

Designing a Foundry Centre: Design Principles, Standards and Zones

INTRODUCTION TO THE PLANNING AND CENTRE DEVELOPMENT GUIDES	2
Purpose of the Planning and Centre Development Guides	2
How to Use the Guides	2
DESIGNING A FOUNDRY CENTRE: DESIGN PRINCIPLES, STANDARDS & ZONES	2
Design Principles	2
Accessibility	3
Safety	4
Privacy	4
Quality	5
Brand Alignment	6
Sustainability	6
Design Standards	7
Community Engagement	7
Service Provider Engagement	8
Infection Prevention & Control	9
Safety & Violence Prevention	9
Privacy & Confidentiality	11
Light & Lighting	12
Environmental Design	12
Furniture Fixtures & Equipment	13
Security Systems	14
Information Technology	15
Functional Zones	17
Greeting Zone	17
Clinic Zone	20
Counselling Zone	24
Group Zone	26
Staff Zone	27
Service Zone	30
Other Spaces	32
FCO Support	33
Tools and Resources	33

Introduction to the Planning and Centre Development Guides

Purpose of the Planning and Centre Development Guides

How to Use the Guides

Designing a Foundry Centre: Design Principles, Standards and Zones

This guide will support you in better understanding:

- Our six interconnected design principles;
- The minimum design standards required for a Foundry centre; and
- The functional zones of activity in a Foundry centre.

Design Principles

In the development of a Foundry centre, we use six interconnected design principles to guide our work: Accessibility, Safety, Privacy, Quality, Brand Alignment and Sustainability. Understanding these concepts early on is key to creating an appealing and functional Foundry centre.

Figure 2: Foundry Design Principles



Accessibility

Our commitment to accessibility helps ensure Foundry centres are designed and constructed so everyone can easily approach, enter, exit and move safely and independently throughout the building. In the context of Foundry centre development, accessibility is the intentional design of environments, services and experiences to ensure all individuals, with a wide range of abilities, can navigate, participate and engage safely, independently and with dignity. It goes beyond physical access — it's also about equity, inclusion and access to services and supports.

Why is accessibility important when designing a Foundry centre?

- ◇ Breaks down barriers
- ◇ Increases comfort
- ◇ Supports access for people with disabilities

Examples of accessibility in a Foundry centre:

- Staff, youth, families/caregivers and visitors with disabilities have access to all services and spaces within the centre, and staff can perform their job duties without barriers. If for some reason there is a non-accessible level, this level should not contain any spaces, zones or services unless they are also available on an accessible level of the centre.

- There is an accessible route from sidewalks or roadways to an accessible building entrance. This means a sidewalk of appropriate dimension and grade that does not pass through any dedicated smoking areas or behind parked vehicles.
- All interior and exterior walking surfaces within an accessible path must be stable, firm and slip resistant. Floor finishes (including carpet) should be installed securely to ensure people using wheelchairs or other mobility aids can easily travel over them without falling or expending extra energy.
- Accessible paths that are exposed to intense lighting conditions should have a low-glare or matte floor finish, because glare can affect people with low vision or sensory processing disorders. This is also a reason to avoid heavily contrasting patterned flooring.

Safety

Designing a safe and healthy built environment can contribute to positive health and wellness outcomes. At Foundry, we are committed to developing spaces where young people, families/caregivers and service providers experience the supportive effects of a high quality, safe environment.

Why is safety important when designing a Foundry centre?

- ◇ Reduces the likelihood of physical harm
- ◇ Promotes inclusivity and belonging
- ◇ Supports violence prevention and response

Examples of safety in a Foundry centre:

- Layouts and workflows have clear sightlines for staff to support physical safety within the centre.
- ⊘ Use visual elements that promote inclusivity and belonging, such as 2SLGBTQ+ affirming signs, gender-neutral washroom signs, culturally responsive artwork and multilingual wayfinding.
- ⊘ Select furniture for high-risk areas that is the appropriate weight to avoid it being lifted or tossed, and select wipeable materials to meet infection prevention and control requirements.
- Design washrooms that are large enough to accommodate first responders and install an emergency call system.
- Have signage about Naloxone kits and harm reduction supplies being available onsite. Put Naloxone kits in shared spaces and near washrooms so youth and families/caregivers can access them.

Privacy

Closely tied to our commitments to safety and accessibility, we are committed to supporting the design of a space that offers privacy for young people and families/caregivers. The centre

environment should meet visual and acoustic requirements for privacy and confidentiality. When planning for privacy in the layout, it is important to consider which spaces are next to each other, where there can be physical separation between spaces and which sound blocking and absorption materials to use.

Why is privacy important when designing a Foundry centre?

- ◇ Create safer spaces for private conversations
- ◇ Provide a comfortable environment

Examples of privacy in a Foundry centre:

- Use Foundry's privacy window graphics to provide the appropriate level of privacy while creating relaxing spaces.
- Make sure doors, door frames and architectural walls have appropriate Apparent Sound Transmission Class (ASTC) ratings for soundproofing in certain spaces.
- Create layouts and workflows with appropriate adjacencies to allow for privacy, based on input from young people and families/caregivers in your community. For example, make sure the door to the Exam Room is not visible from the Waiting Area or front door, to allow for privacy for young people accessing these services.

Quality

Our commitment to quality is rooted in the desire to create an environment centred around the needs of young people. We use an integrated design approach to create a high quality, functional Foundry centre. This means having a clearly defined purpose, seeking inspiration from the services we offer and engaging with young people, families/caregivers and service providers in each community throughout the entire project.

Why is quality important when designing a Foundry centre?

- ◇ Create a flexible space that can evolve
- ◇ Promote health and well-being
- ◇ Use technology to engage youth

Examples of quality in a Foundry centre:

- Build flexible workspaces that can be used by young people and staff, to save space and allow teams to grow.
- Include multipurpose spaces throughout the centre for shared use by different groups, programs and services.
- Design outdoor spaces to connect young people to the land and promote health and well-being.
- Use neutral materials that bring soothing and natural elements into the space.
- Create spaces that work for youth, like having tablets available for filling out surveys and screening tools.

Brand Alignment

Within the walls of a Foundry centre, we want youth and their families/caregivers to find support, connections, a safer space, inclusion and optimism. The centre environment should be an extension of the care provided. The goal is to create bright, airy, ordered spaces where imagery provides colour and comfort, soothes the mind and sparks the imagination. Everything in our brand was inspired by families/caregivers, service providers, partners and, most importantly, youth from around BC.

Why is brand alignment important when designing a Foundry centre?

- ◇ All Foundry centres feel like Foundry.
- ◇ Each centre reflects its community and region.
- ◇ Youth and families/caregivers choose design elements.

Examples of brand alignment in a Foundry centre:

- Use Foundry's primary and secondary colour palettes in the design of the interior environment — feature walls, furniture, finishes etc.
- Select a variety of furniture in different colours and finishes that aligns with young people's needs identified through engagement.
- Bring the centre to life by selecting room illustrations and graphics that include the animals and natural elements that best reflect your community and region.

