
GCworkplace Community of Practice

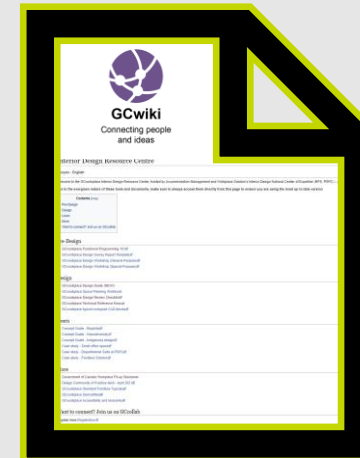
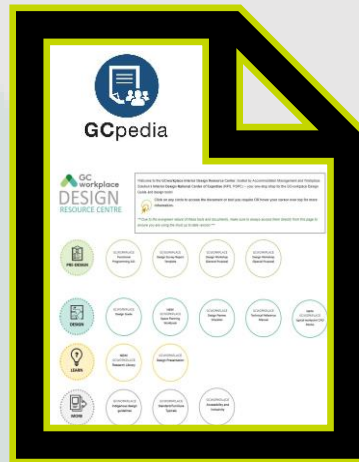
Notable Updates to GCworkplace Design Tools

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June 20th 2023

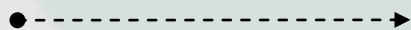
Agenda

- 1 Updates to Technical Reference Manual
- 2 Updates to Design Guide
- 3 Questions

Where to find our Tools?



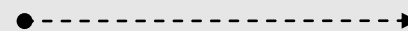
Internal Access:



GCpedia:
[GCworkplace design - GCpedia](#)



External Access:



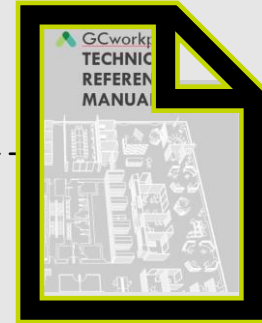
GCwiki:
[Interior Design Resource Centre - wiki \(gccollab.ca\)](#)



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Technical Reference Manual

June 2023 Notable Updates:



1 New: GCworkplace IT Workpoint Requirement

- Development of new GCworkplace IT Workpoint Requirement in alignment with new “Bundle of Goods” issued by Treasury Board
- Updates to 3D Typicals to reflect furniture and new technology requirements
- Questions regarding AV/IT requirements can be directed to the Workplace Technology and Strategic Engagement Team:
 - Hugo Latulippe: hugo.latulippe@tpsgc-pwgsc.gc.ca



PRIMARY INDIVIDUAL OPEN

WORKSTATION

Type 1

Dual Monitor Workpoint

- 2x 24 inch 2K Monitor
- Resolution: 2560 x 1440 (WQHD)
- Mount Type: Arm
- Connector: 1x HDMI
1x DisplayPort
- Include a Port Replicator (see below)

Type 2

Single Monitor Workpoint

- 1x 34 inch ultrawide Monitor
- Resolution: 2560 x 1440 (WQHD)
- Mount Type: Monitor Stand or Arm
- Connector: 1x HDMI
1x DisplayPort
- Include a Port Replicator (see below)



WORK POD

Work pod

Bring-Your-Own-Device Workpoint



PORT REPLICATOR

USB-C Connection

Must contain **at minimum**:

- 1x HDMI and 1x Display Port (or 2x of each)
- Support 2x 4k display
- 2x USB 3.0 type A connector
- 1x USB 3.0 type C connector
- Must provide Power (65W)

Workplace Technology and
Strategic Engagement

For additional questions, please
reach out to:

Hugo Latulippe

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May 2023

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Technical Reference Manual

June 2023 Notable Updates:



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Updated Electrical Requirements to better align with IT Workpoint Requirements

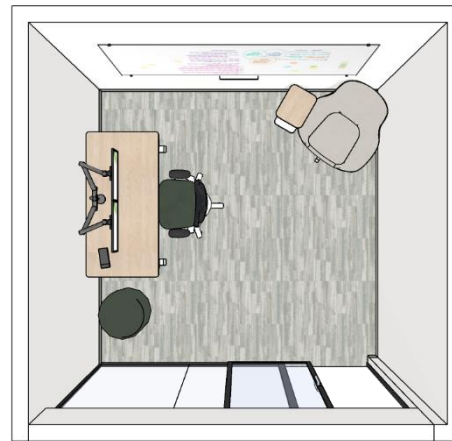


- Updated electrical profiles per workpoint type (furniture vs. room electrical requirements)
- Consultations with project engineers should be conducted to ensure compliance for project specific requirements

