(I) Audio/Visual Systems**

- The audio capability for the court to summon law enforcement personnel to the courtroom is required.
- A dry-erase board.

**(J) Provisions:**

- The room shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.

**(21) Courtroom Secure Holding Area**

(A) General: This area should provide secure holding for juvenile detainees awaiting court proceedings in the adjacent courtroom. The authorizations for two courtrooms may be combined to create a single Holding Area (with segregated holding cells), which serves both family courtrooms. It should be constructed in accordance with the medium security guidelines established by the Kentucky Corrections Department.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more “individual holding cells”.

(C) Room Height: 8 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(E) Acoustics:

- The walls in this should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard finished.

(F) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department are authorized.

(G) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(H) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(I) Provisions

- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(j) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(k) Working Relationships:

- Access to Secure Circulation.
- Access to Courtroom Litigation Area.

(22) Trial Storage Area: This area provides space for the secure storage of materials and displays used during litigation. It is accessed directly from the Litigation. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(23) Audio/Visual Equipment Area: This area, which is accessed directly from the Litigation area, provides space for the courtroom's electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the courtroom is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

**C. Non-Jury (Hearing) Courtrooms:**

**(1) Types of Non-Jury (Hearing) Courtrooms**

- Formal Hearing Room
- Informal Hearing Room

**(2) Components of Formal Hearing Room:**

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Lectern
- Attorney Tables
- Spectator Area
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

**(3) Formal Hearing Room Characteristics:** Non-Jury activities include arraignments, civil litigation, family, and Juvenile proceedings.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room

- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible. Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(G) Security: The room shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the room shall be equipped with a foot or knee activated duress alarm.

(H) Approved Room Layouts: Under no circumstances shall any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area. There shall no built-up areas within the room that prevents viewing of entire courtroom by the bailiff.

**(4) Formal Hearing Room Component Descriptions**

**(A) Judge's Bench:**

1 General: The dignity of the court should be reflected in the design of the bench, but at a scaled-down, less formal level than a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Platform Elevation: 12 to 14 inches above the floor level of the Room.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

**5 Privacy Rail:**

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

**6 Provisions:**

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.
- The ability to electronically “Seal” the courtroom and control the locks on individual doors.

**7 Construction Material:** Finished hardwood.

**8 Side-Bar:** 1 to 1 ½ feet for conferences with attorneys.

**9 Armor:**

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

**10 Distance between bench and rear wall:** 6 feet.

**11 Working Relationships:**

- Should be in close proximity to Witness Stand, where juveniles may sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have “side bar” area for “across the bench” conferencing with attorneys.
- Should have close access to doorway leading to the Judge’s Chambers or Judicial Staff circulation.

**(B) Clerk's Station:**

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 5 to 7 inches above the floor level of the Room.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 by 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: The Court Reporter's Station may be positioned either on the opposite side from the Judge's Bench of the Clerk's Station between the Judge and the Witness Box or may be positioned in front of the Judge's Bench as a "free-standing" unit, if a court reporter is not typically used. Court reporting may be accomplished by an automated (audio/video) documentation system.

If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge and the Reporter to clearly hear all witness's (a child or juvenile) conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation: 6 to 7 inches above the floor level of the Room.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness and, if necessary, an interpreter.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Room.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar

quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

**(E) Bailiff's Station (part of Construction Casework):**

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.

**(G) Lectern:**

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Room floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable. The use of wireless microphones is encouraged.

2 Work Surfaces: Width 2'-6" to 3"-0" feet by Depth of 1"-8" to 2'-0" with non-reflective surface.

3 Heights:

- Work Surface: Adjustable from 30-inches to 40-inches.
- Privacy Rail: 4-inches to 6-inches.

4 Provisions:

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Room.

**(H) Attorney Tables:**

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Attorney Tables:

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surface: Width 7'-0" to 8"-0" feet by Depth of 4'-0".

4 Height:

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from rail dividing Room from Spectator Area.

(I) Audio/Visual System(s): See Chapter 8. (Paragraph 8-7)

(J) Automated Data Processing (ADP) System(s):

1 General: Every participant of the court proceedings must have ADP access. Consideration for technology advances must be considered when designing ADP access. Conduits and/or raceways of sufficient size and convenience shall be used to ease the inevitable upgrade or replacement of the originally designed system. The conduits and raceways shall be sized 150-percent of their current required size and shall terminate in the Audio/Visual Room.

2 General: The courtroom's ADP system supports both voice and data. The location of its outlets and controls are as follows:

- Divider Rail between Litigation and Spectator Areas behind the Attorney Tables.
- Any open wall of the Room.
- Judge's Bench
- Clerk's Station (two outlets)
- Court Reporter's Station
- Bailiff's Station
- A/V Room\* (also location of Multiplexer/Control)

(K) Shared Areas: The following areas are not included in the criteria for Non-Jury Trial Courtrooms. Non-Jury Courtrooms share these areas with an adjacent Jury Trial Courtroom. The authorizations, descriptions, and characteristics of these areas are contained in the Jury Courtroom section of this publication.

- Security Check
- Public Waiting Area
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Area
- Secure Holding
- Audio/Visual Room
- Storage Room

(5) Informal Hearing Room Components:

- Judge's/Commissioner's Bench
- Clerk's Station
- Court Reporter's Station
- Conference Table(s)
- Spectator Area
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

**(6) Informal Hearing Room Characteristics:** Activities which take place in a Commissioner's/Informal Hearing Room include hearings for minor infractions, small claims, settlement conferences, mediation, and arbitration.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge's Bench, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the Judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

(G) Security: The room shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the Room shall be equipped with a foot or knee activated duress alarm.

(H) Approved room layouts: There shall no built-up areas in the room that prevents viewing of entire courtroom by the bailiff.

**(7) Informal Hearing Room Component Descriptions**

**(A) Judge's Bench:**

1 General: The dignity of the court should be reflected in the design of the bench, but at a scaled-down level from a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Platform Elevation: 8 to 12 inches above the floor level of the Room.

3 Handicapped accessibility:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 5 to 7 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.

7 Construction Material: Finished hardwood.

8 Side-Bar: 1 to 1 ½ feet for conferences with attorneys.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall: 6 feet.

11 Working Relationships:

- Should be in close proximity to Witness Stand, where juveniles may sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 4 to 6 inches above the floor level of the Room.

3 Handicapped accessibility:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 5 to 8 by 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

2 Platform Elevation: 4 to 6 inches above the floor level.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

**(D) Bailiff's Station:**

1 General: The Bailiffs station is a freestanding workstation positioned to allow the Bailiff to view the entire courtroom. The Bailiffs Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface positioned on a small platform, which elevates the Bailiff above the floor level of the Room.

2 Platform Elevation: 6 to 8 inches above the floor level of the Room.

3 Handicapped accessibility: not applicable.

4 Work Surfaces: 2'-8" to 3"-6" feet by 1"-8" to 2'-0" with non-reflective surface.

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished hardwood.

8 Armor: None.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Bailiff Station should have a clear view of the entire courtroom.
- Should be positioned at least six-feet (6'-0") from the nearest obstacle.
- Should provide cover for the Bailiff in the event of weapons fire.
- Pedestal should be of sufficient size to safely hold station and a fixed elevated chair.

**(H) Conference Tables:**

1 General: The Conference Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Conference Tables: Two (2), which can be combined to create one large work-surface.

3 Work Surface (per table): Width 8'-0" to 10"-0" feet by Depth of 4'-0".

4 Height: 29 to 30 inches (from floor to working surface).

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system or a portable recording system.
- A minimum of twelve (12) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

(I) Audio/Visual System(s): See Chapter 8. (Paragraph 8-7)

(J) Automated Data Processing (ADP) System(s):

1 General: Every participant of the court proceedings must have ADP access. Consideration for technology advances must be considered when designing ADP access. Conduits and/or raceways of sufficient size and convenience shall be used to ease the inevitable upgrade or replacement of the originally designed system. The conduits and raceways shall be sized 150-percent of their current required size and shall terminate in the Audio/Visual Room.

2 General: The courtroom's ADP system supports both voice and data. The location of its outlets and controls are as follows:

- Divider Rail between Litigation and Spectator Areas behind the Attorney Tables.
- Any open wall of the Room.
- Judge's Bench
- Clerk's Station (two outlets)
- Court Reporter's Station
- Bailiff's Station
- A/V Room (also location of Multiplexer/Control)

(8) Shared Areas: The following areas are not included in the criteria for Non-Jury Trial Courtrooms. Non-Jury Courtrooms share these areas with an adjacent Jury Trial Courtroom. The authorizations, descriptions, and characteristics of these areas are contained in the Jury Courtroom section of this publication.

- Security Check
- Public Waiting Area
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Area
- Secure Holding
- Audio/Visual Room
- Storage Room

**D. Grand Jury Areas:**

**(1) Components of Grand Jury Area**

- Grand Jury Room
- Jury Lounge
- Jury Restroom(s)
- Witness Waiting Room
- Attorney/Client Area
- Reception Area
- Vestibule/Security Check
- Evidence Storage
- Audio/Visual Equipment Area

**(2) Components of Grand Jury Room:**

- Juror's Area/Box
- Court Reporter's Station
- Witness Stand
- Lectern
- Prosecutor and Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

**(3) Grand Jury Room Characteristics:** Grand Jury activities primarily include determinations for prosecutions and investigations. No Judge is present during Grand Jury activities. This room is usually used by Judicial Staff and Officers to conduct conferences, training, and informal hearings when not in use by a Grand Jury.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Jurors, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Jurors' entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Desratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The walls behind the Jurors Area/Box should be sound absorbing.
- Other wall surfaces should be moderately sound reflective.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).

- Normal conversation should be audible to all present in the room.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room
- Limit reverberation
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the Room shall be handicapped accessible.

(G) Security: The room may be equipped with video and audio monitors for the external security personnel monitoring and two way communication, via the public address system and phone sets and intercom system at the Jury Forman's station, with the Security Control Room/Area. Three (additional) juror stations within the room shall be equipped with a foot or knee activated duress alarm.

(H) Working Relationships within Grand Jury Area (Suite): The following diagram indicates working relationships.

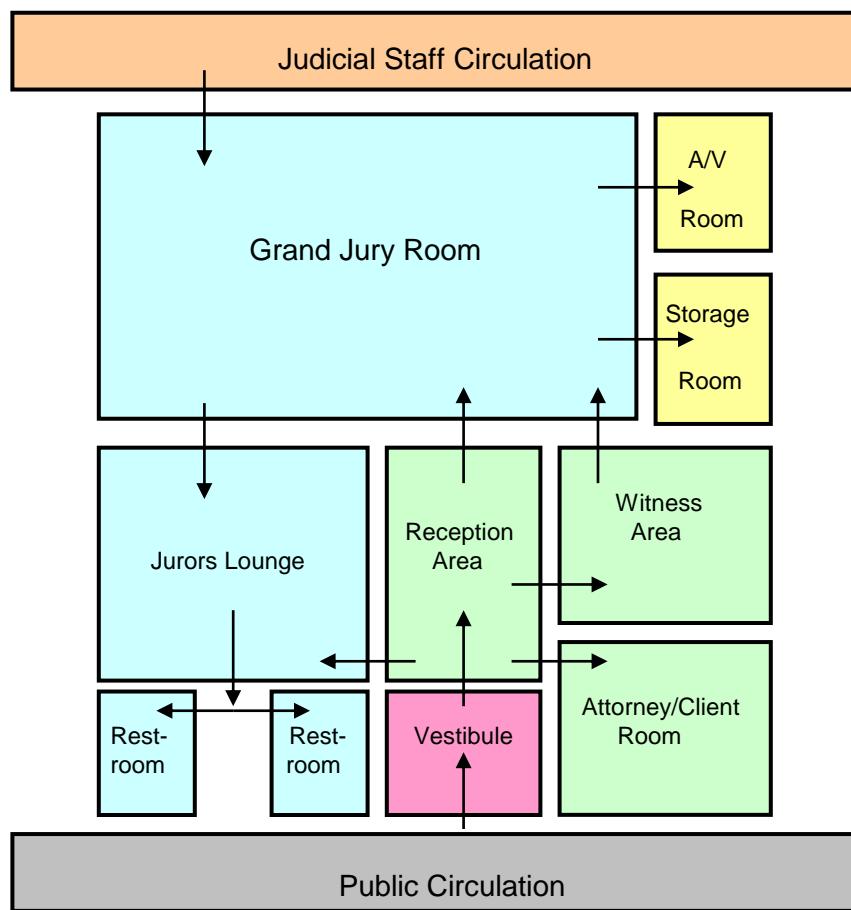


Figure 4-3 Grand Jury Functional Area Relationships

(H) Approved Room Layouts: The room may contain a formal Jury Box with work surfaces for Jurors, may contain a "U" shaped Conference table, or may be a simple arrangement of standard (rectangle) conference tables. This shall be accessed via Public Circulation.

**(4) Grand Jury Room Component Descriptions**

**(A) Jurors' Area:**

1 General: Typically, the Grand Jury Area consists of a table or a group of tables in a conference room setting, ("U" arrangement) for Grand Jurors. In rare instance, a formal Jury Area may be desired, otherwise the area shall be configured for conference tables. If a Grand Jury Box is constructed, the dignity of the Grand Jury should be reflected in the design of the box. The Juror's Box should be impressive and functional with work surfaces at least partially shielded from non-juror view. The box, which usually a "U" shaped arrangement of tables, or custom built table, should permit 14 Jurors to see and hear all persons in the room. If a "Juror's Box" is used, it may have two elevated tiers. The Box's workstations shall have a work surface for each Juror.

2 Platform Elevations (Jury Box):

- First Tier: 6 to 8 inches above the floor elevation of the room.
- Second Tier: 12 to 14 inches above the floor level of the Room.

3 Handicapped accessibility: construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 5 feet by 1'-8" to 2'-0" to 2½ feet with non-reflective surface for each Juror. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4-inches

6 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A high-backed, castered chairs of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses for Jury Forman.
- The ability to electronically "Seal" the Grand Jury Room and control the locks on individual doors

7 Construction Material: Finished hardwood.

8 Armor: For Jury Box only. Optional (at the discretion of the AOC General Manager of Facilities) steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. If armor shall be 3/8" AR500 steel.

9 Distance between work surfaces and rear wall: 6 feet.

10 Working Relationships:

- Should have clear view of Witness Stand, where juveniles may sit. Jurors must be able to speak to the witness in a normal tone of voice.
- Should have close access to doorway leading to the Juror Lounge area and Juror Restrooms. The Grand Jury suite is accessed through Public circulation.

(B) Court Reporter's Station:

1 General: If required, the Reporter's Station should match the general appearance of the Juror's Box or Table. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the room and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Jurors' chairs.

7 Construction Material: Finished hardwood.

8 Armor: None

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

**(C) Witness Stand, if required:**

1 General: The Witness Stand should match the general appearance of the Jury Box and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Jurors and the Reporter to clearly hear all witness's (including children and juveniles) conversations and to observe his or her facial expressions. The Jurors should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation: 5 to 7 inches above the floor level of the Room.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor: None

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Jurors should have at least a three-quarter view of the witness.
- Should have clear view of Video Screen.
- Should have handicapped access to Room.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

**(D) Lectern:**

1 General: The Lectern should match the general appearance of the Jurors' Box and the Reporter's Station. It should be movable and should not mar the Room floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable. The use of wireless microphones is encouraged.

2 Work Surfaces: Width 2'-6" to 3"-0" feet by Depth of 1"-8" to 2'-0" with non-reflective surface.

3 Heights:

Work Surface: Adjustable from 30-inches to 40-inches.

Privacy Rail: 4-inches to 6-inches.

4 Provisions:

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Room.

**(H) Prosecutor and Attorney Tables:**

1 General: The Attorney Tables should match the general finish of the Jurors' Box and the Reporter's Station. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Attorney Tables: Two (2).

3 Work Surface: Width 7'-0" to 8"-0" feet by Depth of 4'-0".

4 Height: 29 to 30 inches (from floor to working surface).

5 Provisions:

- Secure hard-wired or (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from wall or other barrier.

(I) Audio/Visual System(s): See Chapter 8., if necessary.

(J) Automated Data Processing (ADP) System(s): See Chapter 8.

**(5) Jury Lounge Area**

(A) General: This area should provide a private comfortable area for jurors to relax and take breaks from their duties. It should be equipped with a wet counter, a small refrigerator, and provisions for snacks. The authorization of this area may be combined with authorized adjacent Jury Lounge Area to make a larger area.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot-candles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(F) Furnishings:

- Two tables capable of comfortably accommodating 4 persons each.
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Microwave Oven
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems: The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Grand Jury Room
- Access to Reception Area
- Access to Jury Restroom(s)

(6) **Jury Restrooms:** The two ADA compliant restrooms (male and female) should be located in the immediate vicinity of the Jury Lounge Area. The restrooms shall be accessed from circulation, not the lounge or deliberation area.

**(7) Witness Waiting Room**

(A) **General:** This area should provide a private area which is immediately adjacent to the Grand Jury Room for witness and victims to wait for their "turn" and to meet with counsel.

(B) **Room Shape:** The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) **Room Height:** 9 to 12 feet

(D) **Lighting:**

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) **Acoustics:**

- The walls in the Witness Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) **Furnishings:**

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) **Coat/Hat/Umbrella Storage:** shall be permanently installed in clear view along the surface of a wall in the area.

(H) **ADA Considerations:** The entry and two sides of the area should provide room for wheelchair navigation.

(I) **Audio/Visual Systems**

- The audio capability for the Grand Jury to summon room occupants to the Grand Jury Room is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.
- A dry-erase board.

(I) **Security Provisions:** The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) **Working Relationships:**

- Access to Reception Area
- Access to Grand Jury Room

**(8) Attorney/Client Area**

(A) General: This area should provide a private area, which is adjacent to the Grand Jury Room for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Reception Area

**(9) Components of the Reception Area**

- Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

**(10) Reception Area Characteristics**

(A) General: This area should provide area and provisions for persons waiting to participate in Grand Jury. This area is between the vestibule/security check and the Grand Jury Room. The area shall have easy access to public facilities (restrooms, vending area and public telephones), and public and Judicial Staff circulation areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 9 to 12 feet.

(D) Lighting:

- Lighting Level: 50 to 70 foot candles, at least 20 foot candles less than the Grand Jury Room. True color lighting is not required.
- Lighting controls should be provided at a point convenient to persons entering the area.

(E) Acoustics:

- The walls in the Reception Area should absorb sound.
- Walls between the Reception Area and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Seating: Couches and Chairs with coffee tables, and end tables.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the area so that all items (coats, hats, and umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems: Capability for the Grand Jury to summon witnesses or other participants from the Reception area is required.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room) monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(K) Working Relationships:**

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Witness/Victim Areas
- Access to Attorney Workroom/Lounge
- Access to Law Enforcement Workroom/Lounge

**(11) Vestibule/Security Check Area Characteristics**

**(A) General:** This area links Public Circulation with the Grand Jury Areas' Reception Area and provides a "sound lock" to limit noise distractions for the proceedings. Additionally, it provides an area outside the courtroom for security screening. This area may be used for access to Witness/Victim areas.

**(B) Room Shape:** The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors with viewing (glass) panels, one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

**(C) Room Height:** 9 to 12 feet

**(D) Lighting:**

- Lighting Level:
  - Vestibule: 40 to 70 foot candles.
  - Security Check Area: 70-100 foot candles, true color lighting.
- Lighting controls should be provided at a point convenient to court security personnel in a secure "box".

**(E) Acoustics:**

- The walls in this area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Flooring should be carpeted to reduce noise distractions.

**(F) Audio/Visual Systems:** provisions must be provided to security check station for two-way conversations with courtroom officials and central security station.

**(G) Security Provisions:** The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. There shall be no furnishings in the area other than a stool(s) at the security check station.

**(H) Working Relationships:** This area shall separate the Grand Jury areas from Public Circulation.

**(12) Evidence Storage Area:** This area provides space for the secure storage of materials and displays used during proceedings. It is accessed directly from the Grand Jury Room. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(13) Audio/Visual Equipment Area: This area, which is accessed directly from the Grand Jury Room, provides space for electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the room is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

**E. Judge's Chambers:**

**(1) Components of Chambers**

- Judge's Office
- Judge's Toilet
- Conference/Hearing Room
- Law Clerk's Office
- Court Administrator's Office/Area
- Court Reporter's Office/Area
- Court Secretary's Office/Area
- Court Social Worker's Office/Area
- Files Area
- Court Bailiff's Area
- Reception/Waiting Area
- Storage Area
- Drink/Snack Area
- Copy/Mail/FAX Area
- Judicial Staff Break Area
- Judicial Area Reception/Waiting Area

**(2) Chamber(s) Characteristics:** Judge's chambers consist of a group of private offices and support areas. The chambers should be isolated from general public access, quiet and comfortable. The dignity of the court and the importance of the Judge's actions should be conveyed (without high levels of opulence). Chamber activities includes day to day non-court room work of performing legal research, drafting opinions, and meeting with attorneys and their clients. The Judicial staff supports the administration and reporting of Judicial Activities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level:
  - Overhead Lighting: 70 to 100 foot-candles, true color.
  - Indirect (Lamp, reading light) Lighting: at the discretion of the Judge.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of Secretary.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

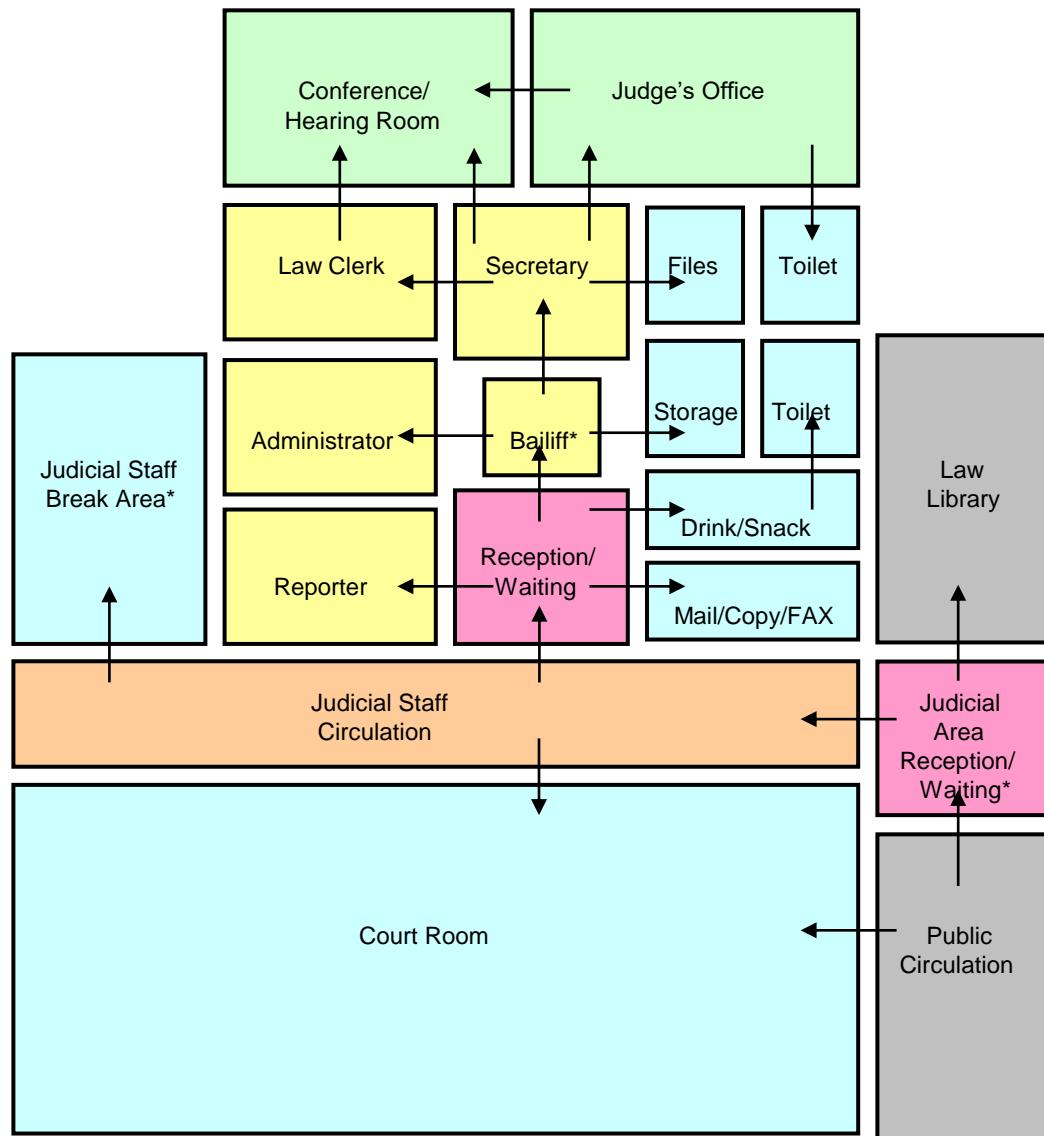
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the room, without exterior interference.

