
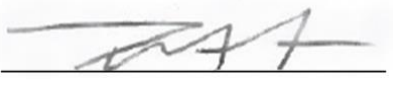


POLICY TITLE: PHYSICAL PLANT AND RESIDENT HOUSING REQUIREMENTS		PAGE 1 OF 12
POLICY NUMBER: 12.4		
CHAPTER 12: PHYSICAL PLANT AND MAINTENANCE		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: December 15, 2003	LATEST REVISION: October 7, 2022

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that all correctional facilities comply with applicable federal, state and/or local building codes, applicable American Correctional Association standards and applicable zoning ordinances. **5-ACI-2A-01, 4-ACRS-1A-09 & 4-ACRS-7A-05**

Each adult facility shall examine and, where appropriate and feasible, implement plans and practices that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives. **5-ACI-1A-04 & 4-ACRS-7D-01-1**

IV. DEFINITIONS

1. Rated capacity – The number of residents a facility may house in accordance with standards under full, normal operation without the addition of extra beds or mattresses to accommodate overcrowding.
2. Staff – for purposes of this policy, Department employee or a person in an adult facility providing services to an adult resident by agreement with or under contract with the Department (e.g., facility health care staff), but not including a volunteer, student intern, delivery person, etc.
3. Security staff – for purposes of this policy, corrections officer, corrections supervisor, or correctional investigative officer or other facility law enforcement officer.

V. CONTENTS

- Procedure A: Facility Design and Capacity
- Procedure B: Facility Space and Size Requirements
- Procedure C: Lighting
- Procedure D: Noise Levels
- Procedure E: Air Circulation and Temperatures
- Procedure F: Resident Housing Requirements
- Procedure G: Physical Plant Inspections
- Procedure H: Facility Renovation, Expansion, and New Construction

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Facility Design and Capacity

1. Facility design shall ensure personal contact and interaction between staff and residents. **5-ACI-2B-01**
2. The Department Director of Operations, or designee, shall, in consultation with the Department's Director of Classification, or designee, establish each facility's rated capacity and shall inform the facility Chief Administrative Officer of the rated capacity.
3. Each facility Chief Administrative Officer, or designee, shall verify the rated capacity figures and occupancies and report them to the Department's Director of Classification on a quarterly basis.
4. A facility shall not exceed its rated capacity as established by the Director of Operations, or designee, unless approved by the Commissioner, or designee.
5. Each facility's Chief Administrative Officer, or designee, shall ensure reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities. **5-ACI-2F-03 & 4-ACRS-7E-02**

Procedure B: Facility Space and Size Requirements

1. Each facility's Chief Administrative Officer, or designee, shall ensure:
 - a. separate and adequate space is provided for mechanical and electrical equipment;
 - b. adequate and appropriate areas are provided for resident visits, group dining, recreation, leisure time activities, and private counseling; **4-ACRS-5A-23 & 4-ACRS-5A-24**
 - c. adequate space and furnishings are provided to accommodate group activities; **4-ACRS-5A-25**
 - d. space is provided to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations; **5-ACI-2E-09**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 2 of 12 10/7/22R

- e. space is provided for administrative, security, professional, and clerical staff; to include conference rooms, storage room for records, public lobby, and toilet facilities; **5-ACI-2F-01 & 4-ACRS-7D-37**
 - f. ensure that staff needs are met by providing adequate spaces in locations that are convenient for use. Staff shall be provided with: an area to change clothes and to shower; an area, room, and/or employee lounge that offers privacy from residents and provides space for meals, access to exercise/physical training facilities and equipment; space for training; space for shift change briefings; and toilets and sinks that are not used by residents. **5-ACI-2F-02**
2. Dayrooms with space for varied resident activities shall be situated immediately adjacent to resident sleeping areas and shall provide a minimum of thirty-five (35) square feet of space per resident (exclusive of lavatories, showers and toilets) for the maximum number of residents who use the dayroom at one time. No dayroom shall encompass less than one hundred (100) square feet of space (exclusive of lavatories, showers, and toilets). **5-ACI-2C-04**
 3. Dayrooms shall provide sufficient seating and writing surfaces with furnishings appropriate to the custody level of the residents. **5-ACI-2C-04**
 4. All cells in restrictive housing and special management units shall provide a minimum of eighty (80) square feet for the occupant, of which thirty-five (35) square feet is unencumbered space for the first occupant and twenty-five (25) square feet is unencumbered space for each additional occupant. **5-ACI-4A-03**
 5. Restrictive housing and special management units shall have either outside uncovered or outside covered exercise areas. Minimum space requirements for outside exercise areas are: **5-ACI-2E-02**
 - a. Group outside exercise areas – three hundred and thirty (330) square feet of unencumbered space for two (2) residents and an additional one hundred and fifty (150) square feet for each additional resident using the area. No more than five (5) residents may use a group exercise area at one (1) time.
 - b. Individual outside exercise areas – one hundred and eighty (180) square feet of unencumbered space.