DESIGN:

- Enclosed room with demountable and/or drywall partitions;
- Any surface with monitor(s) to be at least 762mm (30") deep to allow for use of monitor arm(s);
- Always confirm compatibility between monitors, monitor arms and worksurface size;
- Consider sliding door to optimize space;
- Glazing on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards) only if high acoustical privacy is not required;
- Include writable surface on minimum of one wall;
- Provide adequate dimmable task lighting and secondary seating.
- Provide power modules at work surface.

EXAMPLE:



OCCUPANTS: 1-2

VISUAL PRIVACY: Medium-High

ACOUSTIC PRIVACY: Medium (Target: STC 35)

AVERAGE SIZE: 7.5m²

TECHNOLOGY:

- Bring-Your-Own-Device workpoint;
- For additional workstation technology requirements, please refer to the [GCworkplace Workpoint IT Requirement](#).

ELECTRICAL:

Furniture Requirements:

- Provide power module(s) to be mounted at the front side of the work surface for accessibility with simplex outlets and a minimum of one (1) double USB outlet for connectivity;
- Provide one (1) power module to be undermounted at back of work surface. Power module comes with 5 simplex outlets.

Room Requirements:

- Allow for one (1) circuit per four (4) Focus Rooms or other workspace with similar electrical profile;
- Equip room walls with a maximum of two (2) standard electrical duplex;
- Consider removal of base building lighting and replace with dimmable accent lighting with controls for user adjustability or rewiring existing light fixture.
- Provide Image/voice/data outlet per Focus Room (if required by client- to be assessed on a project by project basis);

MECHANICAL:

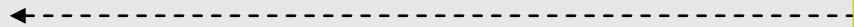
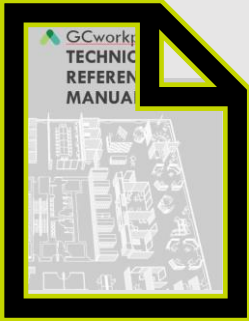
- Refer to General Specifications and Open Office Areas on pages 3 & 4.

INTERIOR ARCHITECTURE:

- Refer to General Specifications and Open Office Areas on pages 3 & 4.

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Technical Reference Manual June 2023 Notable Updates:



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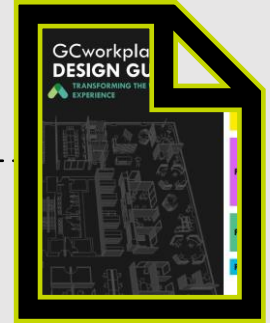
General: Accessibility Procedure - CSA/ASC B651:23



PRIMARY INDIVIDUAL ENCLOSED	FOCUS ROOM (continued)
<p>ACCESSIBILITY:</p> <ul style="list-style-type: none"> • For up-to-date aisles widths and turning diameters, please refer to the CSA/ASC B651:23 Accessibility Standard. • Prioritize electric height adjustable work surface with a sit/stand range; • Include adjustable ergonomic task chair; • Contrasting surround on sliding door with handle; • Sliding door must open with ease; • Preferred layout to avoid having back to door; • For maximum accessibility, power modules should be located on worksurface within 500mm (19) reach of user location. Affixed to the underside of the front edge of the surface where possible is best. 	
<p>ALTERNATE LAYOUT EXAMPLES:</p>	
2023-06-19	INTERIOR DESIGN NATIONAL CENTRE OF EXPERTISE PSPC WORKPLACE SOLUTIONS
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Design Guide

June 2023 Notable Updates:



1 Lockers

- Locker Directive issued on April 18th, 2023
- Organisations have the flexibility to explore a locker strategy to suit their operational needs