- Electronic monitoring of court proceedings
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area shall be accessible through the Judicial Staff Circulation.

(H) Working Relationships within the Chambers: The following diagram indicates working relationships.



\* Large facilities only, require AOC authorization.

**Figure 4-4.** Judge's Chambers' Functional Area Relationships

(H) Approved Layouts: The chambers shall be situated for privacy and workability. Access to multiple chambers shall be provided via Judicial Staff Circulation. It is not necessary for Chambers to be accessed directly from Public Circulation on each floor of a building. The entrance may be situated on the first floor, for example.

**(3) Chambers Component Descriptions**

**(A) Judge's Office:**

1 General: The Judge's office must allow the judge to perform his or her duties in a private and relaxed manner with no external distractions. It is important to remember that lives are changed by a Judges' rulings and legal opinions, which often take long periods of study to render legal opinions. A Judge's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Sofa
- Side Chairs (4 EA maximum)
- Coffee Table
- End Tables (3 EA maximum)
- Lamps (3 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have close access to doorway leading to the Judicial Staff Circulation.
- Should have close access to Judge's Courtroom.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(B) Judge's Restroom:

1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible from the Judge's Office.

5 Security Provisions: None.

(C) Conference/Hearing Room:

1 General: The conference/hearing room is an extension of the Judge's private office. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and informal hearings in a setting, which is segregated from the Judge's office, where the Judge often has sensitive materials, which do not need to be viewed by any one else.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room (near doorway to Judge's Office) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(D) Law Clerk's Office:

1 General: The Law Clerk's should match the general appearance of the Judge's Office. The Law Clerk, who is an attorney, performs legal research, reviews case files, and prepares draft documents for the Judge.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(E) Court Administrator's Office:**

1 General: If authorized, this office should match the general appearance of the Judge's Office. The Administrator is responsible for the scheduling (docket) and executing administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(F) Court Secretary's Office or Area:**

1 General: This office or area should match the general appearance of the Judge's Office. The Secretary is responsible for executing clerical and administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza

- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have immediate and visual access to Reception Area.

5 Security Provisions:

- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(G) Court Social Worker's Office:

1 General: If authorized, this office should match the general appearance of the Judge's Office. The Administrator is responsible for the scheduling (docket) and executing administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack

- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(H) File Area:**

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Judge's Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

- Lateral File Cabinets
- Small Work Table, if necessary.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area):

Should have to doorway leading to the Secretary's Area

5 Security Provisions: The room shall be lockable.

**(I) Storage Area:**

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

**(J) Reception/Waiting Area:**

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges.

2 Cabinetry and Furnishings:

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary Area.
- Should be access via staff circulation.

5 Security Provisions: Lockable entryway.

**(K) Coffee Station:**

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges. The Coffee Station should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

**(L) Judicial Staff Break Area:**

1 General: If authorized, this area should provide a private comfortable area for Judicial Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Judge's Chambers.

5 Security Provisions: Lockable entry.

**(L) Judicial Staff Restrooms:**

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical for single toilet restroom.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

**F. Appellate Judges' Suite:**

**(1) Components of Appellate Judges' Suite**

- Judges' Offices
- Judges' Toilets
- Conference/Hearing Room
- Law Clerk's Office
- Library
- Court Secretary's Office/Area
- Files Area
- Reception/Waiting Area
- Staff Restrooms
- Storage Area
- Coffee Station

**(2) Appellate Judges' Suite Characteristics:** The Appellate Judge's chambers consist of a group of three private offices (one for a resident or senior Judge, and two for visiting Appellate Panel Judges) and support areas. The chambers should be isolated from general public access, quiet and comfortable. The dignity of the court in the importance of the Judge's actions should be conveyed (without high levels of opulence). Chamber activities include day to day non-court room work of performing legal research, drafting opinions, and meeting with attorneys and their clients. Additionally, the suite must support a three-Appellate Judge Panel, which hears appeal cases. The Judicial staff supports the administration and reporting of Judicial Activities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level:  
Overhead Lighting: 70 to 100 footcandles, true color.  
Indirect (Lamp, reading light) Lighting: at the discretion of the Judge.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

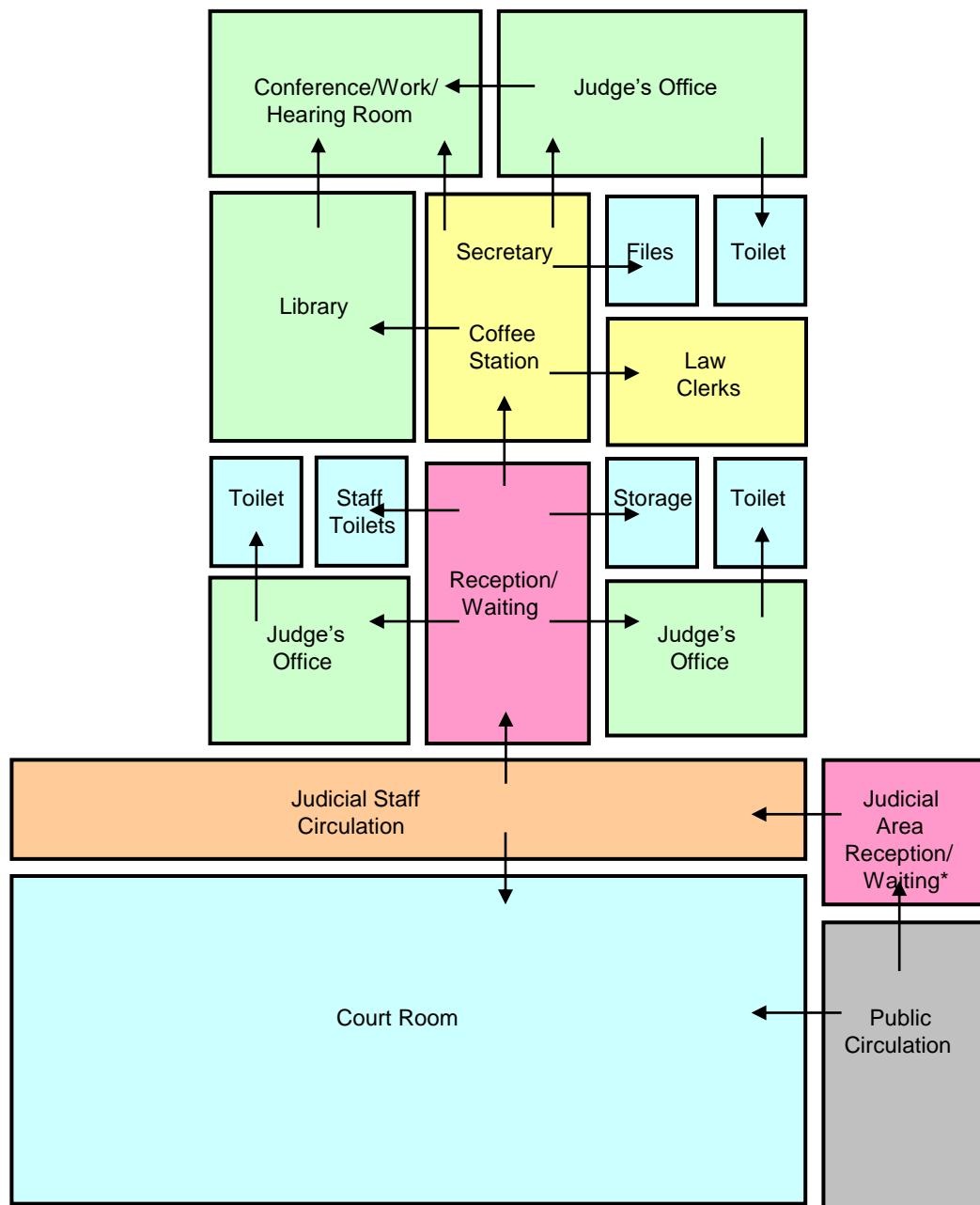
(E) Acoustics:

- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the room, without exterior interference.
- Electronic monitoring of court proceedings
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the Rooms shall be handicapped accessible.

(G) Security: The area shall be accessed through the Judicial Staff Circulation.

(H) Working Relationships within the Chambers: The following diagram indicates working relationships.



**Diagram 4-5.** Appellate Judges' Suite (if AOC Authorized) Functional Area Relationships

(H) Approved Layouts: The suite shall be situated for privacy and workability. Access to Appellate Judges' Suite and multiple Judge's chambers shall be provided via Judicial Staff Circulation. It is not necessary for Suite and Chambers to be accessed directly from Public Circulation on each floor of a building. The entrance may be situated on the first floor, for example.

**(3) Appellate Judges' Suite Component Descriptions**

**(A) Appellate Judges' Offices:**

1 General: Judges' offices must allow each judge to perform his or her duties in a private and relaxed manner with no external distractions. The larger office shall be considered as a full-time occupied area, along with the Secretarial and one clerk's area. The other two Judge's offices may be situated slightly detached from full-time staff, if required by design layout. These two offices are for "visiting" members of a three-Judge Appellate Panel. It is important to remember that lives are changed by Judges' rulings and legal opinions, which often take long periods of study to render legal opinions. Each Judge's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Sofa
- Side Chairs (4 EA maximum)
- Coffee Table
- End Tables (3 EA maximum)
- Lamps (3 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have close access to doorway leading to the Judicial Staff Circulation.
- Should have close access to Courtroom with provisions for Appellate (3-Judge) Panel.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(B) Judge's Restroom:

1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed from the Judge's Office.

5 Security Provisions: None.

(C) Conference/Hearing Room:

1 General: The conference/hearing/work room is an extension of the largest (Judge's) private office. This room allows for work area, conferences, and informal hearings in a setting which is segregated from the Judges' office, where the Judges often has sensitive materials which do not need to be viewed by any one else.

2 Handicapped accessibility: All Staff areas shall be ADA compliant.

3 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

4 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

5 Working Relationships:

- Should have to doorway leading to the largest Judge's Office.
- Should have close access to Reception Area.

6 Security Provisions:

- The room (near doorway to Judge's Office) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(D) Law Clerks' Area:**

1 General: Each Appellate Judge has at least one Law Clerk. The Law Clerks' area/office(s) should match the general appearance of the Judges' Offices. The Law Clerks, who are attorneys, performs legal research, reviews case files, and prepares draft documents for the Judges.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary, and/or
- Modular Work Stations
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall, minimum for four work stations)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall, 2ea for four workstations).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber and/or Secretary or Reception Area, and/or library.
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(E) Library:**

1 General: Appeals Court Judges must have access to a small, private Law Library. This Library should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings:

- Book Shelving,
- Computer Table,
- Task Chair (for Computer Table),
- Work Table,
- Chairs (for work table) (6 EA maximum)
- Lamps (2 EA maximum),
- Coat Rack,
- Clock,
- Waste Containers (2 EA), and
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling (one for Computer Table, one close to work table),
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Secretary's Area,
- May have doorway to Conference Room, and
- May have doorway to Clerks' area.

5 Security Provisions:

- The room shall be lockable.

**(F) Court Secretary's Office or Area:**

1 General: This office or area should match the general appearance of the Judges' offices. The Secretary is responsible for executing clerical and administrative functions for the Court.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack

- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the (largest) Judge's Office,
- Should have immediate and visual access to Reception Area.

5 Security Provisions:

- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(G) File Area:**

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Judge's Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

- Lateral File Cabinets
- Small Work Table, if necessary.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area):

- Should have to doorway leading to the Secretary's Area

5 Security Provisions:

The room shall be lockable.

**(H) Reception/Waiting Area:**

1 General: This office or area should match the general appearance of the Judge's Office and shall provide area and provisions for persons waiting to participate in an informal hearing or to meet with a Judge or Judges.

2 Cabinetry and Furnishings:

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary Area.
- Should be access via staff circulation.

5 Security Provisions: Lockable entryway.

(I) Judicial Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical for single toilet restroom.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

(J) Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

(K) Coffee Station:

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges. The Coffee Station should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

**G. Conference and Resource Area:**

**(1) Components of Law Library**

- Resource Area,
- Conference/Work Area,
- Staff Area,
- Copy Area,
- ADP Area, and
- Storage Area.

**(2) Conference and Resource Area Characteristics:** This area may range from a small Rural Courthouse area with limited provisions to a large Urban/Metropolitan Courthouse, which has a full-time staff, copy area, and ADP area. In addition to the Judicial Staff, the courthouse's (legal) library must serve the local community (public and legal professionals). The area should provide an aesthetically pleasing, quiet and functional environment for legal research, conferences, informal hearings, etc.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet, minimum.

(C) Lighting:

- Lighting Level:
- Overhead Lighting: 70 to 100 foot-candles (or 40 to 70 if lamps are used in work area).
- Lamp or Reading Light Lighting as required.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Noise from normal conversation should be minimized with, if possible, sound absorbing materials,
- Electronic monitoring of court proceedings, if necessary,
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the library shall be handicapped accessible.

(G) Security: The area shall be accessible through Public Circulation.

**(3) Component Descriptions**

**(A) Resource Area:**

1 General: This area is for the actual storage of legal books. It may be configured as rows of free standing shelves, and/or be wall mounted shelving. The shelving shall be sized to house legal books and publications and shall be of sufficient strength to support the books with no sagging. The Shelving may be hardwood or steel-reinforced hardwood. Shelving should be adjustable.

2 Cabinetry and Furnishings: Library Book (and publication, if necessary) Shelving.  
NOTE: Consult with Judge for specific furnishings and layout requirements.

3 Provisions: Adequate number of A/C power receptacles.

4 Working Relationships: Should immediate and open access to Library Work Area.

5 Security Provisions: Room must be lockable.

**(B) Conference/Work Area:**

1 General: The Conference/Work Area is immediately adjacent to the resource storage area(s). This area allows room for work table/chairs for legal research.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Work Tables,
- Chairs (4 ea. Per work table)
- Lamps, if necessary,
- Clock,
- Waste Container,
- Area for Wall Hangings (4 ea. maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway to Public Circulation, preferably near the entrance to Judicial Staff Circulation.

5 Security Provisions: Room must be lockable.

**(C) Copy Area:**

1 General: If authorized, a copier (and printer) area may be included in the Law Library. This area is adjacent to the ADP area.

2 Cabinetry and Furnishings: Work Table.

3 Provisions:

- Adequate number of ports for ADP equipment (including copier and printer) cabling (minimum 1 ea. per wall, minimum for four work stations)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea duplex outlets).

4 Working Relationships: Should have immediate and open access to Library Work Area.

5 Security Provisions: None

**(D) ADP Area:**

1 General: The Automated Data Processing (ADP) Area is used by both the public and the Judicial Staff to electronically access information which is not contained in the Law Library's collection of books and publications. The number of ADP stations shall be determined by the AOC General Manager of Facilities.

2 Cabinetry and Furnishings:

- Computer Table, sufficiently large for a minimum of two (2) computers with monitor, keypad, mouse, small printer, and a general work surface,
- Task Chair (for Computer Table),
- Waste Containers (1 EA).

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per work station)
- Raceway or conduit for telecommunication/ADP cabling (one for each Computer Table), and
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships: Should have immediate and open access to Library Work Area.

5 Security Provisions: None

**(E) Storage Area:**

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

**H. Circuit Court Clerk Areas:**

**(1) Components of Circuit Court Clerk Areas**

- Circuit Court Clerk's Office
- Circuit Court Clerk's Toilet
- District Court Clerk's Office
- Supervisor Areas
- Clerk Staff Workstation Area(s)
- Permanent Counter Workstations
- Public Queuing and Waiting
- Cashier's Station
- Drive Through Cashier's Station
- Records Review Area
- Active and Inactive Records Storage Areas
- Archived Records Storage Area
- Evidence Storage
- Copy/FAX/Mail Area
- Conference/Hearing Room
- Staff Lounge Area
- Staff Restrooms
- Office Storage Area
- Multipurpose Work/Meeting Room(s)

**(2) Circuit Court Clerk Areas Characteristics:** This area consists of a group of public areas, public services areas, private offices, and support areas. The Circuit Court Clerk's Areas should be easily accessed by the public at a point as near to the main entrance as practically possible. Activities which occur within the Clerk's area includes, but is not limited to: paying of fines, filing of judicial documents, storage of judicial (trial records) documents, drivers license testing and issuance, and general support of the courts. The dignity of the court in the importance of the Clerk's actions should be conveyed (without high levels of opulence) by the design and construction of this "high-traffic" area.

**(A) Room Shapes:** The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Care shall be taken to insure clear views within open areas, particularly from Clerk Staff Workstation Area to the Public Queuing and Waiting area.

**(B) Room Heights:** 9 to 12 feet

**(C) Lighting:**

- Lighting Level: Overhead Lighting in all areas: 70 to 100 foot-candles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door, within staff (non-public) areas.

**(D) Environment:**

- Control of temperature from the vicinity of Circuit Court Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

**(E) Acoustics:**

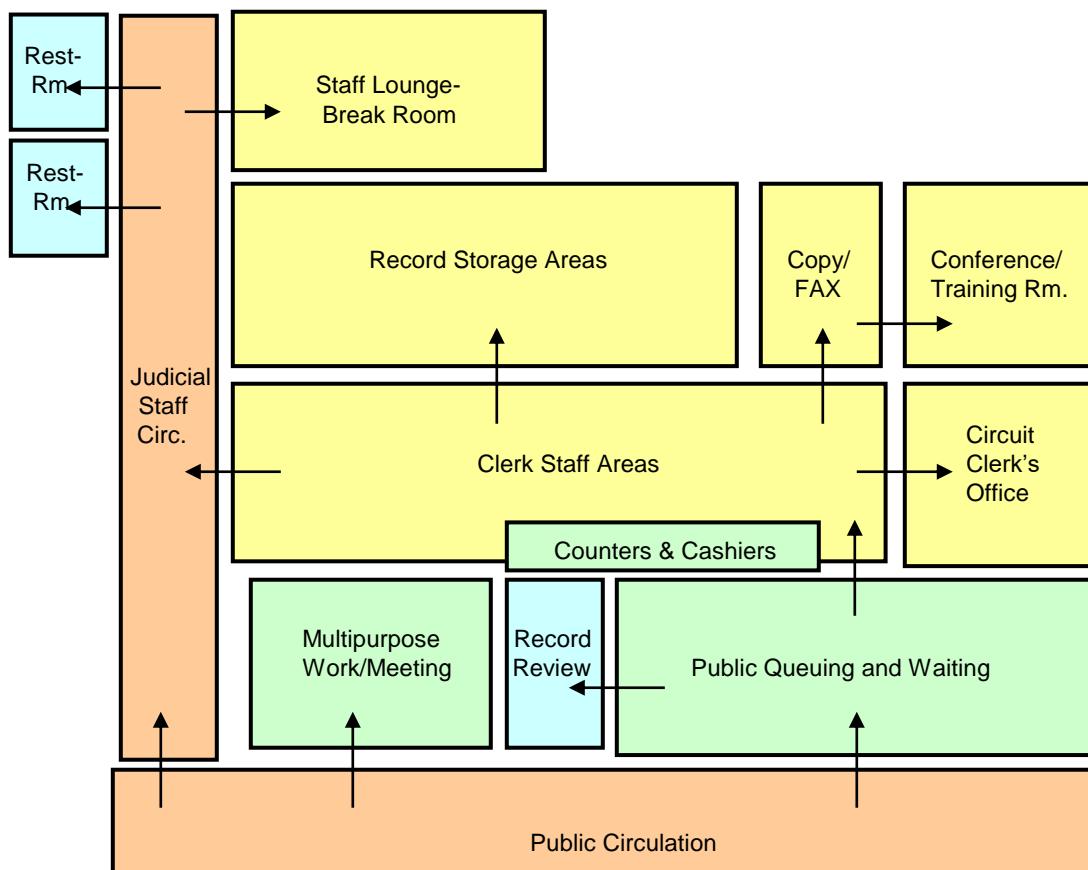
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Noise from normal conversation should be minimized with, if possible, sound absorbing materials, and
- Minimize noise from outside the room.

**(F) ADA Consideration:** All areas shall be handicapped accessible.

**(G) Security:**

- Public Queuing and Waiting, Multipurpose Work/Meeting Room(s): Lockable entrance from Public Circulation.
- All other Clerk Areas: Accessed through the Judicial Staff Circulation and/or directly via an electronically locked entrance.

**(H) Working Relationships within the Circuit Court Clerk's Areas:** The following diagram indicates working relationships.



**Figure 4-6.** Circuit Court Clerk Functional Area Relationships

**(3) Circuit Court Clerk Areas Descriptions**

**(A) Circuit Court Clerk's Office:**

1 General: The Circuit Court Clerk's Office must allow the Clerk to perform his or her duties in a private and relaxed manner with minimal external distractions. A Clerk's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

**2 Cabinetry and Furnishings:**

NOTE: Consult with Clerk for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

**3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)**

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System, if not integrated into telephone system (Check with AOC).

**4 Working Relationships:**

- Should have close access leading to the Clerk Staff Work Areas.
- Should have access to Staff Circulation, which leads to Courtrooms.

**5 Security Provisions:**

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

**(B) Clerk's Restroom:**

1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible from the Clerk's Office.