For those areas where cover is not provided, residents who are using the area shall be provided appropriate weather related equipment and attire.

6. For general population residents, there shall be outside uncovered exercise areas, as well as outside covered and/or indoor exercise areas available for use in inclement weather. These exercise areas shall be provided in sufficient number to ensure that each resident is offered at least one (1) hour of access daily. Indoor exercise areas may be designed for multiple uses, provided the design and furnishings do not interfere with scheduled exercise activities. For an indoor area, there shall be a minimum ceiling height of eighteen (18) feet. Minimum space requirements for exercise areas are: **5-ACI-2E-01**
 - a. for an outside exercise area where one hundred (100) or more residents use the recreation area, space shall allow fifteen (15) square feet per resident for the

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 3 of 12 10/7/22R

maximum number of residents expected to use the area at one time, but not less than fifteen hundred (1500) square feet of unencumbered space;

- b. for an outside exercise area where less than one hundred (100) residents use the recreation area, space shall allow fifteen (15) square feet per resident for the maximum number of residents expected to use the area at one time, but not less than seven hundred and fifty (750) square feet of unencumbered space;
- c. for an indoor exercise area where one hundred (100) or more residents use the recreation area, space shall allow fifteen (15) square feet per resident for the maximum number of residents expected to use the area at one time but not less than one thousand (1000) feet of unencumbered space; and
- d. for an indoor exercise area where less than one hundred (100) residents use the recreation area, space shall allow fifteen (15) square feet per resident for the maximum number of residents expected to use the area at one time but not less than five hundred (500) square feet of unencumbered space.

Procedure C: Lighting

- 1. Appropriate lighting throughout the facility shall be determined by the tasks to be performed in each area with consideration given to interior surface finishes and colors, spacing of light sources, outside lighting, shadows and glare. **5-ACI-2D-01**
- 2. Lighting in resident’s cells shall be at least twenty (20) foot candles at desk level and in personal grooming areas, as documented by a qualified source, and shall be checked at least once every three (3) years). **5-ACI-2D-02 & 4-ACRS-1A-07**
- 3. All resident cells shall provide access to natural light by means of at least three (3) square feet of transparent glazing, plus two (2) additional square feet of transparent glazing per resident in rooms with three (3) or more residents. **5-ACI-2D-03 & 5-ACI-2D-04**
- 4. In a facility with a dormitory, each dormitory provides residents with access to natural light by means of at least twelve (12) square feet, plus two (2) additional square feet of transparent glazing per resident in the dormitory. **5-ACI-2D-05**
- 5. Dayrooms shall provide a minimum of twelve (12) square feet of transparent glazing with a view to the outside and an additional two (2) square feet of transparent glazing per resident whose cell or room does not contain an opening or window with a view to the outside. **5-ACI-2D-06**

Procedure D: Noise Levels

- 1. Noise levels in resident housing units do not exceed 70 dBA (A Scale). Measurements shall be conducted annually by a qualified source with at least one measurement taking place during nighttime and one measurement taking place during daytime. **5-ACI-2D-07**

