

GCworkplace INTERIOR DESIGN Community of Practice

APRIL 2021

The Interior Design National Centre of Expertise



Melayna
"says smart
things"
Simister



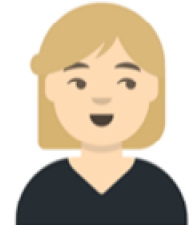
Kélanne
"super
efficient"
Kentzinger



Nadia
"always
insightful"
Lacelle



Kimberly
"gets it
done"
Monette



Véronique
"talks too
much"
Boton

AGENDA

- Updates to **Design Guide**
- Updates to **Functional Programming 101**
- Preview of ***NEW* Space Planning Workbook**
- ***NEW* Generic Design Applications**
- ***NEW* GCcollab** and **GCpedia** design pages
- Coming up this year...
- Q & A



GCworkplace DESIGN GUIDE



TRANSFORMING THE WORKPLACE
EXPERIENCE

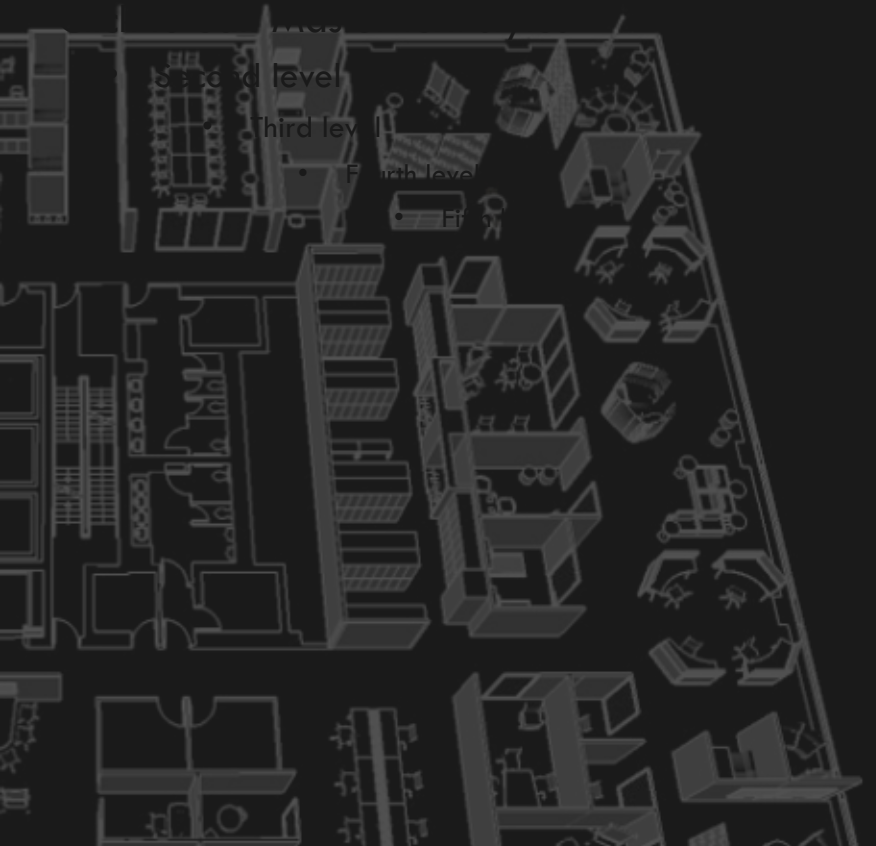


TABLE OF CONTENT

PART 1 [INTRODUCTION](#)

- 1.1 [HOW TO USE THIS DOCUMENT](#)
- 1.2 [WHY AN ACTIVITY BASED WORKPLACE?](#)
- 1.3 [SOCIAL IMPACT OF WORKPLACE DESIGN](#)

PART 2 [KEY DESIGN PRINCIPLES](#)

- 2.1 [USER-CENTRIC DESIGN](#)
- 2.2 [PROMOTE EQUAL ACCESS](#)
- 2.3 [DESIGN FOR ACTIVITIES](#)
- 2.4 [ZONE BY FUNCTION](#)
- 2.5 [PLAN FOR FLEXIBILITY](#)
- 2.6 [IMPLEMENTATION OF KEY PRINCIPLES](#)

PART 3 [DESIGN DEVELOPMENT](#)

- 3.1 [DESIGN PROCESS MAP](#)
- 3.2 [FUNCTIONAL PROGRAMMING](#)
- 3.3 [GCWORKPLACE ACTIVITY PROFILES](#)
- 3.4 [ESTABLISHING A BASELINE WORKPOINT DISTRIBUTION](#)
- 3.5 [INTRODUCTION TO WORKPOINTS](#)
- 3.6 [SUPPORT SPACES AND SPECIAL PURPOSE SPACES](#)
- 3.7 [PERSONAL AND SHARED STORAGE](#)

PART 4 [DESIGN STRATEGIES](#)

- 4.1 [STRATEGIES FOR MULTI-LEVEL STACKING](#)
- 4.2 [REGIONAL, SECONDARY AND SMALL OFFICE STRATEGIES](#)
- 4.3 [WORKPOINT PLANNING STRATEGIES](#)
- 4.4 [FIXED FUNCTION STRATEGIES](#)
- 4.5 [INTERIOR SIGNAGE AND WAYFINDING](#)

PART 5 [ANNEX](#)

- [ACKNOWLEDGEMENTS AND CONTACT INFORMATION](#)
- [SAMPLE PLANS](#)

Introduction

Part 1 introduces the context of **workplace modernization**.

PART 1


INTRODUCTION

WHY ACTIVITY BASED WORKPLACE (ABW)? (Continued)

1.2.1 THEN vs NOW, A VISUAL WORKPLACE COMPARISON

PREVIOUS WORKPLACE STANDARDS

GCWORKPLACE



INDIVIDUAL • STANDARDIZED • HIERARCHICAL • STATIC

FLEXIBLE • INCLUSIVE • MOBILE

2021-04-01

INTERIOR DESIGN NATIONAL CENTRE OF EXPERTISE | PSC WORKPLACE SOLUTIONS

PART 1

INTRODUCTION

Having a sense of belonging in the workplace is an important part of employee engagement and wellbeing. While workpoints in a GCworkplace are shared, creating a common team wall and/or space allows occupants to proudly display any photos, certificates or any other items they wish to share. Thus, personalization allows employees to take ownership of their work environment, assert their identity and create greater group cohesion. A common team area can also serve as a communication tool within the workplace to display memos and communiqués, or to make any announcements relevant to the group. **A personalization strategy should be developed in partnership with all employees.**

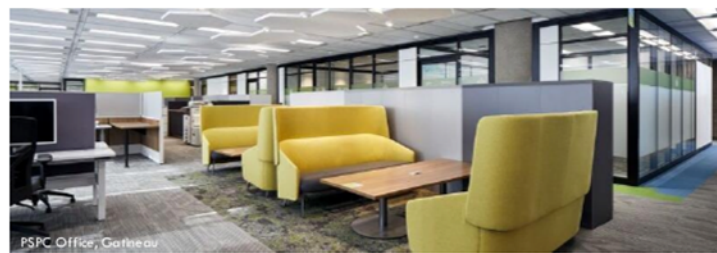
1.3 SOCIAL IMPACT OF WORKPLACE DESIGN

Modernizing the workplace towards an ABW has a significant impact on work habits. Since the ABW concept emphasizes the cultural aspects of work rather than hierarchical ones, it is important to be consistent in promoting an organizational culture that emphasizes office sharing in order to provide [equitable access](#) to the benefits that GCworkplace has to offer. **Respect for the office sharing policy by all is essential** in order to eliminate hierarchical barriers and individualistic, sedentary and territorial behaviors that adversely affect working relationships and knowledge sharing.

