



Layout Toolkit for prison officers' posts at
Penal Institution PI Grave

26 November 2018

Layout Toolkit for PI Grave

This document was drafted for and translated in English by
the Custodial Institutions Agency (DJI)

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Table of Contents

Introduction	4
Ch1 Starting points for advice on materials	5
Ch2 Material and layout options	6
2.1 Fixed layout elements of prison officers' posts and interspaces	7
2.2 Additional fixed layout elements for posts A&B	9
2.3 Separate layout elements for posts A&B	10
2.4 Additional fixed layout elements for the multifunctional area	12
2.5 Separate layout elements for the multifunctional area	13

Introduction

From April 2018, the Environmental Psychologist has done research into spatial users' needs for two prison officers' posts at PI Grave. In this research, the spatial needs of inmates and ward staff were examined, supplemented by scientific knowledge of the influence of the environment on behaviour. Based on the needs emerging from this research, we have conducted a study of materials. We have identified suitable materials that can be used to allow the layout of the prison officers' posts to be as well in line as possible with the needs of inmates and ward staff.

The Layout toolkit is the result of this study. It describes the broad guidelines of the different layout elements for the prison officers' posts that help to create a positive living and working climate. DJI can use this document in the future as inspiration to reorganise different prison officers' posts in penal institutions (PIs) in the Netherlands. Ideally, this document will be used in combination with the needs report for prison officers' posts of PI Grave and the document containing draft designs of the prison officers' posts of PI Grave.

Advice on materials

This report mainly gives advice on materials. The preconditions for the layout (for example minimum dimensions) are however specified.

Examples

The examples given in this materials report are for the purpose of clarification. They indicate which image we think should be approached. Similar material from partners of DJI or internal procurement via In-Made can be chosen.

Structure of the report

In this Layout Toolkit, we start each time by specifying per layout element the starting points and minimum requirements for the choice of materials and/or layout. These requirements are based on previous research of needs. We then give several options that meet these requirements as far as possible.

The report comprises two chapters:

- Chapter 1 specifies the general starting points for advice on materials
- Chapter 2 specifies the material and layout options per layout element

Ch 1. Starting points for advice on materials

The prison officers' posts of PI Grave that were examined (AB2 and AB3) are located between two wards (A and B) and are used at present by two teams at the same time:

Prison officers from both Ward A and Ward B work there. All stakeholders stated that it is desirable to separate prison officers' posts A and B and create a multifunctional interspace. Many options for the fixed layout elements of the prison officers' posts and the interspace are equivalent. Consequently they are first described together, and afterwards supplemented per space where necessary. The separate layout elements are specific to each space and are therefore described separately.

Minimum requirements for materials

The requirements below apply to both the prison officers' posts and the interspace:

- Comfortable lighting
- No annoying air flow but fresh air
- As few as possible undesired sounds
- View of the area
- Sufficient storage possibilities

The requirements below apply specifically to the prison officers' posts:

- Physically located more on the area (so more to the front)
- Direct door to the area
- Door to the corridor and/or the interspace
- Ability to hear what is happening on the ward
- Delineated speaking place for an inmate, with acoustic privacy with respect to inmates waiting in line, whereby the prison officer maintains a view of the area

and inmates are no longer able to look at the computer.

- Sufficient storage possibilities for documents and lending materials
- An opportunity to wash hands
- 2 desks, each with a computer
- Access to functions including: Refrigerator, microwave, printer and hallstand (possibly shared). During the workshop, it will be determined with the prison officers which functions are necessary or desirable, and to what extent they can be shared.

The requirements below apply to the multifunctional interspace:

- A view of both wards
- Visually closable from both wards
- Door to the corridor
- Furniture suitable to perform concentrated work, hold consultations with 4 persons at most or to talk with an inmate
- Own refrigerator for the night shift on AB2
- Availability of a computer

General requirements set by DJI

- Fire safe
- Maintenance friendly

Ch 2. Material and layout options

Below the spatial starting points for the layout of the prison officers' posts and the interspace are described first. Afterwards, the common fixed layout elements, an addition to them per space, and the separate layout elements follow.

Layout of the prison officers' posts

1. The starting point is 2 doors (one to the interspace and one to the area), both opening to the inside.
2. The starting point is that the wall between the prison officers' post and interspace from about 80 cm height is constructed of glass across the entire width.
3. Minimum dimensions from an ergonomic point of view and dependent on functions:
 - Workstations for 2 persons, 2m² cupboard space up to the ceiling, pantry, incl. worktop, refrigerator and washbasin, 2m² low cupboard (poss. incl. printer) with room above it for the sign: at least 9m².