5 Security Provisions: None.

**(C) District Court Clerk's Office:**

1 General: In larger court facilities, a District Court Clerk, who works under the supervision of the Circuit Court Clerk, may be authorized. The District Court Clerk's Office must allow the Clerk to perform his or her duties in a private and relaxed manner with minimal external distractions.

2 Cabinetry and Furnishings:

NOTE: Consult with Clerk for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System, if not integrated into telephone system (Check with AOC)..

4 Working Relationships:

- Should have close access leading to the Clerk Staff Work Areas.
- Should have access to Staff Circulation, which leads to Courtrooms.

**5 Security Provisions:**

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

**(D) Supervisor (and Professional Staff) Areas:**

**1 General:** Clerk’s office may have one or more supervisors and a bookkeeper/accountant who are authorized the following. These individuals supervise or manage people and/or functions and require private space for personnel or money-handling matters.

**2 Cabinetry and Furnishings:**

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

**3 Provisions:**

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System, if not integrated into telephone system (Check with AOC)..

**4 Working Relationships:**

- Should have close access leading to the Clerk Staff Work Areas.
- Should have access to Staff Circulation, which leads to Courtrooms.

**5 Security Provisions:**

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

**(E) Clerk’s Staff Workstation Areas:**

**1 General:** Clerk’s Staff Workstations generally consist of Modular Workstations, which are situated in open bay area(s). These Open Bay Areas must usually be situated adjacent to the Permanent Counter Workstations in functional groupings under individual Supervisors.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Modular Workstation
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza
  - Doored Shelves
  - Mobile Pedestal
  - Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.

4 Working Relationships:

- Should have immediate access to File Storage Area, Permanent Counter Workstations, and Copy/FAX/Mail Area.
- Should have access Secure Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(F) Permanent Counter Workstations:

1 General: Permanent Counter Workstations generally consists of Service Counters and Built-in workstations for use by Clerk's Staff to execute "Sustain" duties and responsibilities. These workstations are situated between the Clerk Staff Workstation Area and the Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
  - Public Service Counter
  - Work Surfaces
  - Personal Computer
  - Printer
  - Form and Paper Storage
- Task Chair
- Waste Container

3 Work Surfaces:

- Width (per station): 4 feet minimum.
- Depth, main surface: 2 feet minimum to 2½ feet maximum.

4 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

5 Working Relationships:

- Should have immediate access to Clerk Staff Work Area and access to the File Storage Area and Copy/FAX/Mail Area.
- Should have access to Judicial Staff Circulation.

6 Security Provisions:

- The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extends upward from the service counter. The openings may be equipped with a sliding glass "door", which is lockable from the clerk side of the counter or a pass-through slot (vertical or horizontal). If a door is provided, the lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public. If a voice transmission provision is provided, it should be positioned in a practical manner so as not to force persons to extend to use it. Special attention shall be given to configuration of workstation, glazing, doors, etc. so as not to obstruct view of or otherwise impede the work of clerk personnel.
- The Stations shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry (if deemed necessary by the AOC General Manager of Facilities): Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

(G) Public Queuing and Waiting:

1 General: Public Queuing and Waiting generally consists of an open area, which separates the Permanent Counter Workstations from Public Circulation. This area should provide an efficient and comfortable environment for the public as they queue for service at the Permanent Counter Workstation. Because this area is often the only area the public visits within the Courthouse, the area must be aesthetically pleasing and should impress the importance of its function(s).

2 Cabinetry and Furnishings: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Counter (for the completion of necessary forms and applications),
- Bench Seating,
- Public Notice display(s),
- Theater Roping, and
- Waste Container

3 Provisions:

- Ports for ADP equipment cabling (future electronic displays)
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Permanent Counter Workstations, Records Review Area and Public Circulation.
- Should have secured access to Clerk Staff Work area.

5 Security Provisions: Shall be observable from the Clerk Staff Work Area.

(H) Cashier:

1 General: The Cashier Station(s) is where fines and fees are paid to the Circuit Court Clerk. This station generally consists of Secure, Bank-Style Service Counter(s) and Built-in workstations for use by Clerk's Staff to execute "Cashier" duties and responsibilities. These workstations are situated between the Clerk Staff Workstation Area and the Public Queueing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
  - Public Service Counter
  - Work Surfaces
- Task Chair
- Waste Container

3 Provisions:

- Provisions and area for Cash Register.
- Securable Drawers.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access to Judicial Staff Circulation.

**5 Security Provisions:**

- The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extends upward from the service counter. The openings may be equipped with a sliding glass "door", which is lockable from the clerk side of the counter or a pass-through slot (vertical or horizontal). If a door is provided, the lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public. If a voice transmission provision is provided, it should be positioned in a practical manner so as not to force persons to extend to use it. Special attention shall be given to configuration of workstation, glazing, doors, etc. so as not to obstruct view of or otherwise impede the work of clerk personnel.
- The Stations shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Cashier Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry (if deemed necessary by the AOC General Manager of Facilities): Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8" AR500 steel, or approved equal.

**(I) Drive-Through Cashier Station:**

**1 General:** If authorized, the Drive-Through Cashier Station(s) is where fines and fees are paid to the Circuit Court Clerk and (limited) Sustain duties are executed. This station generally consists of a pre-fabricated, Secure, Bank-Style Drive-Through Station and Built-in workstations for use by Clerk's Staff to execute "Cashier" and "Sustain" duties and responsibilities. These workstations are situated as part of or an extension of the Clerk Staff Workstation Area.

**2 Cabinetry and Furnishings:**

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Pre-fabricated, secure, bank-style drive-through station with a "pass-through" drawer large enough to accommodate a legal-size file.
  - Work Surfaces
  - Task Chair
  - Waste Container

**3 Provisions:**

- Provisions and area for Cash Register.
- Securable Drawers.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions:

- The Stations shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- Drive-Through Cashier Workstations shall be equipped with Ballistic-Resistant Glass (polycarbonate).

(J) Driver's License Station(s):

1 General: Driver's License Station(s) consists of two separate areas; public area and staff area. The public area is an open area measuring at least five-feet (5'-0") from the Driver's License Service Counter and the wall or other barrier. A built-in workstations for use by Clerk's Staff to execute “Driver's License” duties and responsibilities shall be provided. These workstations are situated adjacent to the Clerk Staff Workstation Area and accessed through Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
  - Public Service Counter
  - Work Surfaces (adequately sized for a Camera, Personal Computer, Keyboard, mouse, and, if deemed necessary, up to two (2) computer terminals consisting of a display screen and a keyboard).
- Printer Stand(s), which houses a side-feed large printer on the top level and a bottom feed printer on the lower level,
- Task Chair (for each station),
- File Cabinets, and
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling (3 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions:

- The Stations shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.

**(K) Records Review Area(s):**

1 General: A Records Review Area consists of two separate areas; public area and a service Counter. The public area is an open area with a worktable(s) and a small Computer Work Station(s). Both the worktable(s) and workstation(s) are for public review of court document in an environment, which can be electronically secured (locked). Upon completion of review of court documents and the return of these court documents to Clerk's Staff, the individual is allowed to egress the room.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table
- Computer Work Station
- Task Chairs
- Service Counter, with lockable window.

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have immediate, but electronically lockable, access to Public Queuing and Waiting Area,
- May have access Judicial Staff Circulation.

5 Security Provisions:

- The Service Counter, on Clerk Work Area Side, shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Electronic Locking mechanism with indicator ("LOCKED") both inside and outside the area, which is controlled from within the Clerk's area.
- Service Counter may be equipped with Ballistic-Resistant Glass (polycarbonate) and Steel Armor if approved by the AOC General Manager of Facilities.

**(L) Active and Inactive Records Storage Area/Room:**

1 General: The Active and Inactive Records Storage Area or Room is where Court Records are stored for access by Circuit Clerk Staff on a daily basis. These records must be immediately retrievable for Judicial proceedings and research. Generally, these areas are combined and a movable file storage system is utilized. In smaller courthouse, standard file shelving may be used.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Movable File Storage System (on tracks or rails) or
- File Storage Shelving,

- Work Table (3' by 8' minimum)
- File Cabinets, as necessary
- Task Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.
- Sensors for intrusion, heat, flame, and smoke.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(M) Archived Records Storage Area/Room:

1 General: The Archived Records Storage Area/Room is where old (in accordance with AOC procedure) Court Records are temporarily stored in boxes prior to shipment to the Commonwealth of Kentucky Library and Archives for permanent storage.

2 Cabinetry and Furnishings: Storage Shelving capable of holding Boxed Legal Files.  
NOTE: Consult with Clerk for specific furnishings and layout requirements.

3 Provisions:

- Adequate number of A/C power receptacles.
- Sensors for intrusion, heat, flame, and smoke.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(N) Evidence Storage Room:

1 General: The Evidence Storage Room is where items (evidence) is stored for and during trials. This room is a securable, fire resistant room with steel shelves.

2 Cabinetry and Furnishings: Storage Shelving of varying depths and shelf-heights.

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

3 Provisions:

- Explosive Environment Light Fixtures and A/C power receptacles.
- Grounding for all shelving.
- Active, explosion-proof ventilation to exterior (outside of building) environment.
- Explosion resistant, steel door.
- Sensors for intrusion, heat, flame, smoke, and lower explosive (atmosphere) limit (LEL).
- Negative pressure in relation to adjacent areas, exhausted (low velocity) to building exterior.

4 Working Relationships:

- Should have access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(O) Copy/FAX/Mail Area(s):

1 General: The Copy/FAX/Mail area(s) within the Circuit Court Clerk's Area should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table
- Mail Bins

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Clerk Staff Work Area.

5 Security Provisions: None

(P) Conference/Training Room:

1 General: The conference/training room is an extension of the Clerk's private office and or the Clerk's Staff Work Area. This room allows for work area, conferences, and training in a setting, which is segregated from the day-to-day operations of the Circuit Court Clerk.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea. minimum)
- Dry Erase Board

- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Wall Hangings (4 ea. maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- May have to doorway leading to the Clerk's Office.
- Shall have doorway leading to Clerk Staff Work Area.

5 Security Provisions: Lockable Entry.

(Q) Staff Lounge (Break) Area:

1 General: If authorized, this area should provide a private comfortable area for Clerk's Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of the Clerk's Area.

5 Security Provisions: Lockable entry.

(R) Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Lounge (Break) Area.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

(S) Office Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships: Accessible from Clerk Staff Work Area.

5 Security Provisions: The room shall be lockable.

(T) Multi-Purpose Work/Meeting Room:

1 General: The Multi-Purpose Work/Meeting Room is for use by the Court of Justice (for hearings, Grand Juries, etc) the public, and by (other) government agencies on an event-by-event basis. This room may, as a minimum, be used by the Kentucky State Police, for Driver's License Written Exams.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Individual Small Classroom Style Conference Tables
- Chairs (12 ea. minimum)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (2 ea. maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 2 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships: Shall be access either through Public Circulation or through Clerk Area Public Queuing and Waiting.

5 Security Provisions: Lockable Entry.

**I. Prisoner Handling Facilities:**

(1) Components of Prisoner Handling Facilities which are "Secure" Areas within a Judicial Facility

- Vehicular Sallyport
- Group Holding Cells
- Individual Holding Cells
- Security Vestibule
- Staging and Preparation Areas
- Interview Rooms
- Enforcement Personnel Areas
- Enforcement Personnel Storage
- Guard Restrooms and Showers

(2) Prisoner Handling Facilities Characteristics:

These areas are for temporary secure holding of prisoners awaiting judicial proceedings or are awaiting transport to a detention facility and are not intended to be used as "prison" areas. These facilities are for the accommodation of prisoners and detainees, who must undertake Judicial actions, such as arraignments and trials. These facilities are segregated from all other functional areas within a court facility and link with Secure Circulation to obtain access to Courtrooms. The general flow of traffic for these facilities is from the Sallyport, to the Security Vestibule, to the Holding Cells, to the Staging and Preparation Area, to the Secure Circulation, to the Courtroom holding area, and then reverse order back to Sallyport. These facilities shall be constructed in accordance with AOC Guidance..

(A) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more "individual holding cells".

(B) Room Height: 8 to 12 feet

(C) Lighting: See Paragraph 7-5 for special requirements.

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(D) Acoustics:

- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(E) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department are authorized.

(F) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(G) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(H) Provisions

- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships: Access to Secure Circulation.

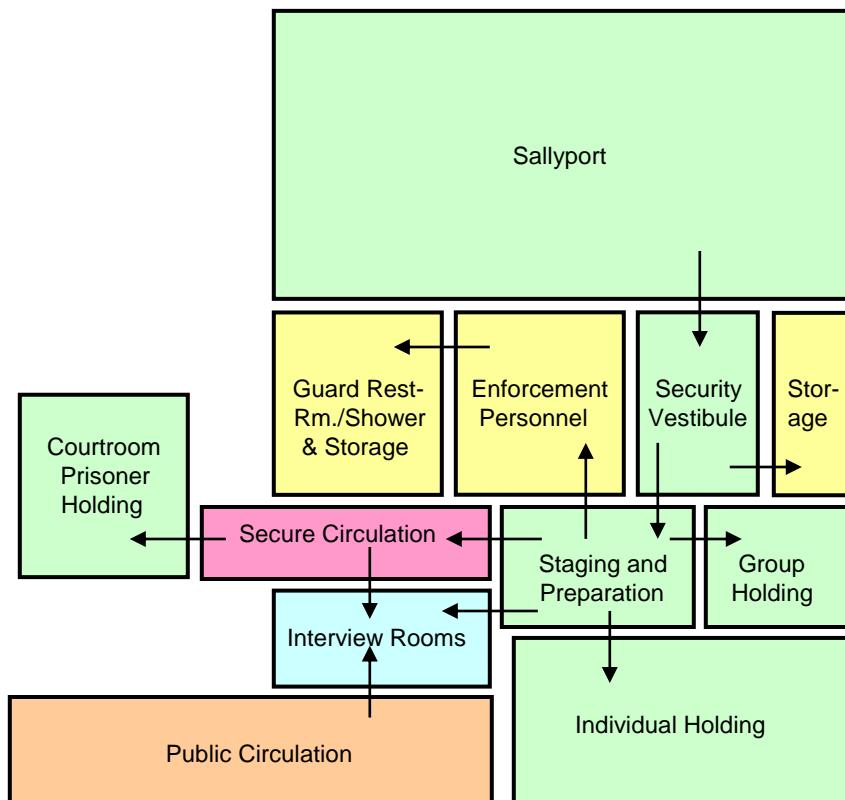


Figure 4-7. Prisoner Handling Area Functional Area Relationships

**(3) Prisoner Handling Facilities Descriptions**

**(A) Vehicular Sallyport:**

1 General: There are two types of Sallyports, enclosed and open. The enclosed Sallyport is accessed by prisoner transport vehicles through an electrically operated vehicular (commercial garage-type) door(s). The area is then secured (door is closed) prior to movement of prisoners to the Security Vestibule for in-processing. An open Sallyport may be acceptable for Rural Court Facilities. Open Sallyports may be constructed with a privacy fence and an overhead cover. As with the enclosed Sallyport, the area is secured prior to prisoner movement to the Security Vestibule.

2 Cabinetry and Furnishings: None

3 Provisions:

- Audio and Video Monitoring of the Sallyport and the entrance to the Sallyport from by Security and Enforcement (prisoner handling) personnel.
- Shall have audio communications with enforcement and security personnel at doorway to Security Vestibule and externally at Sallyport entrance.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.
- Electronically operated (opened) Garage-type door.
- Intercom System.

4 Working Relationships: Should have doorway leading to the Security Vestibule.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security and enforcement personnel.
- Communications with Security Personnel.

**(B) Group Holding Cells:** A minimum of one (1) Group Holding Cell shall be provided for Court Facilities. A group holding cell is defines as a secure holding area, which can accommodate a minimum of six (6) individuals in a sitting position. As part of the group holding cell, sanitary facilities, including a toilet and hand sink, shall be provided. Holding cell walls shall be constructed with concrete block, concrete or steel with non-porous surfaces on floor, ceilings, and walls for sanitary purposes. The sanitary, seating and lighting fixtures are fixed penal institution type. The doors are heavy gauge steel with minimal tempered wire-glass viewing windows. Door swing hardware is external to the cell. Locking hardware shall include a deadbolt lock and as well as an institutional non-locking knob and latch. No electrical, telecommunications, or data receptacles are allowed. If required by the AOC, monitoring equipment may be provided. See Table 5-2. See Paragraph 7-5C for Finishes.

(C) Individual Holding Cells: A minimum of two (2) Individual Holding Cells shall be provided for Court Facilities. A group holding cell is defines as a secure holding area, which can accommodate a minimum of two (2), but typically one, individuals in a sitting position. As part of the group holding cell, sanitary facilities, including a toilet and hand sink, shall be provided. Holding cell walls shall be constructed with concrete block, concrete or steel with non-porous surfaces on floor, ceilings, and walls for sanitary purposes. The sanitary, seating and lighting fixtures are fixed penal institution type. The doors are heavy gauge steel with minimal tempered wire-glass viewing windows. Door swing hardware is external to the cell. Locking hardware shall include a deadbolt lock and as well as an institutional non-locking knob and latch. No electrical, telecommunications, or data receptacles are allowed. If required by the AOC, monitoring equipment may be provided. See Table 5-2. See Paragraph 7-5C for Finishes.

(D) Security Vestibule:

1 General: The Security Vestibule is where prisoners and detainees are processed into and out of the court facility. This area shall be directly viewed through a vandal resistant window from the Enforcement Personnel Area. Additionally, a document pass-through shall be provided. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes. See Table 5-2. See Paragraph 7-5C. This area shall not be equipped with any device, such as a fire alarm, which can be used by a prisoner to evacuate the building.

2 Cabinetry and Furnishings: None

3 Provisions:

- Audio and Video Monitoring of the Vestibule by Security and Enforcement (prisoner handling) personnel.
- Direct observation of area from Enforcement Personnel Area.
- Shall have audio communications with enforcement and security personnel.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel Area.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.

4 Working Relationships:

- Should be accessed only from Sally Port and Staging and Preparation Areas.
- Should be located adjacent to Enforcement Personnel Area.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Electronically operated locks for both doors leading from Sallyport and to Staging and Preparation Areas, which are controlled from the Enforcement Personnel Area.
- Intercom System.

(E) Staging and Preparation Area:

1 General: The Staging and Preparation Area is where prisoners and detainees are processed into and out of the holding cells and individual courtroom(s). This area shall be directly viewed through a vandal resistant window from the Enforcement Personnel Area. Additionally, a document pass-through shall be provided. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes. See Table 5-2. See Paragraph 7-5C. This area shall not be equipped with any device, such as a fire alarm, which can be used by a prisoner to evacuate the building.

2 Cabinetry and Furnishings: Bench seating, along wall(s)

3 Provisions:

- Audio and Video Monitoring of the Vestibule by Security and Enforcement (prisoner handling) personnel.
- Direct observation of area from Enforcement Personnel Area.
- Shall have audio communications with enforcement and security personnel.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel Area.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.
- Electronically operated locks for both doors leading from the Security Vestibule and to Secure Circulation, which are controlled from the Enforcement Personnel Area.
- Intercom System.

4 Working Relationships:

- Shall be accessed from:
  - Security Vestibule,
  - Secure Circulation,
  - Holding Cells, and
  - Enforcement Personnel Area.
- May have direct access with Interview Rooms.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- As a minimum, electronically operated locks for both doors leading from Security Vestibule and to Secure Circulation, which are controlled from the Enforcement Personnel Area.
- Communications with Security Personnel.

**(F) Interview Rooms:**

1 General: The Interview Rooms provide facilities for prisoners and detainees to consult with their attorneys or to communicate with authorized visitors in a secure setting that does not allow the passing of any materials. This area allows prisoners to remain in a secure setting while allowing attorneys and visitors access from Public Circulation. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes.

2 Cabinetry and Furnishings: Built-in work surfaces (2'-0" by 5'-0" minimum each side) separated by ballistic resistant glass (polycarbonate) with a non-amplified, non-electronic voice transmission device.

**3 Provisions:**

- Intercom communications with Enforcement Personnel Area.
- Intercom communications with Enforcement Personnel from outside of the rooms, in the public circulation area.
- Doorways from Staging and Preparation or Secure Circulation shall have a vandal-resistant observation window.

**4 Working Relationships:**

- May have direct access with Staging and Preparation Area or
- May have direct access from Secure Circulation.

**5 Security Provisions:**

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- As a minimum, electronically operated locks entry from Public Circulation.

**(G) Enforcement Personnel Area:**

1 General: The Enforcement Personnel Area is the Control Center for all Prisoner and Detainee transport and handling. A clear view of the Sallyport, Security Vestibule, and Staging and Preparation areas must be obtained from this room. Document pass-through is required from this area to the Sallyport, Security Vestibule, and Staging and Preparation Areas. Additionally, electronic audio monitoring and viewing, intercom communication, and electronically operated locks are controlled from this area. This area must also serve as a refuge for Enforcement Personnel in the event of a hostile event. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes.

**2 Cabinetry and Furnishings:**

- Built-in work surfaces (2'-6" in depth, minimum).
- Modular Workstations
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza
  - Doored Shelves
  - Mobile Pedestal

- Task Light
- Filing Cabinet
- Task Chairs (2ea minimum)
- Side Chairs (2ea minimum)
- Storage Cabinet(s)
- Waste Container

**3 Provisions:**

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom communications with Enforcement Personnel Area from within all Prisoner Handling Facilities throughout Courthouse.
- Electronic Controls for doors and access to, from, and around Secure Circulation and all Prisoner Handling area within the Court Facility.

**4 Working Relationships:**

- Shall have direct access with Staging and Preparation Area.
- Shall have direct access to Enforcement Personnel Storage.
- Shall have direct access to Guard Restroom/Showers/Lockers.

**5 Security Provisions:**

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Electronic Controls for doors and access to, from, and around Secure Circulation and all Prisoner Handling Facilities within the Court Facility.
- Windows shall be vandal resistant.

**(H) Enforcement Personnel Storage:**

**1 General:** Enforcement Personnel Storage is segregated into two (2) separate areas; Storage for Enforcement Personnel Equipment and Storage for Food Service items. The Food Service portion of the Storage Area may have provisions, as a minimum, for hot and cold food and drink storage.

**2 Cabinetry and Furnishings:**

- Metal Shelving
- Storage Cabinet(s)
- Refrigerator, if required,
- Hot Food Storage Container (warmer), if required.

**3 Provisions:** Adequate number of A/C power receptacles.

**4 Working Relationships:**

- Equipment Storage: Shall have direct access with Enforcement Personnel Area.
- Food Service Storage: Shall have direct access to Preparation and Staging Area.

5 Security Provisions: Lockable Door.

(I) Guard Restroom/Shower/Lockers:

1 General This area allows from the basic personal needs of Enforcement Personnel and provides facilities for them to immediately cleanup from adverse situations.

2 Cabinetry and Furnishings:

- Personnel Clothing and Effects Lockers,
- Storage Cabinet(s),
- Lavatory Sinks should have adequate counter space.