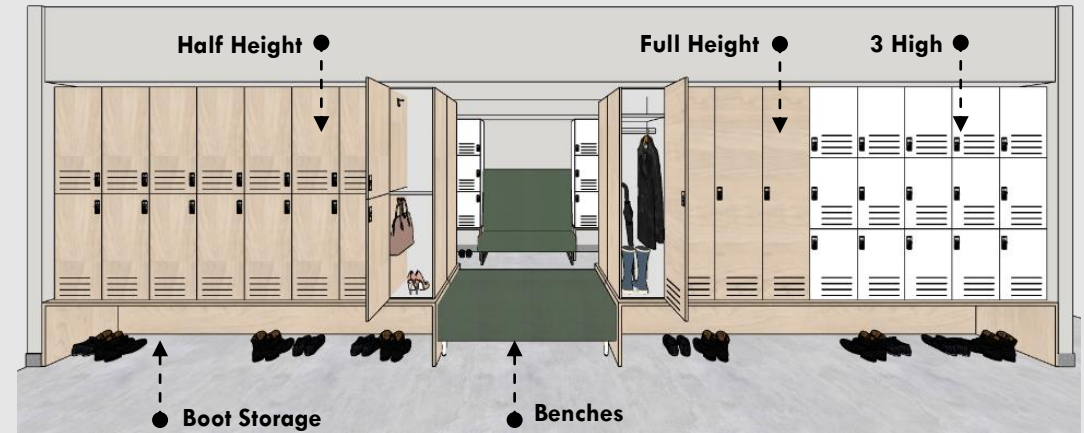
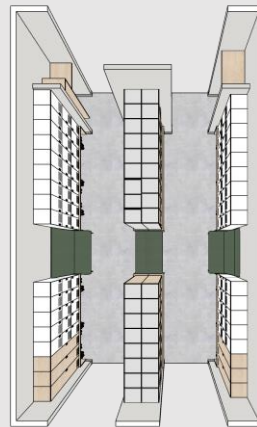
Two Rules to Follow:

1. **Total area:** This area (0.5 sqm per target occupant) must include the lockers units, accessible benches, shared storage such as coat closets and boot storage and clearance/circulation as per the local building and accessibility codes.
2. **Maximum quantity of locker units:** The maximum quantity of locker units must never exceed the target occupancy, as calculated in the GCworkplace Space Planning Workbook.



Recommended Option

Note: the example diagrams represent a mix of locker unit types, accessible benches, shared storage and clearance/circulation as per the local building and accessibility codes within the permitted allocated locker area (varies per project).



GLOSSARY OF TERMS

Target Occupancy:

The number of individuals who can physically be in the workplace at one time. Target occupancy is determined by using the GCworkplace Space Planning Workbook, which is based on a calculation of 11mu²/occupant.

Population:

The number of people who will be assigned to the space. Due to varying hybrid work models and external mobility levels, the total population of a workplace will likely be higher than the workplace's target occupancy.

Locker Unit:

A singular locker unit that may be divided up as a single height (full height), double height (half height), or a multi-unit cubby (3-5 high).

3.7 PERSONAL AND SHARED STORAGE

As per the [Government of Canada Workplace Fit-Up Standards](#), Section A3.2 Fit-up Elements and Funding Accountabilities - Lockers (also known as Personal Storage Solutions) are included within the bundle of goods and allocated per this document, [GCworkplace Technical Reference Manual](#) and [GCworkplace Space Planning Workbook](#).

STANDARD:

Locker Areas are designed to facilitate shared storage space and should include coat closets, boot storage and appropriate seating. Ideally, Locker Areas should be located away from the Quiet Zone and centralized in one or two areas adjacent to primary paths of circulation.

Organisations have the flexibility to explore a locker strategy to suit their operational needs, however they must not exceed the **total area** AND **maximum quantity of locker units**, as described below.

TWO RULES TO FOLLOW:

- 1 **Total area:** The method used to calculate the maximum Locker Area is 0.5 sq.m. per target occupant. This area must include the locker units, accessible benches, shared storage such as coat closets and boot storage and clearance/circulation as per the local building and accessibility codes. (i.e. a target occupancy of 100 would allow for a Locker Area of 50 sq.m.)
- 2 **Maximum quantity of locker units:** The maximum quantity of locker units must never exceed the target occupancy, as calculated in the GCworkplace Space Planning Workbook. This is to avoid inadvertently encouraging over-occupying a space and contravening any local building code directives as well as ensuring that the floor space is optimized for workpoints rather than storage. (i.e. a target occupancy of 100 would allow for 100 Locker Units)

Locker Units

As mentioned in the “Glossary of Terms” section on page 2, a locker unit can be defined as:

A singular locker unit that may be divided up as a single height (full height), double height (half height), or a multi-unit cubby (3-5 high).