The planning of physical space has an impact on behavior, social relations as well as communication. For example, a well-designed kitchenette can become a natural collision point that benefits intersection of diverse groups to create a welcoming, informal meeting space where people happily get together to interact with their colleagues. Spaces that allow impromptu gatherings can contribute to connecting employees among teams. In fact, it is important to consider the social impacts related to the workplace design and its everyday use

BEST PRACTICES

- ✓ Locate team space/wall in an Interactive or Transitional Zone, i.e. near entrance, [personal storage area](#), main circulation paths, Kitchenettes or Lounges
- ✓ Integrate a magnetic wall, whiteboard wall, and/or cork board into the design to creating a space for a team to share and communicate



PSC Office, Gatineau

2021-04-01

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7

Key Design Principles

Part 2 outlines the **guiding design principles** of GCworkplace, and how each is supported by strategic design.

PART 2

KEY DESIGN PRINCIPLES



SSC office, Ottawa

2.3 DESIGN FOR ACTIVITIES

By providing a variety of workspaces available to all, occupants have the setting that best suits their activity. One of the keys to a successful GCworkplace is the variety of workpoint types to support a range of activities.

2.3.1 INCLUSION AND NEURODIVERSITY

When designing the workplace, it is important not to underestimate the for sensory sensitivity is increased.

To ensure the occupant's wellbeing, neurodiversity must be considered. Those who are **hypersensitive** process sensory stimuli to an amplified degree. A work environment where temperature are controlled will be preferred by hypersensitive occupants where attendance is limited and a scent-free policy is in place.

Hyposensitive occupants sometimes have difficulty seeing, hearing or feeling their environment. They often prefer to be over-stimulated in order to better process their environment. Occupants will prefer to work in an open area, in the transitional zone or the active zone.

Neurodiversity emphasizes the importance of a great variety of workpoint types of the Gcworkplace.

BEST PRACTICES

- ✓ Improve the acoustics by different architectural elements, textures, etc.
- ✓ Clearly define spaces with visual separation
- ✓ Locate workstations in all three functional zones and not just in the quiet zone

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PART 2

KEY DESIGN PRINCIPLES

2.6 IMPLEMENTATION OF KEY PRINCIPLES

USER-CENTRIC DESIGN	Consulting ALL employees is important in ensuring all requirements are captured as well as promoting a sense of belonging and contribution.
PROMOTE EQUAL ACCESS	In order to promote a shared space, personal storage must be removed from individual workpoints and centralized.
DESIGN FOR ACTIVITIES	There must be a minimum level of functional variety to meet user needs and preferences .
ZONE BY FUNCTION	Zoning is imperative to cueing intended behaviors and mitigating sound and visual distractions.
PLAN FOR FLEXIBILITY	Designing in an agile way allows the workplace to easily adapt to ever-evolving requirements .

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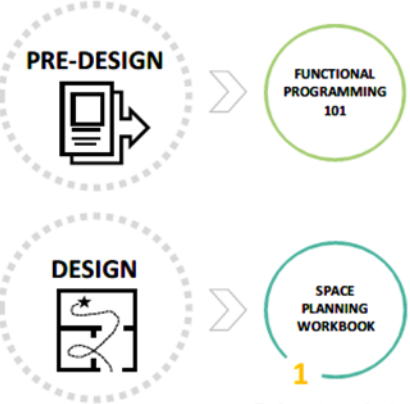
19

Design Development

Part 3 identifies each of the **workpoints** and **support spaces** that make up the GCworkplace design.

PART 3

3.1 DESIGN PROCESS MAP



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PART 3

DESIGN DEVELOPMENT

WORKPLACE DESIGN COMPARISON

These graphic representations show the different activity profiles in comparison to a traditional workplace model. Unlike previous workplace models, that were largely based on hierarchy, the GCworkplace Activity Profiles now provide the right workpoint distribution to support a group's level of task variety, degree of interaction and mobility.

The GCworkplace Space Planning Workbook provides ideal workpoint quantities (based on um^2) for each activity profile to ensure a functional and holistic design. These quantities can be adjusted within predetermined upper and lower limits. These limits are the same from one activity profile to another.

To see each profile's ideal workpoint distribution, consult the [GCworkplace Space Planning Workbook >>](#)

GCWORKPLACE ACTIVITY PROFILES (Continued)

TRADITIONAL WORKPLACE
Prescribed one-size fits all model, based on hierarchy, with no consultation at the individual level

GCWORKPLACE

- AUTONOMOUS WORKPLACE**
Low task variety and/or low external mobility
- BALANCED WORKPLACE**
Moderate variety and/or moderate external mobility
- INTERACTIVE WORKPLACE**
High task variety and/or high external mobility

Legend: PRIMARY INDIVIDUAL OPEN, PRIMARY INDIVIDUAL ENCLOSED, SECONDARY INDIVIDUAL, OPEN COLLABORATIVE, ENCLOSED COLLABORATIVE

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25

carried out before a specific fit-up project that captures the needs of the workspace. It can therefore be designed to meet specific requirements.

The consultation process therefore cannot be understated, as every GCworkplace design. For this reason, all projects must be outlined in the GCworkplace Functional Programming

The data analysis and recommendations, primarily derived from the consultation process, is the culmination of results of a design consultation process that would inform the design process. For this purpose, the Functional Spaces (SPS), departmental planning guidelines and programming is the key to creating an optimal workspace.

During the programming process, consult the [Functional Programming 101 >>](#)

[GCpedia](#) [GCcollab](#)

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22

Design Strategies

Part 4 ties together all the GCworkplace principles to demonstrate **diverse design strategies** to suit a wide range of functional requirements.

PART 4

DESIGN STRATEGIES


4.1 STRATEGIES FOR MULTI-LEVEL STACKING

When planning larger workplaces, there are two general strategies: a **consistent** vertical stacking strategy (Model A), a **single GCworkplace** zoned consistently to create a typical floor template, allowing for **Specific Spaces**. Otherwise, a **segmented** vertical stacking strategy for certain workpoints, such as meeting rooms and support spaces, etc.

