

Schedule 1: Authority's Requirements

Introduction

The Authority's Requirements sets out the Authority's output based accommodation and service requirements that the Contractor must satisfy in accordance with this Agreement. It should be read in conjunction with the remainder of the Agreement and in particular Schedule 6 (Payment Mechanism).

The Authority's Requirements is structured as follows:

Part 1 – Facilities Requirements

Part 2 – technical Design Requirements

Part 3 – Services Specification

The terms and expressions used in this Schedule 1 shall bear the same meaning as set out in this Agreement unless separately defined or the context otherwise requires.

Schedule 1: Authorities Requirements

Part 1: Facilities Requirements

Introduction and Primary Functional Requirements

Contents

1. Introduction	3
2. Overview	3
3. Swimming – Main Pool and Community Pool.....	3
4. Main Pool	4
5. Community Pool	7
6. Change Areas - Wet Side and Dry Side	9
7. Wet Side Change Area	10
8. Dry Side Change Area.....	10
9. Sports Hall	11
10. Fitness Suite	13
11. Dry Training Room	14
12. Aerobics/Dance Studios	15
13. Aerobics/Dance Studio Storage.....	16
14. Reception Area	17
15. Reception Desk	17
16. Secure Storage Area (Reception)	18
17. Cafe.....	18
18. Kitchen and Store.....	19
19. WCs	20
20. Cleaners Store	20
21. Crèche	21
22. Duty Manager's Office	21
23. General Office	22
24. IT/Communications Room	22
25. Staff Store	23
26. Internal Circulation.....	23
27. Staff Rest Room	24
28. Staff Change Area	24
29. Spectator Viewing – Main Pool	25
30. Plant Room	25
31. Gala Room	26

1. Introduction

This section of the Facilities Requirements identifies the requirements for the design, architecture and the building services installations of the Luton Aquatics Centre. This section should be read in conjunction with the Zone Data Sheets in Appendix x to this Schedule 1.

The descriptions of facilities and outputs set out the Facilities Requirements provide an overview of the Authority's aspirations and needs with regard to the Facility and are intended to assist enabling the Contractor in designing a facility which responds to local requirements and fulfils local need.

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

The Contractor shall comply with any methodologies identified in the Facilities Requirements, and with all relevant professional and trade guidance.

2. Overview

The Contractor is required to provide a landmark Sports Centre at Luton Regional Sports Centre, Stopsley with the aim of promoting accessible sport and physical activity opportunities in Luton.

The Facility shall provide users with a safe and comfortable environment in which to participate in a range of activities as detailed in Section 1 of these Facilities Requirements.

The Facility shall be designed to a standard consistent with ASA and Sport England Technical Design Guidance.

2.1 Core Requirements

The Facility will include:

- 21m x 50m main swimming pool with two booms and one moveable floor (the Main Pool)
- 20m x 10m with moveable floor (the Community Pool)
- Dry Diving Training Room
- Wet Side Change Area
- 4 badminton-court Sports Hall
- Dry Side Change Area
- 100 station IFI compliant health and fitness centre (the Fitness Suite)
- 2 Aerobics/Dance Studios
- Aerobics/Dance Studio Storage
- Plant
- Administration suite
- Café
- Crèche
- Meeting room

The above required areas are described in more detail below.

3. Swimming – Main Pool and Community Pool

3.1 General Requirements

- The swimming facilities should be capable of:

- (a) Holding competitive swimming, diving and other aquatic sports up to national level where appropriate;
- (b) Providing quality casual swimming in a range of depths not exceeding 2000mm deep, based upon one bather per 3m sq. of water area;
- (c) Allowing easy access to the water for people of all abilities in accordance with the Disabilities Discrimination Act 1998, and Sport England Guidance “Access for Disabled Users” 2002;
- (c) Adhering to the Code of Practice BS8300, “Design of buildings”, and Part M of Building Regulations; and
- (d) Complying with the HSC document “Managing Health and Safety”.
- A main pool and a Community Pool shall be provided in accordance with the dimensions set out below. The pools shall be used for a range of different activities.

3.2 Viewing and Safety

- The Contractor shall provide spectator accommodation in a comfortable environment in which to watch a wide variety of swimming activities including competitions and galas.
- Life guarding stations shall be provided in appropriate locations and numbers to allow flexibility in the use of the Facility and as a minimum allow each of the required activities listed in para. 4.3 to occur. Computer aided life saving equipment should be used as a supplement to lifeguards.

3.3 Temperature

- Temperature should meet the specifications within the Zone Data Sheets.
- Air temperature to be 1°C higher than water temperature.

