

## **FUNCTIONAL DESIGN BRIEF**

The following minimum design requirements and such other requirements as may later be prescribed by the Court shall be incorporated by the Consultant in the conceptual design development until the finalization of the Detailed Architectural and Design of the Project.

### **DESIGN CONSIDERATIONS AND GENERAL REQUIREMENTS**

#### **1) ACCESSIBILITY**

- a) To provide complete facilities for the persons with disability in the proposed Manila City Hall of Justice (MHOJ) in accordance with the National Building Code of the Philippines and other related codes.
- b) To prepare traffic management plans during construction and operation of the building for both pedestrian/foot and vehicular traffic flow.

#### **2) AESTHETIC**

- a) To choose Architectural Design Elements influenced by designs in the Infrastructure Program of Requirements for the Judiciary.
- b) To be able to use the best materials for the project that will reflect the nature of the place, its historical context to give emphasis to the authority of the institution.
- c) To build the MHOJ project with major considerations on heat absorption and reflection; characteristic of hard surfaces and the implications for the microclimate and building energy efficiency.

#### **3) COST EFFECTIVITY AND SUSTAINABILITY**

- a) To use lighting fixtures that gives the required illumination with less energy consumption.
- b) To consider the application of green technology to the design.
- c) To maximize the use of energy by providing control system by zones within the facility.
- d) To use materials and equipment that will serve their purpose, with superior quality as per required specifications and with competitive price.
- e) To incorporate the use of other sources of energy as support to the electric power provided by the local power provider.
- f) To design the project with major consideration to the direction of the wind, and orientation of the sun to maximize the use of electric energy in providing artificial lighting and temperature control system.
- g) To use the state-of-the-art tools and equipment that are cost effective to help the operation and maintenance works.
- h) Implementing storm water management strategies, such as pervious pavement that helps to reduce runoff and retention ponds that capture runoff and slowly releases water back into the ground, the negative environmental impact of buildings can be reduced.
- i) Shall conform to the latest Green Building Code of the Philippines and its attached referral codes.

#### **4) FUNCTIONALITY**

- a) The first and foremost consideration in the development of the PROJECT is the safety of its END USERS. It is a must that the design of the building should conform with the latest standards set by the law:
  - National Building Code

- Fire Code
  - The Law to Enhance Mobility of Disabled Persons (BP.344)
  - Green Building Code
  - Structural Code
  - Electrical Code
  - Mechanical Code
  - Other related codes and its referral codes
- b) Functional areas should be properly segregated based on the space requirements of the OWNER and the END USERS and should promote good level of privacy and security, areas with common use should reflect unity and interaction.
  - c) Spaces should be arranged efficiently in terms of function and optimum use.
  - d) To create relaxing workplace for the COURT USERS and their ancillary services.
  - e) A modular type of construction for more flexible spaces.
  - f) The spaces should be planned in such a manner that it utilizes a reasonable efficiency ratio between common and usable space. Wasted space should be avoided.
  - g) The building should be planned in congruence with the flow of traffic in relation with the existing neighboring buildings and facilities.
  - h) Vehicular and pedestrian traffic control should be considered and segregated properly.
  - i) Ample consideration of cross ventilation and daylight.
  - j) Study spatial requirements and facilities to aid in the design of a successful functioning and operational MHOJ Building.
  - k) Consideration of the energy efficient systems and principles; and
  - l) The design of the utility system should consider serviceability or ease maintenance. Modern but simple application technique.

## **5) HISTORIC PRESERVATION**

- a) To be able to design a project that is strictly in accordance with the historical preservation law of the Philippines.
- b) Shall provide space for the display of GSIS Memorabilia and a curator office, in compliance with the requirements of the cultural agencies.

## **6) PRODUCTIVE**

- a) To design the MHOJ project with major considerations on the multi-function use of the floor spaces and facilities with minimal operational and maintenance cost.
- b) To use the state of the art tools and equipment that are cost effective to help the operation and maintenance works.