Sustainability

Sustainable design seeks to reduce negative impacts on the environment, society and the economy. Our commitment to sustainability means we are always looking for ways to reduce the consumption of non-renewable resources, minimize waste and create healthy, comfortable, safe environments for young people, families/caregivers and service providers.

Why is sustainability important when designing a Foundry centre?

- ◇ Reduce costs and use of energy.
- ◇ Reduce dependence on fossil fuels.
- ◇ Minimize environmental impacts like climate change.

Example of Sustainability in a Foundry Centre:

- Encourage the reuse and optimization of existing buildings where appropriate.
- Improve energy performance of existing buildings.
- Select materials that maximize value, reduce impacts on health, contribute to improved safety, and minimize waste.
- Include appropriate ventilation, acoustic performance, lighting and temperature control and maximize natural daylight.

Design Standards

The Design Standards included here are the minimum requirements for Foundry centre design. They are organized into ten topics. They are not a substitute for standards set by health authorities and other levels of government.

The ten design standards are:

1. Community Engagement
2. Service Provider Engagement
3. Infection Prevention and Control
4. Safety and Violence Prevention
5. Privacy and Confidentiality
6. Light and Lighting
7. Environmental Design
8. Furniture, Fixtures and Equipment
9. Security Systems
10. Information Technology

Community Engagement

Community engagement is ongoing during the development and design of a Foundry centre, with different levels of engagement required at different times. Community engagement includes youth ages 12-24, families/caregivers of youth and other community members.

While we require youth engagement at certain key milestones, we strongly encourage and welcome their involvement throughout the entire project where possible. We understand each community is unique, so this may look different for each project but it's important to remember that youth perspectives bring valuable insights and help shape a space that truly meets their needs.

By fostering continuous engagement, we ensure that youth remain at the heart of the development process, empowering them to co-create a space that reflects their voices and experiences.

Foundry centres in development must include youth engagement about:

- Site selection;

- Space planning and floor plan development; and
- Materials, furniture and interior finishes selection.

Youth insights should also be captured in the Functional Program to directly inform the Schematic Design.

Additionally, we strongly encourage meaningful engagement with families/caregivers and community members to ensure the space also reflects their needs.

For youth, families/caregivers and community members, engagement could include workshops, focus groups, advisory panels or creative activities where everyone contributes their ideas and feedback in meaningful ways.

Youth Artistic Expression

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

Service Provider Engagement

Engaging service providers throughout the planning and design process is essential to ensuring that the physical space aligns with operational needs, service delivery models and the overall experience of youth, families/caregivers and service providers. Thoughtful engagement helps inform key decisions about Exam Rooms, workflow and adjacencies, ensuring that the layout supports efficient service flow and interdisciplinary collaboration.

Service provider insights should be captured in the Functional Program to directly inform the Schematic Design. By incorporating this input early, centres can create accessible and efficient spaces that suit youth, families/caregivers and service providers.

Foundry centre designs must include service provider engagement about:

- Workflow and operational needs: Consult with service providers to map out youth and service provider journeys as well as adjacencies that support seamless care delivery;
- Exam and Talking Rooms, Clinic Zone: Engage medical, mental health and social services providers to determine appropriate room sizes, layouts and equipment needs;
- Cross-disciplinary collaboration: Ensure that shared and private spaces support collaboration across the multiple types of services providers while maintaining confidentiality and privacy; and
- Adaptability and flexibility: Gather input on multi-use spaces that can evolve with changing service demands and service provider needs.

Infection Prevention and Control (IPAC)

Microorganisms (e.g., viruses and bacteria) and macro-organisms (e.g., bed bugs) are a serious threat to health and safety in a health care environment. We recommend engaging with the health authority you are located in for a consultation with an infection control specialist.

Foundry centre designs must include the following infection control measures:

- Convenient access to personal protective equipment (for more details, see “Clean Utility Room” on page x and “Soiled Utility Room” on page y);
- Mechanical systems that do not allow for transmission between rooms;
- Air filters and plumbing backflow preventers;
- Waste management systems that do not allow for aerosolization of waste or other contamination of the service environment;
- Separation of sterile, clean and soiled items, including separated traffic patterns for clean and soiled items within the centre;
- Safe reprocessing of reusable medical devices, where applicable;
- Finishes, furniture, fixtures and equipment that meet infection prevention and control requirements;
- Commercial-grade carpet tile, where appropriate, that is easily replaced and washed;
- Machine-washable blankets, pillows and other cloth sundry items;
- Alcohol-Based Hand Rub (ABHR) or other approved waterless hand hygiene features at doorways that comply with provincial fire codes (adjacent wall and floor surfaces must be protected from ABHR fluid);
- Hand hygiene sinks (for more details, see “Hand Hygiene Sinks” on page x); and
- Custodial or janitorial facilities.

Safety and Violence Prevention

Foundry centres are designed to provide access to mental health services for a range of needs, and as low-barrier services, safety for staff, youth and families/caregivers is a priority design feature.

Foundry centre designs must include the following safety and violence prevention measures:

1. Visibility and sight lines
 - Entry and exit points are highly visible from the front desk and other seated staff locations (if applicable), are well lit and are free of visual obstructions.
 - Clear sight lines are maintained to and from entrances, exits and other priority features (e.g., emergency alarm buttons) and/or are supplemented by convex mirrors and/or technological security features such as CCTV (please do everything possible to avoid the use of convex mirrors and CCTV).
2. Safe entrance and exit for staff, youth and families/caregivers

- Spaces where there is a heightened risk of aggression must have a table or other acceptable barrier between staff and youth or family/caregiver and a second way to exit (i.e., dual egress).
 - Where spaces have a second way to exit, it must be at the opposite end of the space from the primary exit, the door must swing out (i.e., if the staff is trying to escape they must be able to push the door) and it must provide immediate unobstructed access for a staff person needing to escape (please be mindful of furniture placement).
 - When possible, prioritize secondary exit doors that lead into corridors rather than other usable spaces to maintain security and minimize disruptions.
 - Note: A second exit into other spaces rather than corridors may compromise soundproofing and privacy, which should be addressed in design considerations.
 - The recommended number of rooms that should have double exits is dependent on centre size, and a minimum of two in a medium-size centre is recommended to enhance safety while balancing design constraints.
 - All rooms with locks must lock from the outside, to prevent entrapment.
 - Corridors must have at least two access points to mitigate risk of entrapment.
3. Interior windows (or sidelights)
- Interior windows are required for talking rooms and group spaces. These windows can either be integrated with the door or the wall adjacent to the door from the corridor.
 - Interior windows will have privacy treatment (glazing or films) that allows for quick assessment of the situation inside the room. 60-80% opacity is recommended, please ask your vendor for a sample and choose an opacity that you can see people are in there and safe but not defining features of people in the room.
 - Safety glass, tempered glass or impact-resistant plastic glazing materials are required for interior windows.
4. Violence prevention and emergency response features
- Response time and proximity of staff to youth and family/caregiver areas must be incorporated into the floor plan design.
 - The staff zone is ideally centrally located and an equal distance to all youth and family/caregiver areas.
 - Alarm systems are designed to report to the reception desk with a visual indicator of where the alarm originates. Alarm notifications can also be through texts or a dedicated landline in the staff zone.
 - Alarms are monitored by an external security monitoring service who can alert police.
 - Duress alarm buttons can be either fixed in each room or provided as wearable Personal Protective Devices (PPDs). If using PPDs, we recommend they be worn at all times by staff who have contact with youth and families/caregivers. Protocols for use, maintenance and testing of PPDs will be required.
 - When a centre has multiple floors, consider a paging system or walkie-talkies so staff in all areas can request support.