Model A: Consistent vertical stacking strategy

The benefits include:

- Facilitates navigation due to consistent floor planning
- Allows workpoints locations to be consistent and easier to locate
- Evenly distributes workpoints and support spaces, reducing overuse or underuse
- Is ideal for small and medium floorplates



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PART 4

DESIGN STRATEGIES

FEDERAL IDENTITY PROGRAM REQUIREMENTS

Interior signage is covered under Federal Identity Program (FIP) standards. **This includes spaces that have no public access.** These signs fall under common use and operational signs. They include direction and location signs, as well as zone identification signs (especially for Quiet Zone and Study), which would include boardrooms and other work spaces and workpoints.

The FIP Manual Signage Section explain how to apply the Government of Canada's visual identity on signs. Layout and design details that complement the FIP Manual such as direction and area signs, directional arrows and colours values. can be found in the technical specifications guide.

Government of Canada signs must be conform to the **Official Languages Act requirements**. More details available in the FIP Manual Official languages side by side Section.

Universal Design principles have been applied to develop a Government of Canada tactile signage system that is to be implemented in federal facilities. Tactile signage information can be found in the FIP manual section 4.38.

4.5 INTERIOR SIGNAGE AND WAYFINDING

Well designed wayfinding system provide visual, tactile, hearing and digital directions throughout the space. It is therefore important to develop a simple, effective and constant strategic orientation plan in order to enhance the work environment. Keeping occupants at the center of the experience is essential as a sense of safety, well-being and empowerment improves when these principles are applied.

An effective wayfinding strategy results in a fusion of directional information and creativity to help occupants and visitors find their way easily and logically. It can therefore be very interesting to use and highlight the architecture, interior design, quality materials, lighting, workpoints and floor concepts. Designers can also support wayfinding by creating various concepts such as using specific material near doors, using different colors to identify the Quiet Zone, or any other design strategies that support the information that may also be available through signage. The whole must reflect the occupants organizational culture, thus contributing to the creation of a **sense of belonging**.

WAYFINDING BEST PRACTICES

- ✓ Eliminate unnecessary complexity in the design of wayfinding
- ✓ Avoid conflicting/disorienting information
- ✓ Identify the Quiet Zone with signage as well as environmental cues (accent lighting, lower ceiling baffles, etc)
- ✓ Include spatial indicators to distinguish zones and enclosed room by emphasizing key architectural elements, **in order to physically feel the change of zones**

2021-04-01 INTERIOR DESIGN NATIONAL CENTRE OF EXPERTISE | PSPC WORKPLACE SOLUTIONS 42

2021-04-01

INTERIOR DESIGN NATIONAL CENTRE OF EXPERTISE | PSPC WORKPLACE SOLUTIONS

41

Overview

Part 1 **INTRODUCTION**

Why an activity based workplace?

Then vs Now, a visual workplace comparison

Social impact of workplace design

- About the rising concerns on office depersonalization

Part 2 **KEY DESIGN PRINCIPLES**

Gender based analysis +

Design for activity

- New section on inclusivity and neurodiversity

Implementation of key principles

Part 3 **DESIGN DEVELOPMENT**

Design Process Map

- Explain the process and the tools associated with each step

Functional programming

- Highlight the importance of following a rigorous design consultation process

Activity profile (definitions)

Workplace design comparison

Personal and shared storage

Part 4 **DESIGN STRATEGIES**

Strategies for multi-level staking

- Best align with the projects reality and the need of creating a sense of belonging within the workplace

Dedicated activity strategies

- About activity that require specific technologies or equipment that cannot be added to many workpoints

Interior signage and wayfinding

A photograph of a modern office interior. The space features glass-walled offices, open-plan work areas with desks and chairs, and a clean, industrial aesthetic. The lighting is bright and even.

GCworkplace Design Survey Report

Rapport du sondage de conception du Milieu de travail GC

[Project name / Nom du projet, address / adresse]

Date: Month / Mois, 2021



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GCworkplace Design Survey & Report

Question 3

Which of the following activities are performed or will be performed at the office, outside the office or at both?

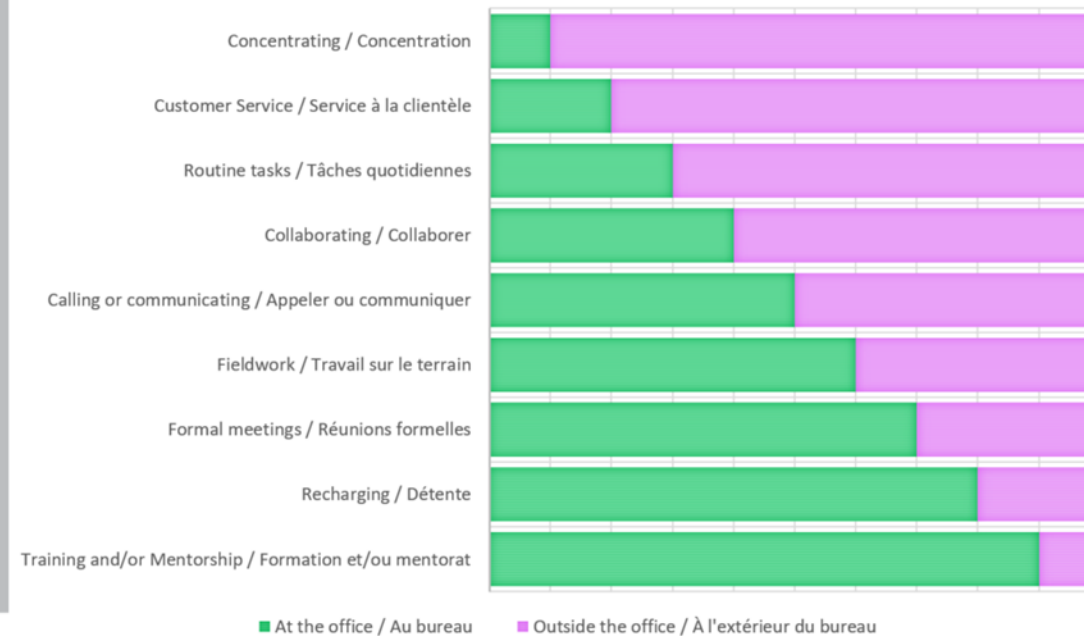
Lesquelles des activités suivantes sont effectuées ou seront effectuées au bureau, à l'extérieur du bureau ou aux deux?

Conclusions

- Click to add text

Workstyles / Style de travail

of respondents / # de répondants



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10

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NOTE: Questions 2, 3 and 4 use carry-over logic, which means that selected answers to question 2 are used as the choice for question 3 and so on.