## **7) SECURITY**

- a) To design a comprehensive monitoring system
- b) Special monitoring system in handling the prisoner starting from the prisoner unloading area going to the holding area and including access way going to the court rooms; and
- c) Application of the zoning concept means control of human movement. The idea is to allow employees, visitors, and other court users to reach their destination without hindrance and at the same time prevent them from entering areas where they have no business.

## **8) FIRE PROTECTION**

- a) Provide a state-of-the-art fire protection design system that will effectively function with due regard to the building materials and equipment to be used for the project which should be in accordance with the latest National Building Code of the Philippines, latest Fire Code of the Philippines, and other applicable codes.

## **9) SOUND PROOFING**

- a) To provide a design to satisfactorily meet the soundproofing requirements of the project per room with major considerations on the internal and external sources of sound as well as vibrations due to the operation of equipment.

## **10) SANITARY AND PLUMBING SYSTEM**

- a) Sufficient storage of water and effective distribution system for all water requirements of the project. In the design preparation, consider other sources of water for the use of both domestic and fire suppression system to address water shortage during summertime.
- b) Provision for rain and grey water recycling system.
- c) To use the equipment and fixtures with the minimum water usage or consumption.
- d) RA 9257 Clean Water Act. Shall be equipped with a Sewage Treatment Plant (STP), which shall treat at least 50% of wastewater on-site and shall be recycled for non-potable use following the standards set by the local water company, DENR and DOH.

## **11) INFORMATION COMMUNICATION TECHNOLOGY (ICT) SYSTEM**

- a) To provide for state of the art telecommunications and power cabling for ICT equipment on all floors, rooms, and tables, as needed.
- b) To provide ICT room
- c) Shall conform with the Supreme Court existing ICT System.
- d) ICT System:
  - d.1 Information system (focused on managing data and information)
  - d.2 Control systems (mainly control machines)
  - d.3 Communications systems (transport data from one place to another)
- e) Live Link in the Family Court shall use PJ365.
- f) Structured Cabling System or Voice and Data System:
  - f.1 Complete system of cabling and associated hardware, which provides a comprehensive telecommunications infrastructure.
  - f.2 Separate the Data plan and Voice plan
  - f.3 Supply of telephone unit shall be included in scope.
- g) Provide wireless internet access throughout the building.
- h) Video Conferencing Requirements:
  - h.1 Court Room  
This is a web-based video conferencing system that enables courts to conduct hearings using desktop computers in the court room. Litigants need not be physically present in court and can attend a hearing via videoconferencing using their desktop computer in their offices. It is also possible for prisoners to be tried without leaving the detention center except during court proceedings when they must personally appear before the

court. The system provides both point-to-point and multi-party video conferencing through the internet on a web interface.

h.2 Conference Room and Judges Lounge

Conference Room shall be equipped with video conferencing equipment.

- i) A/V Equipment System Requirements:  
Conference Room, Court Room, and Judges’ Lounge shall be equipped with A/V system that includes microphones, an audio processor, audio amplifiers, audio control system, and speakers.
- j) Multi-Media Projectors and Screens requirements:  
Court Room, Conference Room, and Judges’ Lounge shall be provided with remotely-operated multi-media projectors. This can be used during videoconferencing and presentation purposes.

**12) OTHER AUXILLIARY SYSTEM REQUIREMENTS:**

- a) Closed Circuit Television (CCTV) for all common areas.
- b) Access Control System
- c) Public Address System
- d) Master Clock System
- e) Building Management System
- f) Seismic Monitoring System

**13) ELECTRICAL SYSTEM**

- a) Shall comply with all international/local codes and standards.
- b) Centralized and programmable switching system for common areas and perimeter lighting.
- c) Use of alternative sources of power supply in case of power outages.
- d) Provision of solar harvesting system and use of energy efficient lightings.