- Centres must designate a safe room for staff, in case it is impossible or unsafe for staff to evacuate a centre. A safe room has a phone and a door that locks from inside the room. A locked staff room or secure office space can act as a safe room.

Privacy and Confidentiality

It is important for all spaces within Foundry centres to provide privacy and maintain confidentiality for youth and families/caregivers as much as possible.

Foundry centre designs must include the following privacy and confidentiality measures:

1. Privacy Index (PI) values

- The Privacy Index (PI) is a measure used to evaluate the level of acoustic privacy within a space. A PI rate of 95-100% means that conversations within the room are completely unintelligible to people outside the room, ensuring maximum privacy for sensitive discussions.
- All talking rooms, exam rooms and breakout rooms must have a PI rate of 95-100%, where conversations are unintelligible from outside the room.

2. Apparent Sound Transmission Class (ASTC) values

- The Apparent Sound Transmission Class (ASTC) is a measurement used to determine the acoustic performance of wall and floor assemblies in a building. Specifically, it evaluates how effectively sound is isolated between rooms or spaces.
- All talking rooms, group rooms, exam rooms and breakout rooms must achieve an ASTC value of 55 or greater, so that conversations are undisturbed from outside noise and so that each room is not disturbed by noise from an adjacent room.

For spaces that require ASTC 55+ and 95-100% PI:

- Foundry centre neighbours may create noise during service times, from beside the centre as well as above and below.
- The counselling zone (i.e., talking rooms) preferably do not share walls with spaces that may produce more sounds such as group rooms or the waiting area.
- Full height walls and drywall ceilings are preferred. It is not adequate for interior wall systems to have a height that is at or below the grid of a suspended ceiling.
- Materials and finishes that are 55+ ASTC rated and/or rated to be high-quality barriers as defined by other relevant measures should be used. This may include ceiling materials with a minimum ceiling attenuation class (CAC) rating of 40 and a minimum noise reduction coefficient (NRC) of 0.55.
- All interior doors should be installed with sweeps.
- Furniture and fixtures with sound absorption properties should be used.
- Ambient sound such as music or white noise machines should be considered.

Light and Lighting

Choosing appropriate types of lighting and making sure there is plenty of natural light are important parts of creating a safe and comfortable atmosphere inside a centre.

Foundry centre designs must include the following light and lighting measures:

- Natural light is a design priority in staff areas and youth and family/caregiver areas.
- Artificial light sources are required to have dimmable controls in rooms used by youth and families/caregivers and should have a minimum colour Rendering Index (CRI) of 85 except where another requirement takes priority.
 - The Colour Rendering Index (CRI) is a metric used to measure the ability of a light source to accurately reveal the colours of objects in comparison to a natural light source like sunlight.
- Consider using lightening with a Kelvin temperature rating of 3,000K (warm white) to 4,000K (cool white/neutral).
 - The Kelvin rating measures the colour temperature of light which indicates how warm (yellowish) or cool (blueish) it appears. The lower the rating the more yellow it appears.
- We recommend using LED light fixtures and avoiding fluorescent lights. Examples include LED lighting strips in spaces such as privacy nooks.
- Provide occupancy and automatic lighting sensors where appropriate.
- Provide task lighting at workstations.
- We recommend timer-controlled lighting systems for security and energy savings.

Environmental Design

Within our centre walls, we hope that youth and families/caregivers find support, connections and a place of safety, inclusion and optimism. We want our environments to be an extension of the care and services we provide.

The goal is to create bright, airy ordered spaces where imagery provides colour and comfort, soothes the mind and sparks the imagination. Our brand guidelines were created with all of this in mind. We know each centre has specific needs and will want to leverage local insights, so it is possible to deviate slightly from the guidelines. The proposed centre branding and wayfinding packages require a final review by Foundry Central Office before ordering.

Everything is inspired by families/caregivers, our service providers, our partners and, most importantly, youth from around BC. Nature and its healing power was something everyone connected with. The animals and natural elements represent some of the best sides of humanity: being protective, nurturing, brave or inquisitive. They also remind us that we're all interconnected and need one another to thrive.

Our [Environmental Guidelines](#) include detailed information about branded elements, interior graphics, wayfinding and donor recognition features.

Furniture Fixtures and Equipment (FF&E)

The selection of furniture, fixtures and equipment (FF&E) plays a crucial role in creating a welcoming, functional and inclusive environment for all who access Foundry centres. It is essential that youth are meaningfully engaged in the furniture selection process, particularly for all zones and spaces they'll be using. Additionally, it's important that furniture for staff and youth and families/caregivers is the same quality.

Foundry centre designs must include the following furniture, fixtures and equipment measures:

- Upholstery colours consistent with primary and secondary Foundry colours;
- Meaningful engagement of a broad range of services providers in selecting task seating (e.g., public health nurses, medical providers, Elders, vocational counsellors, counsellors, social workers and other frontline staff);
- Task seating for service providers that provides maximum adjustability to meet the ergonomic needs of the widest range of users, ensuring comfort and functionality;
- Seating height and orientation that ensure youth have eye-to-eye interaction with service providers, to support equity and comfort;
- Commercial grade furniture as determined by the Business and Institutional Furniture Manufacturers Association (BIFMA);
- Furniture that allows for varied and flexible seating options throughout the centre;
- No glass tables for safety reasons;
- Bariatric-compliant furniture options in youth and family/caregiver spaces for accessibility.

Bariatric-compliant furniture refers to furniture specifically designed to accommodate individuals with higher body weight, ensuring safety, comfort and durability. It is built to support more weight than standard furniture and is often constructed with reinforced materials, wider dimensions and enhanced structural integrity.