Procedure E: Air Circulation and Temperatures

- 1. Circulation shall be at least fifteen (15) cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by a qualified technician, and shall be checked not less than once (1) per

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 4 of 12 10/7/22R

accreditation cycle (within the past three (3) years). **5-ACI-2D-08, 5-ACI-2D-09 & 4-ACRS-1A-08**

2. Temperatures in indoor living and work areas shall be appropriate to summer and winter comfort zones. **5-ACI-2D-10**

Procedure F: Resident Housing Requirements

1. The size of housing units shall be variable and based on the characteristics of the resident population. The size of each housing unit shall be determined considering the security classification of residents (higher security levels require a smaller unit size) and shall allow staff to complete regular security checks, to maintain visual and auditory contact, and to personally contact and interact with residents and be aware of unit conditions. **5-ACI-2B-03**
2. Single-cell housing units shall not exceed eighty (80) residents. **5-ACI-2B-04**
3. Male and female residents shall be housed in separate housing units. **4-ACRS-1A-14**
4. Close, medium and minimum custody residents may be housed in single cells or multiple occupancy cells/rooms provided the cell/room size meets the following requirements at least one dimension of the unencumbered space is no less than seven feet: **5-ACI-2C-01**

Number of occupants	Amount of Unencumbered Space
1	35 square feet per occupant
2-50	25 square feet per occupant

5. Regardless of custody status, when confinement of residents exceeds ten (10) hours per day, there is at least eighty (80) square feet of total floor space, of which thirty five (35) square feet is unencumbered space. **5-ACI-2C-02**
6. Residents with severe medical disabilities, residents suffering from serious mental illness, residents who are violent predators, residents who are likely to be victimized or exploited by others, and residents who have other special needs shall, as indicated, be single celled. **5-ACI-2C-02**
7. Residents with disabilities shall be provided education, equipment and facilities, and the support necessary for residents with disabilities to perform self-care and personal hygiene in a reasonably private environment. **5-ACI-2C-13 & 4-ACRS-6A-04-2**
8. Residents shall be provided a sleeping surface and mattress at least twelve (12) inches off the floor, a writing surface and adjacent area to sit, storage for personal items, and adequate storage space for clothes and personal belongings. **5-ACI-2C-03 & 4-ACRS-1A-13**
9. Residents shall have access to operable sinks with hot and cold running water in order to meet their personal hygiene needs. The minimum ratio shall be one (1) basin for every twelve (12) residents. These ratios apply unless any applicable building or health codes require additional fixtures. **5-ACI-2C-07 & 5-ACI-2C-08**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 5 of 12 10/7/22R

10. Residents shall have access to toilets and hand washing facilities twenty-four (24) hours per day and shall be able to use toilet facilities without staff assistance when they are confined in their cells or sleeping areas. The minimum ratio shall be one (1) for every twelve (12) residents in male facilities and one (1) for every eight (8) residents in female facilities or housing units. All housing units with three (3) or more residents shall have a minimum of two (2) toilets. Urinals may be substituted for up to one-half of the toilets in male facilities. These ratios shall apply unless national or state building or health codes specify otherwise. **5-ACI-2C-05 & 5-ACI-2C-06**

11. Residents shall have access to showers with temperature controlled hot and cold running water in the housing unit. Minimum ratios shall be one (1) shower for every twelve (12) residents, unless applicable codes require additional fixtures. Water for showers shall be thermostatically controlled to temperatures between one hundred (100) to one hundred and twenty (120) degrees Fahrenheit, to ensure the safety of residents and promote proper hygiene. **5-ACI-2C-09, 5-ACI-2C-10 & 4-ACRS-1A-12**

12. As specified by the Chief Administrative Officer, residents housed at minimum security facilities may be permitted to display allowable personal property items in their living/sleeping areas. Rules regarding those items permitted for display and any additional requirements shall be established in writing and available to all residents and staff. These rules shall be reviewed at least annually and revised as necessary. **4-ACRS-1A-15**