Layout of multifunctional interspace

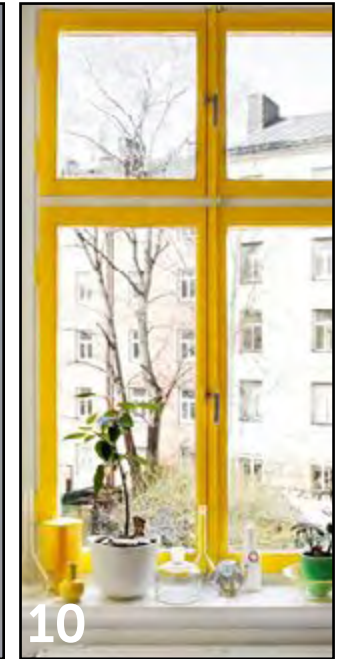
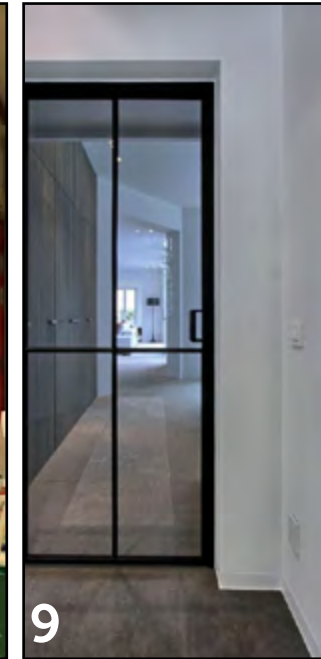
4. The starting point is 4 doors, 2 of which are to the corridor (opening to the inside) and 2 to the prison officers' posts (opening to the outside).
5. The starting point is that the wall between the prison officers' post and interspace from about 80 cm height is constructed of glass.
6. Minimum dimensions from an ergonomic point of view and dependent on functions:
 - Consultation room for 4 persons: at least 7.5m²
 - Supplemented by 2 additional functions such as refrigerator, telephone or drawer unit: at least 9m²



2.1 1 Fixed layout elements of prison officers' posts and interspace

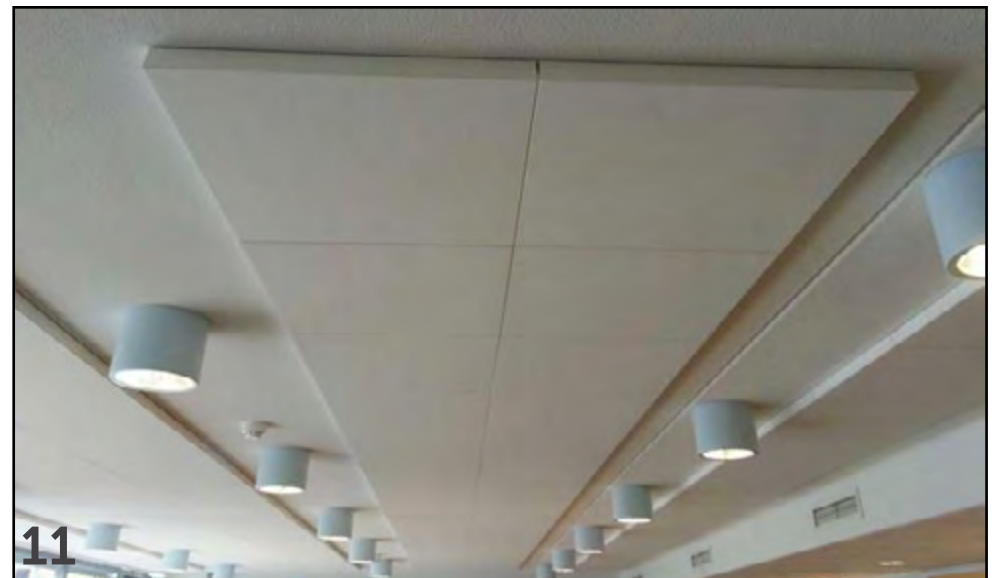
Walls

7. Colour white. The space and the walls are already fairly crowded with the ward sign, hung-up documents and materials.
8. Construct the walls with a smooth finish.
9. Construct the doors with a large glass surface to enable a view.
10. Possibly paint window frames with an accent colour. Colour can stimulate a calming and pleasant experience. Colour groups eligible for this are blue, green and pink. During the workshop, the colours will be chosen in consultation with the prison officers, coordinated with the accent colour of the ward in question.