**14) MECHANICAL SYSTEM**

- a) The Air-Conditioning System shall employ a high Energy Efficient Ratio (EER) units to conserve energy. Occupants’ comfort shall be carefully assessed and the requisite mechanical cooling and ventilation system employed. The cooling system at nonessential or storage areas shall primarily be from passive with minimum use of air-conditioning systems. Interior air quality shall also be of paramount importance especially at working areas.
- b) Passenger Elevators shall be complete with AC motor and breaker, compact and functional in design, advance door control/user identification. One (1) elevator shall be dedicated exclusively for Judges’ use.
- c) Maintain healthy indoor quality by introducing humidification process and provide fresh air intake to benefit the end-users

**MINIMUM REQUIREMENTS FOR PARTICULAR AREAS**

**1) LOBBY**

- a) High ceiling.
- b) Entrance with security features
- c) Information Counter/Desk
- d) Historical/Building Marker

**2) CENTRALIZED HOLDING AREA**

- a) There must be a centralized holding area at the ground floor, the entrance of which must be accessible to the nearest parking slot for the Bureau of Jail and Management and Penology.
- b) The holding area must be fully secured and off limits to the public.
- c) There should be a separate holding room for women witness.
- d) There should be a dedicated CR for the Male and Female Holding Room.

**3) BUSINESS CENTER**

- a) The Business Center shall have stalls/rooms for concessionaire providing computer/internet, document scanning and/or copying services, and must be located in a strategic area in order not to disrupt or obstruct the operation of the Court.
- b) Each stall/room shall be provided with sub-meters for electricity consumptions recording.

**4) MULTIPURPOSE ROOM**

- a) Should be designed such that it can be used for multiple purposes, e.g., trainings, workshops, etc. through the use of collapsible dividers, and can accommodate at least 60 persons.

**5) CONFERENCE ROOM/MEETING ROOM**

- a) Equip with furniture and video conferencing equipment including A/V equipment, and multi-media projectors and screen.
- b) Power and data provision

**6) PARKING AREAS**

- a) At the minimum, parking slots should be provided for each of the Judges, Clerk of Courts, Assistant Clerk of Courts, Branch Clerk of Courts and the Bureau of Jail and Management and Penology Bus.
- b) Should comply with the required number of parking slot set forth in the National Building Code of the Philippines.
- c) Bicycle racks.
- d) Motorcycle parkings

**7) COURT BRANCHES**

- a) There should be a total of at least one hundred twenty (120) Courts broken down as follows:
 

Regional Trial Courts ([RTCs][4 unorganized])	: 67
Family Courts ([FCs][7 designated, 1 statutory])	: 8
Metropolitan Trial Courts (MeTC)	: 30
Future Expansion Courts	: 15
<b>TOTAL</b>	<b>120</b>
- b) Each Judge chamber must have the following minimum features:
  - Shall have a minimum floor area of 32.6 sq.m.
  - Receiving Area
  - Back cabinet for additional file storage
  - Proper furniture
  - Direct access to courtroom and staffroom
  - Power, voice and data provision
  - Toilet
  - Shelves
- c) Each Courtroom must have the following minimum features:

- Shall have a minimum floor area of 79 sq.m.
- Shall have a holding area for detention prisoners with one way mirror visible to the Judge and Public.
- Elevated rostrum with witness stand.
- The witness stand shall be situated at a sufficient distance from the Judge's table so as to prevent possible incidents of witness attacking the Judge, as well as the Public.
- Equip with proper furniture.
- Power, voice and data provision
- Equip with video conferencing system that enables courts to conduct hearings using desktop computers in the court room. Litigants need not be physically present in court and can attend a hearing via videoconferencing using their desktop computer in their offices. It is also possible for prisoners to be tried without leaving the detention center except during court proceedings when they must personally appear before the court. The system provides both point-to-point and multi-party video conferencing through the internet on a web interface.
- Remotely-operated multi-media projectors and screens shall be installed. This can be used during videoconferencing and presentation of evidence that requires multi-media.
- A/V system shall be provided that includes microphones, an audio processor, audio amplifiers, audio control system, and speakers. Since videoconferencing will be a part of the technology installation, the audio system must also include an echo-cancellation system.

d) Each Staffroom must have the minimum features:

- Shall have a minimum area of 113.4 sq.m.
- Receiving area/counter with sufficient space for waiting clients
- Module type workstations for the staff and other proper furniture
- Cubicle for the Branch Clerk of Court equipped with proper furniture
- Records Room with proper shelving for storing documents, and Vault Room for keeping of evidence. It shall be made with fire retardant materials, and with a minimum area of 17.9 sq.m.
- Should have direct access to the Courtroom
- Power, voice and data provision
- Toilet
- Pantry

## **8) SOCIAL WELFARE OFFICE**

a) Shall have the following minimum features:

- Shall have a minimum area of 159.4 sq.m.
- Children in Conflict with the Law (CICL) Holding Area
- Module type workstations for the staff
- Play Area
- Live Link room for the 7 Family Courts with soundproofed rooms/cubicles where the child witness can testify. It shall be equipped with video conferencing system including A/V equipment
- Breast Feeding Room
- Toilet
- Pantry

## **9) OFFICE OF THE CLERK OF COURT – REGIONAL TRIAL COURT**

- a) The Clerk of Court Chamber must have the following minimum features:
  - Toilet
  - Back cabinet for additional file storage
  - With direct access to the staff room
  - Proper furniture
  - Power, voice and data provision
- b) The Staffroom must have the following minimum features:
  - Male and Female Toilet
  - Pantry
  - Module type workstations and other proper furniture
  - Receiving Counter with waiting area for the litigants
  - Cubicle for the Assistant Clerk of Court equipped with proper furniture and should be near the chamber of the Clerk of Court
  - The Records Room with proper shelving for storing documents, and Vault Room for keeping of evidence. It shall be made with fire retardant materials.
  - Meeting Room equipped with proper furniture
  - Cashiers Area with vault for cash keeping, and adequate furniture
  - Docket Area with adequate furniture
  - Clearance Docket Notarial Office with adequate furniture
  - Power, voice and data provision

## **10) OFFICE OF THE CLERK OF COURT – METROPOLITAN TRIAL COURT IN CITIES**

- a) The Clerk of Court Chamber must have the following minimum features:
  - Toilet
  - Back cabinet for additional file storage
  - With direct access to the staff room
  - Proper furniture
  - Power, voice and data provision
- b) The Staffroom must have the following minimum features:
  - Male and Female Toilet
  - Pantry
  - Module type workstations and other proper furniture
  - Receiving Counter with waiting area for the litigants
  - Cubicle for the Assistant Clerk of Court equipped with proper furniture and should be near the chamber of the Clerk of Court
  - The Records Room with proper shelving for storing documents, and Vault Room for keeping of evidence. It shall be made with fire retardant materials.
  - Meeting Room equipped with proper furniture
  - Cashiers Area with vault for cash keeping, and adequate furniture
  - Docket Area with adequate furniture
  - Clearance Docket Notarial Office with adequate furniture
  - Power, voice and data provision

## **11) TWO (2) BIG COURT ROOMS**

- a) For sensational cases
- b) Shall have a minimum floor area of 120 sqm.

- c) Shall have a holding area for detention prisoners with one way mirror visible to the Judge and Public.
- d) Elevated rostrum with witness stand.
- e) The witness stand shall be situated at a sufficient distance from the Judge's table so as to prevent possible incidents of witness attacking the Judge, as well as the Public.
- f) Equipped with proper furniture
- g) Power, voice and data provision

## **12) LIBRARY**

- a) Module type workstations for its staff
- b) Sufficient and comfortable reading tables and chairs
- c) Size of receiving desk must be proportionate to the capacity of the Library Room
- d) Heavy duty bookshelves and other appropriate furniture
- e) Power, voice and data provision

## **13) CENTRAL EVIDENCE ROOM**

- a) Shall have at least 226.50 sq.m.
- b) One (1) Central Evidence Room that is fire resistant or fire-retardant with appropriate security features
- c) Appropriate receiving counter and other furniture
- d) Custodian's Room with appropriate furniture and related requirements
- e) Should be at least nearest to the OCC