- Furniture that is non-permeable/non-porous, non-shedding, cleanable and compatible with the disinfectants approved for environmental cleaning (e.g., vinyl or polyurethane for exam rooms);
- Furniture without seams and hinges, and no furniture made of wood, to limit the impact of bedbugs if brought into the centre; and
- Work surfaces, shelving and storage surfaces with washable finishes that can withstand frequent bleaching and cleaning with low-level disinfectants;

Cleaning and Disinfecting

Use phenolic, iodophor and quaternary ammonium compounds for daily cleaning and disinfecting. It's also important to know the following:

- Upholstered furniture must be covered with fabrics that are fluid resistant, non-porous and can withstand cleaning with hospital-grade disinfectants.
- Porous materials retain moisture and are more susceptible to harbouring and supporting the growth of microorganisms. Avoid leather.
- Avoid exposed wood surfaces. Repeated use and cleaning will eventually expose the porous surface of the wood that cannot be cleaned effectively. Avoiding wood can limit the impact of bedbugs if brought into the centre. Bed bugs can reproduce and lay eggs on any surface, and there are no materials that are bed-bug-proof, so the best approach is prevention.
- A range of soft seating for spaces where comfort is a priority (e.g., waiting area, talking rooms, group rooms, staff lunchroom);
- Furniture that has soft edges and corners for safety and to limit contact damage; and
- Accessible outlets for power and device charging in the waiting area, multipurpose room and staff zone.

Security Systems

Ensuring the safety and security of staff, youth and families/caregivers is a fundamental aspect of a well-functioning centre. Security systems are integral to protecting sensitive spaces, safeguarding information and ensuring that staff feel supported in their work environment.

This topic is included in the Violence Prevention and Emergency Response Features section above, and more detail can be found here.

Foundry centre designs must include the following security measures:

1. Fobbed entry systems
 - Implement fobbed entry systems to restrict access to designated areas.
 - Key spaces for fobbed access include:
 - Staff spaces (e.g., open workstations, lunchroom, staff washrooms), with the staff “wing” fobbed off entirely in most centres;
 - Housekeeping closets or other staff-focused storage areas;
 - IT closets to safeguard equipment and sensitive data;
 - Medication room;
 - Specimen processing lab;
 - Clean utility room; and
 - Soiled utility room(s).
 - Keyed drawers and lockable storage

- Use keyed or lockable storage in critical areas, such as kitchens (e.g., lockable drawers for sharps), storage rooms and supply spaces, medication room (i.e., locked medication storage and locked medication/vaccine fridge and specimen processing lab).
- Duress or panic buttons
 - Duress or panic buttons are emergency devices installed in strategic locations to ensure the safety of staff, youth and families/caregivers in situations where immediate help is required. When pressed, these buttons send an alert to front desk staff and a designated security team, local authorities or other response systems, signaling the need for urgent assistance.
 - Duress or panic buttons can be hardwired into each room or be provided as wearable Personal Protective Devices (PPDs). If using PPDs, we recommend they be worn at all times by staff who have contact with youth and families/caregivers. We recommend a detachable, three-way breakaway lanyard for safety. Protocols for use, maintenance and testing of PPDs will be required.
 - Alarms are monitored by an external security service who can alert police.
 - If hardwired, these buttons can be installed under desks or other furniture or on walls. Consider the placement, colour and size, to minimize discomfort for youth and families/caregivers and to avoid feeling institutional.
 - If buttons are not wireless, they should be placed in the greeting zone, in talking rooms and other clinical spaces as needed.

Information Technology (IT)

A well-designed information technology (IT) infrastructure is critical to the successful operation of a Foundry centre. IT systems support the seamless delivery of services, ensure effective communication and enable access to essential digital tools for both staff and clients. This section outlines the key considerations for planning IT systems within a centre, ensuring they meet the operational needs of staff, service partners, youth and families/caregivers.

Service partner organizations may have specific requirements for communication rooms, wireless internet (Wi-Fi) and dedicated data drops. It is the responsibility of the Lead Agency to ensure these needs are clearly identified in the Functional Program and incorporated into the overall design of the centre.

Foundry centre designs must include the following IT systems:

- Wi-Fi systems with a staff-only password protected secure network and a guest-accessible network that is separate from the staff network;
- Staff Wi-Fi network with capacity that exceeds the number of staff computers, Toolbox tablets and staff mobile devices anticipated;

Wi-Fi Networks

In some centres, multiple Wi-Fi networks may be necessary to accommodate different user groups, such as health authority staff and Lead Agency staff. Providing separate networks can help ensure security, accessibility and operational efficiency. Foundry computers and tablets that access Toolbox must only use the secure staff wireless network.

- Emergency power in the IT server room for network equipment (Uninterruptible Power Supply (UPS) is acceptable);
- Structured cabling systems, including the location of communication rooms, pathways and raceways, designed in accordance with TIA/EIA-568-B.1, TIA/EIA-568-B.2, TIA/EIA-568-B.3, TIA/EIA-569-B and TIA-606-A for communications systems administration;
- Wireless data security encryption to protect privacy;
- Strong and uninterrupted Wi-Fi signal strength in all areas of the centre;
- Backup wireless access points (WAPs) for quick service recovery in the event of equipment failure;
- A telephone system with a single main number to handset(s) at reception and local extensions to handsets at staff workstations;
- Video conferencing and telehealth systems that use hardware that is software-agnostic to allow for changes in technology;
- Access control systems with touchless operation through cards, fobs, wearable devices or similar — no keypads or other systems that require manual operation; and
- A security system with intrusion alarm, panic alarm, medical refrigerator monitoring and motion sensors and a 24/7 monitoring service (intercom systems are optional).

Functional Zones

Foundry centres are divided into zones of activity, where rooms are grouped by specific functions. We recommend six standard zones:

- Greeting zone
- Clinic zone
- Counselling zone
- Group zone
- Staff zone
- Service zone

The number of rooms in each zone and the layout depend on the Functional Program and size of the centre.

Each Foundry centre will have a unique floor plan based on the space available and the community's needs and preferences. The floor plan below shows one possible layout. Note that it is not drawn to scale, and there is flexibility for communities to engage with youth, families/caregivers and service providers to design a centre that works best for everyone.

Greeting Zone

The greeting zone is the first point of contact in a Foundry centre, making it a critical space for creating a welcoming and inclusive environment. This area sets the tone for young people's experiences, ensuring they feel comfortable, respected and supported from the moment they arrive.

1. Front entry door
 - Wheelchair accessible;
 - Double doors (ideally) for moving furniture and equipment in and out as needed; and
 - Possibly a vestibule if there are security concerns or harsh winter conditions.
2. Reception desk
 - Close to the front entrance door for better accessibility (a common ask from youth is to not walk through a crowded waiting room to talk to reception — allows for discreet conversations) and security (line of sight to door and exterior approach — consider outdoor video surveillance if line of sight is not possible).
 - Standing height and wheelchair height interactions at reception;
 - Two ways to exit from behind reception for security and staff safety;

- Two or more workstations;
- Space for copier/printer with power and data drop near the desk for Medical Office Assistant and other staff if possible (consider another nearby space for a staff copier/printer); and
- Hardwired duress or panic button.