Procedure G: Physical Plant Inspections

1. Consistent with its mission and function, each facility shall meet all current applicable physical plant standards of the American Correctional Association and the National Commission on Correctional Health Care for those design elements and operational issues not addressed by applicable national, state or local codes, unless a variance is approved by the accreditation body. Physical plant design elements and operational features that may be subject to inspection to determine conformance and compliance include, but are not limited to:
 - a. nature and number of external and internal design barriers, including columns, building roofs, landscaping, etc.;
 - b. sight lines and other surveillance issues, including lighting and identifying areas where there is limited visibility;
 - c. types and/or quality of security systems, including security technologies and equipment, e.g., closed-circuit cameras, remotely controlled gates, grilles and doors, fence wire, locking mechanisms, communication, perimeter detection, and alarm systems, positive identification systems, etc.;
 - d. location and number of showers in cells, rooms, and/or housing units;
 - e. design materials, including types of materials selected and cost;
 - f. design features facilitating contact and interaction between staff and residents (sufficiency of office space and its proximity to the resident population);
 - g. housing design and construction features pertaining to unit size, function, maximum limits for residents consistent with custody and security needs, etc.;

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 6 of 12 10/7/22R

- h. centralized and decentralized programs and service areas; e.g., indoor and outdoor recreation areas, dining halls, etc.;
- i. staffing impact and supervision;
- j. furnishings and fixtures, including those relevant to Central Control operations, housing operations, programs and service operations, staff areas;
- k. location and access to the central mechanical plant, armory and lock shop, mail room, kitchen, hospital/infirmaries, on-grounds fire departments, commissary, weapons lockers, metal detectors;
- l. design and location of restrictive housing and special management units;
- m. design and location of industries;
- n. mobile patrol capability;
- o. entrances and exit areas for pedestrian and vehicular traffic;
- p. design features of physical plant and utilities that facilitate emergency operations, consistent with procedures, plans, and post orders, e.g., emergency power (backup) generators, pressurized fire stairwells, elevators;
- q. design elements for water treatment and sewage system, including plumbing and dry cell procedures;
- r. location and access to warehouse, and other storage areas;
- s. location and access to records and automated information systems;
- t. design features for intake and discharge processing areas, including privacy barriers, separate areas for male and female residents, search areas, etc.;
- u. design elements for environmental conditions such as climate and temperature controls;
- v. physical plant features incorporating legal requirements and professional standards pertaining to accessibility and reasonable accommodations for physically disabled persons; and
- w. location and access to hazardous materials and substances, including hazardous energy.

Procedure H: Facility Renovation, Expansion, and New Construction

1. The Commissioner, or designee, shall ensure compliance with all applicable federal and state statutes and the Department of Administrative and Financial Services regulations governing capital improvement projects.
2. The Commissioner, or designee, in coordination with the Bureau of General Services, shall exercise direct control over all facility design and construction activities, whether for renovation, expansion or new construction. This includes overseeing contracts or agreements with architects, engineers, building contractors, building material installers, built-in security equipment suppliers, or other consultants performing work related to the physical plant in Department facilities.
3. The Commissioner, or designee, shall be responsible to ensure, in coordination with

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 7 of 12 10/7/22R

appropriate Department staff, that, if applicable, classrooms are designed in consultation with the Department of Education. **5-ACI-2E-04**

4. The Department’s Director of Operations, or designee, shall ensure that any Request for Proposals for facility capital improvement projects include a requirement of compliance with American Correctional Association (ACA) physical plant standards, Maine Life Safety Standards, and Americans with Disabilities Act (ADA) requirements.
5. Persons requesting information regarding a capital improvement project at any of the Department’s facilities shall be referred to the appropriate Central Office staff. Central Office staff shall not release information concerning a capital improvement project if it would impact security and shall consult with the Department’s legal representative in the Attorney General’s Office as necessary to determine other prohibitions on release.
6. Persons who are not Department employees and who are not directly involved in planning or implementing a capital improvement project shall not be allowed to view, possess, or otherwise have access to documents related to facility design or layout at any time, including, but not limited to, architectural drawings, depictions or descriptions of security features, etc.
7. Prior to occupancy of a renovated, expanded, or newly constructed facility, the Chief Administrative Officer, or designee, shall notify the Department’s Director of Operations, or designee, and the State Fire Marshal’s Office requesting final inspection and approval for occupancy.