## **14) JUDGES LOUNGE**

- a) Toilet
- b) Pantry
- c) Small conference room to accommodate at least twenty (20) person with video conferencing system including A/V equipment and remotely operated multi-media projector and screen
- d) Lounging furniture (e.g. sofa, center tables, coffee tables, etc) and other appropriate furniture
- e) Power, voice and data provision

## **15) ARCHIVES ROOM**

- a) Central Archives Room with file/records management system that allows filling of records for each branch
- b) Receiving counter with appropriate furniture
- c) Custodian's Room with appropriate furniture and related requirements
- d) Fire retardant materials with sufficient temperature control system

## **16) MEDIATION OFFICE**

- a) Toilet.
- b) Sufficient mediation Cubicles with adequate furniture
- c) Records Room with appropriate shelves
- d) Reception Area with reception desk
- e) Module type workstation for the staff
- f) Other appropriate furniture
- g) Power, voice and data provision

## **17) RECREATIONAL FACILITIES**



- a) Basketball court convertible to at least two (2) Badminton courts with appropriate amenities
- b) Gym with complete amenities including CR, and shower room
- c) Sufficient lighting and ventilation system

**18) DAY CARE CENTER**

- a) Examination Area with proper furniture
- b) Toilet
- c) Reception Area with sufficient space for waiting clients

**19) MAINTENANCE OFFICE**

- a) Module type workstation for the staff.
- b) Toilet.
- c) Storage Room with appropriate shelving to accommodate various maintenance supplies and equipment
- d) Sufficient working area (Carpentry works, Electrical works, etc)

**20) SECURITY ROOM AND JANITORIAL ROOM**

- a) Receiving counter or complaint desk
- b) Locker’s Area
- c) Storage Rooms for tools and equipment
- d) Storage Room for the guns and ammunitions
- e) Appropriate office furniture
- f) Toilet

**21) SITE DEVELOPMENT**

- a) Appropriate flood control system and storm drainage system
- b) Perimeter fence and security controlled gates
- c) Vegetation
- d) Walkways/pathwalks

**MATRIX OF REQUIREMENTS FOR THE MINIMUM AREA OF  
TYPICAL OFFICES AND OTHER ESSENTIAL OFFICES AND  
AMENITIES (Based on the Court’s approved Spatial Reqts.)**

Item No.	Minimum Space Requirements	No. of Rooms	Floor Area in sqm.	
			Floor Area	Total
1	Court Branches	120	225.00	27,000.00
2	Big Courtroom	2	225.00	450.00
3	RTC OCC	1	675.00	675.00
4	RTC Records and Archive Section Office	1	112.90	112.90
5	RTC Records and Archive Section Storage Room	2	112.90	225.80
6	RTC Supply and Property Division Office	1	37.20	37.20
7	RTC Supply and Property Division Storage Room	1	32.85	32.85
8	MeTC OCC	1	489.90	489.90
9	MeTC Records and Archives Storage Room	2	112.90	225.80
10	MeTC Supply and Property Division Office	1	33.41	33.41

11	MeTC Supply and Property Division Storage Room	1	29.01	29.01
12	Social Welfare Area (including Live Link Room)	1	159.40	159.40
13	Library	1	492.60	492.60
14	Mediation Office	1	225.00	225.00
15	Clinic	1	75.00	75.00
16	Maintenance Office	1	156.50	156.50
17	Central Holding Area	1	159.40	159.40
18	Auditorium	1	512.00	512.00
19	Conference/Meeting Room	1	158.96	158.96
20	Central Evidence Room	1	226.50	226.50
21	Multipurpose Room	1	47.70	47.70
22	Judge's Lounge	1	213.00	213.00
23	Business Center	1	74.30	74.30
24	Day Care Center	1	74.20	74.20
25	Canteen	1	1,030.25	1,030.25
26	Recreational Facilities	1	1,591.20	1,591.20
26	Curators Office	1	45.20	45.20
27	Security Office	1	68.70	68.70
28	ICT Room	1	101.20	101.20
29	Server Room	1	39.70	39.70

*Note: Other ancillary areas, such as circulation spaces, were not included since it varies once it's plotted to comply with the National Building Code requirements.*

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