3. Waiting area

- Size to be determined by the Functional Program;
- Line of sight visibility from the reception desk or medical office assistant (MOA) workstation to all parts of the waiting area (video surveillance is not allowed, based on previous youth and community feedback);
- Dedicated data-entry locations for a minimum of four Foundry Toolbox tablets, for a sense of privacy while still being supervised from reception;
- Privacy nooks with cushioned seats to support youth with anxiety or a desire for privacy while waiting;
- A separate secondary Waiting Area if possible (it is a common ask from youth to not be seen by parents who are waiting with other youth) this Waiting Area still requires line of sight from the reception/MOA desk;
- Seating arranged so youth are not facing each other as much as possible (it is a common ask from youth to not see others or feel seen while waiting);
- Décor that is not over-stimulating for youth who may be living with psychotic symptoms or autism;
- Active-waiting supplies such as fidget toys and colouring books, determined through youth engagement;
- Plentiful electrical outlets with USB connectivity so that Foundry Toolbox iPads and young people's smartphones may be charged without the use of a charging brick (floor-standing charging stations are not recommended);
- Foundry-branded elements and donor recognition with sufficient wall space, line-of-sight from front entrance and finishes that meet environmental design guidelines; and
- Required Foundry signage in waiting area (see Environmental Design Guidelines for details)
 - Land acknowledgement
 - Foundry reception letters
 - Donor recognition wall and provincial panel(s)

4. Accessible washroom (waiting area)

- A single-occupant, accessible washroom (for more details, see "Washrooms" on page x);
- Dual swing/breakaway doors are required;
- Consider anti-ligature fixtures;
- Consider adding a baby change table; and
- Door visible from the reception desk.

5. Youth peer support room

- A special talking room adjacent to the waiting area that allows immediate access to peer support workers for intake and other support;
 - Accommodates four people;
 - Features a couch and chairs rather than chairs only;
 - Workstations with an office chair and a computer that can be used by youth and families/caregivers with permission — for sending resumes or checking web-based email (a health authority computer is not recommended for this room);
 - Optional Foundry Toolbox iPad located in this room;
 - Storage for blankets, pillows and peer support worker supplies;
 - Décor determined by youth and peer support workers that allows for messiness;
 - A chalkboard, chalkboard-paint wall or other large writing surface;
 - Exterior window for natural light if possible;
 - Interior windows with Foundry privacy treatment; and
 - Two exits if possible, depending on Functional Program, security concerns and how it will be used for intake — arrange it carefully so that it doesn't become a hallway.
6. Refreshment station
- A snack bar that provides self-serve beverages and food at no cost (not a full kitchen);
 - Within or adjoining the waiting area;
 - Water faucet and sink;
 - Significant counter space;
 - Kettle, mini fridge and other small appliances as appropriate; and
 - Duplex power with ground-fault interrupt (GFI) above counter for kettle (electrical circuit for this outlet not shared with lighting or amenities in other areas to avoid tripping the circuit breaker).
7. Family Support Room (optional)
- Similar to the Youth Peer Support Room, this space is a comfortable, private space for families and caregivers to access family peer support;
 - While a separate room isn't required consider where this support will take place;
 - Accommodates 3-4 people; and
 - Includes soft seating, such as a small couch and chairs, to create a welcoming environment.
8. Youth belongings storage (optional)
- May vary in size and use depending on Functional Program;
 - Storage for items such as: wet winter clothing, with coat and boot racks and floor drain; bicycles; shopping carts; backpacks or other belongings; and pets (may require cages for dogs or cats and smaller animals such as rats);
 - May be used for bed bug management (i.e., installation of a bed bug tent); and
 - Consider storage in rooms (e.g., group rooms) as youth have expressed not wanting to leave their belongings out of their sight.

Notes About Storage

Storage space for youth can be a way to prevent the introduction of contaminants to the centre. Centres will need a plan for staff to oversee the belongings put into storage, to ensure safety and comfort for everyone. Consider:

- Contraband or weapons that are not welcome inside the centre; and
- Backpacks, blankets, heavy clothing and other items that may contain bedbugs.

Clinic Zone

The clinic zone includes exam rooms for medical services, as well as support rooms essential for delivering these services. The layout and equipment for these spaces should be carefully designed and planned in collaboration with service providers such as public health nurses, nurse practitioners and family physicians.

1. Exam room (standard size)

- Seats up to three people (client, support person, medical services provider);
 - Two client chairs, one must be bariatric compliant;
 - Task chair for medical services provider; and
 - Stool for medical services provider.
- Examination table
 - Adjustable with stirrups (beds with stirrups out are approximately 6ft long);
 - Portable or fixed exam light over the examination table;
 - Exam table arranged so medical provider can approach from both sides - check with your primary care team how they prefer it to be laid out;
 - Exam bed not facing the door if possible (privacy curtain must be included if it does); and
 - A privacy curtain or mobile divider separating the exam table from the provider and the door. When selecting privacy solutions, consider infection control requirements and refer to health authority guidelines;
- Wall-mounted diagnostic equipment set (i.e., transformer) with otoscope, ophthalmoscope, thermometer, diagnostic specula dispenser, aneroid and other equipment as required;
- Workstation with a computer/docking station, telephone, label maker and printer (mobile workstation is acceptable if needed);
 - Position of workstation should be closer to the door than the exam bed and shouldn't position the medical provider with their back to the youth.
- Work counter and wall mounted cabinets/mobile cart for quick access to supplies;
- Hand hygiene sink with backflow preventers and paper towel dispenser mounted to the wall (for more details, see "Hand Hygiene Sinks" on page x);
- Wall mounted PPE (i.e., gloves in size small, medium and large, and masks) and ABHR;
- Wall-mounted sharps disposal close to the exam bed and client chair, mounted so provider can reach from sitting or standing position (on the counter is an acceptable alternative if required);
- Floors that can be washed with medical disinfectant;

- Floor coving where it meets the wall, for hygiene and to protect from damage; and
- Duplex 120V electrical power at 5'0" unless other requirements take precedent, based on manufacturer's specifications.

2. Clean utility room

- Storage space for medical supplies, equipment and other clean/sterile items that need to be stored away from contaminants;
- Should be conveniently located close to the exam rooms;
- Staff-only access with key or electronic fob;
- Sterile supplies stored above the floor in a clean, dry area away from traffic;
- Shelving for clean and sterile supplies a minimum distance of 230 mm off the floor, 450 mm from the ceiling and 50mm from outside walls;
- HVAC system, if any, designed to keep this room under positive pressure;
- Equipment and supplies stored where they are not exposed to direct airflow from the HVAC system;
- Equipment and supplies stored where they are not exposed to sunlight and temperature fluctuations that could compromise the integrity of the item;
- Alcohol-Based Hand Rub (ABHR) available (hand hygiene sink not required);
- Washable, seamless, impermeable and slip-resistant floor;
- Floor coving where it meets the wall, for hygiene and to protect from damage;
- Washable, non-porous and seamless counters; and
- Cleanable, smooth and non-porous shelving and carts.