Les questions 2, 3 et 4 utilisent une logique de report, ce qui signifie que les réponses sélectionnées à la question 2 sont utilisées comme choix pour la question 3 et ainsi de suite.



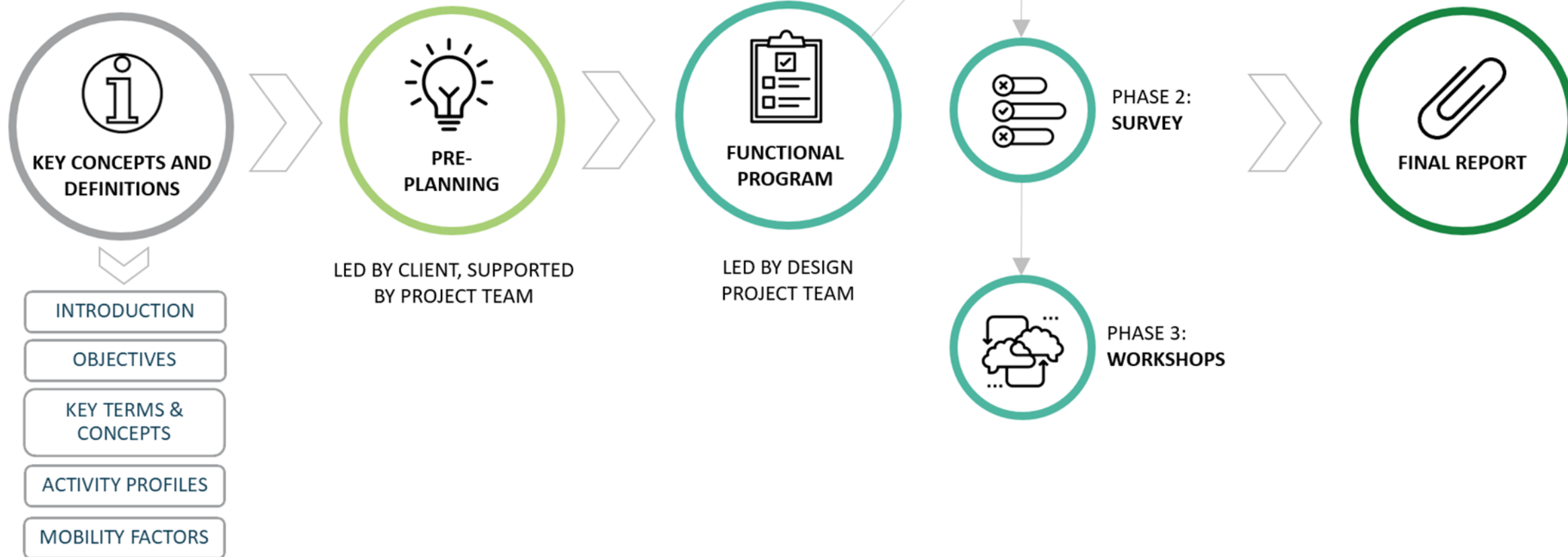
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GC workplace

FUNCTIONAL PROGRAMMING 101



Introduction



OBJECTIVES

i It is important to define the final objectives of the functional programming from the start to ensure a better understanding of detail level sought and the final analysis. This will guide you to the right process.

STRATEGIC

If your project is a “**strategic**” functional programming, then it is probably intended for a work program, an entire branch/department, or a building complex. The tools presented in this document will **not** collect the level of information needed for this study since they will be too specific for the overall study.

Rather, this type of functional programming is used in cases where clients would like to prepare for a modernization or in order to learn about the general operation of the organization, for informative purposes.

Recommendations

- ✓ Use more strategic functional programming tools, often thru an interior design consultant, rather than what is offered in this guide
- ✓ The Workshop phase can be used to **supplement** the professional analysis

SPECIFIC

If your functional program is for a **project** and you need details offered in this document, you need to define an **activity** to determine the ideal design for the workplace. This type of functional programming collects data about each group of workplaces.

- ✓ Use any information that is not covered by the Strategic Functional Programming approach outlined in this guide





MOBILITY & WORKSTYLE

i **Internal and external mobility** refers to the variety of activities that are performed within or outside the primary workplace. It is essential to assess mobility levels to understand the degree of interaction among colleagues in order to determine the optimal planning approach as it may affect the recommended Activity Profile.

Workstyle is the how employee think, structure, organize and complete tasks based on personal preferences and organizational needs.

Mobility and workstyle are interrelated because they influence each other. They are both assessed through the Functional Programming Survey.

UNDERSTANDING MOBILITY FACTORS

Depending on **physical presence** in the workplace
Some employees may have roles that require working outside the workplace or have unpredictable schedules that make use of the workplace uncertain.

Depending on **workstyle**
Some employees may work more independently and may have personal preferences in how they perform their tasks.

Depending on the employees’ **lifestyles**
Motivation for going into the office can be influenced by factors related to an employee's lifestyle and thus lead them to be more mobile. In this category, we can find employees who would like to reduce their commute time, work from home or any other lifestyle-related needs.




Phases and Final Report




FUNCTIONAL PROGRAMMING 101

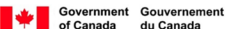
PHASE 1 – VISION




PURPOSE:
If not already done, it is imperative to *Get on board* and *Build the foundation* through the GCworkplace awareness about GCworkplace and establish the **workplace vision** to anchor and guide the design process.



The diagram shows a process flow with four steps: Step 1 (Get on board), Step 2 (Build the foundation), Step 3 (Assess, imagine & plan), and Step 4 (Implement & operate). A red circle highlights the first two steps, 'Get on board' and 'Build the foundation'.



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FUNCTIONAL PROGRAMMING 101


FINAL REPORT

After all three phases of consultation are completed (vision, survey, workshops), a **Final Functional Program Report** is prepared to reflect the data analysis and recommendations for workplace design. Here is an outline of suggested components, though the final report may vary based on project scope.

The **Functional Program Report** is the culmination of the results of a design consultation process, and may also include other client-specific information that would inform the design process, such as more detailed special purpose space (SPS) specifications, departmental planning guidelines or security briefs.


We recommend keeping the report clear and concise to make it easier to read and interpret.

It is also suggested to rather use a narrative approach to describe the survey results and to identify design recommendations as well as planning strategies.