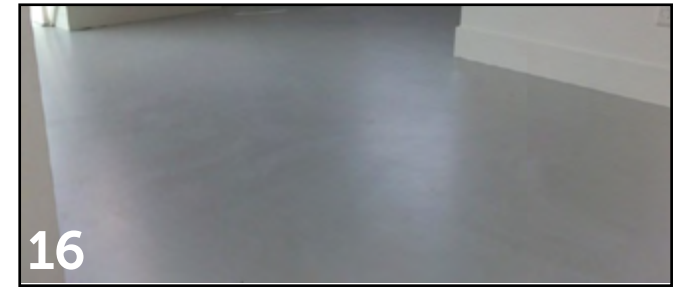
Ceilings

11. Use a material with a substantial sound-absorbing capacity. The hard finishing of the walls with a lot of glass causes many sound reflections. Glued or screwed-in ceiling plates containing a thick layer of acoustic material absorb a lot of sound. These plates can be attached directly to the ceiling. Cover the whole ceiling with these plates to achieve the greatest possible effect.
12. Make the ceiling white. This makes the room look larger and lighter.
13. Conceal the visible pipes in or behind the ceiling.
14. Provide adequate ventilation.



Floors

15. Use a light, matt shade of grey without patterns.
16. Cast floor made of plastic. A polyurethane floor does not feel hard, is pleasant to walk on, sound-dampening, also rough when wet, maintenance friendly and durable.



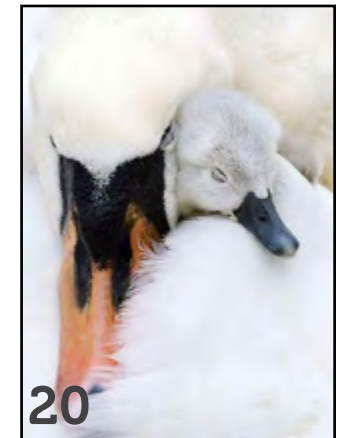
Lighting

17. The lighting consists of basic lighting that illuminates the space equally and can also serve as night lighting. Construct this as, for example LED spots integrated into the ceiling.
18. Make the lighting dimmable.



Decoration

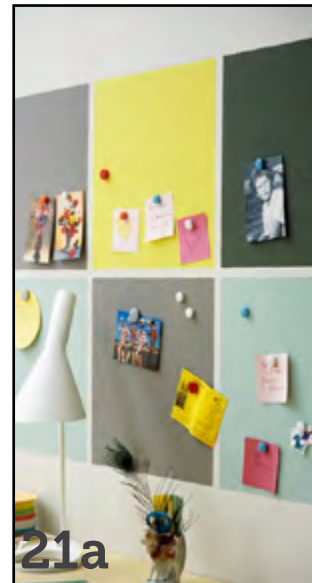
19. Use stress-reducing properties of nature by putting up an illustration of distant natural views (a) or drawings of botanical scenes (b).
20. With an illustration in which an attachment relationship is represented (for example between a mother animal and her young), people automatically experience the safe feelings linked to it.



2.2 Additional fixed layout elements for posts A&B

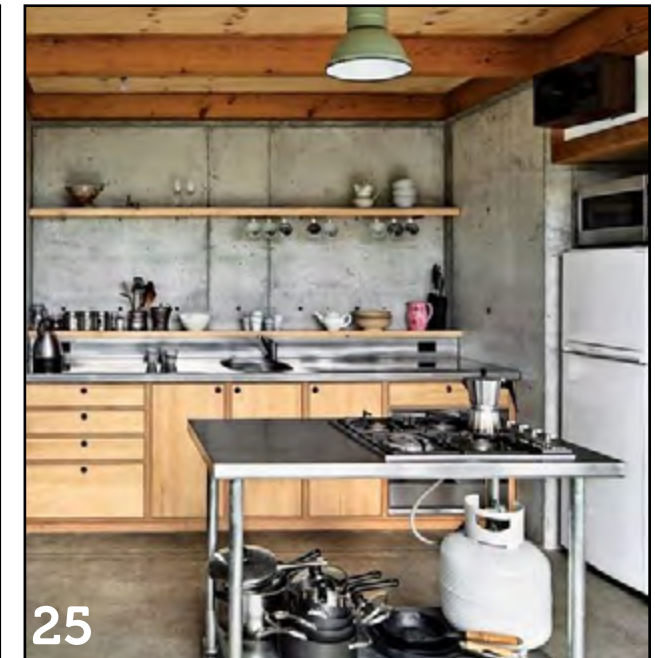
Walls

21. Affix sufficient magnetic (a) or notice boards (b) where prison officers can put up important documents. Other parts will then sooner remain free. By grouping and framing notices, they will be experienced as one whole. In this way prison officers can put up notices while a calm image continues to exist.
22. Supplement the basic lighting with individually operable wall (a) or desk (b) lamps at the workstations.