3. Soiled Utility Room

- Temporary storage of soiled and/or waste materials and equipment that will be removed for cleaning or disposal;
 - General waste
 - Confidential waste
 - Recycling
 - Medical/hazardous waste
 - Medical equipment for reprocessing
- Staff-only access with key or electronic fob;
- Should be located so staff have easy access to dispose of soiled materials;
- HVAC system, if any, designed to keep this room under negative pressure;
- Hand-hygiene sink (separate from the utility sink);
- A utility sink that is tall enough to use without bending or straining from a standing position, large and deep enough to completely immerse items to be cleaned, and prevents overflow;
- Splash protection installed on walls around hand hygiene sink and utility sink;
- An eyewash station;
- Easy access to PPE (gloves and mask) preferably mounted on wall just outside or inside the room;

- Washable, seamless, impermeable and slip-resistant floor;
- Floor coving where it meets the wall, for hygiene and to protect from damage;
- Washable, non-porous and seamless counters. The use of stainless steel counters to be considered;
- Washable shelving (consider stainless steel) and carts; and
- Containers for separated waste to take to processing, designed to prevent aerosolization of waste.

4. Health Records Room (optional)

- Storage space for hard copies of youth and family/caregiver health records;
- Close to reception desk and Exam Rooms, with workflow described in the Functional Program;
- Accessible to staff only and secured to protect confidential records from theft, loss and accidental destruction; and
- May require multiple layers of security and/or restricted access because centre staff are employees of different organizations (such as double locking and locked cabinets or closets, determined when creating the Functional Program).

5. Washroom (Clinic Zone)

- A single-occupant, accessible washroom (for more details, see “Washrooms” on page x);
- Specimen passthrough connected to Lab or Specimen Processing Room.

Hand Hygiene Sinks

All hand hygiene sinks in the centre should have the following features:

Hands-Free Faucet

- Hands-free means it can be electric, foot pedal, or faucet blade controls;
- Faucet water temperature should not be user adjustable;
- Hands-free is not for convenience but for infection control.
- Include gooseneck spout, open drain with perforated strainer and 32 mm cast brass adjustable P-trap with tailpiece, or approved equivalent.

Soap Dispenser

- Soap dispensers should be hands-free for infection control.

Paper Towel Dispenser

- Paper towel dispensers are preferred over powered air or reusable cloths for hand drying.

Wall-Mounted or Freestanding

- Do not incorporate hand hygiene sinks into millwork or furniture.

Splash Guards

- Splash guards are required when sinks are near counters, food service features, work surfaces or anything else that may be splashed when using the sink.

Wall Protection

- Adjacent wall surfaces need to be protected from splashes;

- Material must be impermeable, seam-free;
- All edges sealed with a waterproof barrier;
- Soap and paper towel dispensers should also be mounted on the wall protection;
- Should extend a minimum of 300 mm on either side of the sink, 2100mm above the finished floor and extend to meet the coved base below;

6. Chart Room

- Dedicated space for documentation, administrative tasks, service provider collaboration and possibly tele-health and dictation; and
- Secure, organized and designed to maintain confidentiality while allowing for efficient workflow.

7. Medication Room (Optional)

- Alternative is storage in the Clean Utility Room or another secure location;
- Room should have FOB restricted access and located in clinical zone, area of centre that sees less traffic;
- Restricted access by key or electronic fob for only medical staff (special restrictions may apply — consult with health authority when creating Functional Program);
- Dedicated and secure storage room for prescription medications, vaccines and any other restricted-access supplies;
- A hand hygiene sink is required if there will be medication preparation or mixing. The sink should be mounted on the wall adjacent to the door and away from the medication preparation area and meet the hand hygiene requirements listed on page xx;
- A utility sink is optional;
- Counterspace for medication preparation;
- Locking storage for medication in room;
- Medication fridge must:
 - be health care grade (not a simple miniature domestic refrigerator)
 - be Lockable, temperature monitored and preferably alarmed and has automated communication features to alert staff to problems such as rising temperature;
 - Have a dedicated data drop, dedicated electrical power circuit and uninterruptible back-up power such as UPS;
 -

Medication Fridge Alert System

The alert system for the medication fridge should specify which staff are to be contacted and what procedures are to be followed during regular hours, afterhours, weekends and holidays. Be sure to include the medication fridge in the security monitoring contract for the centre unless another service is used. After hours call outs are not required but there must be an established workflow to check the temperature has not broken the cold chain overnight/over the weekend.

- Door that is visible to staff for security reasons (should not be in an isolated area of the centre).

8. Specimen Processing Lab

- A space for processing urine samples, blood or other material as determined by the Functional Program;
- Accessible to staff by key or electronic fob;
- Adjacent to a single-occupant accessible washroom, typically in or near the exam area and connected to the washroom with a small pass-through door for samples;
 - The pass-through door should be constructed of stainless steel or another approved material, is washable and does not allow for leaks or spills to be absorbed into the wall.
- A hand hygiene sink (for more details, see “Hand Hygiene Sinks” on page x) with soap and paper towel dispensers that are not shared with the specimen dumping sink and a backflow preventer that is not shared with the specimen dumping sink;
- A specimen dumping sink (i.e., utility sink) separated from the hand hygiene sink, that is stainless steel (or approved equivalent), with manual faucet operation for hot and cold water, and paper towel dispenser, soap dispenser and backflow preventer that are not shared with the hand hygiene sink;
- A stainless steel counter (or approved equivalent washable material) with a seamless backsplash on the wall;
- Fridge to store specimen samples this can be a mini-type fridge it is just required to have a thermometer;
- Electrical outlets above and below the counter for lab processing equipment (determine the electrical requirements based on the equipment list);
- Storage shelves or cupboards for lab supplies; and
- Washable floor, with coving at the wall.

Counselling Zone

The Counselling Zone requires special attention to noise control. If possible, locate this zone well away from sources of distracting noise such as the Group Zone or staff kitchen.

1. Talking Rooms (Small and Large)

- A Small Talking Room seats 2-4 people.
- A Large Talking Room seats up to six people.
- Commercial-grade carpet flooring is acceptable (ideally carpet-tile). Flooring material, backing and adhesive should be washable.
- Hard flooring is also acceptable, as long as it does not make the room feel too clinical.
- Lights should be manually controllable with a dimmer switch.
- Natural light with exterior windows is ideal.
- Window coverings may be used if they are washable and non-weaponizable — consider roller shades.

- Workstations are not recommended in Talking Rooms — these rooms are not offices.
- Interior windows into Talking Rooms (either integrated into the door or a sidelight) are required for safety, with glazing, film or window graphics for privacy. The privacy film should allow someone outside to see that there are people inside and that they are safe but they should not be able to see any defining features of the individuals.
- To determine how many Talking Rooms are needed in the centre as well as the size of each, please refer to your Functional Program and Foundry space lists. These rooms should be comfortable and safe, with a non-clinical feeling, ideal for counselling.

Window Glazing, Film and Graphics

The standard window glazing recommended is 60% - 80% coverage for both interior and exterior applications. This may vary based on a centre's needs, with some spaces requiring up to 80% coverage or fully clear window areas for visibility. As different vendors use different printers please request a sample from the selected vendor that shows 60%, 70% and 80%.

