

## Chapter 9 – Design Guides

### 9.7 AGENCY SPECIFIC STANDARDS AND REQUIREMENTS

#### 9.7.16 OFFICE OF MENTAL HEALTH (OMH)

##### A. OMH GENERAL INFORMATION

1. OMH Mission Statement: [http://www.omh.ny.gov/omhweb/ebp/portfolio\\_mission.htm](http://www.omh.ny.gov/omhweb/ebp/portfolio_mission.htm)
2. Facility listings, basic facility data, and driving directions: [http://www.omh.ny.gov/omhweb/aboutomh/omh\\_facility.html](http://www.omh.ny.gov/omhweb/aboutomh/omh_facility.html)
3. For more information relating to this agency go to <http://www.omh.state.ny.us/>

##### B. UNIQUE CONTRACTING AND WORK METHODS

(See Chapter 3 of the Design Procedures Manual for other standard OGS D&C contract types.)

1. TIMR Contracts (Testing, Inspection, Maintenance, and Repair/Replacement): These contracting methods are initiated and used by OMH to dictate the design of certain systems or components of systems. There are currently two primary TIMR contracts in use by OMH that OGS and their consultants must coordinate with:
  - a. TYCO-Simplex Grinnell - This contract provides work for fire protection systems, including sprinklers, fire alarm systems and ancillary components, as well as for security systems. All system components are to be Simplex, or as approved by Simplex and any UL requirements before they can be used and maintained under this contract.
  - b. ADT - This contract provides work for electronic security systems, including, but not limited to cameras, monitoring of video, video recording systems, card access, door access systems, security door systems (portal doors), and ancillary components and systems including building construction, and all building systems as they relate to security needs. If installation of any system is provided by others, ADT requires acceptance of systems by inspection before it can be added as a system that they will maintain under this contract. Types of products that ADT supports under this contract need to be accepted by ADT before they will add the product or system to their maintenance agreement in the contract.

Contact the project Team Leader to confirm if this either of these contracting methods will be used for your particular project.

2. REVIT (Revitalization) Team: This work method provides a vehicle for OMH staff to self-perform work at their own facilities. Work is typically related to but not necessarily limited to carpentry and finish work. Contact the project Team Leader to confirm if this work method will be used for your particular project.

## C. SECURITY PROTOCOL FOR SITE VISITS

1. Designers need to carry proper identification prior to visiting any OMH facility. The facilities require visitors to sign in and sign out. Please notify the facility plant superintendent prior to any scheduled visits.

## D. STATE RECORDS AND DOCUMENTATION

1. OMH Facility Aerial Photographs: Electronic versions available on the OGS 'V' drive at: V:\DesignAndConstr\Common\FacilityInfo\Facilities-OMH\CNYPC\Site\AerialPhotos.
2. OMH Facility Surveys: Electronic versions available on the OGS 'V' drive at: V:\DesignAndConstr\Common\FacilityInfo\Facilities-OMH\CNYPC\Site\PropertyInfo.
3. OMH Facility Key Plot Plans (electronic versions available – located at \\Dncsv1\support\keyplans and on the OGS V Drive at: V:\DesignAndConstr\Common\Support\KEYPLANS
4. Building Inventory Addenda (aka Blue and Yellow Books) are located on the 31st floor of the Corning Tower. See Team Leader for detailed location(s).
5. Plan File: Hardcopy (located on the 32nd floor of the Corning Tower) and electronic files (located on the OGS V: Drive)
6. NYS-OMH Design Standards: Program and Finish Standards (dated 10/29/03) located at: V:\DesignAndConstr\Organization\BusinessUnit4\omh\OMH Standards – Posted 10-29-2003\OMH Program Standards Final.doc
7. NYS OMH Fire Alarm and Security Standards located at: V:\DesignAndConstr\Organization\BusinessUnit4\omh\OMH Fire Alarm and Security Standards
8. All other miscellaneous documents currently residing at or to be located in the future at the following folder location V:\DesignAndConstr\Organization\BusinessUnit4\omh

## E. ESTIMATES

1. Carefully consider the following when providing estimates at OMH facilities:
  - a. Contingencies for secure facilities
  - b. Contractor delays and searches
  - c. Tool security protocols.

## F. OMH STATEWIDE PHYSICAL SECURITY STANDARDS

1. Ensures that established physical and electronic security design standards are incorporated into all projects. These standards are published in electronic and

hardcopy format and are available at V:\DesignAndConstr\Organization\BusinessUnit4\omh\OMH Statewide Physical Security Standards. See Daniel Kessler, PE, in D&C Business Unit 4 for additional information. Specific standards exist for the following types of facilities:

- a. Adult Facilities
- b. Children's Facilities
- c. Forensic Facilities
- d. SOTP (Sexual Offender Treatment Program)
- e. Cook-Chill Facilities
- f. Research Facilities (Labs)

## **G. APPLICABLE CODES, RULES, AND REGULATIONS**

1. New York State Building Code and Associated Family of Codes
2. National Fire Protection Association 101, Life Safety Code – 2000 Ed.
3. New York Codes, Rules and Regulations – Title 10, Health (7 Volumes)
4. NYS Statewide Physical Security Standards Manual
5. JCAHO Accreditation

## **H. SPECIFICATIONS**

1. Provide standard OGS specifications, carefully editing to incorporate custom OMH specific requirements which are noted within the **yellow highlighted** text of the spec. In addition, incorporate the following OGS specification sections (tailored to specifically for OMH requirements) while eliminating redundant similar standard OGS D&C standard specification sections (published on the OGS D&C website), if applicable to the project:
  - a. 008081 SUPPLEMENTARY CONDITIONS - COST PLUS FIXED FEE CONTRACT
  - b. 008091 SUPPLEMENTARY CONDITIONS - COST PLUS PERCENTAGE FEE CONTRACT
  - c. 075216 SBS MODIFIED BITUMENT ROOFING
  - d. 075323 ADHERED EPDM ROOFING SYSTEM
  - e. 085113 ALUMINUM WINDOWS
  - f. 087100 FINISH HARDWARE
  - g. 096516 RESILIENT FLOORING (ALTRO)
  - h. 102100 TOILET COMPARTMENTS
  - i. 102624 IMPACT RESISTANT WALL PROTECTION
  - j. 323113 CHAIN LINK FENCE AND GATES

## **I. OGS CONSULTANT SUBMITTAL OVERVIEW**

1. All OMH projects that include submittals relating to security specifications are required to be reviewed by the OGS Project Manager and then forwarded to BU4 OGS Team Leaders for their final review. Prior to being sent back to contractors, the Project Manager will coordinate additional remarks and issue submittal disposition. This also includes submissions relating to manufacturer and installer's quality assurance (if required in the specifications).

**Revision History:**

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	10/18/2011	Last revised date		
1	12/02/13	Revised "hidden text" to "yellow highlighted text"	Parnett	Parnett