4. Main Pool

4.1 General Requirements

- The swimming facilities should be capable of holding competitive swimming (at sub-regional, regional and national levels) over a distance of 25m and 50m (in eight lanes) in accordance with ASA requirements.
- There shall be a maximum depth of 5m to enable diving from the full range of boards.
- The overall dimensions, tolerances and lane widths should comply with those set out by the ASA.
- Lane markings should meet ASA requirements in terms of both contrast and size.
- The Main Pool should be deck level along the sides, with raised ends in accordance with ASA guidelines.
- Slip resistance surfaces and recessed steps should be in accordance with ASA guidelines.
- The flexibility of the Main Pool shall be enhanced by the provision of a moveable floor or floors to vary the depth for different activities.
- Two booms should be provided, configuration to be decided.
- The Main Pool should provide deep water of 2.0m for competition purposes.
- Main Pool surroundings should correspond to the sizes set out by FINA, ASA and Sport England for International competition, and should remain unobstructed by any features.
- The Main Pool gradient should not exceed 1 in 15 at any point.
- The Main Pool tank profile should in accordance with ASA and FINA guidelines.
- There should be no underwater features that project and form a hazard.
- The Main Pool lighting should be in accordance with ASA guidelines.

- Main Pool equipment including timing gear, lane lines and starting platforms to ASA standards.
- There shall be disabled access in accordance with ASA and DDA guidelines and shall be compliant with Sport England Technical Guidance.
- There shall be a risk assessment system (electronic or otherwise) for the early detection of drowning.
- A Public Address (PA) system must be provided which can be used for underwater synchronised swimming training and practice. The PA must be clearly audible when the pool is in use for competition.

4.2 Dimensions

The dimensions of the pool tank shall be as follows:

Item	Length	Width	Depth	Gradient
Main Pool	50m	8 x 2.5m lane + 0.5m side margins	2.0m	To allow for drainage

In accordance with ASA tolerances.

4.3 Description of Activities/Functions

The Main Pool shall be capable of supporting lane swimming in a minimum of 10 lanes, and shall be capable of accommodating a full range of water based activities including:

- General Swimming
- Club/Squad Swimming
- Lane Swimming
- Competition Swimming
- Water polo
- Water Hockey
- Learner classes
- Scuba Diving Club
- Canoe Polo
- Synchronised Swimming
- Diving
- Aqua aerobics
- Disabled groups
- Children's Parties (including inflatable installations)

4.4 Diving

The Main Pool shall meet the requirements of ASA and FINA for a world class diving training facility. In particular it shall include:

- 2 adjacent 1m springboards
- 2 adjacent 3m springboards
- 1m, 3m, 5m, 7.5m and 10m platforms wide enough for synchronised diving.

4.5 Key Design Requirements

- Access to and from the changing rooms shall not occur near deep water; if this cannot be achieved, suitable barrier railings shall be provided.
- There shall be no abrupt changes in floor level.

- There shall be no sharp edges or features within the Main Pool hall.
- Any glazed areas shall be designed to withstand impact and prevent glass from breaking and entering the water.
- Glazing shall be located to avoid glare or specular reflection.
- The water depth shall be clearly displayed from all angles, with the use of electronic displays if adjustable depths are available.
- The water treatment for the Main Pool shall be a high quality with good circulation, appropriate turnover periods and ozone or UV supplemented by chlorine for disinfection.
- The ventilation should be of a good standard to provide environmental conditions in accordance with ASA guidelines.
- Changing areas will have circulation routes which encourage use of toilets and showers prior to entry into the Main Pool.
- Appropriate finishes shall be used and shall include anti slip resistant surfaces in wet areas.
- Provision of an adjacent first aid room that can be used for dope testing during competitions.
- The Main Pool shall meet the requirements of the Handbook of Sports and Recreational Building Design.
- The Main Pool shall be visible from the main reception and at the same level as the changing facilities.
- There shall be no markings on the Main Pool ceiling, which could distract back stroke swimmers.
- Any features, e.g. columns and pool covers, shall not restrict the minimum required Main Pool surround dimensions, as set out in Sport England and ASA guidance.
- Glare and spectral reflection across the Main Pools shall not occur.
- Poolside, changing, and toilet finishes shall be slip resistant.
- Particular attention shall be given to pool gratings, wall finishes, lighting and the acoustic performance of the space.
- Signage shall be clear and instructive and comply with health and safety guidelines.
- The changing facilities shall be secure with appropriate surveillance equipment installed.
- Slip resistant surfaces on the end walls extending 0.8m below the water level.

4.6 Adjacencies

- The Main Pool should have a direct relationship with the following spaces:
 - Wet change area.
 - First Aid room which shall be located near to a hard standing area for emergency vehicles.
 - Officials' room for galas/competitions.
 - Pool equipment store.
 - Cleaner's store.
- A visual relationship is required from:
 - The café.
 - Spectator seating.
 - A Competitor waiting area (for use during competitions) which shall be next to the Main Pool and provide a view of the Main Pool.
- Other relationships

- The Main Pool shall be located next to the Community Pool.
- A link shall be provided between the viewing areas and the changing areas; this link shall not be via the poolside.

4.7 Occupancy/Capacity

- The Main Pool shall be capable of accommodating approximately 1,000 users per day, with a maximum of approximately 415 swimmers in the pool at any one time plus staff.
- The Swimming Club/Team shall require a poolside waiting area for up to 50 persons between lessons.
- The Water Polo Team require the provision of poolside waiting area of up to 30 persons.
- During Swimming Gala's/Competitions the Main Pool shall be capable of supporting spectator seating for up to 400 persons.
- The poolside should have accommodation for up to 300 competitors for gala events.