**Single height (full height)
= One Locker Unit**



**Double height (half height)
= One Locker Unit**

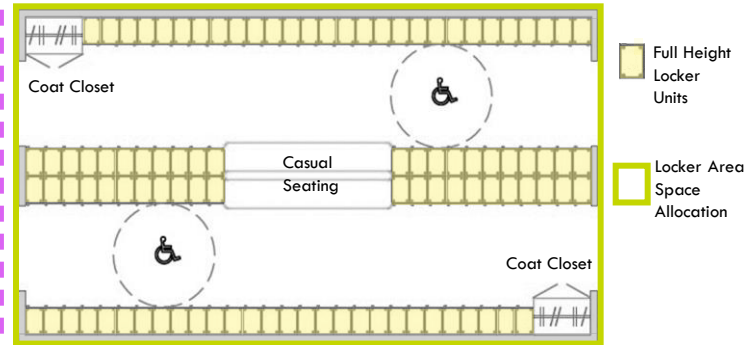


**Multi-unit cubby (3-5 high)
= One Locker Unit**

IMPORTANT NOTE:

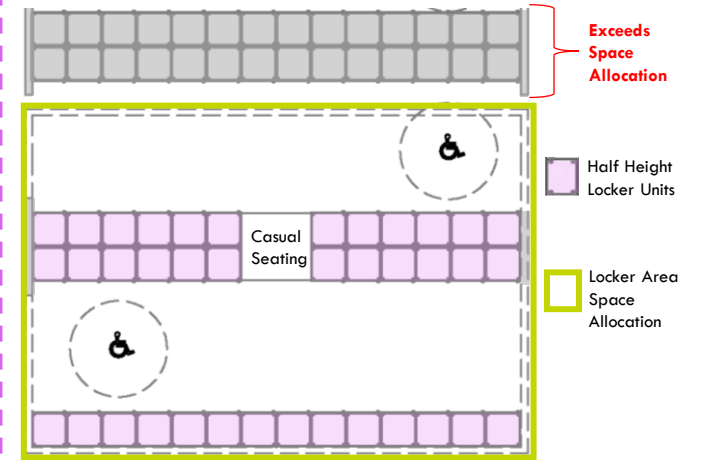
As locker units are available in several different widths, it is important to note that the smaller the locker unit selected the more that can fit within the allotted area, and the larger the locker unit selected the less that can fit within the allotted area.

✓ Compliant



*Note: the example diagram above shows how the use of 12"x18" locker units with building code circulation fits within the total space allocation of 50 sq.m. for a target occupancy of 100.

✗ Non-Compliant



*Note: the example diagram above shows how the use of 24"x24" locker units with the building code required circulation exceeds the total space allocation of 50 sq.m. for a target occupancy of 100.

UTILIZATION STRATEGIES:

Daily Use Strategy

- All lockers are unassigned and available for daily use only
- Suggestion is to have mostly multi-unit cubbies with a few single height lockers for accessibility

Assigned Strategy

- All lockers are assigned to individuals
- This strategy is recommended when a team is working onsite full-time and when the population count is equal to the target occupancy

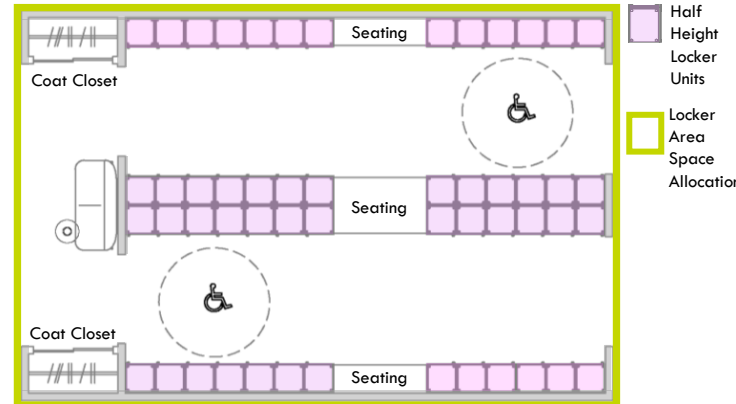
Recommended Strategy

- A combination of both daily use and assigned strategies
- This strategy is the most common for GCworkplace projects and hybrid work models
- This strategy is suggested in order to allow employees to get accustomed to the space and an activity-based/hybrid way of working before offering assigned lockers as an option. Many organizations have reported that a significant amount of assigned lockers go un-used once employees adapt to this work style



Baseline Calculation

The baseline design calculation is to provide one half-height locker per target occupant with integrated boot storage below.