3 Provisions: Adequate number of ground-fault protected duplex A/C power receptacles.

**J. Court Security and Law Enforcement Areas:**

**(1) Components of Court Security and Law Enforcement Areas**

- Sheriff/Bailiff Workroom
- Bailiff Storage
- Security Supervisor
- Security Control Room
- Security Control Room Restroom
- Security Storage
- Security and Law Enforcement Workroom/Lounge
- Building Entrances
- First Aid Room

**(2) Court Security and Law Enforcement Areas Characteristics:** These areas provide facilities for the execution of Court Security and Law Enforcement-related functions and operations in and around a court facility. Typically, the County Sheriff provides staff and supervisions for such functions and his or her input should be solicited prior to completion of Design Phases A and B. All aspects of these areas must be coordinated through the Security Personnel of the AOC.

(A) Room Shapes: The area should be simply and efficiently designed.

(B) Room Height, except Building Entrances: 8 to 12 feet

(C) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(D) Acoustics: Maximum sound transmission coefficient (STC) of fifty (50).

(E) Furnishings: See Sections Below.

(F) ADA Considerations: All areas within this section shall be handicapped accessible.

(G) Audio/Visual Systems:

- Audio and Visual monitoring systems linked to the central security center and/or the Security Station at the main building entrance.
- Intercommunications shall be provided in all Court Security, Law Enforcement, and Enforcement Personnel (prisoner handling) Areas.

(H) Provisions

- The "master control" for Facility Public Address System.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(I) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

**(3) Court Security and Law Enforcement Area Descriptions**

**(A) Sheriff and Bailiff Workroom:**

1 General: This workroom may serve two purposes. The first is a central point where Sheriff and Bailiff personnel can meet, receive briefings and training, and are scheduled and dispatched to areas within the court facility to perform duties. The second purpose is to provide an area where Sheriff personnel and Bailiffs can congregate between duties, if a Workroom/Lounge is not authorized by AOC.

- Modular Workstation(s)
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza
  - Doored Shelves
  - Mobile Pedestal
  - Task Light
- Filing Cabinet
- Task Chair(s)
- Work Table(s)
- Chairs for Work Table(s)
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.

5 Security Provisions:

- The room shall be equipped with a “panic alarm” that alerts security personnel within the room as well as other security
- Communications with Security and Enforcement (Security Personnel stations throughout the building).

**(B) Bailiff Storage Area:**

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small “file server” in the future.

2 Cabinetry and Furnishings:

- Steel shelving on one wall. Shelving shall be factory painted.
- Security Filing Cabinet, Class 6, special size, one drawer. The basis of issue will be one per Court of Justice facility for storage of keys to arms and ammunition storage areas and vehicles.
  - Key locker inserts and base plate, part number BP 1412, or equivalent may be requisitioned of installation in the container drawer. Each drawer will accommodate up to six inserts. The inserts are equipped with separate combination locks and will be secured to the inside base plate with concealed screws.
  - The cabinet is equipped with bottom mounting holes for securing to the floor.
  - The container must be anchored to a concrete floor by means of four 3/8-inch anchor bolts. As a minimum, anchors should be set in four inches of concrete.
- Securable (lockable) Storage Cabinet(s) for weapons and equipment storage.
- Securable (lockable) Storage Cabinet(s) for supply and materials storage.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea.)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships:

- Accessible from Sheriff and Bailiff Workroom.
- Should have close access to Security Control Room.

5 Security Provisions: The room shall be lockable.

**(C) Security Supervisor Areas:**

1 General: Security Supervisor's office may have one or more supervisors, depending on staff authorizations. These individuals supervise or manage security-related staff and/or functions and require private space for personnel management matters.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.

4 Working Relationships:

- Should have immediate access with Sheriff and Bailiff Work workroom.
- Should have close access to Security Control Room.

5 Security Provisions:

- The room (at the desk), if directed by AOC Office of Security Systems, shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security and Enforcement Personnel.

**(D) Security Control Room:**

1 General: This is the facility's primary security monitoring and control facility. This room, along with its restroom, may be located in an isolated portion of the building, which is not accessible to the public. For planning purposes, this is a two-person work area. If this area is used for building-wide monitoring, necessary provisions for such monitoring shall only be installed in this area. All aspects of this area shall be coordinated with AOC Office of Security Systems.

- Built-in or Prefabricated Workstation(s)
  - Video Monitor Rack/Shelves (number of monitors to be determined by AOC Security Personnel) shall be adjustable to accommodate differing sizes of monitors. The rack/shelf shall be 1'- 0" deep and shall have vertical supports which do not obstruct wide-format flat screen monitors. Additionally, the shelving shall be positioned either 1-inch from the wall or shall have pathways incorporated for cabling. Provide adequate and appropriately located duplex receptacles for electrical power to equipment.
  - Video Tape Recorder Rack (number of recorders to be determined by AOC Security Personnel) Provide adequate duplex receptacles for electrical power to equipment.
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza, if required,
  - Doored Shelves
  - Mobile Pedestal(s)
  - Task Lights
- Filing Cabinet
- Video Tape Storage Cabinet,
- Task Chair(s)
- Work Table(s)
- Chairs for Work Table(s)
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Dry Erase Board.
- Intercom System.
- Dimming Light Fixtures
- If window provided, use tent or one-way viewing glass.
- Control Override capability for all electronically controlled entries,
- Communications, internal and external.

4 Working Relationships:

- Shall be accessed only via Staff Circulation unless otherwise approved by the AOC General Manager of Facilities.

5 Security Provisions:

- The room shall be provided provisions for a control system for the facility's Duress or Panic Alarm System.
- The room (at the desk), if directed by AOC Office of Security Systems, shall be equipped with a "panic alarm" that alerts primary law enforcement responders.
- Communications with Security and Enforcement (Security Personnel stations throughout the building.
- Lockable Door.

**(E) Security Control Room Restroom:**

1 The ADA compliant restroom shall be located in the immediately off of the Security Control Room.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible from the Security Control Room.

5 Security Provisions: None.

**(F) Security and Enforcement Workroom and Lounge Area:**

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines. This room also provides space for required training activities.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.
- May be located adjacent to and accessed via Sheriff/Bailiff Workroom

5 Security Provisions: Lockable entry.

**(G) Security and Enforcement Workroom and Lounge Area:**

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines. This room also provides space for required training activities.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.
- May be located adjacent to and accessed via Sheriff/Bailiff Workroom

5 Security Provisions: Lockable entry.

**(H) Building Entrance(s) and Security Check Area:**

1 General: This area is located at the facility's primary public entrance. The public is "screened" for weapons and, if necessary, other contraband prior to entry into the facility's Public Circulation. This area is the first area the Public views as they enter the building; therefore it must convey the dignity and importance of the Court of Justice. Typically, this area is an open, high ceiling area. If this area is used for building-wide monitoring, necessary provisions for such monitoring shall only be installed in this area.

2 Cabinetry and Furnishings:

- A work counter for Security Personnel is required. This counter shall be of sufficient size and provisions to allow: Persons to deposit then collect keys, cell phones, etc. for passage through metal detector.
- Weapons Lockers, where Security Personnel can store weapons while individuals are in the court facility.
- Work Counter for a number of video monitors (determined by AOC Facilities).

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling.
- Adequate and appropriately positioned duplex electrical outlets.
- Intercom System.

4 Working Relationships: Located immediately inside the primary public entrance.

5 Security Provisions: Security Personnel must be able to view the area in front of the building as well as view the main lobby area.

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- Counter may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

(I) Security and Enforcement Workroom and Lounge Area:

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to place persons awaiting medical attention or transportation to a medical care facility. It should be equipped with a wet sink counter area.

2 Cabinetry and Furnishings:

Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

- Side Chairs
- End Table
- Lamp
- Sofa
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- May be located adjacent to and accessed near an entrance suitable for ambulance personnel access.

5 Security Provisions: Lockable entry.

**K. Non-Court of Justice Affiliated Office(s), with Public Counter Areas:**

**(1) Components of Non-Court of Justice Affiliated Office**

- Friend of the Court or Staff Director's Office
- Supervisor/Professional Staff Office
- Staff Workstations
- Permanent Counter Work Areas
- Public Queuing and Waiting
- File Storage Area
- Copy/FAX/Mail Area
- Conference/Training Room
- Office Storage Area
- Coffee Station

**(2) Non-Court of Justice Affiliated Office(s) with Public Counter Areas Characteristics:** These areas provide facilities for Non-Court of Justice functions which the Owner, with written concurrence with the AOC General Manager of Facilities, wishes to support and maintain in a Court of Justice Facilities. The criteria and design guidance for these areas insure that the facility needs of such functions are met and that encroachment into Court of Justice space is prevented. All non-Court of Justice areas, with proportional shares of Non-Functional Areas are designed and constructed at no expense to the Court of Justice.

(A) Room Shapes: The area should be simply and efficiently designed.

(B) Room Height: 8 to 12 feet

(C) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Staff.

(D) Acoustics: Maximum sound transmission coefficient (STC) of fifty (50).

(E) Furnishings: See Sections Below as guide, Court of Justice does not provide furnishings for these areas. Consult with staff agency for actual furnishings required.

(F) ADA Considerations: All areas within this section shall be handicapped accessible.

(G) Audio/Visual Systems: Court of Justice does not provide A/V systems for these areas. Consult with staff agency for requirements.

(H) Provisions: Consult with staff agency for actual provisions required.

(I) Security Provisions: Consult with staff agency for actual provisions required.

**(3) Non-Court of Justice Affiliated Office(s) with Public Counter Areas Descriptions**

**(A) Staff Director:**

1 General: The Staff Directors Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Sofa
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and staff agency for actual provisions required.

5 Security Provisions: Consult with AOC and staff agency for actual provisions required.

**(B) Supervisor (and Professional Staff) Areas:**

1 General: This office may have one or more supervisors and/or a bookkeeper/accountant who are authorized the following. These individuals supervise or manage people and/or functions and require private space for personnel or money-handling matters.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

**(E) Staff Workstation Areas:**

1 General: Staff Workstations generally consist of Modular Workstations, which are situated in open bay area(s). These Open Bay Areas must usually situated adjacent to the Permanent Counter Workstations in functional groupings under individual Supervisors.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Modular Workstation
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza
  - Doored Shelves
  - Mobile Pedestal
  - Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

**(F) Permanent Counter Workstations:**

1 General: Permanent Counter Workstations generally consists of Service Counters and Built-in workstations for use by Staff to execute "Sustain" duties and responsibilities. These workstations are situated between the Staff Workstation Area and the Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Permanent Counter Workstations
  - Public Service Counter
  - Work Surfaces
  - Personal Computer
  - Printer
  - Form and Paper Storage
- Task Chair
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

- If Required - The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extend upward from the service counter. The openings shall be equipped with a sliding glass "door", which is lockable from the clerk side of the counter. The lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public.

- If Required - Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- If Required - Armor within cabinetry: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

**(G) Public Queuing and Waiting:**

1 General: Public Queuing and Waiting generally consists of an open area, which separates the Permanent Counter Workstations from Public Circulation. This area should provide an efficient and comfortable environment for the public as they queue for service at the Permanent Counter Workstation. Because this area is often the only area the public visits within the Courthouse, the area must be aesthetically pleasing and should impress the importance of its function(s).

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Work Counter (for the completion of necessary forms and applications),
- Bench Seating,
- Public Notice display(s),
- Theater Roping, and
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

**(H) File Storage Area:**

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

**(C) Conference/Training Room:**

1 General: The conference/training room, if required, is for exclusive use by the Non-Court Affiliated Agency. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and training in a setting, which is segregated from offices and work areas.

2 Cabinetry and Furnishings:

Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Wall Hangings (4 ea. maximum)

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific required provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

**(H) Storage Area:**

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions: Consult with Non-Court of Justice Affiliated Agency for specific required provisions.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(J) Coffee Station:

1 General: This area should provide area and provisions for staff, and if desired, persons visiting the office. The Coffee Station should match the general appearance of the Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

**L. Court of Justice Affiliated and Non-Affiliated Office(s):**

**(1) Components Court of Justice Affiliated, Non-Affiliated, and Support Office(s).**

- Staff Director's Office
- Professional Staff Office
- Supervisor's Office
- Support Staff Areas
- Secure Communication and Information Facility (SCIF)
- Public Queuing and Waiting
- File Storage Area
- Copy/FAX/Mail Area
- Conference/Training Room
- Office Storage Area
- Coffee Station
- Staff Break Area
- Restrooms

**(2) Court of Justice Affiliated, Non-Affiliated, and Support Office(s) Area Characteristics:**

These areas provide facilities for Court of Justice Affiliated and Support Offices such as Pre-Trial Services, Court Designated Workers, Adoption Review, Foster Care Review, Court Services, etc. Also, areas for Non-Court of Justice functions which the Fiscal Court wishes to support and maintain in a Court of Justice Facilities use these guidelines so the (non-court) of such functions are met and that encroachment into Court of Justice space is prevented.

In smaller (Rural) facilities the Pre-Trial Services and Court Designated Workers offices may be combined into a single suite, which shares reception, file, conference, and other areas.

In larger (Urban/Metropolitan) facilities, Pre-Trial and Court Designated Workers are completely segregated. Pre-Trial Services is typically located near the building's main entrance. Court Designated Workers' areas are situated adjacent to the Family and Juvenile Courtroom where they can share the Children and Juvenile waiting and observation facilities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level: Overhead Lighting: 70 to 100 footcandles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of Secretary.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics: Walls should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area shall be accessed through Public Circulation with (controlled) access to Judicial Staff Circulation.

(H) Working Relationships: See following text.

**(3) Court of Justice Affiliated, Non-Affiliated, and Support Office(s) Area Descriptions**

**(A) Staff Director:**

1 General: The Staff Directors Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Sofa
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Shall be accessed from Staff Work (secretary) area or Public Queuing and Waiting.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

**(B) Professional Staff and Supervisor's Areas:**

1 General: This office may have one or more professional staff members and/or supervisors who are authorized the following. These individuals conduct confidential business and/or supervise or manage people.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Shall be accessed from Staff Work (secretary) area or Public Queuing and Waiting.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(C) Support Staff Areas:**

1 General: Staff Workstations fall into two separate categories; Secretary/Receptionist and General Support Staff. The Secretary/Receptionist is situated immediately adjacent, with no visual barriers, to Public Queuing and Waiting. General Support Staff areas may be situated in an area adjacent to Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Secretary Receptionist:
  - Executive Desk
  - Executive Chair
  - Credenza
  - Computer Table, if necessary,

- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamp
- Coat Rack
- Clock
- Waste Container
- Area for Wall Hangings (2 EA maximum)
- General Support Staff
- Modular Workstation
  - Pedestal Desk with Drawers
  - Pedestal Credenza with Drawers
  - Bridges
  - Stack-on Credenza
  - Doored Shelves
  - Mobile Pedestal
  - Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.

5 Security Provisions:

- The Secretary/Receptionist Desk and the General Support Staff room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(D) Secure Communications and Information Facility:

1 General: If authorized, this area shall be only provided to the Pre-Trial Services Office. This area is used to process and store confidential information.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Modular Workstation
- Pedestal Desk with Drawers
- Pedestal Credenza with Drawers

- Bridges
- Stack-on Credenza
- Doored Shelves
- Mobile Pedestal
- Task Light
- Filing Cabinets
- Task Chair(s)
- Side Chair
- Waste Container with Shredder

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(E) Public Queuing and Waiting:

1 General: This area should provide area and provisions for persons waiting to conduct business with staff members.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Coat Rack
- Clock
- Waste Container
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary/Receptionist Area.
- Should be accessed via Public Circulation.

5 Security Provisions: Lockable entryway.

(F) File Storage Area:

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary/Receptionist Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- File Cabinets
- Small Work Table, if necessary.

3 Provisions:

NOTE: Consult with AOC Office for Facilities for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should have immediate or close access to Secretary/Receptionist Area.

5 Security Provisions: Lockable entryway.

(G) Copy/FAX/Mail Area(s):

1 General: The Copy/FAX/Mail area(s) should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table, if required
- Mail Bins, if required

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Office Area.

5 Security Provisions: None

**(H) Conference/Training Room:**

**1 General:** The conference/training room, if required, is for exclusive use by office personnel. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and training in a setting, which is segregated from offices and work areas.

**2 Cabinetry and Furnishings:**

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea. minimum)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

**3 Provisions:**

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

**4 Working Relationships:** Shall be accessed from Secretary/Receptionist or Public Queuing and Waiting Area.

**5 Security Provisions:** Lockable Entry.

**(I) Office Storage Area:**

**1 General:** This area shall be a separate room with steel shelving on one wall. This area may be required to support a small “file server” in the future.

**2 Cabinetry and Furnishings:** Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

**3 Provisions:**

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

**4 Working Relationships:** Accessible from Clerk Staff Work Area.

**5 Security Provisions:** The room shall be lockable.

**(J) Coffee Station:**

1 General: This area should provide area and provisions for staff, and if desired, persons visiting the office. The Coffee Station should match the general appearance of the Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

**(K) Staff Break Area:**

1 General: If authorized, this area should provide a private comfortable area for Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of the Clerk's Area.

5 Security Provisions: Lockable entry.

**(L) Staff Restrooms:**

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

**4-3 Court Facility (Rural and Urban and Metropolitan Court Facilities) Non-Functional Area Descriptions**

**A. Facility Support Areas:**

**(1) Components Facilities Support Areas.**

- Facility Superintendent/Manager
- Facility Engineer
- Mechanical/Maintenance Supervisor(s)
- Administrative Support Staff
- Central Mail Room
- Allied Trades Area(s)
- Technical Publications and Drawings Library
- Office Storage Area
- Copy/FAX/Mail Area
- Waiting Room
- Restroom/Shower/Locker Areas
- Loading Dock
- Central Shipping/Receiving Area
- Facility & Allied Trades Storage
- Ground Support Equipment Storage
- Hazardous Materials Storage
- Flammable Materials Storage Area
- Controlled Waste Handling Area

**(2) Facilities Support Areas Characteristics:** These areas provide facilities for the support of Court of Justice buildings (mechanical/ maintenance/buildings/grounds). Please note that only portions of Facility Support Areas may be authorized for individual facilities (see program documents).

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

**(B) Room Heights:**

- Administrative, Hazardous Materials, Flammable Material areas: 9 to 12 feet.
- All other areas: as required.

**(C) Lighting:**

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door.

**(D) Environment:**

- Control of temperature from the vicinity of entries.
- All areas may not require cooling.

(E) Acoustics: Walls between Facilities Support Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

(H) Working Relationships: See following text.

**(3) Facilities Support Areas Descriptions**

(A) Facility Superintendent/Manager:

1 General: The Facility Superintendent/Manager Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

**(B) Facility Engineer Office:**

1 General: If authorized, a Facility Engineer shall be provided an office where he/she can execute their duties and responsibilities. If authorized, this office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

**(C) Mechanical/Maintenance Supervisor(s) Office:**

1 General: If authorized, a Mechanical/Maintenance Supervisor(s) shall be provided an office where he/she can execute their duties and responsibilities, which include confidential personnel matters. If authorized, this office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair

- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(D) Administrative Support Staff:

1 General: Staff Workstations fall into two separate categories; Secretary/Receptionist and General Support Staff. The Secretary/Receptionist is situated immediately adjacent, with no visual barriers, (to Public Queuing and) Waiting. General Support Staff areas may be situated in an area adjacent to (Public Queuing and) Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Secretary Receptionist:
- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamp
- Coat Rack

- Clock
- Waste Container
- Wall Hangings (2 EA maximum)
- General Support Staff
- Modular Workstation
- Pedestal Desk with Drawers
- Pedestal Credenza with Drawers
- Bridges
- Stack-on Credenza
- Doored Shelves
- Mobile Pedestal
- Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.
- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- The Secretary/Receptionist Desk and the General Support Staff room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(E) Central Mail Room:

1 General: If authorized, this area shall be provided as a central point where mail and parcels are delivered and picked up by the various offices within the facility.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Mail Cabinet (keyed shelves/drawers with open back)
- Work Surface, within secure area of mailroom.
- Permanent Counter Workstation, with locking "half-door".
- Lockable File Cabinet
- Lockable Storage Cabinet

- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Located near Primary Staff Entrance to Staff Circulation.

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(F) Allied Trades Area(s):

1 General: If authorized, these areas shall be provided for bench work of Allied Trades technicians (e.g., HVAC worker, electrician, plumber, carpenters, etc.).

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Work Surfaces, with overhead cabinets or shelving as necessary (grounded work surfaces for electronics repair and maintenance).
- Lockable File Cabinet.
- Lockable Storage Cabinet.
- Steel Storage Shelving.
- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

Accessed via Loading Dock area.

- Shall be in close proximity to Superintendent/Manager Office.
- Shall be accessed via loading dock area.
- The area may be indirectly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(G) Technical Publications and Drawings Library:

1 General: If authorized, this area shall be provided to store and view the numerous drawings, specifications, manuals, references, etc. associated with a large facility.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Flat Drawing Files.
- Computer Table.
- Work Table, suitably sized for drawings.
- Lockable File Cabinet
- Lockable Storage Cabinet
- Task Chairs.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Located near Building Engineer.

5 Security Provisions: Lockable Entry.

(H) File Storage Area:

1 General: This area may be a separate room or part of the Secretary's Area. If it is designed as part of the Secretary Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- File Cabinets
- Small Work Table, if necessary.

3 Provisions:

NOTE: Consult with AOC Office for Facilities for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should have immediate or close access to Secretary/Receptionist Area.

5 Security Provisions: Lockable entryway.

**(I) Copy/FAX/Mail Area(s):**

1 General: The Copy/FAX/Mail area(s) should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table, if required
- Mail Bins, if required

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Office Area.

5 Security Provisions: None

**(J) Waiting Area:**

1 General: This area should provide area and provisions for persons waiting to conduct business with staff members (deliveries, pickups, vendors, service, maintenance, etc.).

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Coat Rack
- Clock
- Waste Container
- Wall Hangings (4 EA maximum)

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary/Receptionist Area.
- Should be accessed via dedicated entrance.

5 Security Provisions: Lockable entryway.

**(K) Staff/Technician Break Area:**

1 General: If authorized, this area should provide a private comfortable area for Facilities Staff/Technicians to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should be accessible near Facility Superintendent/Manger area.

5 Security Provisions: Lockable entry.

**(L) Staff Restrooms/Shower/Lockers:**

1 The two ADA compliant Facilities Staff/Technician Restroom/Shower/Locker (male and female) should be located in the vicinity of the Staff/Technician Break Area. These (both male and female) areas should be divided into three distinctive rooms; Restroom/Private Shower Areas (with individually accessed shower and drying/dressing area); and Locker Room.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible near Staff/Technician Break Area.

5 Security Provisions: None.

**(M) Loading Dock:**

1 General: If authorized, a loading dock that can handle one (1) (tractor) Trailer shall be provided. This area should be laid out in such manner to allow access and maneuverability by a warehouse type forklift.

2 Cabinetry and Furnishings: Inventory Control/Document Processing Counter.

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).
- Swing away, trailer lights.
- Dock Leveler.
- Electric Operated Insulated Overhead Door.

4 Working Relationships:

- Should have Shipping/Receiving Area.
- Should be accessed via dedicated entrance.