4.8 Pool Storage

- Adequate storage must be provided to service the Main Pool activities set out in paragraph 4.3 and shall comply with ASA guidance.
- The storage area shall accommodate equipment for casual/learner sessions, lane swimmers, and gala events.
- The storage area shall be poolside with easy access to the Main Pool.
- The floor shall be tiled for ease of cleaning and have adequate drainage.

5. Community Pool

5.1 General Requirements

- The swimming facilities should be capable of providing shallow water:
 - To provide parents and children a dedicated area for introduction to water and leisure activities; and
 - Between the depths of 600mm and 800mm for Learn to Swim programmes.
- The dimensions of the Community Pool shall be a minimum of 20 x 10m in accordance with ASA guidelines.
- The Community Pool shall be deck level.
- The Community Pool shall incorporate recessed steps at each corner in the side walls.
- Teaching and coaching staff shall be clearly audible from the pool side.
- Separated access from the changing areas to the Community Pool that allows groups to access and use the pool without being seen by other users shall be accommodated.
- The Community Pool lighting should be in accordance with ASA guidelines.
- Pool equipment shall include swimming and teaching aids, play equipment, steps/ramp for disabled use, all in accordance with ASA guidelines.
- There shall be a moveable floor that can be raised to deck level.
- There shall be secure pool stores to accommodate the equipment necessary for the planned programme of activities for the Community Pool (including use by swimming clubs).
- Competitors waiting area (for use during competitions) shall be next to the Community Pool and provide a view of the Community Pool.

5.2 Dimensions

The dimensions of the pool tank shall be as follows:

Item	Length	Width	Depth	Gradient
Community Pool	20 m	10m	1.2m	Zero

In accordance with ASA tolerances.

5.3 Activities/Functions

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

- General Swimming
- Lane Swimming
- Learner classes
- Aqua aerobics
- Disabled groups
- Children's Parties (including inflatable installations)

5.4 Key Design Requirements

- The Community Pool shall be separated from the Main Pool to ensure that the environmental control of the two pools can be achieved as well as to ensure that there is no interference between the activities taking place in each pool.
- The Community Pool shall be capable of use by groups without being seen by other users in a way that respect religious, cultural and other needs.
- Moveable floors shall comply with the following safety aspects:
 - pool circulation shall not be adversely affected by the floor installation;
 - there shall be no access by members of the public to the underside of the moveable floor;
 - if a flap prevents access to the underside of the floor, precautionary measures shall be taken to prevent people slipping off the flap
 - there shall be no entrapment hazards around the edges of the floor, which shall be filled by a flexible gasket;
 - gaps shall not exceed current legislation and guidelines;
- Clear and accurate depth indicators shall be provided in prominent positions so that they can be seen by all bathers using the Community Pool. If the floor is to be tilted then the indicators should be located at each end of the floor.
- Glare and spectral reflection across the Community Pools shall not occur.
- Poolside, changing, and toilet finishes shall be slip resistant.
- Particular attention shall be given to pool gratings, wall finishes, lighting and the acoustic performance of the space.
- Signage shall be clear and instructive and comply with health and safety guidelines.

5.6 Adjacencies

- The Community Pool should have a direct relationship with the following spaces:
 - Wet change area.
 - First Aid room.
 - Community Pool equipment store.
 - Dedicated cleaners store – (this can be part of the Community Pool storage area or a combined wet/dry side storage area).
- A visual relationship is required from:
 - The café.

- Spectator seating
- A Competitor waiting area (for use during competitions) which shall be next to the Community Pool and provide a view of the Community Pool.
- Other relationships:
 - The Community Pool shall be located next to or near the Main Pool.
 - A direct link shall be provided between the viewing area and the changing areas; this link shall not be via the poolside.

5.7 Occupancy/Capacity

- The Community Pool shall be capable of accommodating approximately *** users per day, with a maximum of approximately *** people in the pool plus staff.

6. Change Areas - Wet Side and Dry Side

6.1 General Requirements

- All changing facilities shall provide privacy and accommodate the diversity of the local community. The level of toilet and shower facilities shall allow for different ratios of males and females.
- The Change Areas shall be designed to accommodate:
 - Single people.
 - Classes.
 - Ethnic minorities.
 - Disabled individuals and groups.
 - Parent and toddler
 - Families
 - Groups/clubs
- The finishes used shall provide an environment that can be easily maintained to a high standard of cleanliness and hygiene.
- The Change Areas' showers and toilet area will be suitable for use by disabled users as set out in the Sport England guidance note "Access for Disabled Users".

6.2 Core Requirements

The Change Areas shall include the following:

- Baby changing room.
- Toilets.
- Showers.
- Vanity area and mirrors.
- Push chair and wheel chair storage.
- Secure clothes storage lockers shall be provided for the wet changing facilities, located to allow supervision by staff for security purposes. The lockers shall be a combination of full, half, and third length lockers. Lockers which shall be vandal resistant with heavy duty locking mechanisms.
- Specific provision for young persons and for people with disabilities shall be provided (e.g. height of urinals, toilets and wash basins).
- Hot and cold water, plugs (sinks only) and soap dispensers shall be installed at each sink.
- Shower cubicles for male and female customers who require privacy shall be provided. Sanitary facilities shall be provided and positioned suitably.