If using window film, it should start two feet from floor level, which maintains privacy while allowing some visibility.

Use Foundry's window graphics to provide the appropriate level of privacy while creating relaxing spaces. Our [Environmental Guidelines](#) include detailed information about using graphics on interior and exterior windows.

2. Secure Talking Rooms

- Secure Talking Rooms, which have two ways to exit (i.e., dual egress), are a requirement. These rooms have added safety precautions;
- When possible, prioritize secondary exit doors that lead into corridors rather than other usable spaces to maintain security, minimize disruptions and avoid compromising soundproofing and privacy;
- The secondary exit door must swing out (i.e., if someone is trying to exit they push the door);
- The recommended number of Secure Talking Rooms depends on centre size;
- Secure Talking Rooms are used for all new intakes, any interaction where there is a risk of aggressive behaviour, a quiet space for youth or families/caregivers to decompress after a visit and as a secondary Waiting Area for youth or families/caregivers experiencing anxiety or feeling overwhelmed (this use requires the presence of staff);
- Furniture is chosen from options designed for a mental health setting (i.e., behavioural health furniture that is weighted). Consult with the Capital Development team for examples. Consider furniture that is heavy and difficult to lift, throw or weaponize in any other way;
- Do not include any items or amenities in a Secure Talking Room that could be weaponized or used as ligatures, including fixtures and decorative items. Use non-weaponizable alternatives;

- Include a panic button in an accessible location;
- The primary door to the room is ideally visible from the reception desk or other staffed area;
- Consider a double-acting door frame that allows the door to swing open in the opposite direction in case of emergency, such as an unresponsive occupant who falls and blocks the path of the door or someone who attempts to barricade inside the room;
- Interior windows into Secure Talking Rooms are required for safety, with glazing, film or window graphics for privacy; and
- To determine how many Talking Rooms are needed in the centre as well as the size of each, please refer to your Functional Program and Foundry space lists. These rooms should be comfortable and safe, with a non-clinical feeling, ideal for counselling.

Group Zone

The rooms in the Group Zone require special considerations to support safety and comfort for youth and families/caregivers.

1. Small Group Room

- Designed to suit clinical therapeutic groups;
- Accommodates up to 12 people;
- Washable, hard flooring;
- Manual light switch so lights can be dimmed and turned off;
- Storage for activity supplies; and
- Manual light switch so lights can be dimmed and turned off.

2. Large Group Room

- Designed to suit clinical therapeutic groups;
- Accommodates up to 16 people;
- Washable, hard flooring;
- Manual light switch so lights can be dimmed and turned off;
- Storage for activity supplies; and
- Manual light switch so lights can be dimmed and turned off.

3. Multipurpose Room

- Accommodates up to 16 people with 25 square feet per person;
- Washable, hard flooring;
- Designed to suit therapeutic group work, meetings, special events and other activities identified in the Functional Program;
- Manual light switch so lights can be dimmed and turned off;
- Consider windows that open for air flow during larger events, while maintaining safety practices;

- Ceiling-mounted projector and screen or other means of displaying electronic content; and
- Accordion wall or large doors allowing the Multipurpose Room to join the kitchen as a single activity space.

4. Kitchen

- Designed for teaching and cooking demonstrations;
- Residential-grade appliances: refrigerator and freezer, range and oven, dishwasher and stainless steel sink with two basins, as well as soap dispenser and paper towel dispenser;
 - Please check the sink requirements with your local health authority as sometimes a three basin sink and/or a commercial grade dishwasher is required.
- A hand hygiene sink (for more details, see “hand hygiene sinks” on page x);
- Upper and lower cabinets with drawers, consider a few lockable cabinets and drawers for sharps and specialized items;
- Plates, glasses, cups and cutlery;
- Washable countertops with above-counter GFI electrical outlets with dedicated circuits for countertop appliances such as a kettle and coffee maker;
- Ideally, an island work surface for youth to stand around and work collaboratively, with wheelchair-accessible counter space;
- Manual light switch so lights can be dimmed and turned off (controlling the light levels in the kitchen is a common request from youth); and
- A whiteboard surface or a whiteboard-painted wall.

5. Washroom (Group Zone)

- A single-occupant, accessible washroom (for more details, see “Washrooms” on page x).
- Consider adding a baby change table into this washroom.

6. Large Multipurpose Room (Optional)

- A Multipurpose Room that accommodates up to 40 people may be considered for larger centres. The Functional Program determines the use and configuration of the room.

Staff Zone

The Staff Zone usually contains the Staff Work Area and the Staff Amenity Area.

Staff Work Area

The Staff Work Area is intended to promote integration and collaboration among staff who have different roles, knowledge and experience.

Unlike other areas of the centre, carpeted flooring is acceptable in the Staff Work Area.

1. Open Office Workstations (Dedicated)

- Dedicated workstations are used exclusively by assigned staff. There should be one workstation per 1.0 FTE in the centre, as identified in the Functional Program. Additional workstations for future growth should be considered.
 - Workstations should have locking drawers or cabinets. Consider credenza or pedestal style;
 - Stand-sit adjustable work surfaces are ideal but not required;
 - Monitors should be attached to adjustable arms with a VESA-compliant bracket;
 - The Functional Program must describe the power and data requirements for computers and telephones at workstations;
 - A land-based telephone is optional;
 - Workstations should include task chairs and lighting; and
 - Each workstation should include a computer, monitor, mouse and keyboard.
2. Open Office Workstations (Drop-In)
- Centres should include drop-in workstations that can be used by any staff;
 - These workstations should meet all the requirements specified for dedicated workstations above; and
 - The number of drop-in workstations (minimum two) is determined by the Functional Program, for part-time staff and visiting staff.
3. Breakout room (small)
- Provide one small Breakout Room for every ten workstations, unless otherwise determined by the Functional Program. An open office work environment cannot function without breakout rooms.
 - Small Breakout Rooms can be used for private phone calls and conversations, as well as for quiet individual work when needed;
 - These rooms should accommodate one to two individuals;
 - Manufactured one to two person “phone booth” solutions may be acceptable, provided that they meet acoustic performance requirements; and
 - Acoustic performance of insulation must ensure that conversations are unintelligible and non-distracting for the Open Office Workstations. The Breakout Rooms must be a non-echoing and insulated against distracting noise from outside the room.
4. Breakout Room (Large)
- Large Breakout Rooms are used primarily for meetings;
 - These rooms should accommodate four to six individuals;
 - A meeting table with integrated table-top power and data should be installed; and
 - Consider videoconferencing capability with wall-mounted audio/visual equipment. Include plywood backing in the wall, if possible.
5. Office Support Room or Nook
- A standing-height copier/printer should be included;

- This room has storage for office supplies (e.g., pens, paper, printer ink, other stationery);
- Protect Open Office Workstations from copier/printer noise with a physical acoustic barrier or wall; and
- Additional requirements from partners may include but are not limited to a second separate office support area with a second copier/printer for health authority employees, with a specified minimum distance and physical barriers between printers. Engage with partners early to plan the Staff Work Area and identify requirements when creating the Functional Program.