5 Security Provisions:

- Lockable entryway.
- Audio/Video Monitoring of Exterior Loading Dock Area.

(N) Central Shipping/Receiving Area:

1 General: If authorized, immediately inside from the loading dock, a Central Shipping/Receiving Areas shall be provided to stage furnishings/equipment/supplies entering and exiting the facility. This area should be laid out in such manner to allow access and maneuverability by a warehouse type forklift.

2 Cabinetry and Furnishings:

- Inventory Control/Document Processing Counter.
- Worktable for packing and unpacking.

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).
- Electric Operated Insulated Overhead Door.

4 Working Relationships:

- Should have immediate access to Loading Dock.
- May be accessed via dedicated entrance.

5 Security Provisions: Lockable entryway.

(O) Ground Support Equipment Storage Area:

1 General: If authorized, Ground Support Equipment Storage Area shall be provided for the service and storage of lawn mowers, lawn care equipment and supplies, snow blower, etc. This area shall have its own dedicated entrance to the grounds.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Work Surfaces, with overhead cabinets or shelving as necessary
- Lockable File Cabinet.
- Lockable Storage Cabinet.
- Steel Storage Shelving.
- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Air Compressor

4 Working Relationships:

- Accessed via dedicated entrance (Insulated Overhead Door and Pedestrian Door).
- Shall be in close proximity to Superintendent/Manager Office.
- Shall be accessed via loading dock area.
- The area may be indirectly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(O) Hazardous Materials Storage, Flammable Materials Storage, Controlled Waste Handling Areas:

1 General: These Area shall be provided (minimum Hazardous and Flammable Materials Storage) for the safe storage of hazardous substances. These areas shall provide secondary containment for spilled substances, have proper ventilation, and provide necessary provisions to protect the facility from their contents.

2 Cabinetry and Furnishings: Shelving, as appropriate

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

3 Provisions:

- Explosion Environment Light Fixtures switched outside of room.
- Rooms ventilated to building exterior.
- Rooms provide secondary containment for spills.
- Rooms constructed to minimize building damage in the event of a spill, fire, or explosion.

4 Working Relationships:

- Rooms may be accessed from Loading Dock vicinity.
- Rooms may be accessed from building exterior.

5 Security Provisions: Lockable Entry.

**B. Common Use Areas:**

**(1) Components of Common Use Areas.**

- Men's Public Restrooms.
- Women's Public Restrooms.
- Public Vending/Lounge Area(s).
- Public Telephone Area(s).

**(2) Common Use Areas Characteristics:** These areas provide facilities for the support of Court of Justice buildings (mechanical/ maintenance/buildings/grounds). Please note that only portions of Facility Support Areas may be authorized for individual facilities (see program documents).

**(A) Room Shapes:** The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

**(B) Room Heights:**

- Restrooms: 9 to 12 feet.
- All other areas: as required.

**(C) Lighting:**

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at points accessible only to Security and Maintenance personnel.

**(D) Environment:** Control of temperature from points only accessible by Security and Maintenance Personnel (e.g., no control devices in public areas, even control devices with security covers).

**(E) Acoustics:** Walls between Common Use Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

**(F) ADA Consideration:** All areas shall be handicapped accessible.

**(G) Security:**

- No furnishing shall provide cover and concealment for explosive or other devices.
- The area may be directly accessed by and shall have controlled (electronic lock) access to Judicial Staff Circulation.

**(H) Working Relationships:** See following text.

**(3) Common Use Areas Descriptions**

**(A) Men's Public Restroom:**

1 General: Men's Public Restrooms shall be located near high traffic areas, Public Vending Area(s), and/or courtrooms within the facility. The restrooms should be open and spacious, allowing the easiest access to handicapped persons as possible. The restrooms may be configured so as to eliminate the necessity for entry doors. Restrooms, which share a common wall with courtrooms or hearing rooms is strictly prohibited. Restrooms, which fixtures are visible from Public Circulation or any other functional area are strictly prohibited.

2 Cabinetry and Furnishings: All cabinetry, including partitions, shall be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area is accessible by Public Circulation.

5 Security Provisions: None

**(B) Women's Public Restroom:**

1 General: As you will notice on the Program Documents, the Women's Public Restrooms are larger than the Men's Public Restrooms. This increase is provided to allow room for additional toilets. These areas shall be located near high traffic areas, Public Vending Area(s), and/or courtrooms within the facility. The restrooms should be open and spacious, allowing the easiest access to handicapped persons as possible. The restrooms may be configured so as to eliminate the necessity for entry doors. Restrooms, which share a common wall with courtrooms or hearing rooms is strictly prohibited. Restrooms, which fixtures are visible from Public Circulation or any other functional area are strictly prohibited.

2 Cabinetry and Furnishings: All cabinetry, including partitions, shall be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area is accessible by Public Circulation.

5 Security Provisions: None

**(C) Public Vending/Lounge Area(s):**

1 General: The Public Vending/Lounge Area(s) shall be located in an area within the Court Facility well away from Courtrooms and Hearing Rooms. This area should provide a comfortable area for the public Staff to relax and take breaks from judicial proceedings. It should be equipped with provisions for snack and drink vending machines. In larger court facilities, the AOC General Manager of Facilities may authorize a vending area, which is operated by the Blind. This type of facility is unique, as shall be designed as needed and approved by the AOC General Manager of Facilities.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Tables (four-chair)
- Chairs
- Waste Containers (as required)

3 Provisions: Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall not be in close proximity to Courtrooms and Hearing Rooms.
- The area may be directly accessible by Public Circulation.

5 Security Provisions: None

**(C) Public Telephone Area(s):**

1 General: The Public Vending/Lounge Area(s) shall be located in an area within the Court Facility in its Public Circulation. It may be located near the main entrance or near the Public Vending/Lounge Area. In larger facilities, Public Telephone Areas may be located on each floor.

2 Cabinetry and Furnishings: Only "Open-Stall" Public Telephone provisions are allowed in Court Facilities.

3 Provisions: Adequate number of Telecommunications receptacles.

4 Working Relationships: Located in Public Circulation Areas.

5 Security Provisions: None

**C. Factored Areas:**

**(1) Components of Factored Areas.**

- Mechanical/Electrical/Automatic Data Processing (ADP)/ Telecommunications Areas.
- Public Circulation.
- Judicial Staff Circulation.
- Secure Circulation.
- Facilities Maintenance and Storage.

**(2) Factored Areas Characteristics:** These areas provide facilities for Mechanical/Electrical/Electronics, Circulation, and Facilities Maintenance, including Custodial, and Facilities (Custodial Equipment, Table, and Chair Storage) within non-Facility Support Areas within Court of Justice buildings.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: as required.

**(C) Lighting:**

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at points accessible only to Staff.

(D) Environment: Control of temperature from points only accessible by Security and Maintenance Personnel (e.g., no control devices in public areas, not even control devices with security covers).

(E) Acoustics: Walls between Factored Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

**(G) Security:**

- No furnishing shall provide cover and concealment for explosive or other devices.
- All Factored Areas, except Public Circulation shall have controlled (electronic lock) access.
- Public Circulation is access only through Building Entrance/Security Check (see Court Security and Law Enforcement Facilities).

(H) Working Relationships: See following text.

**(3) Factored Areas Descriptions**

**(A) Mechanical/Electrical/Automatic Data Processing (ADP)/ Telecommunications Areas:**

1 General: These areas should be located throughout the facility as needed. However, should it be necessary to place such area(s) within the Public Circulation, care should be taken not to impede nor allow access by Public Circulation. It should be noted that many functional areas within the facility have or may potentially have a need for space and provisions for ADP (servers and computer network devices). Coordination with AOC Facilities Office and Information Systems (IS) Office is necessary to define current and future needs.

2 Cabinetry and Furnishings: See applicable Chapter (e.g., Electrical, Mechanical, etc.).

3 Provisions:

- Adequate number of Secured A/C power receptacles in all areas, including receptacles for service and repair personnel.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.
- Adequate access and circulation for service and repair.

4 Working Relationships: As required.

5 Security Provisions:

- Lockable Entries.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.

**(B) Public Circulation:**

1 General: As described in Chapter 2, Public Circulation connects the primary entrance (security check), with the numerous functional areas in a court facility, which the public must access. Public Circulation should be designed and constructed for high traffic/use with appropriate materials and provisions (e.g., tile floors, wainscot, etc.). These areas must be impressive in appearance in order to convey the importance of our Judicial Branch functions. Additionally, within Public Circulation, local historical/art/educational/civic groups may provide areas for displays.

2 Cabinetry and Furnishings: All cabinetry, including public seating, must be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair. Additionally, only wall mounted coat racks are permissible.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area should provide access to Judicial Staff Circulation.

5 Security Provisions:

- Video Monitors, as appropriate.
- Furnishings must not obstruct view of Security Personnel searching for explosive devices. Only wall mounted coat racks are permissible.

**(D) Judicial Staff Circulation:**

1 General: As described in Chapter 2, Judicial Staff Circulation connects the Public Circulation (primary entrance, security check), with the Judicial Staff Areas and (electronically locked) Staff Entrances. Judicial Staff Circulation should be designed and constructed for medium to heavy traffic/use with appropriate materials and provisions (e.g., carpet, etc.). These areas must be impressive in appearance in order to convey the importance of our Judicial Branch functions. Additionally, within Judicial Staff Circulation, areas may be provided for (employee) Notice Boards.

2 Cabinetry and Furnishings: None

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area should provide access to Public Circulation and secured staff entrances.

5 Security Provisions:

- Video Monitors, as appropriate.
- Electronically operated door locks to Public and Secure Circulation and Staff Entrances.

**(D) Secure Circulation:**

1 General: As described in Chapter 2, Secure Circulation connects the Prisoner Handling Area(s) to Courtroom Prisoner Holding Areas and Secure Holding Facilities. Secure Circulation shall not be accessible from Public Circulation.

2 Cabinetry and Furnishings: None

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: Connects the Prisoner Handling Area(s) to Courtroom Prisoner Holding Areas and Secure Holding Facilities. Secure Circulation shall not be accessible from Public Circulation.

5 Security Provisions:

- The area shall be equipped with “panic alarms” that alerts security and enforcement personnel.
- Communications with Security and Enforcement Personnel.
- Video Monitors, as appropriate.
- Electronically operated door locks to all (secure) areas.

**(E) Facilities Maintenance and Storage:**

1 General: These areas should be located throughout the facility as needed for Custodians and table and chair storage. However, should it be necessary to place such area(s) within the Public Circulation, care should be taken not to impede nor allow access by Public Circulation.

2 Cabinetry and Furnishings: Shelving, as required

3 Provisions:

- Adequate number of A/C power receptacles in all areas.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.
- Mop sinks in all Custodian Rooms.

4 Working Relationships: As required.

5 Security Provisions:

- Lockable Entries.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.

## Chapter 5. Design Considerations

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### **5-1 General**

**A. Options and Performance-Type Specifications:** The use of contractor's options and performance type specifications is encouraged as a means of ensuring that the most appropriate and efficient system/component is being procured.

**B. Additive Alternatives and Alternates:** The designer shall use Additive Alternatives and Alternates to the greatest extent possible to increase the "Value" of the facility, should solicited bid amounts allow. These alternates shall be "Added Value" in nature and should increase the life span of building systems and/or reduce operations and maintenance costs.

**C. Materials and Methods:** Materials and methods of construction proposed for use on a given facility must have been used on enough like sized facilities to establish a documented record of superior or excellent long-term performance. As a general rule, residential-type materials are not acceptable for use in Court of Justice facilities. Commercial grade, highly durable, and aesthetically pleasing materials shall be used to the greatest extent possible. Examples of residential materials not acceptable includes, but is not limited to: brick, stone, light switch covers, some laminate surface finishes (sharp and exposed corners which snag the passersby and come loose), lighting fixtures, windows, and doors.

**D. Non-Combustible Construction:** The building(s) shall be non-combustible construction and all materials shall have a flame spread rating of twenty-five (25) or less.

**E. Building Shapes and Features:** The number of exterior building corners and difficult or expensive to construct shapes and features should be held to a minimum, but should be used to create an aesthetically pleasing appearance.

### **5-2 Flexibility:**

**A. General:** Individual functional areas may be increased or decreased by exchanging 15-percent of the area between functions, but in no case can the total net functional area exceed that authorized for the facility.

**B. Space Allowance(s)** for Court Facilities are defined in the Court Facilities Criteria. Individual project space allowances are detailed in the project's Program Documents.

**C. Increases and Decreases:** Individual functional areas may be increased or decreased by up to 15 percent, provided that the total allowable functional net area is not increased thereby, in order to provide the necessary off-setting reductions or additions to other functional areas. The total size of "combined" areas (e.g., public waiting areas, courtroom prisoner handling areas, etc.) may be reduced by a maximum of 30%.

**D. Removed Functional Areas:** When functional areas are completely removed from a facility, however, the total allowable floor space must be reduced by a like amount.

**E. Exceptions to Criteria:** Any increase or decrease of an allowable functional area greater than 15-percent or combined area reduction of 30% shall be considered an Exception to Criteria. Please refer to Court of Justice Rule of Administrative Procedure Part X., Section I regarding the approval process for Exceptions to Criteria.

### **5-3 Structure Heights and Clearances**

**A. General:** The total number of stories shall be dictated by the site and functionality of the building. The building story heights should be kept to a minimum to reduce not only construction costs but operating costs as well. The interior height from the finished floor to the bottom of the roof structure system (or upper floor structure) should not exceed the limitations set forth below plus or minus four inches (4") to accommodate masonry courses if masonry is to be used:

**B. Functional Area Heights (floor to ceiling) Recommendations and Minimums:**

- (1) Jury Trial Courtrooms
  - Standard Courtroom
    - Litigation Area ..... Twelve to fourteen feet (12'-14')
    - Spectator Area. .... Ten to fourteen feet (10'-14')
  - Large Courtroom
    - Litigation Area ..... Fourteen to sixteen feet (14'-16')
    - Spectator Area. .... Twelve to sixteen feet (12'-16')
  - Multi-defendant Courtroom
    - Litigation Area ..... Fourteen to sixteen feet (14'-16')
    - Spectator Area. .... Twelve to sixteen feet (12'-16')
  - Other Jury Trial Courtroom
    - Areas ..... See Chapter 4.
- (2) Non-Jury Trial Courtrooms
  - Litigation Area ..... Twelve to fourteen feet (12'-14')
  - Spectator Area. .... Ten to fourteen feet (10'-14')
- (3) Hearing Rooms ..... Ten to eighteen feet (10'-14')
- (4) Circuit Court Clerk Areas ..... Nine feet, six inches (9'- 6") minimum. Allow a minimum of eighteen inches (1'- 6") from top of filing systems to ceiling-mounted fire sprinkler heads.
- (5) Public Waiting Areas ..... Ten to eighteen feet (10'-20')
- (6) Mechanical Rooms ..... Ten to twelve feet (10-12') or based upon equipment.
- (7) Ground Support. Equip.Bays ..... Fourteen to Sixteen feet (14-16').
- (8) Entrances/Circulation ..... Based on design
- (9) All Other Spaces ..... Nine (9') to Ten Feet (10'). Allow a minimum of eighteen inches (1'- 6") from top of filing systems to ceiling-mounted fire sprinkler heads.

**C. Roof Structure Clearance:** Where the roof structure is sloping, the clearance is to be measured at the low point of the roof support structure. Care has to be exercised to maintain the maximum authorized clearance at the lowest point and still provide at least 9'-0" clear structure height at the lowest point of the sloping roof structure. This may be accomplished when longer spans are required by reducing the slope with the limit of slope reduction being the minimum recommended by the manufacturer in order to get a 30-year (minimum) warranted roofing system.

#### **5-4 Slabs-On-Grade:**

**A. General:** State support is generally limited to the following thicknesses: no less than five inches but no more than six inches (6"). The concrete slab (single layer pour and standard troweled finish) should have ungalvanized welded wire mesh for shrinkage and temperature steel and poured on no more than a six-inch (6") granular base. The concrete compressive strength should be 3,000-4,000 PSI in 28 days after pouring unless a stronger concrete is justified. Fibrous concrete may be considered in addition to steel reinforcement.

**B. Workmanship:** All slabs on grade shall be applied with the greatest quality of workmanship reasonably available. Variations in the slab shall be no greater than 1/8<sup>th</sup> inch for every 10-feet. Slabs shall be highly finished with a smooth surface. Mounding for recessed receptacles is not permitted. Slopes to drains shall be installed in strict accordance with plans and specifications or, if tendered to the A-E, a change directive.

#### **5-5 Stairs**

Stairwells shall not be constructed with drywall/gypsum board and/or steel studs. Partitions between stair runs shall be provided only with AOC approval.

#### **5-6 Structural Systems/Exterior Walls/Roofing Systems/ Foundations**

Generally, a steel column and wide flange beam systems would be more costly than if interior walls were strategically planned and located to function as a room partition and a bearing wall. The structural system is to be of noncombustible material and shall comply with the following for State support.

##### **A. Exterior walls:**

(1) **General:** Exterior walls, may be face or common brick (laid in running bond except for a limited amount of stacked bond, soldier coursing, etc. authorized for aesthetics) and/or stone with concrete masonry unit backup forming a bearing wall, concrete tilt slab or other suitable system that can be provided at equal or less cost.

(2) Sheathing: All exterior walls shall be sheathed with materials (boards) in accordance with the following:

- Flame Spread – 0
- Smoke Developed – 0, Non-Toxic
- Combustability – Non-combustable
- Insect Resistance – Yes
- Mold Resistance – Yes (Non-Nutrient, no paper or cellulose allowed)
- Mildew Resistance – Yes (Non-Nutrient, no paper or cellulose allowed)
- Water Absorption when Saturated – <25% for standard applications, <20% for potential high moisture applications.

Sheathing shall be Cement Board, Gypsum Board, or Dragon Board (for wet applications) or approved equal.

(3) Brick: All brick shall be commercial-grade, non-porous, and sealed as recommended by the manufacturer. Residential brick is prohibited. Reinforcement between brick courses is authorized, if deemed necessary by structural engineer to prevent cracking.

(4) Concrete Block: All block shall be commercial-grade, non-porous, and sealed as recommended by the manufacturer. Reinforcement between block courses is required at an interval determined by structural engineer to prevent cracking.

(5) Insulated metal panels, stucco, or plaster finish may be substituted for brick or stone veneer.

(6) Cavity type wall construction may be used to obtain the authorized "U" factor.

(7) Pre-cast insulated concrete panels may be used if the cost is equal to or less than cavity wall construction (brick, insulation, and concrete block wall section).

(8) Parapet walls, up to a maximum height of eighteen inches (1'-6") or two (2) courses of (block) masonry.

(9) One (1) piece truss type (industry standard) horizontal reinforcing every second or third course may be used in concrete masonry unit walls.

(10) Vertical reinforcing is authorized for seismic activity protection.

(11) Masonry thickness plus air space or space for rigid insulation for cavity wall construction should be adequate to provide the authorized heat transmission value in Table 5-1 and comply with the governing building code(s).

(12) Masonry wall construction may be used to comply with the requirements of appropriate building codes. Where six inch (6") CMU is adequate by code, the option of using an eight-inch (8") CMU is given.

(13) Stone wall construction shall incorporate a mechanical attachment system with grouting as recommended by the manufacturer/producer and approved by structural engineer. This system shall be designed and installed so as to prevent conditions which permit movement or cracking of stone pieces. Special emphasis will be placed on fastners and grouting strength.

## B. Roofs

(1) General: The roof system should normally consist of a medium to heavy weight noncombustible type construction designed and constructed to last at least 30-years. This is normally accomplished by designing and installing a roofing system with a 20+10 year warranty. It is the desire of the Court of Justice to install the best available roofing system possible, within the available budget.

(2) Minimum and Maximum Slopes:

- a. Composite roofing: minimum slope 3/8 inch per foot, no maximum slope.
- b. Standing seam metal roofing: minimum slope 1 inch per foot, maximum slope 8:12.
- c. Tile or Shingle roofing: minimum slope 2:12, maximum slope 8:12.

(3) Walking treads, which prevent damage to roof surfaces, shall be provided for access to and maintenance of roof-mounted equipment. Walking treads shall be of sufficient width to allow pedestrian traffic and hand-operated dollies or other such wheeled devices required for servicing equipment. Walking treads shall border all access points such as ladders, doors, hatches, etc., and equipment at least five-feet (5'-0")

- a. Walking treads for Composite Roof Systems shall be no less than one additional layer of 350 Grams per Meter Mat.
- b. Walking treads shall be stencil marked in four-inch letters, with yellow or white paint, as "WALKWAY" at least every ten feet.
- c. Areas adjacent to walking treads shall be stencil marked in four-inch letters, with yellow or white paint, as "KEEP OFF" at least every ten feet.
- d. Care must be taken to drain roof away from walking treads. If roof drainage must traverse walking treads, drainage grooves shall be provided as necessary. These "grooves" must be marked "KEEP OFF". Additionally, portable walking treads must be provided in a suitable area, at or adjacent to the roof access and have signage which instructs service personnel to use the portable treads for wheeled equipment over drainage grooves.

(4) Drainage: All roofs shall have positive drainage, with no ponding of any volume of water. Generally, drainage should be toward the perimeter of the roof into scuppers and downspouts. Interior roof drains discharging onto grade are authorized for large roof areas. Interior roof drains discharging into underground piping systems are authorized in areas where the outside heating design temperature, as determined from the ninety-seven and one half percent (97 1/2%) is (+) ten (10) degrees Fahrenheit dry bulb or less. State support is also authorized for the underground piping system in these areas.

(5) Ice/Snow Shearing: Sloped roofs which expel ice and snow onto ground or lower decked levels of a structure shall be equipped with ice and snow shearing devices, which prevent large pieces of ice or snow from falling. These devices shall be metal (non-powder cast) and shall be mechanically attached or attached with brazing or other permanent method. Adhesion compounds shall not be used to secure devices to roof surfaces.

(6) Overhang: A three foot (3') roof overhang is authorized, particularly at the southerly exposure for solar heat gain reduction in addition to the eighteen inch (18") parapet wall. Greater overhangs could be authorized as passive solar features when supported by appropriate life cycle cost documentation. Other exterior shading devices may be considered at areas with glazed fenestration when supported by appropriate documentation.

(7) Canopies: A canopy may be provided at high use exterior doors and should generally be limited to five feet (5') deep for all but main entrances, which should be limited to fifteen feet (15').

(8) Access: A roof scuttle and fixed ladder may be provided on the inside of multi-story buildings from finished floor level to the low roof and from the low to the high roof. Instead of parapet, a roof overhang is authorized around the building perimeter when a sloping roof system is utilized.