SAMPLE FUNCTIONAL PROGRAM REPORT OUTLINE

- PROJECT BACKGROUND
 - Organizational mandate, structure, projected growth
 - Space allocation (per SAS)
 - Future space solution (if applicable)
- PROGRAMMING METHODOLOGY
- VISION STATEMENT AND KEY PROJECT OBJECTIVES
- SURVEY RESULTS AND ANALYSIS
 - Recommended Activity Profile
 - General workstyle findings
 - Individual workpoint findings
 - Collaborative workpoint findings
 - Support space findings
 - Storage findings
 - Technology
 - Security
- DESIGN RECOMMENDATIONS
 - General administrative office requirements
 - Office space recommendations
 - Special purpose space requirements
- PLANNING AND DESIGN STRATEGIES
 - Functional adjacencies and proximity recommendations
 - Zoning strategy
 - Stacking strategy (if applicable)

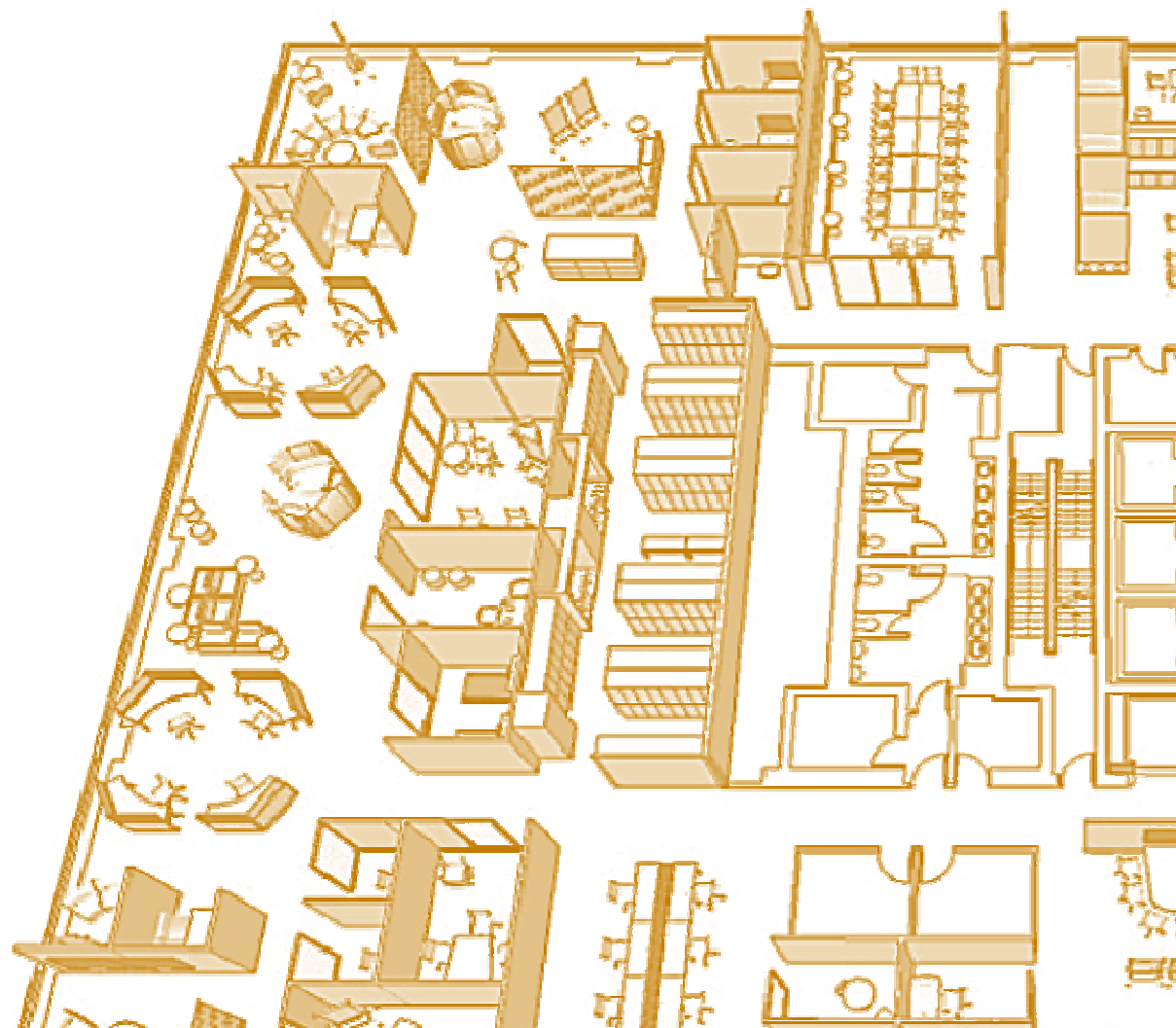


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GCworkplace generic design applications

December 2020



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table of contents

p.3	generic design objectives
p.4	considerations for generic design
p.5	key design principles
p.6	generic workplace types
p.7	design process & tools
p.8	design applications by workplace type
p.11	design applications for all generic workplaces
p.12	sample floor plans

generic design objectives

This generic design application guideline outlines GCworkplace design criteria and their application in general purpose office space fit-up projects where **no specific occupant population is defined**, such as swing space, co-working or departmentally-shared spaces. This guideline is meant to be used as a supplement to the [GCworkplace Design Guide](#), [GCworkplace Space Planning Workbook](#) and [GCworkplace Technical Reference Manual](#).



A workplace can be categorized as ‘**generic**’ when the occupant is either unknown or the space is meant to serve teams and individuals from different groups or departments. Since the GCworkplace design standard uses an **activity-based concept***, which is normally reflective of a client’s specific activities, certain modifications and precisions are required to ensure a consistent, functional design.

* Refer to the **GCworkplace Design Guide** for information on activity-based workplace design principles and strategies >>



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considerations for generic design

In the absence of a specific occupant from which to gather functional requirements, the following are important considerations to achieve a successful generic design.

- ✓ **Must support the broadest requirements for a general population:** In order to provide a functional workplace for an unknown population, the best course of action is to provide a wide range of workpoint types in varying acoustical zones. This allows for each user to find a functional setting that supports the task at hand while catering to their own environmental needs and preferences. Furthermore, a shared, unassigned workplace is optimal in accommodating groups that may fluctuate in size and functional needs over time.
- ✓ **Look for opportunities to enhance the user experience:** A varied rotation of occupants means that alternative strategies for fostering a sense of belonging and creating an intuitive user experience are more important than ever.
- ✓ **Consider geographic location:** Usage patterns can be influenced by the physical location of a workplace, resulting in differing design strategies. Whether a workplace is centralized to all employees or serving a suburban area will influence why, when and how people will choose to use a workplace.

key design principles

The GCworkplace design standard is based on 5 key design principles*. When designing a generic workplace, these principles must be used to guide design decisions to ensure a functional and holistic workplace.

USER-CENTRIC DESIGN

A generic workplace can still be considered user-centric by the fact that it allows users to self-select how, when and where they work.

PROMOTE EQUAL ACCESS

Workpoints are shared and available to all users. A combination of reservable and non-reservable workpoints is recommended.

DESIGN FOR ACTIVITIES

Based on the generic workplace type, a variety of workpoints are available to support different activities and work styles.

ZONE BY FUNCTION

Occupants have the choice of a quiet or interactive work zone, or the transitional zone, which acts as an acoustical barrier between the two others.