- Toilet and shower facilities shall be provided in accordance with Legislation or, if higher, Sport England guidelines.
- Full length ceramic tiles shall be installed in the toilets and shower area.
- Floor, wall and ceiling finishes, fixtures and fittings and materials should be robust, durable, easy to clean and maintain.

7. Wet Side Change Area

7.1 General Requirements

- Wet side changing areas shall be provided by a mixture of group and mixed village style changing cubicles. The capacity of the Wet Side Change Areas shall be carefully considered and allowance made for different ratios of males and females
- As a minimum, Sport England Guidelines shall be met. The width of aisles between facing cubicles shall be such to provide users with an open environment rather than an oppressive environment. The width of the aisles shall comply with the Sport England guidance note “Access for Disabled Users”, and comply with DDA Legislation and any applicable Authority’s Policies.

7.2 Core Requirements

- Shall accommodate different ratios of males/females through the use of buffer or individual changing units.
- Group facilities shall be suitable for supporting use as ‘home’ and ‘away’ changing for water based team sports.

7.3 Key Design Requirements

The design of the changing cubicle installations should make provision for individual, family, group and disabled changing.

7.4 Adjacencies

There shall be reasonable access to the Wet Side Change Area from the public viewing area. The Wet Side Change Area shall be located so as to allow access to both the Main Pool and the Community Pool and designed to allow each pool to be directly accessed independently of the other.

7.5 Occupancy/Capacity

The Wet Side Change Area shall provide cubicles capable of accommodating a minimum of 150 and a maximum of 270 people.

8. Dry Side Change Area

8.1 General Requirements

- The Dry Side Change Area shall be designed to reflect the needs of the majority of users of the Sports Hall and the Fitness Suite.
- The Dry Side Change Area shall comply with Sport England standards as specified in the guidance note “Sports Hall Design”
- The Dry Side Change Area shall include separate male and female changing areas
- Dry Side Change Area is required to service the Sports Hall area.

8.2 Description of Activities/Functions

The Dry Side Change Area shall support the following:

- Fitness Suite
- Gymnastics Club training;
- Exercise Classes;
- Exercise on prescription;
- Five a side football;
- Badminton;
- Indoor Tennis;
- Basket Ball;
- Other sports as listed in the table in paragraph 9.1 and shall support coaching and briefing sessions as part of a competitive home and away changing provision.

8.3 Key Design Requirements

- The Dry Side Change Area shall meet the requirements of the Handbook of Sports and Recreational Building Design.
- Access shall be provided to the Dry Side Change from the general circulation route.
- The Contractor shall ensure the security of those using the dry side change areas and in particular observation of access to the dry side change areas shall be incorporated into the design.
- Means of securing the dry side change areas should be provided when teams of users are participating in sporting activity.
- Secure coin-return clothes storage lockers shall be provided in zones allowing appropriate observation.
- There shall be an appropriate number of lockers capable of storing wheelchairs.

8.4 Adjacencies

- The Dry Side Change Area shall be located centrally to all dry side facilities.
- Team Dry Side Change Area shall incorporate a direct access to the Sports Hall that can be isolated from other users of the dry side change areas.

8.5 Occupancy/Capacity

Older age groups require provision for 20 adults, approximately 60% of which are likely to be female.

9. Sports Hall

9.1 General Requirements

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

Activity	Minimum Designated Standard of Play (Level-National Event/ Recreational/ Club)
Badminton Courts x 4 (and short tennis)	County, Club and recreational
Basketball Court	Club and lower divisions

Volleyball Court	Club
Gymnastics	Practice
5 a-side Football Court	Club (County-Practice)
Netball Court	Practice
Sports Hall Athletics	Practice
Various Martial Arts	Club
Table Tennis Courts	Club
Indoor Hockey (Unihoc)	Club
Handball (mini)	Club
Korfball	Practice

9.2 Description of Activities/Functions

- Sports shall be accommodated in the Sports Hall as set out in the table in paragraph 9.1.
- Spectators shall view the sports from a viewing area. There shall be no bleacher seating within the hall.

9.3 Key Design Requirements

The design shall satisfy the following requirements:

- A clear space of 594 m² (in a 4 badminton court Sports Hall) with a minimum clear height of 7.6m all in accordance with Sport England Guidance Notes.
- All surfaces to be flush and of a consistent colour in accordance with Sport England guidance.
- A semi sprung floor finish that complies with BSEN 14904 and BS8201 all in accordance with the Sport England document "Sports Hall Design". The floor shall comply with impact and flatness requirements, whilst still being robust enough to deal with external shoes.
- A robust and low maintenance surface to the walls, free from projections.
- Any doors should open out of the Sports Hall whilst having a flush fit and flush ironmongery to the inside doors of the Sports Hall.
- Glare shall be kept to a minimum in accordance with Sport England guidelines.
- Provide a means of escape for users of the Sports Hall which satisfies all Legislation and Guidance.
- Provide a dedicated mat store of sufficient size to accommodate full size mats on a trolley and which is fire rated and mechanically ventilated to satisfy the local fire officers requirements.
- Shall include an induction loop that complies with BS EN 60118-4 and BS7594.
- The Sports Hall shall meet the requirements of the Handbook of Sports and Recreational Building Design and the requirements set out in the relevant Zone Data Sheets.
- The design shall, as a minimum, comply with the stipulated court and safety margin dimensions and unobstructed clear height requirements stipulated by Sport England for the activities and standard of play set out in the table in paragraph 9.1.