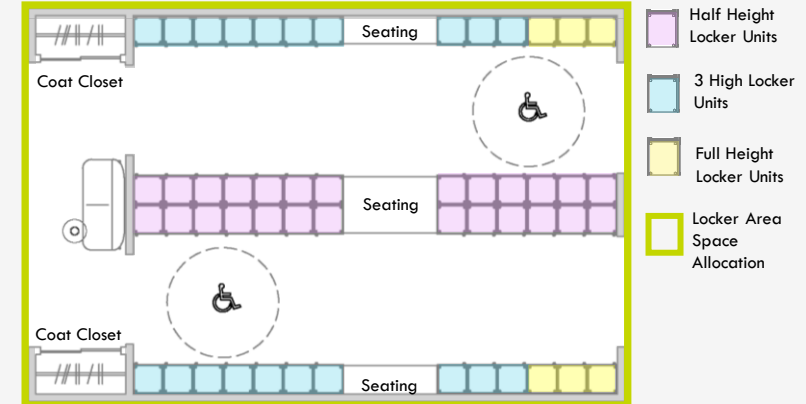


*Note: the example diagram above represents half height locker units (15"x18") that fit within an allocated locker area of 50 sq.m. (Target Occupancy of 100)
 Locker units = 50 (50 half height)
 Population served = 100



Recommended Approach

However, there is room within the maximum locker area to provide a mix of locker unit types and sizes; half height lockers, multi-unit cubbies, and some full height lockers, to support accessibility requirements and accommodate specialized storage needs.



*Note: the example diagram above represents a mix of locker unit types (15"x18") within an allocated locker area of 50 sq.m. (Target Occupancy of 100)
 Locker units = 52 (26 half height, 20 three tier, 6 full height)
 Population served = 118

COAT CLOSETS

When planning personal storage, it is important to consider the storage of seasonal items such as winter boots and coats. Boot cubbies can be incorporated below locker units. Separate coat closets or cloakrooms must be planned within the locker area.

For optimal accessibility, plan at least one coat closet per floor with a lower coat rod that meets maximum reach heights as specified in CSA/ASC B652:23 Accessible Dwellings

BENCHES

The locker areas must incorporate benches, to provide employees a space to touchdown. For optimal accessibility, plan a variety of seats with different heights, widths, depths, armrests and at least one with backrest.

FILING

Any filing requirements can be incorporated into the design to accommodate the group's specific needs. Open storage areas with lockable cabinets are the default solution for non-secure items. Shared filing should be centralized, and personal filing can either be centralized or incorporated into the personal locker solution. Enclosed storage rooms should be used only where required for the highest security levels. Otherwise, large enclosed filing room may be considered as [Special Purpose Space](#).

DESIGN CONSIDERATIONS AND BEST PRACTICES :

- ✓ Locate Locker Areas near the floor's main access point and away from the Quiet Zone
- ✓ Consider how noise generated in locker areas might impact nearby open workspaces – plan partitions or zone appropriately
- ✓ Ensure ample circulation space and avoid dead end corridors in the locker area
- ✓ Digital locks can help facilitate a common practice of first come first serve locker use, which is beneficial to a hybrid work environment and to allow for more flexibility in use and avoid the need for key administration.
- ✓ Differentiate lockers with visual and tactile cues to make it easier for occupants to locate a specific lockers
- ✓ Project teams should also consider alternative storage solutions for specialty items (i.e. keyboards, OHS carts, boot cubbies below locker units, etc.)
- ✓ Regardless of the configuration of locker units, it is important that a structural review be conducted on your projects to determine that the floor of the building can accommodate the weight of the units and their location. A strategy for a multi-floor project may be to stagger the locations of the lockers per floor to offset the load on the building. Please consult with your project team.

Refer to the [GCworkplace Technical Reference Manual](#) for additional design considerations and best practices.



GCcworking, Vancouver



TBS office, Ottawa



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Questions?

How to get in Touch!

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Thank You!