(9) Roofing System Performance: Roof Systems shall, as a minimum, have extendable warranties for a minimum of 30-years (20 + 10). The initial warranty shall be no less than 20-years with an additional 10 years with manufacture prescribed inspections, maintenance and repairs. Roof Systems will meet or exceed all moisture absorption and transverse break strength tests established by the International Conference of Building Officials (ICBO) as such tests are in existence as of the date of manufacture which are applicable to its product. Roof Systems shall possess the following characteristics:

- Non-Combustible or Combustion-Resistant with Underwriters Laboratories Class or Warnock Hersey "A" external fire classification,
- Shall not be susceptible to damage by vermin,
- Shall not allow passage of water due to decomposition or decay,
- Shall not crack, split, or delaminate as a result of temperature change or weathering,
- Shall not lift, warp, or curl,
- Shall withstand all design wind uplift loads for 80 MPH Sustained Wind in accordance with the Factory Mutual Research windstorm classification "I-90".
- Shall resist Hail Damage. "Hail Damage" is defined as; penetration through the surface by a hailstone 1-1/2 inches or less in diameter, or crack in or around the point of impact of a hailstone 1-1/2 inches.
- Shall not have any ponding of any volume of water.
- Shall use consistent components and finishes, such as flashing materials, drains, etc. to the greatest extent possible so as to produce a neat and professional appearance.

(10) Types of Roofing Systems:

a. Composite Roofs: The roof membrane(s) shall be a composite SBS fully adhered, heat (torch)-fused, two-ply modified bitumen system with a finished surface of granules or metal foil, applied over rigid insulation. The use of metal foil surfaces is limited to areas not subject to foot or wheeled traffic of any kind. Foil surfaces shall be reserved for flashing, and high sloped roofs such as Barrel roofs, domes, etc.

1. The number and nature of Layers and Membranes are as follows:

- Roof Deck
- Insulation
- Coverboard
- Membrane #1, Base Membrane Ply,
- Membrane #2, Cap Membrane Ply,
- Base Membrane Flashing Ply,
- Cap Membrane Flashing Ply,

2. Roof Decks may be metal (galvanized or ungalvanized) with a manufacturer applied paint on both sides of either type decking, two inches of wood decking, or concrete (prefabricated light-weight panels).

3. Rigid insulation shall be Polyisocynurate-Foam Board Insulation. Insulation shall be applied in two (2) layers, which maintain a minimum aged R-value of 5.6 and a combined aged R-value of all Polyisocynaurate layers of no less than 20. Polyisocynaurate-Foam Board characteristics are as follows:

- Density ..... 2 pcf(ASTM D 1622)
- Minimum Compressive Strength ..... 18 LBS per square inch (ASTM 1621)
- Maximum Water Vapor Transmission ..... 1.0 perm (ASTM 96)
- Maximum 7-day Dimensional Stability ..... 2% (ASTM D 2126)
- Thermal Resistance ..... ASTM C518/PIMA CP 101
- Maximum Flame Spread ..... 25 (ASTM 84)
- Maximum Spread of Flame ..... Class A with roof (ASTM E 108)
- Maximum Water Absorption ..... 1% (ASTM C 209)

4. Tapered Rigid Insulation shall be factory formed units consisting of material described above and shall have a slope no less than ½-inch. All tapered insulation shall have a minimum thickness of one-inch.

5. Coverboard shall be specifically designed and manufactured for use with SBS modified bitumen membrane roof systems. Coverboards shall be a multiply, semi-rigid asphaltic roofing substrate board composed of a mineral-fortified asphaltic core formed between two (2) asphaltic saturated/impregnated fiberglass liners.

6. Crickets shall be constructed from factory-formed units of the specified Coverboard and shall be provided to channel water to valleys to prevent water accumulations. Hollow spaces below crickets shall be foam filled so as to prevent any condensation moisture buildup and deterioration.

7. Drain Sumps shall be sloped ½-inch:12-inches and shall be constructed of tapered perlite or equivalent panels for installation at drain sumps.

8. Membranes, shall be torch applied. Membranes shall have non-woven polyester reinforcement (minimum 5.12 lbs/sf) and thermofusible elastomeric asphalt composed of bitumen and SBS thermoplastic polymer. Underside shall be protected by thermofusible synthetic film. Top side including flashings shall be self-protected with colored granules or metallic foil. SBS bitumen membrane minimum performance properties shall be as follows:

- Maximum average elongation ..... 1,500%
- Minimum average softening ..... 256-degrees F
- Maximum average low temperature flexibility. .... -22-degrees F.
- Minimum homogeneity ..... Level 6 using Fluorescence microscopy at 250x magnification.

<input type="checkbox"/> Load Strain Properties at 77-degrees F.	<u>MD</u>	<u>XD</u>
<b><i>Initial</i></b>		
Minimum load .....	132	90 LBS per SF
Maximum elongation at maximum load .....	63%	68%
Maximum strain energy load at maximum load .....	63	45 Inch Lbs Per Square Inch

<b><i>After Heating Condition at 158-degrees F. for 90 days</i></b>		
Minimum load .....	136	99 LBS per SF
Maximum elongation at maximum load .....	54%	59%
Maximum strain energy load at maximum load .....	43	26 Inch Lbs per Square Inch

<input type="checkbox"/> Initial Load Strain Properties at 0-degrees F.	<u>MD</u>	<u>XD</u>
<b><i>Initial</i></b>		
Minimum load .....	66	119 LBS per SF
Maximum elongation at maximum load .....	35%	34%
Maximum strain energy load at maximum load .....	48	34 Inch Lbs per Square Inch

<b><i>After Heating Condition at 158-degrees F. for 90 days</i></b>		
Minimum load .....	159	111 LBS per SF
Maximum elongation at maximum load .....	33%	28%
Maximum strain energy load at maximum load .....	55	43 Inch Lbs per Square Inch

<input type="checkbox"/> Minimum Tensile Tear Strength at 77-degrees .....	<u>MD</u>	<u>XD</u>
<input type="checkbox"/> Maximum Water Absorption .....	0.6%	0.6%
<input type="checkbox"/> Maximum Dimensional Stability Absolute change .....	-.3%	+.3%
<input type="checkbox"/> Low Temperature Flexibility (Minimum temperature cracking does not occur)		

<b>Initial</b> .....	-15°	+15° degrees F.
<b>After 158-degrees F for 90 days</b> .....	-5°	-5° degrees F.
<input type="checkbox"/> Compound Stability (Minimum temperature for drip/drop formation) .....	250°	250° degrees F.
<input type="checkbox"/> Granular loss minimum average value .....	0.07	0.03 oz.
<input type="checkbox"/> Weight minimum average value .....	90	98 ( 44 Kg) pounds per 100 SF
<input type="checkbox"/> Thickness minimum average value .....	160 mils ( 4.0 mm)	
<input type="checkbox"/> Bottom Coating minimum average value .....	40 mils ( 1.0 mm)	

b. Metal, Standing Seam Roofs: If the standing seam metal roofing is selected, a minimum of 24-gauge steel with appropriate thickness of fiberglass batt insulation placed under the metal roofing and over top of the purlin is authorized. Rigid insulation placed on metal decking may be used instead of the less costly standing seam metal roofing system to provide a more pleasing under side appearance. The metal standing seam shall consist of materials with sufficient thickness and coatings necessary to obtain a minimum of 40 year manufacturer's warranty. The use of materials (stainless steel, copper, alloys), which do not require coatings, is encouraged so long as strengths can be obtained comparable to 24-gauge steel. Special care regarding the nature and installation of fasteners, shall be specifically addressed in the technical specifications to prevent deterioration at fastening points (drill-holes especially).

c. Tile, Shake, or Shingle Roofs: Acceptable tile, (non-wood) shake, or shingle roof types include, but are not limited to: Ceramic; Ceramic Glazed, Galvanized Steel; Clay; Concrete; Slate; Concrete-Slate; Stainless Steel; or Copper. The tiles, shakes, or shingles should be manufactured to ISO 9000 Quality Standards.

(11) Roof Deck and Roof Structural Systems: Roof Decks and Roof Structural Systems shall be designed to afford the greatest possible longevity for the roof surfaces. Special attention shall be given to minimize excessive expansion/contraction or any movement. Approved deck types include steel, reinforced poured concrete, pre-stressed concrete panels, light weight concrete (fiber reinforcement is authorized for all concrete), poured or plank gypsum, cementitious wood fiber panel, or hybrid decking complete with flashings, scuppers, expansion and control joints, cant and edge strips, and crickets. As an alternate structural system heavy timber type construction (defined as minimum of two inch (2") thick decking and six inch by eight inch (6" X 8") minimum size joist, purlin, beams, etc.) may be used when proven to be more economical than steel construction.

(12) Insulation: All insulation shall be installed so as to achieve the parameters specified in Paragraph 5-6 below. Shrinkage and deterioration shall be considered and insulation factors shall be calculated on the state of insulation 10-years in the future from the installation date.

### C. Foundations:

(1) General: Special consideration shall be given to the design and installation of a single-type, which is sufficiently stable so as to prevent any movement which may adversely affect masonry walls, floors, etc. Mixing of foundation types is prohibited unless authorized in writing by the AOC General Manager of Facilities. Bearing wall foundations may be concrete masonry block (with grout filled cores) or reinforced concrete foundation walls on continuous concrete spread footings. Special foundations such as steel and/or concrete piles and concrete grade beams may be supported if the soil investigation survey indicates an alternative should be used and a "Declaration of Uniformity of Area Soil Conditions" is provided as justification.

(2) Interior Footing: The top of the interior bearing wall footing should be generally placed six to eight inches (6-8") below the bottom of the floor slab. The bottom of the exterior bearing wall footings should be located just below the maximum frost depth or one foot six inches (1'-6") below finished grade whichever governs.

(3) Support Provisions: a thickened concrete slab should support all interior non-bearing masonry partitions. Concrete compressive strength should generally be between 3000-4000 PSI at twenty-eight (28) days after pouring unless a stronger concrete is justified on the basis of economy.

(4) Entrances: At entrances, consideration may be given to the use of foundations/grade walls under concrete stoops (which are almost flush with the bottom of the doors) to prevent door interference due to upward displacement of the stoop by frost action.

(5) Moisture Protection: All foundations shall be protected from moisture in accordance with the best, most practicable engineering practices. Foundation drainage shall be installed where needed or where there is a suspected need.

#### D. Miscellaneous:

(1) Lintels may be either metal angles or masonry lintels.

(2) Concrete Edge Protection: A steel angle or other type protection shall be used to protect the concrete edge of the vehicle access door threshold.

### 5-7 Thermal and Moisture Protection

**A. Exterior Walls and Roof** shall be insulated to reduce the heat transmission factor "U" to the values listed below, Table 5-1. (additional insulation may be provided if required by an applicable state code or if justified on a life cycle cost basis). Installation of batt insulation above suspended ceilings is not recommended, due to the likelihood that a condensation problem will be created. Roof insulation may be installed below the roof deck, if no condensation problem is created. Sheathing shall be in accordance with Paragraph 5-6A(2) above. Exterior, behind masonry, concrete block and poured concrete walls shall be sheathed or coated with a material which provides mildew and mold resistance.

**B. Perimeter**: Vertical and horizontal perimeter insulation shall be provided for slab-on-grade floors to reduce the U-value to the same as the exterior wall insulation. Exterior wall insulation and foundation insulation shall be arranged to preclude leaving an uninsulated gap at the wall/floor juncture.

**TABLE 5-1 MAXIMUM HEAT TRANSMISSION VALUES 1/**

Degree Days	Gross Wall 2/ Uo3/	Walls Uw4/	Ceiling/Roof Ur5/	Floor Uf6/	Uf7/
100-1,000	0.31	0.15	0.05	0.10	0.29
1,000-2,000	0.23	0.15	0.05	0.08	0.24
2,001-3,000	0.18	0.10	0.04	0.07	0.21
3,001-4,000	0.16	0.10	0.03	0.07	0.18
4,001-6,000	0.13	0.08	0.03	0.05	0.14
6,001-8,000	0.12	0.07	0.03	0.05	0.12
Over 8,001	0.10	0.07	0.03	0.05	0.10

**NOTES FOR TABLE 5-1**

**1/** Heat transmission values are expressed in English units. (U=BTU/H.SF.oF)

**2/** Gross wall values include all doors and windows, window frames, metal ties through walls structural steel members that protrude through all insulation to the exterior and continuous concrete or masonry wall.

**3/** Gross "Uo" values are to be used for all new construction and major alteration of facilities.

**4/** Wall "Uw" value is the thermal transmittance of all elements of the opaque wall area. "Uw" values are to be used for upgrade of existing facilities where the alteration of walls and resizing of window glazing, to meet gross wall values which is not cost effective.

**5/** Ceiling/roof "Ur" values are for ceiling/roof areas where adequate space exists for insulation to be applied above the ceiling and/or below roof structure. Built up roof assemblies and ceiling assemblies in which the finished interior surface is essentially the underside of the roof deck shall have a maximum "Ur" value of 0.05 (0.284) for any Degree Days area.

**6/** Floor "Uf" values are for floors of heated space over unheated areas without a positive heat supply to maintain a minimum of fifty degrees Fahrenheit (ten degrees Centigrade) (50°F; 10°C).

**7/** Floor "Uf" values are for slab-on-grade insulation around the perimeter of the floor

## **5-8 Doors and Windows**

### **A. Exterior Doors:**

(1) General: All doors (including all sectional or roll-up overhead doors) entering into heated and/or air-conditioned areas shall be insulated.

(2) Exterior doors and doors providing access to storage areas should be sixteen (16) gauge insulated metal (flush) with fixed pin hinges of suitable weight on a fourteen (14) gauge hollow metal frame.

(3) Main entrance doors and doors connecting directly to Public Parking areas should be recessed to form a vestibule and will consist of commercial (heavy use) grade aluminum and glass "store front" systems. Handicapped "Openers" and automatic door openers are authorized.

(4) Secondary doors (generally used for emergency egress only) should not be fitted with glass panels, transom glass or sidelights for security reasons.

(5) Commercial grade hardware shall be used. Public and staff entrances shall have continuous gear (full-length) hinges. Ball bearing hinges shall be used for other high frequency usage doors or where fire safety governs. Kick and push plates should be used on frequently used doors. See following section (interior doors) for further guidance on hardware.

(6) Trim around the doors may be limestone, native stone, concrete, masonry, or brick.

(7) Kick Plates: The use of kick plates shall be limited to high-traffic entries and exits, if necessary. Kickplates shall be provided with four beveled edges, 10 inches high by width less 2 inches on single doors and 1 inch on pairs of doors. Furnish screws to match finish.

(8) Motor Operated, overhead insulated steel doors for Sallyport, Loading Dock, and Ground Support Equipment areas (minimum of sixteen (16) gauge. A minimum of one (1) sixteen feet wide by fourteen feet high (16' X 14'), insulated, shall be used for the Vehicular Sallyport door. Center Pull Door Openers are preferred. Coiling doors, of any type, shall not be used. Sallyport door is monitored and controlled by security personnel from their workstation. Contact AOC ETS personnel for specific and current requirements.

(9) Warranties: Provide from hardware supplier as follows:

- Closers: Ten years: except electronic closers: Two years.
- Exit Devices & Locksets: Three years
- All other Hardware: Two years.

### **B. Interior Doors:**

(1) Steel Interior flush doors should generally be eighteen (18) gauge hollow metal (except 16 gauge for access to secure areas) with sixteen (16) gauge (14 gauge for storage) frames for durability. Kick plates may be used on frequently used doors. Commercial grade (non-residential) kickplates shall be provided with four beveled edges, 10 inches high by width less 2 inches on single doors and 1 inch on pairs of doors. Furnish screws to match finish.

(2) Wood Interior flush doors, may be 1 3/4" solid core wood doors (except secure area doors that requires both sides faced with 22 gauge steel) with a standard finish and construction. All wood doors shall be highly finished to match or complement the facility's casework. Wood doors, as a minimum, shall be sanded smooth to a degree acceptable for furniture, stained, sealed (if necessary), and finished with a high grade of lacquer or polyurethane identical to that used for Courtroom casework.

(3) Interior Door Recessing: Interior doors should only be recessed if required for safety reasons (e.g., door opening into busy corridor).

(4) Door Closers: Interior doors shall be equipped with surface mounted door closers, full rack and pinion type with removable non-ferrous cover. Provide sex bolts at all wood doors. Place closers inside building, stairs, and rooms. Closers shall be non-handed, non-sized and adjustable.

- Provide multi-size 1 through 6 at all doors rated or not.
- Flush transom offset brackets shall be used where parallel arm closers are listed for doors with fixed panels over.
- Drop brackets are required at narrow head rails.
- Set exterior doors closers to have 8.5 lbs maximum pressure to open, interior non-rated at 5 lbs, rated openings at 12 lbs.

(5) Commercial grade hardware shall be used. Obtain each kind of hardware (latch and locksets, exit devices, hinges, and closers) from only one manufacturer, although several may be indicated as offering products complying with requirements. Hardware supplier shall be a direct factory contract supplier who has in his employment a certified architectural hardware consultant (AHC) who is available at all reasonable times during the course of the Work, and for project hardware consultation to the Project Development Board, AOC, Owner, Architect, and Contractor.

a. Hinges: Outswinging exterior doors shall have non removable pin hinges. All hinge open widths shall be minimum, but of sufficient size to permit door to swing 180. Furnish hinges with five knuckles and flush bearing. Furnish 3 hinges per leaf to 7 foot 6 inch height. Add one for each additional 30 inches in height or fraction thereof.

b. Exit Devices: Furnish all sets at wood doors with sex bolts unless otherwise specified. Lever handle trim shall match locksets. All touch bar type devices shall have deadlocking latchbolt, stainless steel touchpads or vinyl covered pads and be non-handed. The unlatching force shall not exceed 15 pounds when applied in the direction of exit travel.

c. Exit Doors: Openable at all times from the inside without the use of a key or any special knowledge or effort.

d. Fire-rated openings: Provide hardware for fire-rated openings in compliance with NFPA Standard No. 80. This requirement takes precedence over other requirements for such hardware. Provide only such hardware which has been tested and listed by UL for the type and size of door required, and complies with the requirements of the door and the door frame labels. Latching hardware, door closers, ball bearing hinges, and seals are required whether or not listed in the Hardware schedule. Where panic exit devices are required on fire-rated doors, provide supplementary marking on door UL label on exit device indicating "Fire Exit Hardware."

e. Seals: All seals shall be finished to match adjacent frame color. Seals shall be furnished as listed in schedule. Material shall be UL listed for labeled openings.

f. Screws: All exposed screws shall be Phillips head.

g. Silencers: Furnish silencers on all interior frames, 3 for single doors, 2 for pairs. Omit where any type of seals occur.

**(6) Hardware Locations:**

a. Hinges:

- Bottom Hinge: 10 inches from door bottom to bottom of hinge.
- Top Hinge: 5 inches from door top to top of hinge.
- Center Hinge: Center between top and bottom hinge.
- Extra Hinge: 6 inches from bottom of top hinge to top of extra hinge.

b. Locks: 38 inches from finished floor to center of lever or knob.

c. Push Bar: 44 inches from bottom of door to center of bar.

d. Push Plate: 44 inches from bottom of door to center of plate.

e. Pull Plate: 42 inches from bottom of door to center of pull.

f. Exit Device: 39-13/16 inches from finished floor to center of pad.

g. Deadlock Strike: 44 inches from floor, centered.

**(7) Hardware Installation:**

a. Install each hardware item per manufacturer's instructions and recommendations. Do not install surface mounted items until finishes have been completed on the substrate. Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.

b. Installation shall conform to any applicable State security regulation.

**(8) Hardware Adjusting:**

a. Adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Replace units, which cannot be adjusted to operate freely and smoothly.

b. Inspection: Hardware supplier shall inspect all hardware furnished within 10 days of contractor's or construction manager's request and include with his guarantee a statement that this has been accomplished. The construction manager or Contractor shall sign off the hardware as being complete and correctly installed and adjusted. Further corrections of defective material shall be the responsibility of his representative.

(9) Warranties: Provide from hardware supplier as follows:

- Closers: Ten years: except electronic closers: Two years.
- Exit Devices & Locksets: Three years
- All other Hardware: Two years.

**C. Door locks and Latchsets** shall be extra-heavy-duty lever cylindrical with Best 7-pin interchangeable core. Lockset and Cores to be of the same manufacturer to maintain complete lockset warranty. Locks to have solid shank with no opening for access to keyed lever keeper. Keyed Lever to be protected by means of a break-away mechanism to prevent forced entry, when excessive torque is applied, a replaceable part will shear. Lock chassis must be through-bolted (outside of the lock chassis prep) to prevent rotation of chassis after installation. Lock manufacturer shall provide a three-year warranty, in writing, to the Owner, along with three copies of the lock service manual. Strikes shall be 16 gauge curved brass, bronze or stainless steel with a 1" deep box construction, and have sufficient length to clear trim and protect clothing.

- Grade 1 Cylindrical Locks shall have minimum 9/16 throw. All deadbolts shall have 1 inch minimum throw.
- Comply with requirements of AOC facility security guidance.
- Lock Series and Design: Best 35H7 or 93K7. Trim as designated by AOC General Manager of Facilities.
- Cylinders: Best 7-Pin

**D. Keying**: Provide construction cores and keys during the construction period. Construction control and operating keys and core shall not be part of the Owner's permanent keying system or furnished on the same keyway (or key section) as the Owner's permanent keying system. Permanent cores and keys (prepared according to the accepted keying schedule) will be furnished to the Owner (by the local Best factory representative) prior to occupancy.

(1) Key System: All cylinders shall be Best 7-pin, interchangeable core keyed to existing Best Access Systems key system and shall be provided by the AOC unless otherwise required by the AOC.

(2) Key and Core Identification: Permanent keys and cores shall be stamped with the applicable key mark for identification. These visual key control marks or codes will not include the actual key cuts. Permanent keys will also be stamped "Do Not Duplicate" as provided by the AOC unless otherwise required by the AOC.

(3) Grand Masterkeys, Masterkeys and other Security keys in possession of the contractor shall be transmitted to the AOC General Manager of Facilities, 100 Millcreek Park, Frankfort, KY 40601 by Registered Mail, return receipt requested.

(4) Furnished Keys: Furnish keys in the following quantities if required by the AOC:

- 1 each Grand Masterkeys
- 4 each Masterkeys
- 2 each Change keys each keyed core
- 9 each Construction masterkeys
- 1 each Control keys

(5) Permanent Cores: If required by the AOC, install permanent cores and return the construction cores to the Best Access Systems Factory Representative. All Construction cores and keys remain the property of Best Access Systems.

**(6) Construction Cores:** Prior to Design Phase C, a determination shall be made by the AOC whether construction cores for locks shall be provided as part of the project (included in construction documents) or shall be provided by the AOC (noted in construction documents). Construction core keying shall be determined by the AOC. The CM or GC shall be responsible for issuing, tracking, and retrieving all construction core keys. All construction cores and keys are considered as property of the AOC and shall be given to the AOC when permanent cores are installed.

**(7) Keying schedule:** Unless provided by the AOC, submit three copies of separate detailed schedule indicating clearly how the AOC's final instructions on keying of locks has been fulfilled.

**E. Trim** around the doors may be wood (see paragraph (2) above for level of finish), steel, limestone, native stone, concrete, masonry, or brick.