- Fixtures, fittings, floor markings and equipment are required to enable the sports listed in the table in paragraph 9.1 to be played.
- A wall colour shall provide a clear contrast with playing equipment such as shuttlecocks and basketballs and shall contrast with the floors.
- Intelligibility of speech within the hall is required to enable coaching and training

9.4 Adjacencies

Secure storage for all sporting equipment shall be provided and shall be directly accessible from within the Sports Hall.

9.5 Occupancies

The Sports Hall shall be able to accommodate a combination of Users from different sports as per the table in paragraph 9.1.

9.6 Storage

- Equipment storage accommodation at least 3m in height, equivalent to at least 12.5% of the floor area of the Sports Hall shall be provided.
- Storage doors shall open outwards from the Sports Hall.
- The equipment store shall provide direct access to the Sports Hall shall be located along the side of the Sports Hall to enable easy access from both halves of the Sports Hall when there is a central partition for activities.
- The mat store shall be separate from the equipment store, and shall comply with fire regulations.

10 Fitness Suite

10.1 General Requirements

- The Fitness Suite shall consist of a gym, with areas dedicated to aerobic, weights and stretching activities.
- The Fitness Suite shall be equipped with a minimum of 100 pieces of equipment including cardiovascular, resistance and free weight machines.
- The Fitness Suite will have (Inclusive Fitness Initiative (IFI)) accreditation.
- The Sports Equipment in the Fitness Suite shall cater for people with limited movement in accordance with the guidelines from the English Federation of Disability Sport and IFI, and shall be suitable for fitness testing and GP referral.
- The Fitness Suite shall accommodate use by schools and those under 16 years of age.

10.2 Description of Activities/Functions

The Fitness Suite shall include (as a minimum) the following:

- Cardio-Vascular equipment.
- Resistance equipment.
- IFI accredited stations.
- Free weights zone.
- Spinning zone.
- Warm up/Warm down stretching area with mats.
- A space for gym assessments to take place in privacy.
- Areas/equipment for school use, those under 16 years of age.

10.3 Key Design Requirements

- Floor loadings should be calculated in accordance with the Sport England document “Fitness Suites and Aerobic Studios”.
- A square or rectangular design is preferred.
- There should be a minimum clear height of 3.5m.
- Clear aisles should be provided to ensure good access to all equipment for users of all abilities, and compliance with Legislation and Guidance relevant to the means of escape.
- The Fitness Suite shall meet Sport England’s requirements.
- A high quality audiovisual system shall be provided.
- The Fitness Suite shall include an assessment/consultation area/room.
- Water fountains shall be provided in optimum locations.
- Any change in floor level should comply with DDA legislation guidance and the Sport England Guidance note “Access for Disabled Users”.
- Induction loop that complies with BS EN 60118-4 and BS7594
- The Fitness Suite shall incorporate external views or views over other activity areas.
- Temperature cooling should be supplied to comply with the requirements of the Zone Data Sheet.

10.4 Adjacencies

The Fitness Suite shall be located close to, and on the same floor as, the Dry Side Change Area.

10.5 Occupancy/Capacity

A minimum of 4m² and a maximum of 6m² per station shall be allowed for each station, as per Sport England guidance.

10.6 Storage Areas

- Storage areas in the Fitness Suite shall be a flexible space that is able to accommodate all the storage requirements of the Fitness Suite.
- There shall be a separate mats store that complies with fire Guidance and Legislation.
- Doors shall not open into the gym/aerobics studio.
- All storage areas shall be located adjacent to the gym and shall be accessible by staff members/trainers only.

11. Dry Training Room

11.1 General Requirements

The Dry Training Room shall be designed to accommodate:

- Floor level trampoline
- Trampoline;
- Dry diving board and foam landing area;
- Matted area;
- Training harnesses;
- Coaching equipment;
- Circuit training;
- Resistance training;

- Free weights training.

11.2 Description of Activities/Functions

- Dry land training and conditioning for swimming, diving and associated sports;
- Additional accommodation for officials and administration during events.

11.3 Key Design Requirements

The Dry Training Room shall meet the requirements of the Handbook of Sports and Recreational Building Design;.

11.4 Adjacencies

Dry Training Room shall be located next to the Community Pool.

11.5 Occupancy/Capacity

To be determined

11.6 Storage Areas

- Storage areas in the Dry Training Room shall be a flexible space that is able to accommodate all the storage requirements of the room.
- Doors shall not open into the room.
- All storage areas shall be located adjacent to the gym.