PLAN FOR FLEXIBILITY

Flexible furniture solutions can help create multi-functional spaces while modular planning strategies allow for easier modifications that may be required in the future.

* Refer to the **GCworkplace Design Guide** for information on the key design principles >>

generic workplace **types**

There are 3 main types of generic workplaces, each with their own unique considerations:



A **Swing Space** is a temporary (about a year), interim workplace provided for users while their previous workplace is being renovated or a new facility is being built. Multiple teams might be cycled through.



A **Hub** is a co-working office environment that is located centrally within a region/city. It serves multiple teams within a department or across multiple departments.



A **Node** is a co-working office environment that is located more remotely, like a suburban area. It serves multiple teams within a department or across multiple departments.

design process & tools

All documents and tools to support the implementation of a GCworkplace design can be found in the '[Resources](#)' tab of the **GCworkplace GCpedia page** >>



Information also available to external stakeholders on the **GCworkplace Interior Design Resource Centre** on GCcollab >>




For generic applications, follow the design roadmap below:



** see pages 8 to 10 for any required Space Planning Workbook modifications by generic workplace type*

design applications by workplace type

The following table outlines the Activity Profile that is to be used for each type of generic workplace, along with the required modifications to be made to the **Space Planning Workbook** to ensure a functional design.

	SWING SPACE	
ACTIVITY PROFILE	Balanced (refer to the GCworkplace Design Guide for more information)	
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook's automatic distribution* 	
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.5 of the GCworkplace Design Guide 	
LOCKERS	<ul style="list-style-type: none"> Qty = $m^2u / 12$ (ex: 1200m² = 100 lockers) Double height lockers – approx. 15w x 36h x 18d Include 3% larger format – approx. 15w x 54h x 18d Provide coat closet(s) equal to approx. $m^2u / 60$ (ex: 1200m² = 20 ln.ft.) 	

* The **GCworkplace Space Planning Workbook** provides a template for the space planning of general-purpose office space. By entering the existing space in m², the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: Autonomous, Balanced and Interactive. The workpoint quantities can then be adjusted based on the requirements outlined in the table above. The Gcworkplace Space Planning Workbook is available on:



[GCpedia](#)



[GCcollab](#)

design applications by workplace type (continued)



HUBS

ACTIVITY PROFILE	Interactive (refer to the GCworkplace Design Guide for more information)
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook's automatic distribution*
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.5 of the GCworkplace Design Guide Teaming Areas to be combined with, or adjacent to Lounge Locate Huddles near Lounge Desk dedicated to the CoPro to be in direct view of the main entrance
LOCKERS	<ul style="list-style-type: none"> Qty = $m^2u / 15$ (ex: $1200m^2 = 80$ lockers) Small day-use lockers – approx. 15w x 18h x 18d Include 3% larger format – approx. 15w x 54h x 18d Provide coat closet(s) equal to approx. $m^2u / 60$ (ex: $1200m^2 = 20$ ln.ft.)

* The **GCworkplace Space Planning Workbook** provides a template for the space planning of general-purpose office space. By entering the existing space in m^2 , the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: *Autonomous, Balanced and Interactive*. The workpoint quantities can then be adjusted based on the requirements outlined in the table above. The Gcworkplace Space Planning Workbook is available on:



GCpedia



GCcollab

design applications by workplace type (continued)



NODES

ACTIVITY PROFILE	Autonomous (refer to the GCworkplace Design Guide for more information)
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook's automatic distribution* with the following modifications: Maximum of 1 Medium Meeting Room. Replace any additional Medium Meeting Room by 2 Workrooms or 1 workrrom + 4 Workstations. Remove any Large Meeting Rooms. Replace any Large Meeting Room with 2 Workrooms and 4 Focus Rooms
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.5 of the GCworkplace Design Guide Teaming Areas to be combined with, or adacent to Lounge Locate Huddles near Lounge Desk dedicated to the CoPro to be in direct view of the main entrance
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* *The **GCworkplace Space Planning Workbook** provides a template for the space planning of general-purpose office space. By entering the existing space in m^2 , the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: Autonomous, Balanced and Interactive. The workpoint quantities can then be adjusted based on the requirements outlined in the table above. The Gcworkplace Space Planning Workbook is available on:*



[GCpedia](#)



[GCcollab](#)

design applications for **all** generic workplace types

The following are specific design applications and strategies that apply to all generic workplaces.

Signage / Wayfinding	<ul style="list-style-type: none"> Directional signage at entrance: <ul style="list-style-type: none"> Lockers (if not already visible) Washrooms Kitchenette Identify Quiet Zone at all access points 		
Main entrance	<ul style="list-style-type: none"> Include a Touchdown grouping with 6-8 seats within view of the main entrance to act as a quick 'landing spot' (where feasible) Include a Chat Point with 2-4 seats (where feasible) Lockers/coat closet(s) to be adjacent (within view, where feasible) 		
Zoning (per floor)	<ul style="list-style-type: none"> Up to 1200m²: <ul style="list-style-type: none"> 1 quiet zone 1 transitional zone 1 intractive zone 	<ul style="list-style-type: none"> Over 1200m² <ul style="list-style-type: none"> 2 quiet zones 1-2 transitoral zones 1-2 interactive zones floor can be divided into 2 'sides' each providing all 3 zones, where feasible 	<ul style="list-style-type: none"> Less than 500m² please refer to section 4.2 of the GCworkplace Design Guide on Regional, Secondary And Small Office Strategies
Team Spirit / Sense of Community	<ul style="list-style-type: none"> Provide a centralized 'team wall' for photos, communiqués, announcements, accomplishments, etc. (ideally located at main entrance or kitchenette/lounge) Include art work and biophilic elements where possible 		

Swing Space (Temporary workplace)