Pantry

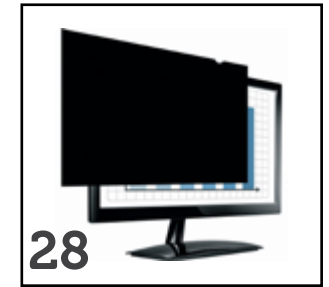
23. Provide a pantry with a worktop, washbasin and refrigerator. During the workshop it will be determined with prison officers which functions are necessary or desirable.
24. Construct fronts of light, plain wood, such as lacquered multiplex, with notches as handles. Wood is robust and looks domestic nevertheless.
25. Make the kitchen countertop of stainless steel.



2.3 Separate layout elements for posts A&B

Desks

26. Choose desks with a wooden (print) top and steel legs in white. Dimensions will be determined during the workshop.
27. Choose a desk with adjustable height that all prison guards can simply adjust to their build so that they can assume an optimum posture while working.
28. A privacy filter on the computer screen will ensure that no one but the user, who is sitting directly in front of the screen, can look at the screen. This gives more freedom of choice in setting up the desks.



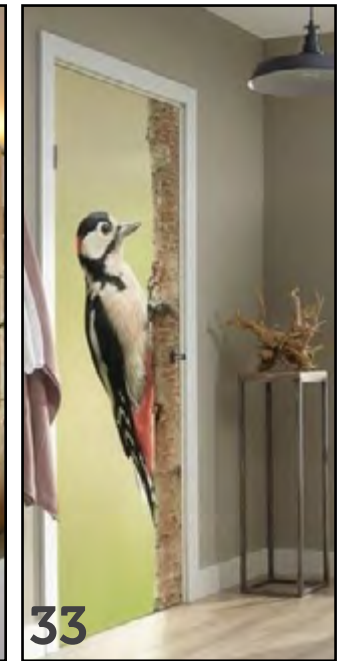
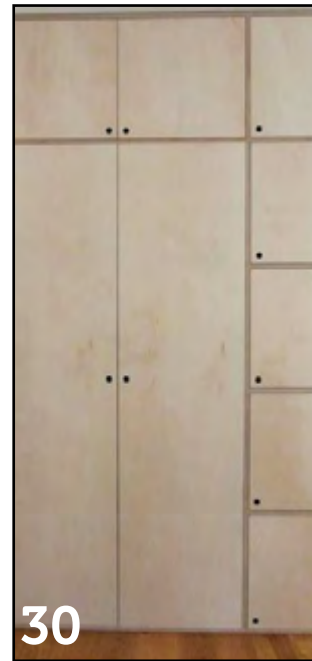
Seating furniture

29. 2 ergonomic desk chairs, possibly in a soft colour.



Storage facilities

30. Have ceiling-high, closed, built-in cupboards made. This provides for more storage space and a calm image, and is handy to clean (because no items can be placed on top).
31. Using cupboards with doors that close enables documents and items to remain out of sight.
32. Cupboards with sliding doors take up less space.
33. By affixing a nature image to the cupboard door, the stress-reducing properties of nature can be used, but not at the expense of space.



2.4 Additional fixed layout elements for the multifunctional area

Walls

34. The glass walls and the doors in these walls are made visually closable by way of shades (a) in a light colour (b).

Ceilings

35. Possibly make the ventilation CO2 driven, which will save energy at times that the area is not used.

Lighting

36. Supplement the basic lighting with a hanging lamp above the table or desk.



2.5 Separate layout elements for the multifunctional area

Seating

- 37. Place 4 comfortable conference chairs in a soft shade.
- 38. A wooden frame and soft fabric upholstery with a high percentage of wool are preferable.

Table

- 39. Choose a table or desk in (printed) wood with legs made of wood (a) or white steel (b). Wooden tables are robust and look domestic nevertheless.
- 40. Dimensions: about 200 x 100 cm or 100 x 100 cm.
- 41. Choose a round (a) or oval (b) shape for a domestic and friendly image.

Decoration

- 42. Hang a moss panel on the wall. In this way, a natural image is combined with a sound-damping effect.





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Building user experience

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or click www.omgevingspsycholoog.nl