12. Aerobics/Dance Studios

12.1 General Requirements

- Multi-purpose aerobics and dance studios shall be provided which can be used for a number of movement and dance activities and other types of activities such as martial arts, aerobics and yoga. It shall provide a light and open environment for users.
- The shape should be well-proportioned, with the main movement and dance area clearly defined as a square or rectangle with proportions of 3:2 to enable users to have a clear sense of orientation.
- A square or rectangular design is preferred to facilitate flexibility in the teaching of classes.
- Spinning classes may take place in either the aerobics studio or the fitness suite.

12.2 Description of Activities/Functions

Typically the following gym classes shall be provided:

- Body Pump
- Circuits
- Pilates
- Bums n Tums
- Spinning
- Step Aerobics
- Yoga

12.3 Key Design Requirements

The studio shall:

- A semi sprung floor finish that complies with BSEN 14904 and BS8201 all in accordance with the Sport England document “Sports Hall Design”. The floor shall comply with impact and flatness requirements, whilst still being robust enough to deal with external shoes.
- have mirrors and ballet barres one of the longer wall lengths;
- have acoustics which facilitate good music reproduction and ensure intelligibility of speech;
- have a minimum clear height of 3.5m ;
- be capable of maintaining a range of temperatures as per the Zone Data Sheet;
- have smooth wall surfaces without any projections or sharp corners, which may be potentially hazardous;
- have doors which out of the Studio;
- ensure that the location and design of any natural lighting does not cause glare or heat gain and can be controlled;
- restrict views into the studio from outside or from adjoining spaces, in order to ensure privacy when necessary.

12.4 Adjacencies

The studio shall be located close to the Dry Side Change Area.

12.5 Occupancy/Capacity

The studio should be capable of accommodating a class of 30 persons, typically the classes specified in paragraph 12.2.

13. Aerobics/Dance Studio Storage

13.1 General Requirements

- Secure storage for equipment used in the Studio shall be provided.
- Storage room doors shall open into the Studio storage.

13.2 Description of Activities/Functions

Typically, the following items will be required to be stored:

- Barres, mirrors, and staging where these are not permanent fixtures;
- User’s equipment, such as portable steps for step aerobics, balls, clubs, hoops and mats;
- DVD, video and audio equipment, including tapes, DVDs, and possibly musical instruments;
- Portable seating;
- Foam mats.

There will be a dedicated fire rated store to accommodate floor matting on a trolley.

13.3 Key Design Requirements

The Studio storage area shall be capable of storing equipment from all classes and activities in the Studio.

13.4 Adjacencies

The Studio storage area shall provide easy access to the Studio.

13.5 Occupation/Capacity

The Studio storage area must be accessible to staff and trainers/instructors.

14. Reception Area

14.1 General Requirements

- The entrance foyer shall be easily identified and have a prominent position in the general arrangements of the building. The lobby shall be provided with a full width mat well and automatic doors.
- The position of the reception counters and access control systems shall allow the users to immediately recognise the correct admission points for the Centre. Users should generally be channelled such that they pass the reception desk.

14.2 Description of Activities/Functions

- The reception area will serve as a meeting point for users before entering the Leisure Centre.
- The reception area will also serve as an entrance point to those wishing to use facilities not located behind the Leisure Centre turnstiles (this could potentially include WCs and Café,).
- The reception area shall be large enough to accommodate small scale exhibitions (for example, temporary exhibitions, or “live” activities such as arts/cultural presentations).

14.3 Key Design Requirements

The Reception Area shall:

- be of a sufficient size to allow people to meet before using the facilities;
- allow for plenty of natural light;
- have provision of a convenient and secure store for baby buggies/prams which can be seen;
- have a clear view of the external cycle stands;
- have a convenient store for disability buggies must be provided, overlooked from reception;
- have automatic operation of the main doors;
- have access which is level;
- have good quality external windows and doors, floor and ceiling finishes that create a good impression.

14.4 Adjacencies

The reception area shall provide access to all parts of the building.

14.5 Occupation/Capacity

The reception area shall accommodate groups waiting to access the Centre, or those waiting for other activities.

15 Reception Desk

15.1 General Requirements

The Reception Desk shall be visible on arrival, at an appropriate height for wheelchair users, fitted with an induction loop and signed appropriately.

15.2 Description of Activities/Functions

- The reception desk will be the main entry point to the sports centre.
- The layout of the Reception Area and position of the Reception Desk shall provide users with space to queue at busy periods.

15.3 Key Design Requirements

The reception desk shall:

- be of an “open” design, with a dropped level for wheelchair users and children;
- incorporate storage for lost property, promotional material and items for sale or hire;
- make provision for the monitoring of security and fire alarm systems;
- allow for the use of CCTV monitors;
- allow for IT equipment and data-gathering systems;
- include tills and other equipment as required;
- include an induction loop that complies with BS EN 60118-4 and BS7594;
- be linked to appropriately placed turnstiles.

15.4 Adjacencies

- The reception desk shall afford good views of users entering the Centre, and a high level of surveillance should be possible from the reception desk.
- The reception desk should be closely linked to the Manager’s office.