Staff Amenity Zone

Staff amenities in centres are separate and restricted from youth and families/caregivers. The amenities required in the workplace may be stipulated in collective agreements for unionized employees. Identify any special requirements when creating the Functional Program.

1. Staff lunchroom

- Allow a minimum of 50 square feet for a kitchenette plus 20 square feet per staff to be accommodated at a time. An under-built lunchroom may have the undesirable effect of staff eating lunch in other areas of the centre;
- The kitchenette should include a refrigerator, a microwave oven, a kettle, a coffee machine, a washable counter with above-counter GFI outlet for kettle and coffee machine, cupboards, a dishwasher, plates, cutlery, cups and glasses;
- A furnished staff eating area should be included; and
- The floor should be non-carpeted and washable.

2. Staff Lockers

- Consult with staff on the use of lockers and determine the number and location of lockers from this engagement;
- Lockers should have keyed locks, and there should be a master key;
- Lockers should be easily washable; and
- Consider additional space for wet or winter clothing, hanging up coats and bags, and storing shoes and boots.

3. Staff Washroom

- A single-occupant, accessible washroom should be provided for staff, separate from youth and family/caregiver washrooms (for more details, see “Washrooms” on page x).

4. Staff Shower (Optional)

- Consider installing a staff-only shower with a change room and seating;
- Consider the needs of staff cleaning up after a messy incident in the centre; and
- Consider the needs of staff members who commute to work via bicycle.

Service Zone

This zone includes the IT Server Room, storage spaces and Utility Rooms.

1. IT Server Room

- Allow sufficient space to accommodate rack-mounted servers, switches and other equipment;
- Make sure the full interior swing of the door won't impact any equipment or people standing in the room;
- Air conditioning or special cooling systems may be required depending on equipment needs;
- The fire suppression system in this room should be non-water, so that equipment is not destroyed if automatic sprinkler systems are engaged. Other solutions may be acceptable — consult with the Capital Development team;
- Electrical requirements and equipment list for the IT Server Room need to be determined before designing electrical systems. Failing to provide adequate electrical capacity for IT can lead to an expensive change order;
- Install router/modem and telephone systems to this room. Allow for a wall with sheet plywood for mounting small items;
- Determine which staff have access to this room when creating the Functional Program; and
- Servers containing confidential information subject to a health authority Privacy Impact Assessment (PIA) and Security Threat Risk Assessment (STRA) may require two layers of physical locking: (i) the door to the room and (ii) a locking caged racking system. Separate IT systems may require locks to physically separate two racks. Determine requirements when creating the Functional Program.

2. Storage

- Determine storage when creating the Functional Program and allow for additional storage space for accumulation over a period of 10 years;
- Mobile equipment, wheelchairs, carts, other large items may require significant floor space;
- Provide organized shelving for boxes, long-term storage and quick access storage;
- Consider seasonal items such as Christmas trees or other decorations;
- Consider food bank or other give-away supplies;
- Consider if bench seating in privacy nooks can have storage underneath or in cupboards above; and
- Multiple storage locations may be required throughout the centre.

3. Utility Rooms

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

- Waste holding or garbage room with storage for common waste that is regularly picked up and capacity for kitchen and medical waste; and
- Mechanical/Electrical Room(s) separate from the IT Server Room, with requirements determined by consulting engineers.

Washrooms

A typical washroom at a Foundry centre, unless subject to special requirements, follows these specifications:

- The washroom should be wheelchair accessible;
- The design should feature single-occupant configuration and be non-gendered;
- The washroom should have a toilet and a handwashing sink. For more details, see “Hand Hygiene Sinks” on page x;
- The sink must have hands-free operation to support infection control, and the water temperature should be pre-set to ensure safety and consistency, without user adjustment;
- There should be a hands-free soap dispenser;
- A paper towel dispenser should be installed instead of powered air or reusable cloths for hand drying;
- Toilet paper dispensers should lock and be easily washable;
- Install grab-bars around the toilet with wood-backing in the walls;
- Install non-porous, wipeable wall protection around sinks and toilets;
- Use a double-acting door frame (aka breakaway doors) that allows the door to swing open in the opposite direction in case of emergency (e.g., unresponsive occupant who falls and blocks the path of the door, an occupant who attempts to barricade inside the room);
- Bright, motion-activated lighting should be used (no dimmed or blue lighting);
- Install a wall-mounted, tamper-proof sharps disposal container;
- Allow space for a naloxone kit on the wall or outside the washroom door;
- Add signage about naloxone kits in the washrooms that explains where they’re located in the centre);
- To reduce opportunities for self-harm, use anti-ligature coat hooks and other similar features (staff only washrooms do not need to follow this requirement); and
- Washrooms with features that exceed this standard must be clearly outlined in the Functional Program.

How to approach anti-ligature guidelines

- Our anti-ligature guidelines are intended as recommendations rather than strict requirements. They are designed to support safer washroom environments for youth by reducing risk for ligature-based harm. We also recognize that centres may need to balance anti-ligature fixtures with aesthetic or design considerations so that spaces do not feel overly institutional or clinical. We encourage centres to use their discretion when adopting these guidelines based on their assessments of risk and need for

additional safety in their community. We defer to the lead agency to determine whether their community may require additional safety measures or stricter adherence to these guidelines.

Other Spaces

Foundry centres with ample floor space may consider extra or unique feature rooms when completing the Functional Program.

- Phone room
 - A phone room is a small touchdown space dedicated for staff to step away for a phone call or virtual meeting. It is an enclosed room for privacy, typically equipped with a built-in millwork desk and task chair.
- Manager's office
 - The manager's office is a dedicated, private workspace within the centre, typically located near the reception. It provides a secure environment for administrative work, confidential conversations, and staff support. The space generally includes a desk, additional seating for small meetings, and storage for files.
- Laundry facilities
- Shower facilities
 - Accessible laundry facilities have been a common request from youth.
 - Staff-only onsite laundry for centre use is nice to have, whether using stackable equipment in a closet or by expanding the Clean Supply Room into a full Laundry Room.
- Shower facilities
 - Accessible shower facilities have been a common request from youth; and
 - Like washrooms the shower facilities must use anti-ligature features.
- Music Therapy Room
 - A sound-dampened room can be used for playing musical instruments, singing with microphones and using recording/mixing equipment.
- Indigenous and Cultural Spaces
 - Smudging Room (Special exhaust and fire suppression considerations apply. Consult with the Capital Development team about prior installations.);
 - Meditation Room;
 - Sweat Lodge;
 - Sweet Grass Room; and
 - Multipurpose Room in a longhouse style.

Foundry Central Office (FCO) Support

The FCO team is available to support you, provide resources and collaborate. Please reach out to the Capital Development team any time.

Tools and Resources

Visit The Foundry Learning Centre to access these tools and resources.

- Sample: Foundry centre floor plan

DRAFT