**F. Door Hardware Manufacturers:** The following is provided as a pre-approved listing of Manufacturers

<u>Item:</u>	<u>Manufacturer:</u>	<u>Approved:</u>	<u>Approved:</u>
Hinges	Hager	McKinney	Stanley
Locks	Best-35H&93K	Sargent-8200&11L	Corbin/Russwin-ML2200&CL3300
Cylinders	Best		
Exit Devices	Precision-Apex	Dorma-9000	Von Duprin-98
Closers	Ryobi-D-4550	Dorma-8901	Norton-8501
Pulls	Hager	Rockwood	Trimco
Silencers	Hager	Rockwood	Trimco
Kickplates	Hager	Rockwood	Trimco
Stops	Hager	Rockwood	Trimco
Overhead Stop	ABH	Dorma	Rixson
Thresholds	Hager	Zero	Pemko
Seals/Sweeps	Hager	Zero	Pemko

**G. Prison Handling Area Doors and Hardware:** Prisoner handling areas shall be equipped with penal/institutional doors and hardware in accordance with guidance from AOC Department of Facilities.

#### **H. Windows/Glazed Openings.**

**(1) General:** Windows shall be fixed and non-openable. Any proposal for deviation from this policy must be tendered to the AOC General Manager of Facilities for consideration. Written approval from the AOC General Manager of Facilities is required prior to incorporating such provisions. Any proposal must include a detailed analysis of the effects of such provisions on the facility's heating and cooling system. Such provisions must be designed to have no effect of the heating and cooling of adjacent areas (e.g., if a window is opened, it will not cause adjacent offices' temperature to rise or fall).

##### **(2) Safety:**

a. Glazed openings subject to accidental human impact should be glazed with one-fourth inch fully tempered glass or wire glass, laminated safety glass, or plastic sheet as appropriate.

b. Double strength sheet glass or float glass should be used for all other exterior glazed openings.

c. Anti-ballistic glazing shall be provided for Judges and Circuit Court Clerks whose work area can be targeted directly from less than 300-yards.

(3) Double/triple glazing or insulated glass (not storm windows) shall be used to obtain the average heat transmission values stipulated, herein, and should be used for all areas.

(4) Thermal breaks should be provided in the window frame.

(5) Coated, tinting, or fully reflective glass may be provided, particularly at windows in air-conditioned space.

(6) Security window sash/bars may be provided on the ground floor only. Glass block may be used in place of the above glazing options.

(7) Window sills may be concrete, masonry, brick, limestone or other material compatible to the building's exterior finish.

(8) Lintels may be either masonry or metal angles.

**I. Screens** are not provided for exterior windows because of their inoperability.

**J. Viewing windows**

(1) General: Viewing windows should (generally) be limited to those conveniently located for observation of entry(ies) to lobby for visitor control and for superiors to observe personnel work performance.

(2) Courtrooms: Viewing windows are not permitted in Courtroom doors. However two "peep hole" viewing ports are allowed. One for viewing one direction, the other viewing the other direction.

(3) Finishes and Workmanship: Viewing windows shall be installed with the greatest professionalism possible and present a highly finished appearance. Trim around windows, particularly in doors, shall be highly finished (see paragraph B(2) above) and fitted flush with door surfaces. Trim cornering shall be executed with "picture frame" quality and workmanship.

**5-9 Interior Floors**

**A. General**: Interior floor systems and finishes shall be "dignified" and tailored for particular area uses. High-traffic areas, particularly public areas, shall have durable flooring such as Terrazzo, Quarry Tile, Stone, or Ceramic Tile. Other, non-public areas may have conductive or non-conductive synthetic tiles or carpet. Wood floor systems may be used for specific areas if superior maintenance and durability is demonstrated for a cost within project budget. All floor systems shall be installed by a company with a minimum of 10-years experience of installing applicable floor system(s). The following are acceptable for Court Facilities.

**B. Sub Floor Surfaces:** Generally, subflooring in Court of Justice facilities is Concrete applied over a steel decking. All concrete slabs shall be applied with the greatest quality of workmanship reasonably available. Variations in the slab shall be no greater than 1/8<sup>th</sup> inch for every 10-feet. Slabs shall be highly finished with a smooth, level, and even surface without inconsistencies, such as depressions, mounds, or ridges. Mounding or depressions for recessed receptacles is not permitted. Slopes to drains shall be installed in strict accordance with plans and specifications and shall also be installed without (unspecified) depressions, mounds, or ridges unless so authorized by an A-E a change directive.

**C. Flooring Transitions:** When transitioning from one type of flooring to another (e.g., terrazzo to VCT), care must be taken to insure that there is no deviation in the floor surface elevation. Such deviations are not permitted because they present trip hazards, particularly for handicapped individuals.

**D. Terrazzo** floor finishes shall use the best available Epoxy (rather than plastic) Matrix and shall be installed in strict accordance with manufacture specifications. Special consideration shall be given to stabilizing subflooring under terrazzo surfaces, including but not limited to additional reinforcement and concrete additives.

**E. Tile, Quarry, Ceramic or Stone Floors** shall use commercial grade heavy or medium traffic materials installed in strict accordance with manufacture specifications. Stone flooring tiles shall be installed with grout joints of 1/8-inch, or less, unless approved by AOC Facilities. Flooring shall be installed in a plane with no vertical variations.

**F. Tile, Conductive or Non-Conductive Synthetic Floors** shall use commercial grade heavy or medium traffic materials installed in strict accordance with manufacture specifications. Conductive tiles may be used in all areas except areas, which must have non-conductive surfaces, such as computer and telecommunication rooms and electronic repair shops.

**G. Raised Plywood Flooring and Ramps** (for Judge's Bench, Clerk's Stations, etc.) shall be fastened to support members with both screws and glue. Flooring material and supports shall allow no "bounce" or "springing" action.

#### **H. Carpet**

(1) General: Carpet may be installed in offices and courtrooms. A combination of carpet and tile may be used in courtroom spectator areas with carpet used for traffic areas and tile under seating. All carpet shall be commercial grade, in accordance with the following.

(2) Courtroom and General Areas:

Construction .....	Woven
Surface Texture.....	100% "Loop" or "Loop and Cut"
Pile Content .....	100% Nylon (Infinity 6.0 or approved equal) Preferably, Nylon containing a minimum of 25% post consumer content.
Color Technique .....	100% Solution or Solution/Space Dye
Yarn Weight .....	Minimum: 26 OZ, Maximum: 35 OZ
Pitch .....	Minimum: 165, Maximum: 330
Rows Per Inch .....	Minimum: 6.0, Maximum: 10.0
Pile Thickness .....	Minimum: .145 IN, Maximum: .200 IN
Density .....	Minimum: 5500 Maximum: 9000

Weight Density ..... Minimum: 143,000 Maximum: 285,000  
 Backing Material ..... 100% Synthetic  
 Width ..... 12 FT  
 Flammability ..... Class 1, Exceeds .45 WATTS per Square CM  
 Smoke Density ..... NBS Smoke Density Chamber (NFPA-258)  
     Less than 450.  
 Static Propensity ..... 70/20 AATCC-134, under 3.5 KV  
 IAQ Certification ..... Required, Provide Document Number  
 Soil Release ..... Flurochemical Treatment  
 Warranties  
     Texture Retention ..... Lifetime of installation  
     Edge Ravel ..... Lifetime of installation  
     Zippering & Delamination ..... Lifetime of installation  
     Wear ..... Lifetime of installation  
     Colorfastness ..... 10-Years, limited to light  
     Atmospheric Contaminants .. 5-Years, limited

(3) Judges Chambers and Circuit Court Clerk Offices: (if construction budget allows or may be included as additive alternate)

Construction ..... Tufted  
 Surface Texture..... Cut Pile  
 Pile Content ..... 100% Continuous Filament Nylon (DuPont or  
     approved equal)  
 Color Technique ..... 100% Yarn or Piece Dye  
 Yarn Weight ..... Minimum: 36 OZ Maximum: 44 OZ  
 Gauge ..... Minimum: 1/10 Maximum: 1/12  
 Stitches ..... Minimum: 12.5 Maximum: 14.0  
 Pile Thickness ..... Minimum: .188 IN Maximum: .200 IN  
 Density ..... Minimum: 6800, Maximum: 7920  
 Weight Density ..... Minimum: 248,000, Maximum: 348,500  
 Backing Material ..... 100% Synthetic  
 Width ..... 12 FT  
 Flammability ..... Class 1, Exceeds .45 WATTS per Square CM  
 Smoke Density ..... NBS Smoke Density Chamber (NFPA-258)  
     Less than 450.  
 Static Propensity ..... 70/20 AATCC-134, under 3.5 KV  
 IAQ Certification ..... Required, Provide Document Number  
 Soil Release ..... Flurochemical Treatment  
 Warranties  
     Wear ..... 10-Years  
     Manufacture's..... 5-Years

**I. Wood Floors:** Wooden floor systems shall be used as defined in Paragraph A. above. Wooden floors shall only be solid hardwood or engineered floor with hardwood surface and have highly durable finish(es) with a thickness of no less than 1/2-inch, suitable for the application in accordance with performance standards provided by AOC Department of Facilities. Wooden floors shall be installed in strict accordance with manufacture specifications.

## **5-10 Interior Walls**

**A. General:** Interior walls shall be tailored and constructed for the specific area. Partitions shall be extended to the underside of the roof where required by sound control, fire code, any other applicable state code, or design requirement. The following are acceptable options for Court Facilities:

**B. Workmanship and Levels of Finish:** Care shall be exercised to insure all interior walls are square, true, flat, even, and finished with a very high degree of workmanship. Level 5 finish shall be used for Courtrooms and Hearing Rooms, Level 4 and/or Level 5 finish for the remainder of the building, as recommended by industry standards.

**C. Fixture and Provisions Placement:** The positioning and placement of all wall mounted fixtures and provisions (e.g., light switches, thermostats, sensors, power receptacles, etc.) shall not conflict with case-work, furnishings, or other construction (e.g., case work)

**D. Non-Combustible Gypsum** wall board metal stud construction. Type X Gypsum Board is authorized where a fire rating is required.

**E. Damage Resistant Panels** metal stud construction is recommended for high use areas or areas with a high potential for damage. Damage resistant panels shall be used in Public Areas (lower 4'-0") when Wainscot is not used.

**F. Wood Veneer Panels** over non-combustible gypsum wall board metal stud construction or furred to Concrete Block. Type X Gypsum Board is authorized where a fire rating is required.

**G. Stone Veneer, Quarry, or Ceramic Tiles** over non-combustible gypsum wall board metal stud construction or furred to Concrete Block. Type X Gypsum Board is authorized where a fire rating is required.

**H. Concrete block**, when used shall have reinforcement on every fourth course, as a minimum.

**I. Hardened, (Industrial Type) Steel or Glass (floor to ceiling) Partitions**, or other suitable system which may be provided at equal or less cost or when justified.

**J. Wainscot:** As a minimum, Wainscot should be used in public waiting area and high traffic areas. Wainscot may be wood panel, tile, or stone. Stone tiles shall be installed with grout joints of 1/8-inch, or less, unless approved by AOC Facilities. Flooring shall be installed in a plane with no horizontal variations. Please see Table 5-2 for areas authorized Wainscot. All areas authorized wainscot, are authorized a chair rail, if budget cannot support wainscot. If budget estimates cannot support wainscot, the wainscot shall be solicited as an "Additive Alternate" in the bid documents.

**K. Stair Wells:** Stair wells shall not be constructed with drywall/gypsum board and/or steel studs.

### **5-11 Finishes**

**A. Exterior:** Painting of exterior galvanized metal surfaces (gutters, downspouts and flashing) is authorized where such surfaces are exposed to view from the ground. All exterior doors and window frames and aluminum trim may be anodized (clear or colored). Tinted mortar may be used, if appropriate. Painting of wood windows, doors, and trim, as well as ungalvanized/unfinished steel windows and doors, is authorized. Painting of these items should be applied with number of coats as recommended in manufacturer's instructions. Baked on colors are authorized instead of anodized finish on aluminum or steel commercial grade doors and windows.

**B. Interior:**

(1) Paint Coats: Paint for all authorized interior spaces is to be applied in the number of coats as recommended in the manufacturer's instructions.

(2) Interior finishes, other than manufacturer finishes, to be used for design are shown in Table 5-2. Table 5-2 indicates, for most areas, a range of finish levels, which are acceptable. As an "Additive Alternate" on the bid documents, increased levels of finish shall be solicited (e.g., for Judicial Chambers carpet may be specified, but wood shall be solicited as an Additive Alternate).

(3) Kickboards: A kickboard to one foot (1') above floor (may be rug extended up) may be provided for walls and doors in public areas. The kickboard shall be constructed of comparable materials to other finishes within the facility.

(4) RB/GSU is authorized when required on other than masonry construction if required to prevent water damage.

(5) Exposed CMU walls and roof deck painting. Exposed CMU walls and roof deck shall be painted. Light colors and non-glossy finish should be used to compliment the light system without causing reflections.

**TABLE 5-2 INTERIOR FINISHES** on following page.

TABLE 5-2 INTERIOR FINISHES

	<u>Functional Area</u>	<u>Floor</u>	<u>Wainscot*</u>	<u>Walls**</u>	<u>Ceilings</u>
1. Jury Trial Courtrooms	Jury Trial Courtrooms				
	Litigation Areas	CPT/QT/TZO	WD/QT	GWB/PLA/HWP	GWB/ACST
	Spectator Areas	CPT/QT/TZO	WD/QT	GWB/PLA/HWP	GWB/ACST
	Vestibule/Sec. CK.	CPT/QT/TZO	None	GWB/PLA/HWP	GWB/ACST
	Public Waiting Area	QT/CT/TZO	WD/QT/CT	GWB/PLA/QT	GWB/ACST
	Jury Deliberation	CPT/QT/WD	WD/QT	GWB/PLA/HWP	GWB/ACST
	Jury Lounge	VTC/CT	None	GWB/PLA	GWB/ACST
	Jury Restrooms	VTC/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
	Witness/Victim Area	CPT/QT/CT	QT/CT	GWB	GWB/ACST
	Attorney/Client Area	CPT/QT/CT	QT/CT	GWB	GWB/ACST
	Prosecutor Area	CPT/QT/CT	QT/CT	GWB	GWB/ACST
	Prisoner Holding	CONC/VCT	None	EXP	EXP
	Trial Storage	CONC/VCT	None	EXP	EXP
	A/V Equipment	CONC/VCT	None	EXP	EXP
	Law Enforcement Area	CPT/QT/CT	QT/CT	GWB	GWB/ACST
	Press Room	CPT/QT/CT	QT/CT	GWB	GWB/ACST
2. Family Courtroom	Family Courtroom				
	Litigation Areas	CPT/QT/TZO	WD/QT	GWB/PLA/HWP	GWB/ACST
	Spectator Areas	CPT/QT/TZO	WD/QT	GWB/PLA/HWP	GWB/ACST
	Vestibule/Sec. CK.	CPT/QT/TZO	None	GWB/PLA/HWP	GWB/ACST
	Public Waiting Area	QT/CT/TZO	WD/QT/CT	GWB/PLA/QT	GWB/ACST
	Segregated Waiting	QT/CT/TZO	WD/QT/CT	GWB/PLA/QT	GWB/ACST
	Child Waiting Area	CPT/QT/WD	WD/QT	GWB/PLA	GWB/ACST
	Child Restroom	VTC/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
	Child Observation Rm.	CPT	None	CPT/GWB	GWB/ACST
	Juvenile Waiting Area	CPT/QT/WD	WD/QT	GWB/PLA	GWB/ACST
	Juvenile Restroom	VTC/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
	Juvenile Obs. Rm.	CPT	None	CPT/GWB	GWB/ACST
	Interview Room	CPT/QT/CT	None	GWB	GWB/ACST
	Attorney/Client Area	CPT/QT/CT	None	GWB	GWB/ACST
	Prosecutor Area	CPT/QT/CT	None	GWB	GWB/ACST
	Secure Holding Area	CONC/VCT	None	EXP	EXP
	Trial Storage	CONC/VCT	None	EXP	EXP
	A/V Equipment	CONC/VCT	None	EXP	EXP
	Law Enforcement Area	CPT/QT/CT	QT/CT	GWB	GWB/ACST

Functional Area	Floor	Wainscot*	Walls**	Ceilings
	CPT/QT/WD	WD/QT	GBW/PLA/HWP	GBW/ACST
3. Hearing Rooms	CPT/QT/WD	WD/QT	GBW/PLA/HWP	GBW/ACST
4. Grand Jury Areas				
Grand Jury Room	CPT/QT/TZO	WD/QT	GBW/PLA/HWP	GBW/ACST
Jury Lounge	VTC/CT	None	GBW/PLA	GBW/ACST
Restrooms	VTC/QT/CT	QT/CT	QT/CT/GWB	GBW/ACST
Witness Waiting	CPT/QT/CT	None	GBW	GBW/ACST
Attorney/Client Area	CPT/QT/CT	None	GBW	GBW/ACST
Vestibule/Sec. Check	CPT/QT/TZO	None	GBW/PLA/HWP	GBW/ACST
Vestibule/Sec. Check	CPT/QT/TZO	None	GBW/PLA/HWP	GBW/ACST
Evidence Storage	CONC/VCT	None	EXP EXP	
A/V Equipment	CONC/VCT	None	EXP EXP	
5. Judges Chambers				
Judge's Office	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Judge's Toilet	VTC/QT/CT	QT/CT	QT/CT/GWB	GBW/ACST
Conference/Hearing	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Law Clerk	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Court Administrator	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Court Recorder	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Court Secretary	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Files Area	CONC/VCT	None	GBW EXP	
Storage	CONC/VCT	None	GBW EXP	
Reception/Waiting	CPT/WD	WD	GBW/WD/PLA	GBW/ACST
Copy/FAX/Mail	CPT/VTC/CT	None	GBW/PLA	GBW/ACST
Staff Break Area	VTC/CT	None	GBW/PLA	GBW/ACST
Staff Restrooms	VTC/QT/CT	QT/CT	QT/CT/GWB	GBW/ACST
6. Appellate Judges' Suite				
Judge's Office	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Judge's Toilet	VTC/QT/CT	QT/CT	QT/CT/GWB	GBW/ACST
Conference/Hearing	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Law Clerk	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Library	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Court Recorder	CPT/WD	WD	GBW/PLA/HWP	GBW/ACST
Files Area	CONC/VCT	None	GBW GBW/ACST	
Storage	CONC/VCT	None	GBW GBW/ACST	
Reception/Waiting	CPT/WD	WD	GBW/PLA/HWP GBW/ACST	
Copy/FAX/Mail	CPT/VTC/CT	None	GBW/PLA GBW/ACST	
Coffee Station	VTC/CT	None	GBW/PLA GBW/ACST	
Staff Restrooms	VTC/QT/CT	QT/CT	QT/CT/GWB GBW/ACST	
7. Law Library*	CPT/WD/QT	WD/QT	GBW/PLA/HWP	GBW/ACST

TABLE 5-2 INTERIOR FINISHES - Continued

	<u>Functional Area</u>	<u>Floor</u>	<u>Wainscot*</u>	<u>Walls**</u>	<u>Ceilings</u>
8.	Circuit Court Clerk Circuit Clerk's Off. Clerk's Restroom District Clerk's Off. Supervisor's Areas Clerk Staff Areas Counters, public side Queuing & Waiting Cashier, public side Driver's License Records Review Records Storage Evidence Storage Copy/FAX/Mail Conference/Training Staff Lounge Restrooms Office Storage Multipurpose Rooms	CPT/WD VTC/QT/CT CPT CPT CPT QT/CT/TZO QT/CT/TZO QT/CT/TZO QT/CT/TZO CPT/QT/CT CONC/VCT CONC/VCT QT/CT/TZO CPT/WD VTC/CT VTC/QT/CT CONC/VCT CPT/QT/CT	WD QT/CT None None None WD/QT/CT WD/QT/CT WD/QT/CT WD/QT/CT None None None None WD GWB/PLA/HWP QT/CT/GWB GWB/PLA GWB/PLA GWB/PLA GWB/PLA/QT GWB/PLA/QT GWB/PLA/QT GWB/PLA/QT GWB GWB/EXP GWB/EXP GWB/PLA	GWB/PLA/HWP GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST	GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST GWB/ACST
9.	Prisoner Handling Facilities Vehicular Sallyport Holding Cells Security Vestibule Staging & Prep. Area Interview Rooms Enf. Personnel Area Storage Restroom/Locker/SHWR	CONC Epoxy/VCT VCT/CT VCT/CT VCT/CPT CPT/CT/VCT CONC/VCT VTC/QT/CT	None None None None None None None QT/CT	EXP Epoxy ** Epoxy ** Epoxy ** Epoxy ** GWB/PLA GWB/EXP QT/CT/GBW	EXP Epoxy** Epoxy** Epoxy** Epoxy** GWB/ACST ACST/EXP GWB/ACST
10.	Court Security & Law Enforcement Sheriff/Bailiff Rm. Bailiff Storage Security Control Rm. Cont. Room Restroom Security Storage Entrances/Security Ck. First Aid Room	CPT/CT/VCT CONC/VCT VTC/CT CONC/VCT VTC/CT	None None QT/CT None QT/CT	GWB/PLA GWB/EXP QT/CT/GWB GWB/EXP QT/CT/GWB	GWB/ACST ACST/EXP GWB/ACST ACST/EXP GWB/ACST

TABLE 5-2 INTERIOR FINISHES - Continued

<u>Functional Area</u>	<u>Floor</u>	<u>Wainscot*</u>	<u>Walls**</u>	<u>Ceilings</u>
11. Non-Court Affiliated Areas*				
Friend of the Court	CPT	None	GWB/PLA	GWB/ACST
Supervisor Areas	CPT	None	GWB/PLA	GWB/ACST
Staff Areas	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Counters, public side	CPT/CT/TZO	WD/QT/CT	GWB/PLA/QT	GWB/ACST
File Storage	CONC/VCT	None	GWB/EXP	ACST/EXP
Copy/FAX/Mail	CPT/VTC/CT	None	GWB/PLA	GWB/ACST
Conference/Training	CPT	None	GWB/PLA	GWB/ACST
Office Storage	CONC/VCT	None	GWB/EXP	ACST/EXP
12. Court Affiliated and Support*				
Staff Director	CPT	None	GWB/PLA	GWB/ACST
Professional Staff	CPT	None	GWB/PLA	GWB/ACST
Support Staff	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
SCIF	CPT	None	GWB/PLA	GWB/ACST
Public Queuing/Wait	CPT/CT/TZO	WD/CT	GWB/PLA/QT	GWB/ACST
File Storage	CPT/VTC/CT	None	GWB/PLA	GWB/ACST
Copy/FAX/Mail	CPT/VTC/CT	None	GWB/PLA	GWB/ACST
Conference/Training	CPT	None	GWB/PLA	GWB/ACST
Office Storage	CONC/VCT	None	GWB/EXP	ACST/EXP
Coffee Station	CPT/CT	None	GWB/PLA	GWB/ACST
Staff Break Areas	VTC/CT	None	QT/CT/GWB	GWB/ACST
13. Facility Support Areas				
Superintendent/Mgr.	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Facility Engineer	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Mech/Maint Svrs	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Admin. Support Areas	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Central Mail Room	CT/VCT	None	GWB/PLA	GWB/ACST
Allied Trades Areas	CONC	None	EXP EXP	
Technical Library	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
File Storage Area	CONC/VCT	None	GWB/EXP	ACST/EXP
Office Storage Area	CONC/VCT	None	GWB/EXP	ACST/EXP
Copy/FAX/Mail	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Waiting Area	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Break Area	CT/VCT	None	GWB/PLA	GWB/ACST
Restroom/Locker/SHWR	VTC/CT	CT	QT/CT/GWB	GWB/ACST
Loading Dock	CONC	None	EXP EXP	
Receiving/Shipping	CONC	None	EXP EXP	
Facility/Trades Stor.	CONC	None	EXP EXP	
Ground Spt.Equip.Stor	CONC	None	EXP EXP	
Hazardous Mat.Storage	CONC	None	EXP EXP	
Flammable Mat.Storage	CONC	None	EXP EXP	
Controlled Waste Storage	CONC	None	EXP EXP	

TABLE 5-2 INTERIOR FINISHES - Continued

<u>Functional Area</u>	<u>Floor</u>	<u>Wainscot*</u>	<u>Walls**</u>	<u>Ceilings</u>
14. Common Use Areas				
Restrooms	QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
Public Vending/Lounge	QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
Public Telephone	CPT/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
15. Factored Areas				
Mech/Elect/ADP/Tele	CONC	None	EXP EXP	
Circulation-Public	CPT/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
Circulation-Staff	CPT/QT/CT	QT/CT	QT/CT/GWB	GWB/ACST
Circulation-Secure	CPT/CT/VCT	None	GWB/PLA	GWB/ACST
Circulation-Stairs	CT/VCT	None	CONC/	
Facility Maint/Stor	CONC/VCT	None	EXP EXP	GWB/ACST

### NOTES

\* Chair rails may be used with or without wainscot in areas authorized wainscot.