15.5 Occupation/Capacity

The reception desk will need to accommodate a minimum of 3 staff.

16. Secure Storage Area (Reception)

16.1 General Requirements

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

16.2 Description of Activities/Functions

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

16.3 Key Design Requirements

- The Secure Storage Area (Reception) must be of robust design to deter thieves.
- Doors should enter inwards and not outwards to avoid accidents.

16.4 Adjacencies

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

16.5 Occupation/Capacity

For use by staff and exhibitors.

17 Cafe

17.1 General Requirements

The café should be capable of:

- providing refreshments and hot and cold meals to users of the Leisure Centre; and
- providing catering for major sports and social events that take place at the Centre e.g. swimming galas.

17.2 Description of Activities/Functions

- The consumption of Snacks and Meals.
- Provision of Vending machines.

17.3 Key Design Requirements

The Café shall:

- Be visible from the outside of the building and have clear views of the park
- have healthy option vending;
- give unhindered access to disabled people, who should be able to use the Café independently or with companions;
- have seating which is a combination of with/without armrests;
- have a public telephone;
- have induction loop that complies with BS EN 60118-4 and BS7594 at cash till;
- locate tables and chairs so there is a view onto the activity areas;
- be designed to ensure that standards of décor match successful high street equivalents;
- have a flexible serving space that can accommodate the high demand associated with large events;
- provide a range of seating including more informal areas.

Layout, all furniture, and seating must be DDA compliant.

17.4 Adjacencies

- A physical link with the kitchen and kitchen storage is required to ensure easy operation of the Café.
- There shall be easy access to vehicle delivery area, and refuse collection area.

17.5 Occupation/Capacity

Approximately 100 covers should be provided.

18 Kitchen and Store

18.1 General Requirements

- The Kitchen and Store will service the Café.
- The Kitchen and Store shall be of a sufficient size to cater for approximately 100 covers.

18.2 Description of Activities/Functions

- The Kitchen shall be used for the provision of food and beverage making facilities in a clean, safe environment;
- The Store shall provide a secure storage area for food, utensils and equipment used in the Kitchen and Café.

18.3 Key Design Requirements

[To be specified]

18.4 Adjacencies

- The Kitchen and Store must be adjacent to the Café.
- Storage and server areas should be serviced from a nearby vehicle delivery area.

18.5 Occupation/Capacity

- The Kitchen must be capable of accommodating at least 3 staff.
- The Store shall be accessed by staff/authorised personnel only.

19 WCs

19.1 General Requirements

Toilet provision in the Wet Side Change Areas and Dry Side Change Areas are detailed in paragraphs 6,7 and 8..

19.2 Description of Activities/Functions

- Toilet provision for general use by those not using the Centre but maybe entering the Reception Area, to include a toilet for disabled users.
- Dedicated WC within the Centre for disabled users.
- Additional toilet provision that complies with DDA Legislation for visitors to the Café.

19.3 Key Design Requirements

- Full height ceramic tiles shall be used in all WCs.
- There shall be at least one clearly signposted unisex accessible WC cubicle on each floor of the Centre.
- The Disabled users WC shall be accessible from all areas of the Centre.
- Every part of the Centre shall be within 40m of a unisex accessible WC.
- All Disabled WCs shall comply with the Sport England Technical Guidance Note (TGN) "Access for Disabled Users".
- Separate facilities shall be provided for spectators.

19.4 Adjacencies

- In or near to the Reception Area and Café;
- The Disabled WCs shall open out onto a corridor with easy access to the leisure facilities.

19.5 Occupation/Capacity

- The WC shall be sufficient for use by members of the public.
- The disabled WC shall comply with the requirements of the Disability Discrimination Act and all relevant Guidance.

20 Cleaners Store

20.1 General Requirements

There will be separate storage for cleaning equipment and materials.

20.2 Description of Activities/Functions

Storage of cleaner's equipment and materials including chemicals.

20.3 Key Design Requirements

- The door shall have a lock to prevent access to hazardous chemicals.
- A bucket sink shall be fitted.
- Wet/dry Cleaner's Store may be combined.

20.4 Adjacencies

- The Cleaner's Store shall be located close to the Dry side / Wet side change areas.
- The Cleaner's Store should be easily accessible from all parts of the building.

20.5 Occupation/Capacity

Staff access only.

21 Crèche

21.1 General Requirements

- The Crèche shall provide a safe, secure, and stimulating environment for the care of children between the ages of 2 and 5, and whose parents are using leisure facilities provided at the Centre.
- The Crèche shall be designed in accordance with standards required by the Child Protection Act and the Luton Borough Council's Social Services Department requirements.

21.2 Description of Activities/Functions

Crèche activities

21.3 Key Design Requirements

- The Crèche shall have an Induction loop that complies with BS EN 60118-4 and BS7594.
- The design shall provide a bright and positive environment for children's play.

21.4 Adjacencies

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

21.5 Occupancy/Capacity

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

22 Duty Manager's Office

22.1 General Requirements

Office for the Duty Manager.

22.2 Description of Activities/Functions

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

22.3 Key Design Requirements

The Duty Manager's Office shall have a meeting space capable of holding meetings of 5 people in a private environment.