VIII. PROFESSIONAL STANDARDS

ACA

- 5-ACI-1A-04** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and/or utilization of renewable energy alternatives. An overview of any sustainable and environmentally friendly practices shall be covered in orientation
- 5-ACI-2A-01** (Renovation, New Construction Only after January 1, 1990). The institution conforms to applicable federal, state, and/or local building codes.
- 5-ACI-2B-01** Physical plant design facilitates personal contact and interaction between staff and inmates. (Renovation, Addition, New Construction Only after January 1, 1990)
- 5-ACI-2B-03** The maximum size of a single management unit is variable and is based on the characteristics of its inmate population. The exact size of each management unit is determined by (1) the security classification of the inmate occupants (higher security levels require a smaller unit size), and (2) the ability of staff to complete regular security checks, maintain visual and auditory contact, maintain personal contact and interaction with inmates, and be aware of unit conditions.
- 5-ACI-2B-04** (New Construction Only after January 1, 1990). Single-cell living units shall not exceed 80 inmates.
- 5-ACI-2C-01** Cells/rooms used for housing inmates shall provide at a minimum, 25 square feet of unencumbered space per occupant. Unencumbered space is usable space that is not encumbered by furnishing or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of the fixtures and equipment is subtracted. All fixtures and equipment must be in operational position.
- 5-ACI-2C-02** Written policy, procedure, and practice provide that single-occupancy cells/rooms

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 8 of 12 10/7/22R

shall be available, when indicated, for the following:

- inmates with severe medical disabilities
- inmates suffering from serious mental illness
- sexual predators
- inmates likely to be exploited or victimized by others
- inmates who have other special needs for single housing

When confinement exceeds 10 hours a day, there is at least 80-square feet of total floor space, of which 35-square feet is unencumbered space.

- 5-ACI-2C-03** Each inmate confined to a cell/room for ten or more hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; a writing surface and proximate area to sit; storage for personal items; and adequate storage space for clothes and personal belongings.
- Each inmate confined to a cell/room for less than ten hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; storage for personal items; and adequate storage space for clothes and personal belongings.
- 5-ACI-2C-04** Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. Dayrooms provide sufficient seating and writing surfaces and all furnishings are consistent with the custody level of the inmates assigned. Dayrooms provide a minimum of 35-square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).
- 5-ACI-2C-05** Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.
- Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless national or state building or health codes specify a different ratio.
- 5-ACI-2C-06** (New Construction after June 2014). Inmates have access to toilets and hand-washing facilities 24-hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless any applicable building or health codes require additional fixtures.
- 5-ACI-2C-07** Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one basin for every 12 occupants, unless national or state building or health codes specify a different ratio.
- 5-ACI-2C-08** (New Construction after June 2014). Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants. These ratios apply unless any applicable building or health codes require additional fixtures.
- 5-ACI-2C-09** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every twelve inmates. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. These ratios and temperatures shall apply unless national or state building or health codes specify a different ratio.
- 5-ACI-2C-10** (New Construction after June 2014). Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every twelve inmates, unless applicable codes require additional fixtures.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 9 of 12 10/7/22R

- Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and promote hygienic practices.
- 5-ACI-2C-13 Written policy, procedure, and practice provide education, equipment and facilities, and the support necessary for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment.
- 5-ACI-2D-01 Lighting throughout the facility is determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare.
- 5-ACI-2D-02 Lighting in inmate rooms/cells is at least 20 foot-candles at desk level and in personal grooming areas, as documented by a qualified source, and is checked at least once per accreditation cycle.
- 5-ACI-2D-03 (Existing only) All inmate rooms/cells provide access to natural light.
- 5-ACI-2D-04 (Renovation, Addition, New Construction after June 1, 2008) All inmate rooms/cells provide inmates with access to natural light by means of at least three-square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in room/cells with three or more inmates.
- 5-ACI-2D-05 (New Construction or Renovation after June 1, 2014). Each dormitory provides inmates with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per inmate in the dormitory.
- 5-ACI-2D-06 (New Construction Only after January 1, 1990). Each dayroom provides inmates with access to natural light by means of at least 12 square feet of transparent glazing in the dayroom, plus two additional square feet of transparent glazing per inmate whose room/cell is dependent on access to natural light through the dayroom.
- 5-ACI-2D-07 Noise levels in inmate housing units do not exceed 70 dBA (A Scale). Measurements shall be conducted annually by a qualified source with at least one measurement taking place during night time and one measurement taking place during day time.
- 5-ACI-2D-08 (Renovation, New Construction Only after January 1, 1990). Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once every 3-year accreditation cycle.
- 5-ACI-2D-09 (Existing). Circulation is at least 10-cubic feet of fresh or recirculated filtered air per minute per occupant for inmate rooms/cells, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once every 3-year accreditation cycle.
- 5-ACI-2D-10 Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.
- 5-ACI-2E-01 (Effective NLT January 1, 2021) Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.²¹

The minimum space requirements for exercise areas are as follows:--

- Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space⁵⁵
- Outdoor exercise areas in facilities where less than 100 inmates utilize one recreation area: 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 10 of 12 10/7/22R

feet of unencumbered space³³

- Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000-square feet of unencumbered space²²
- Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500-square feet of unencumbered space

5-ACI-2E-02

(Effective NLT January 1, 2021) Special management housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for special management housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180-square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

5-ACI-2E-04

(Renovation, New Construction Only after January 1, 1990). In institutions offering academic and vocational training programs, classrooms are designed in consultation with school authorities

5-ACI-2E-09

Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.

5-ACI-2F-01

Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, public lobby, and toilet facilities.

5-ACI-2F-02

Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following:

- an area to change clothes and to shower
- an area, room, and/or employee lounge that offers privacy from inmates and provides space for meals
- access to exercise/physical training facilities and equipment
- space for training
- space for shift-change briefings
- toilets and washbasins that are not used by inmates.

5-ACI-2F-03

Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

5-ACI-4A-03

All cells/rooms in restrictive housing provide a minimum of 80 square feet and shall provide 35 square feet of unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant.

4-ACRS-1A-07

Documentation is provided by a qualified source that lighting is at least 20 foot-candles at desk level and in personal grooming areas and is checked at least once per accreditation cycle.

4-ACRS-1A-08

Air circulation is at least 15 cubic feet of outside or re-circulated filtered air per

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 11 of 12 10/7/22R

- minute per person and should be checked not less than once per accreditation cycle.
- 4-ACRS-1A-09 The facility conforms to all applicable building codes and applicable federal laws.
- 4-ACRS-1A-12 Offenders have access to operable showers with temperature controlled hot and cold running water, at a minimum ratio of one shower for every twelve offenders. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices. These ratios and temperatures shall apply unless national or state building or health codes specify a different ratio.
- 4-ACRS-1A-13 Offenders have access to writing and seating space.
- 4-ACRS-1A-14 Male and female offenders do not occupy the same sleeping room
- 4-ACRS-1A-15 Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary.
- 4-ACRS-5A-23 Adequate and appropriate areas are provided for visiting, recreation and leisure time activities.
- 4-ACRS-5A-24 Adequate private counseling space is readily accessible.
- 4-ACRS-5A-25 Adequate space and furnishings to accommodate group activities, such as group meetings of the offenders, are provided in the facility.
- 4-ACRS-6A-04-2 Education, equipment and facilities, and the support necessary for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment are provided.
- 4-ACRS-7A-05 The facility conforms to all applicable zoning ordinances.
- 4-ACRS-7D-01-1 The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and/or utilization of renewable energy alternatives
- 4-ACRS-7D-37 Adequate space is provided for administrative, direct care, professional, and clerical staff. This space includes conference areas, storage room for records, and toilet facilities.
- 4-ACRS-7E-02 Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.4 Physical Plant and Resident Housing Requirements	12. Physical Plant and Maintenance	Page 12 of 12 10/7/22R