\*\* Walls and Ceilings shall be concrete block, reinforced concrete, or pre-fabricated concrete or steel construction. Ceilings over 10 feet in height may be vandal resistant wall board.

### KEYS TO ABBREVIATIONS

ACST - Acoustical suspended tile, two feet by two feet (2' X 2') tiles, premium grade.

CPT - Carpet. See Paragraph 5-8E.

VCT - Vinyl or other Synthetic Composition Tile (thickness 3/16" or less) on monolithic concrete finish.

CT - Ceramic Tile (Thick or thin in set) and ceramic or stone threshold.

QT - Quarry Tile or Cut Stone.

WD - Wood

TZO – Terrazzo

EXP - Exposed construction, painted. Concrete Block or Concrete shall be painted with latex enamel as per manufacturer's recommendations. For metals, one (1) coat of paint is authorized for corrosion protection of exposed ungalvanized metal only; touch up of factory prime coat is authorized on ungalvanized metal not exposed to public view.

GSU - Glazed Structural Units (without cove on base units defined as prefaced concrete masonry unit, Federal Specification 8SS-C-621b, (Form B).

PLAS - Plaster, painted enamel, latex or equivalent cost paint.

RB - Resilient Base.

GWB - Gypsum WallBoard, painted enamel, latex, or equivalent cost paint. Vinyl wall covering allowed in offices, circulation, and meeting areas (including courtrooms).

PLP - Plywood Paneling.

HWP – Hardwood Paneling

CONC - Clear or Light Colored Liquid Hardener/sealer over exposed concrete. Concrete with a chemical/acid resistant urethane finish is authorized instead of a liquid hardener/sealer.

Epoxy - Epoxy Base Paint (coating should not exceed two (2) application system).

**(6) Murals and Permanent Artwork:** Any proposed mural and/or permanent artwork must be tendered by the Project Development Board (PDB) to the AOC General Manager of Facilities for his/her approval, denial, or modification. Proposals shall be submitted in full color with complete detail. Approved or Approved as Modified murals and/or permanent artwork shall be installed at no expense to the Court of Justice.

## **5-12 Casework and Other Finished Carpentry**

**A. General:** All casework and finished carpentry in Court of Justice facilities shall be constructed with furniture quality materials, workmanship, design, and durability.

**B. Design:** All casework and finished carpentry shall be designed so as to not allow any crevasses, inside cornering, etc. that would allow dust or grime to accumulate. No square or sharp corners, which might injure a passerby, are allowed. Casework shall be functional and shall provide provisions as detailed in Chapter 4.

**C. Fabrication:** Casework shall be prefabricated, prefinished components assembled to meet ASWI Furniture Quality and Finish Standards.

**D. Hardwood Surfaces other than Casework and Finished Carpentry (e.g., chair rails and crown molding):** Shall be designed, fabricated and finished to furniture grade with the following provisions:

- Fitted to seamless or near seamless joints and fits
- Free of any obvious blemishes (e.g., nail patches, roughness, etc.)
- Stained/sealed the appropriate color, in a dust-free environment that matches Prefinished Casework Coating, and
- Coated with polyurethane or clear lacquer finish in a dust-free environment that matches Prefinished Casework Coating.

**E. Non-Reflective Surfaces:** Non-reflective surfaces may be laminated or formed materials. The use of laminated material to casework edges and on casework edges is prohibited.

### **5-13 Pews (Casework)**

**A. General:** Pews shall be used for Courtroom public seating and shall be considered as "Casework" and provided as part of new construction. Seating (construction casework): Premium quality hardwood pew seating as described below, without seat cushioning, is authorized for spectator areas. Pew seating shall complement the other casework within the courtroom. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable appearance. Seating, which has mechanical provisions (fold-up, particularly) is not allowed.

**B. Pew Seating:**

**(1) Pew Seat**

- $\frac{3}{4}$ -inch (finished minimum) hardwood or
- 5 ply lamination made up of high density flake board (HDF) core.
  - Core shall be cross banded on both sides with  $\frac{1}{8}$ " thick hardboard.
  - Followed with a face veneer of oak on the face side.
  - A composition material on the under side of seat.
- Seat shall finish  $15/16$ " thickness throughout.
- Seat shall be formed to body contour.

**(2) Pew Back**

- $\frac{3}{4}$ -inch (finished minimum) hardwood or
- 5 ply lamination made up of high density flake board (HDF) core.
  - Shall be 5 ply lamination made up of HDF core.
  - Core Shall be cross banded on both sides with  $\frac{1}{8}$ " thick hardboard.
  - Followed with oak face veneer on both sides.
- Back shall be  $7/8$ " finished thickness throughout.
- Cap shall be jointed to the back edge by tongue and groove joint without nails.

**(3) Pew Ends, if required**

- $\frac{3}{4}$ -inch (finished minimum) hardwood or
- Shall be 8 ply lamination made up of HDF core (6 ply).
  - Followed on both sides with  $1/28$ " thick oak face veneer.
  - Finish with solid stock.

**(4) Supports**

- Hardwood or
- Shall be HDF core with veneer on two (2) faces.
- Use  $\frac{1}{2}$ " solid stock banding.
- Finish with  $1\frac{1}{2}$ " thickness.
- Maximum distance of centers shall be 4' 6".

**C. Solid Stock:**

- Shall be premium grade.
- Kiln-dried to moisture content of 6% - 8%.
- Plain sawn red oak or other hardwood as specified.
- Free of any defects, knots, checks or burls.

**D. Veneers, if used:**

- Shall be premium grade.
- Plain sliced red oak applied under heat and pressure.

**E. Millwork:**

- All flat surfaces shall be finely machined.
- Sanded to leave a smooth even surface with no planer marks, ripples or fuzz.
- All molding to be hand sanded.

**F. Finishes:**

- All exposed surfaces shall be hand wiped with oil based stain to match color selected, to give deep penetration of wood and uniform tone.
- Stain shall be followed by two coats of catalytic conversion type lacquer.
- One sanding (minimum) between coats.

**G. Assembly:**

- Entire back and seat to be housed on routing in pen end.
- Driven up tight with hardwood wedges.
- Screwed firmly with No. 12 screws of proper length.
- Backs to be rigidly screwed firmly to pew ends.
- No nails permitted except on molds to cover wedges.
- Screws into pew ends and seats.
- Upholstered seat and back shall be housed in solid stock enclosure bracket.
- Enclosure bracket shall in turn be housed into the pew end.
- Upholstery is permanently attached with galvanized staples.

**H. Interval:** Pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance or 38 inches but no more than a maximum of 40 inches apart.

**I. Center Isles:** Minimum five feet wide but no more than seven feet wide.

**J. End Isles,** if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

**K. After Installation Service:** Agreement shall be to replace or repair any or all defective parts in material or workmanship.

**L. Warranty** shall cover pews against defects in material and workmanship for a period of 25 years for all wood parts. A 15 years warranty is required for any specified foam and/or fabric.

**M. Manufacturer Experience:** Manufacture shall have not less than 15 years experience in manufacturing of pew furnishings.

**5-14 Specialties:** All of the following items may be included in the project and are authorized State support.

**A. Toilet Partitions** should be Stainless Steel or Steel with a baked enamel finish or plastic laminate, for durability.

**B. Attached Individual Mirrors** as large as 24" x 36" may be used over each lavatory or

**C. Drop-In Sinks in counters with full-length mirrors** may be used.

**D. Restroom Dispensers** (stainless steel) for towels, toilet paper, soap, and sanitary napkins, etc., may be surface mounted or recessed.

**E. Diaper Changing Stations** may be provided in all public restrooms.

**F. Signs:** Signs may be made out of aluminum, steel, plastic or materials of equivalent or less cost. All signage shall be in English text. International Symbols (for Exits, Restrooms, etc.) shall be used as appropriate to allow non-English speaking Judicial System participants to navigate and egress from throughout the facility and to identify necessary areas, as telephones and restrooms. ADA compliant signage shall be used as required or as advised by the AOC General Manager of Facilities.

(1) Project Sign During Construction indicating State and Local participation shall be provided. As a minimum, except for the completion date, enter items, in order listed in paragraph (3) below titled "Dedication Panel". Additional information (e.g., a graphic representation of the facility, addresses of A-E and CM and/or GC) may be added as approved by the General Manager of Facilities or his or her designee.

(2) Exterior Building Mounted Sign will consist of the name of the facility shall be prominently displayed. Letters not exceeding twelve inches (12") in height may be provided. Each sole use portion of the building may be identified with smaller six inches (6") lettering; i.e., "District Court", "Circuit Court" "Court Clerk", etc. Additionally, signs directing the public to Public Parking Areas shall be included if necessary. Detached sign(s) with letters not to exceed 12-inches in height may be included when the building sign(s) are not viewable from the main thoroughfare(s).

(3) Dedication Panel: The dedication panel or plaque shall be metal and shall measure no less than 24" by 36" but no more than 36" by 48". Deviations from the above detailed sizing requirements shall be tender to and approved by the AOC General Manager of Facilities. The plaque may be metal or stone and shall contain the following:

- The seal of the Commonwealth of Kentucky Court of Justice Seal (different from the Commonwealth of Kentucky seal). Please see following example of the seal.



Figure 5-1: Court of Justice Seal.

- Immediately below the Seal, the name of the Chief Justice of the Supreme Court.
- Below the Chief Justice's name, in prominent lettering, the name of the facility.
- Below the facility name, the year of dedication (e.g., 2008).
- Local members of the General Assembly.

- The names and titles of the persons who are serving and have served on the local governing body during the development of the facility (e.g., Virginia County Fiscal Court, with elected members listed below).
- The names and titles of the persons who are serving and have served on the Project Development Board (Note the Board Chairperson).
  - The County Judge Executive, Mayor, etc. (Elected Official representing the Owner)
  - The Chairperson of the County Fiscal Court or a current sitting member of the County Fiscal Court as his or her designee.
  - The County's most senior (by local term) Circuit Court Judge.
  - The County's Circuit Court Clerk.
  - The Director of the Administrative Office of the Courts or his or her designee.
  - The President of the County Bar Association.
  - The (AOC) General Manager of Facilities or his or her designee.
- Administrative Office of the Courts: List the AOC Director, The AOC Deputy Director, and the AOC General Manager of Facilities. Should the AOC Deputy Director and/or the General Manager of Facilities' names are listed with the Project Development Board, his or her name(s) may be omitted from this section of the plaque.
- The title and home city of record of the Architectural-Engineering Firm,
- The title and home city of record of the Prime Construction Contractor or the Construction Management Firm.
- Optional: Statement of historical significance of site.

**IMPORTANT:** Have more than one person, check and recheck spelling prior to plaque manufacturer!!!



HONORABLE JOSEPH E. LAMBERT  
CHIEF JUSTICE, KENTUCKY SUPREME COURT

## VIRGINIA COUNTY JUSTICE CENTER DEDICATED IN 2008

### GENERAL ASSEMBLY

Senator William J. Johnson      Representative Beatrice M. Ellis

### VIRGINIA COUNTY FISCAL COURT

RONALD H. WRIGHT  
JUDGE EXECUTIVE

REBECCA R. JOHNSTON  
MAGISTRATE

HUBERT A. CARMAN  
MAGISTRATE

VINCE Y. MITCHELL  
MAGISTRATE

JEFFERSON L. THOMAS  
MAGISTRATE

### VIRGINIA COUNTY PROJECT DEVELOPMENT BOARD

RONALD H. WRIGHT, CHAIRPERSON  
JUDGE EXECUTIVE

JEFFERSON L. THOMAS  
MAGISTRATE

JAMES R. WEDDLE  
CIRCUIT COURT JUDGE

CRAIG OVERSTREET  
CIRCUIT COURT CLERK

ALICE P. JENNINGS  
KENTUCKY BAR ASSOCIATION

MELINDA WHEELER  
AOC DEPUTY DIRECTOR

R. VANCE MITCHELL  
AOC FACILITIES

### ADMINISTRATIVE OFFICE OF THE COURTS

CICELY JARACZ LAMBERT, DIRECTOR

GARLAN VANHOOK, GENERAL MANAGER OF FACILITIES

CONSTRUCTION, INC., ASHLAND  
GENERAL CONTRACTOR

DESIGN, INC., PADUCAH  
ARCHITECT

OPTIONAL STATEMENT OF SITE'S HISTORICAL SIGNIFICANCE.

Figure 5-2: Dedication Panel Example.

**(4) Interior Signs:**

- a. All rooms shall be identified by room number (numbering system to be created by Designer), as minimum.
- b. Signage shall be ADA compliant.
- c. Permanent signage shall be provided for all major functional areas (e.g., Courtrooms, Circuit Court Clerk Areas, Rest Rooms, Judicial Chambers Areas, Attorney Client Rooms, Pretrial Services, Court Designated Worker, etc.).
- d. Any other signage, which contain names of judicial officials, shall be easily changed, such as a standard sized insert into a frame device (e.g., Circuit Court Judge James E. Weddle).

**G. Advisory Boards,**

(1) Location Advisory Boards listing the occupants and locations of the facility shall be provided in the area immediately viewable upon entering the facility (inside the security check) and near the "entry area" of each floor. These advisory board shall list major areas (e.g., courtrooms, etc.), functions (e.g., Circuit Court Clerk, etc., and facility occupants (e.g., Circuit Court Clerk James E. Weddle, etc.) These advisory boards shall match or complement the aesthetics of the facility interior and the text of the advisory boards shall have the capability to be readily changed.

(2) Event Advisory Boards: Court Facilities with less than six (6) Courtrooms and Hearing Rooms, shall be equipped with an advisory board immediately viewable upon entering facility (inside of security check). This advisory board shall identify near the Main Entrance of facilities with six (6) or more Courtrooms may be provided. These advisory boards shall match or complement the aesthetics of the facility interior and the text of the advisory boards shall have the capability to be readily changed on a daily basis.

(3) Electronic Display Event Advisory Boards: Court Facilities with six (6) or more Courtrooms and Hearing Rooms, shall be equipped with an electronic advisory board immediately viewable upon entering facility (inside of security check). This advisory board shall identify major events, which are scheduled or are in progress near the Main Entrance may be provided. These advisory boards shall match or complement the aesthetics of the facility interior. These advisory boards shall be programmable with a standard personal computer and shall be provided access to the facility's "network".

**H. Display Case:** A lockable and illuminated built-in display case or provisions for such a display case is authorized in lobbies and other high visibility areas, if space exists for such provision.

**I. A Security Key Cabinet** for the building may be provided from construction funds. The cabinet may be located in the Security Personnel Area securely attached to the floor by means of four (4) 3/8 inch anchor bolts.

**J. Venetian Blinds and Drapery** shall be provided in Courtrooms, Hearing Rooms, work areas, offices, and Conference Rooms with windows. Venetian Blinds shall be standard size or one inch (1") horizontal or vertical slat. In addition to the blinds, blackout shades on manually operable rods shall be provided in Courtrooms, Hearing Rooms, and Conference Rooms with windows. If necessitated by design, drapery shall be provided for all exterior windows if blinds are not provided. Motorized blinds or drapery may be authorized on a case by case basis by the AOC General Manager of Facilities.

#### **5-15 Guarantees**

Guarantees (warranty) for the entire project (with the exception of the roof) may be a minimum one (1) year with two (2) years as a maximum with an unconditional no cost to the owner guarantee clause.

#### **5-16 Portable Equipment**

Portable equipment such as desks, chairs, tables, stools, map cases, fire extinguishers, coat of arms, state seal, memorial plaques and finished floor entrance door mats, etc., may be supported by State construction funds.

#### **5-17 Skylights**

**A. General:** A limited amount of skylights may be considered. Where high walls exist, it would be preferred to install windows instead of skylights to provide adequate natural light. Some areas where skylights may be beneficial would be in lobbies, storage areas, and interior windowless areas where natural light may be advantageous and artificial light may be reduced or eliminated during daytime hours.

**B. Curbing and Flashing:** Skylights shall be curbed and thoroughly flashed to the Roofing System. Skylights shall meet the performance standards for the Roofing System as described above.

#### **5-18 Fire Protection**

**A. Exterior:** Sites for Court of Justice facilities will normally have all utility lines, including a water main of adequate size to provide fire protection, available adjacent to the site. Except in cases of conflict with state or local requirements, exterior fire protection should be in conformance with NFPA requirements. Where the facility is to be built in a community served by municipal or private water systems and fire fighting forces, fire hydrants and a water main may be provided to ensure that two (2) fire hydrants (including existing) are within 400 feet of the building (additional hydrants may be authorized if required by an applicable state code). Extension of water mains for fire protection is limited to the shortest length from the existing main required to locate the hydrants within 400 feet (but not less than fifty feet (50')) of the building with no more than 100 feet of pipe located outside the project property.

**B. Interior:**

(1) **General:** The entire building shall be equipped with a fire sprinkler system, preferably a dry pipe system.

(2) Alarm Systems: A manual alarm system should be provided, with a connection to the supporting fire fighting unit. Automatic detection and alarm systems are also required for notification to fire fighting unit.

(3) Fire Extinguisher/Cabinets: Fire extinguishers are classified as portable equipment and should not be included in the construction contract. However, built in cabinets (recessed where they might constitute an obstruction in a means of egress) shall be provided.

(4) Emergency Egress Lighting: Means of egress emergency lighting should be as defined by NFPA, State, or Local Code or regulation, whichever is more stringent.

(5) Exit Signs: Either lighted or unlighted exit signs may be provided in accordance with most the stringent Federal, State or Local applicable codes.

(6) Sprinkler Protection: Sprinkler systems for Court of Justice facilities are required.

(a) Additional measures to be considered include (but not limited to) separation of various occupancies, increasing ceiling heights, and installation of fire rated ceiling assemblies.

(b) Special consideration in the selection and design of sprinkler systems shall be given to protection of any and all water filled lines from freezing environments. No water filled piping shall be installed in non-heated areas or areas with direct ventilation to the exterior environment.

(c) All areas that have a finished ceiling shall be equipped with retractable fire sprinkler heads.

(7) Analysis: An analysis should be developed prior to finalizing design decisions, to include as a minimum the following:

(a) Applicable code(s).

(b) Type of occupancy.

(c) Type of construction.

(d) Location of fire rated walls, doors, dampers, and enclosures for hazardous areas.

(e) Exit travel distance.

(f) Occupant load/exit unit widths.

(g) Special protection (separation, ceilings, automatic detection and alarms, sprinkler protection, etc.).

**5-19 Security:**

**A. General:** Facility-related security provisions are divided into two categories; active and passive. Active measures include electronic devices such as audio and video monitoring, communications, metal detectors, door and window status monitoring, etc. Intrusion Detection Systems (IDS) and Internal Security Systems (ISS) are active provisions. Passive measures are the design and layout of the primary and supporting facilities such as; the design of entrances to prevent vehicular access, division of areas within the building, security check areas, armor protection for court officers, etc.

**B. Active Security Provisions: please see Chapter 7, Electrical**

**C. Passive Security Provisions**

(1) Exterior: The building shall be designed and constructed to minimize the damage potential to explosive devices. Provisions that minimize effects of explosives include, but are not limited to:

- Raising building structure from street level and using a retaining wall, between parking/roadways and the building. The retaining wall must be at least four feet (4'-0") tall to deflect blasts upward and away from buildings.
- Maintaining a distance between the building and public parking. No public parking is permitted below court facilities.

(2) Entrances and Exits: There are four (4) basic types of Entrance/Exits at a court facility: Public, Staff, Prisoner, and emergency. No entrance shall be configured to allow vehicular access (breaching).

- Public entrances are secured and monitored by security personnel who operate metal detectors and, if authorized, x-ray machines. Passive security provisions for security personnel shall include a means in which they can shield themselves from gunfire. These provisions may include armor built-in to cabinetry and or ballistic-resistant glass (polycarbonate) shield(s) from the exterior of the building.
- Staff, prisoner, and emergency entrance/exits shall be built sufficiently strong to resist forcible opening of the doors.

(3) Courtrooms: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel armor, or approved equal shall be provided as described in Chapter 4.

(4) Elected Officials (Judge's Chambers and Clerk's Offices) Office Areas: If an Elected Official's personal work area may be targeted within 300 meters through a window, the window shall be provided a layer of ballistic-resistant glass (polycarbonate). Usually this panel of glazing is mounted inside the building's window in a manner such to allow cleaning. This mounting may include necessary hinging.

**D. Intrusion Prevention:** The following provision shall be taken to minimize unauthorized intrusion into Court Facilities.

(1) Doors must provide a degree of security comparable to that provided by the walls of the basic structure.

(2) Door Hinge Mounting Screws are not exposed to the exterior of the facility. If screws are exposed, they will be spot welded, covered, or filled with material in a way to prevent easy removal. Nails will not be used to mount hinges.

(3) Exposed Door Hinge Pins to the exterior of the facility are of a design or modified to prevent easy removal.

(4) Doors to the Exterior locked from the inside are secured with a dead bolt locking device, crossbar, or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock.

(5) Operable Windows, if existing or authorized as Exception to Criteria shall have individual locking devices.

(6) First Floor Openings, except doors, in excess of 96 square inches (619.4 square centimeters) that are located less than 12 feet (3.7 meters) from the ground level shall be designed and constructed as "Intrusion Resistant" in a way to preclude easy removal.

(7) Doors Secured from the Outside have locking devices with heavy duty tumbler-type, key operated locks and/or electronic locks.