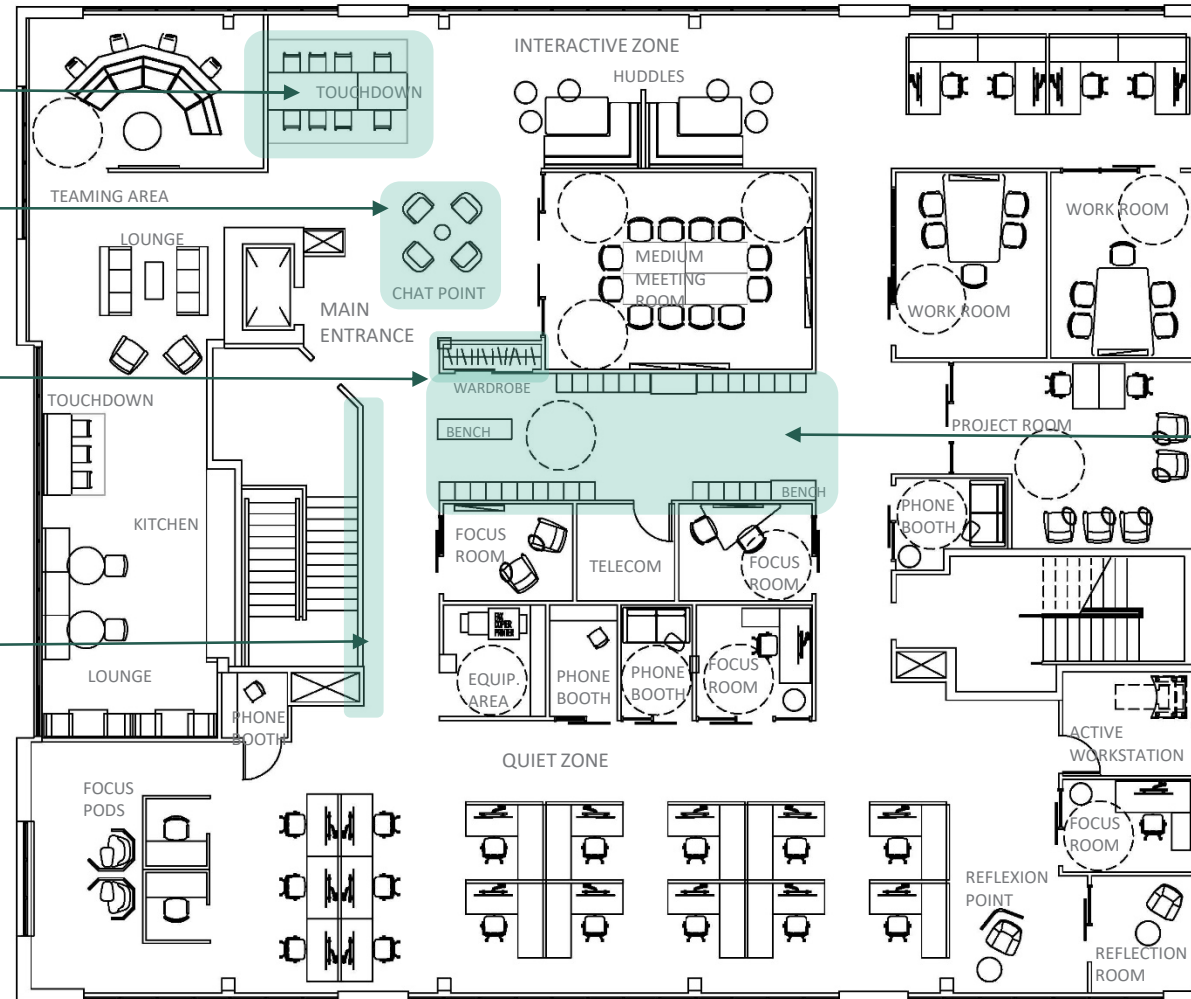
sample floor plan

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Lockers/coat closet(s) to be adjacent

Centralized team wall for photos, communiqués, announcements, accomplishments, etc. Ideally located at main entrance or kitchenette/lounge



Double height lockers Including 3% larger format



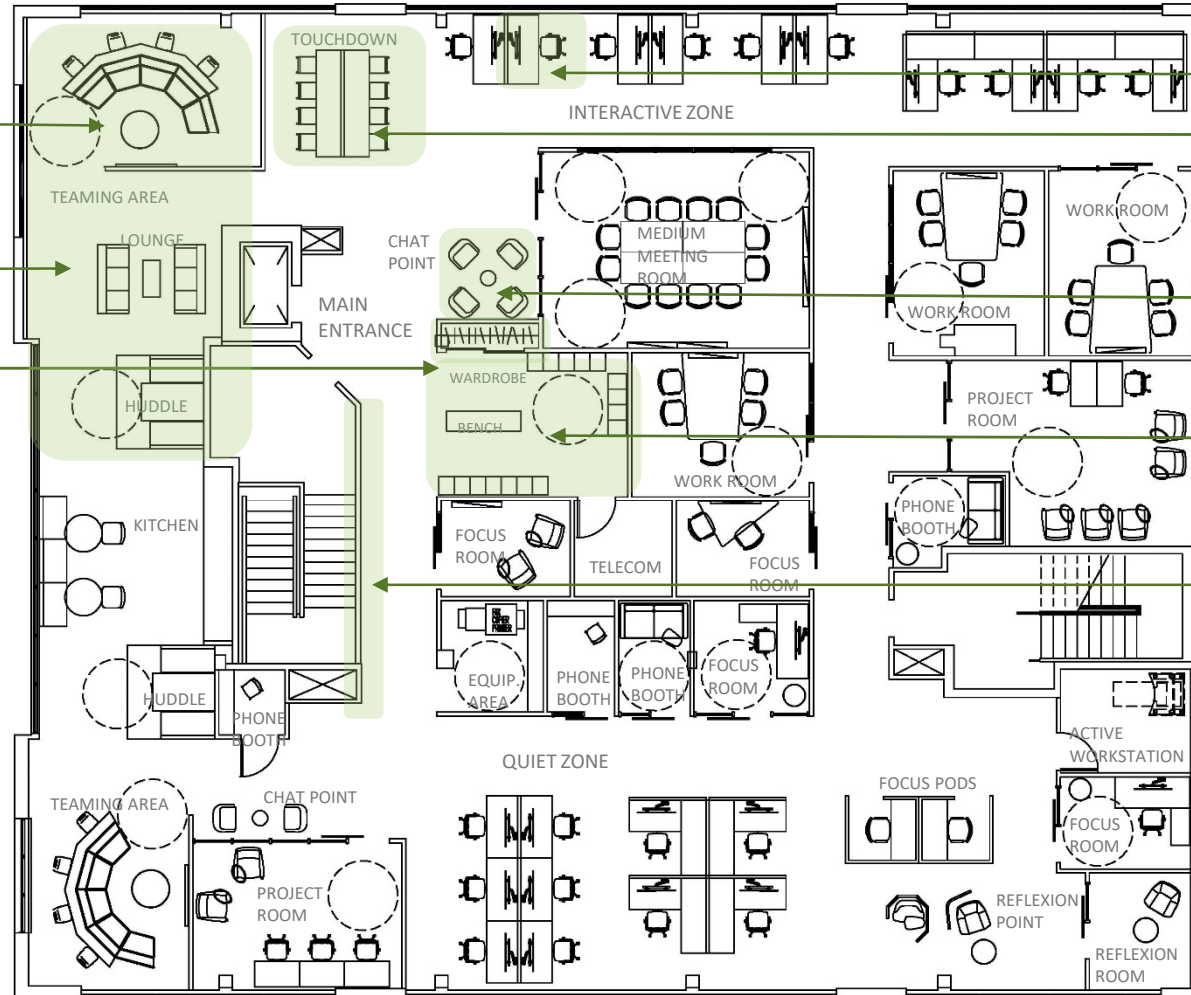
Hubs (Centralized co-working)

sample floor plan

Teaming Areas combined with, or adjacent to Lounge

Huddles near Lounge

Lockers/coat closet(s) to be adjacent



CoPro or administrator desk facing the entrance

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Triple height lockers Including 3% larger format