22.4 Adjacencies

The Duty Manager's Office shall be located near to the Reception Desk, the General Office, and the IT Room.

22.5 Occupation/Capacity

Duty Manager and meeting of up to 5 people.

23 General Office

23.1 General Requirements

The General office will be where the bulk of the centre administration is carried out

23.2 Description of Activities/Functions

Administration, IT, Cashing up by Staff

23.3 Key Design Requirements

The General Office shall:

- have a safe;
- be capable of monitoring CCTV;
- be the host for main alarm and public address system;
- have broadband connection;
- be secure with controlled access.

23.4 Adjacencies

The General Office shall allow easy access to the Reception Desk and be near to the Manager's Office and the IT Room.

23.4 Occupation/Capacity

A minimum of 4 staff, including the Duty Manager

24 IT/Communications Room

24.1 General Requirements

The IT/Communications Room will house IT equipment.

24.2 Description of Activities/Functions

IT/Communications Centre

24.3 Key Design Requirements

The IT/Communications Room shall:

- be secure with broadband connection;
- have a fax, printer and photocopier (other electrical equipment could be located here);

- include IT equipment which links with the official's gala room, located poolside.

24.4 Adjacencies

- Adjacent to the General Office.
- Allow easy access to the Manager's Office and the Reception Desk.

24.5 Occupation/Capacity

[To be specified]

25 Staff Store

25.1 General Requirements

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

25.2 Description of Activities/Functions

Storage area/store room for staff use.

25.3 Key Design Requirements

The Staff Store shall be secure.

25.4 Adjacencies

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

25.5 Occupation/Capacity

Staff use only.

26 Internal Circulation

26.1 General Requirements

- Internal circulation refers to areas such as corridors. The materials used should be robust and easy to clean, maintain, and replace.
- Internal circulation must comply with DDA standards and Sport England guidance "Access for Disabled Users", in particular regarding width of corridors, levels, hand rails, and door openings.

26.2 Description of Activities/Functions

Circulation areas serving all the main rooms and areas.

26.3 Key Design Requirements

- Long corridors should be avoided wherever possible.
- The use of natural light should be maximised.
- Shall support easy navigation through the Centre for sensory impaired users.

26.4 Adjacencies

None.

26.4 Occupation/Capacity

For use by staff and the public.

27 Staff Rest Room

27.1 General Requirements

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

27.2 Description of Activities/Functions

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

27.3 Key Design Requirements

The Staff Rest Room shall:

- have dimensions and facilities that comply with LBC Health and Safety Regulations;
- be suitable for disabled staff;
- have a relaxing and comfortable environment.

27.4 Adjacencies

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

27.5 Occupation/Capacity

Staff use only.

28 Staff Change Area

28.1 General Requirements

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

28.2 Description of Activities/Functions

The Staff Change Area shall have Showers and WCs and Changing facilities.

28.3 Key Design Requirements

The Staff Change Area shall:

- have dimensions and number of facilities must comply with LBC Health and Safety Regulations;
- be suitable for disabled staff;
- shall be separate from the public dry side change/wet side change areas.

28.4 Adjacencies

The Staff Change Area shall be adjacent to the Staff Rest Room,

28.5 Occupation/Capacity

Staff use only.

29 Spectator Viewing – Main Pool

29.1 General Requirements

A spectator viewing area for up to 400 people is required. This is to enable the Facility to host regional and sub-regional events.

29.2 Description of Activities/Functions

Provision of spectator viewing,

29.3 Key Design Requirements

- Provision for a suitable number of wheelchair spaces shall be made in accordance with the Green Guide.
- Sight lines shall not be obstructed.
- Clocks/scoreboards shall be visible.

29.4 Adjacencies

A direct link shall be provided between the Spectator Viewing – Main Pool and the wet side change areas; this link shall not be via the poolside.

29.5 Occupation/Capacity

Public access for up to 400 people.

30 Plant Room

30.1 General Requirements

A Plant Room will be required to contain the machinery needed to run the Centre. A separate Plant Room for the aquatics facilities will be required.

30.2 Description of possible Activities/Functions

- Generator or equivalent.
- Pool machinery.
- CHP.

30.3 Key Design Requirements

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

30.4 Adjacencies

The plant room must be located near to vehicular access to facilitate the delivery of pool agent and chemicals etc

30.5 Occupation/Capacity

Restricted access-authorized personnel only

31 Gala Room

31.1 General Requirements

This area is for use by officials during galas/competitions. This will be for competition administration and results service.

31.2 Description of Activities/Functions

Processing of results, making announcements, and administration.

31.3 Key Design Requirements

The area should allow for the Main Pool and Learner Pool to be clearly visible, with an unobstructed view of the finish wall, sight of the scoreboard, and easy access for poolside officials. Electronic timing equipment will be stored here.

- The room will be ventilated; and
- The PA system will need to link to this room for announcements to be made.

31.4 Adjacencies

[Main Pool, Learner Pool and wet change areas.]

Occupancy / Capacity

Competition administration / officials only. Capacity 4 (max)