Centralized team wall for photos, communiqués, announcements, etc. Ideally located at main entrance or kitchenette/lounge



Nodes (Remote co-working)

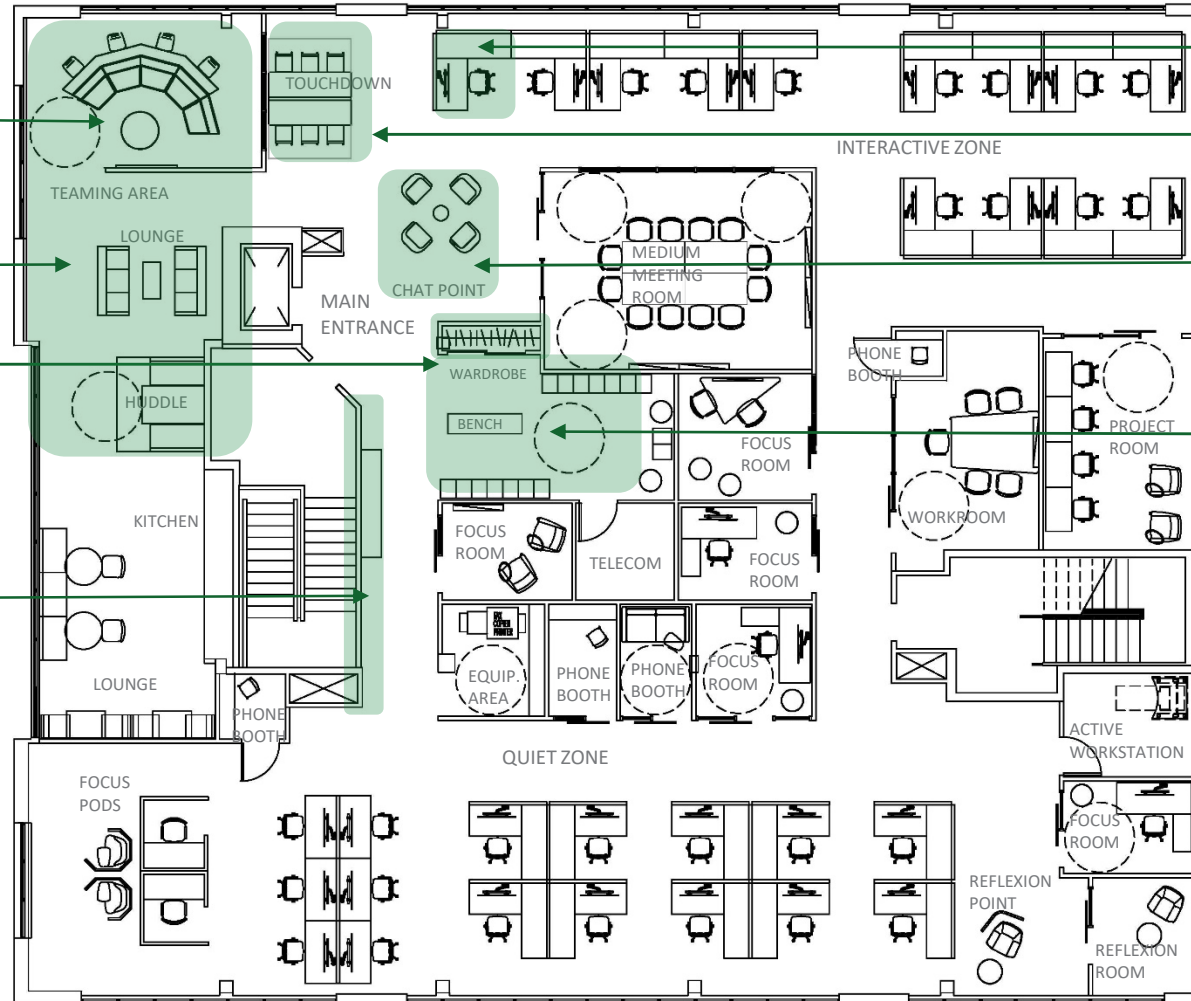
sample floor plan

Teaming Areas combined with, or adjacent to Lounge

Huddles near Lounge

Lockers/coat closet(s) to be adjacent

Centralized team wall for photos, communiqués, announcements, accomplishments, etc. Ideally located at main entrance or kitchenette/lounge



CoPro desk facing the entrance

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Triple height lockers including 3% larger format

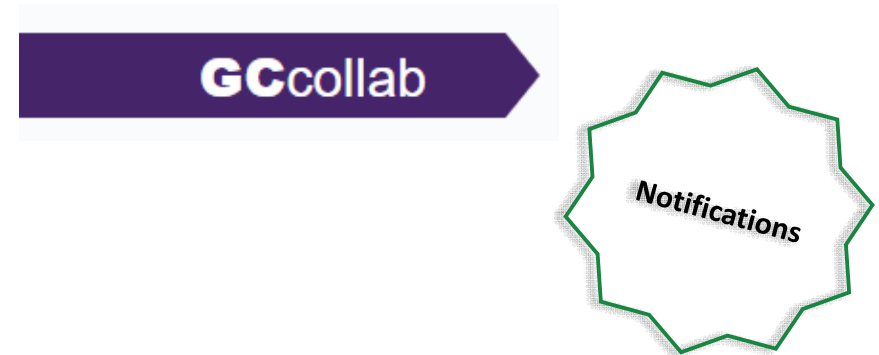
GCworkplace Project Resources



GCpedia

Internal resource center, available only to Federal employees

1. Go to: https://www.gcpedia.gc.ca/wiki/Main_Page
2. Type in “gcworkplace” in the top right search bar
3. Click on the first link
4. Click on “Project Resources”
5. scroll down to find:
NEW! [GCworkplace Interior Design Resource Centre](#)



GCcollab

External resource center, available to all who sign up

1. Go to: www.gccollab.ca
2. Type in “gcworkplace” in the search bar at the top of the page
3. On the “Results” page under “Groups” click on “GCworkplace Interior Design Resource Centre”
4. If you are not part of the group click on “Join”.
5. If you are already part of the group, click on the “About” tab to see all resources.

Coming up this year...

1

- Developing ways of applying what we've learned from the *GCworkplace Consultation Series on Accessibility*

2

- Reviewing and updating the Fit-Up Standard
 - Section B – Ministerial and Deputy Head Office Accommodations
 - Section D – Call/Contact Centres Accommodations

3

- Continued research and development of the GCworkplace Design Standard and more...



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