Community of Practice

PSPC Workspaces

September 2024

Furniture Team Introductions

Lisa Maidens

Manager, Furniture NCOE

Charles Choo

Senior Furniture Technical Lead

Catherine Menard

Senior Furniture Specialist

Anne Perigny

Furniture Specialist

Morgan Jensen

Furniture Specialist- (Currently on Mat Leave)

Agenda

Introduction

- NFCOE Team Members

Lessons Learned

- Best Practices
- Product- Do's and Don'ts

Updates

- New Products Available
- Best Practices Document
- Defining the term "Series"

2023/2024 Lessons Learned: Monitor Arms

AVOID:

- ❑ Glass or acrylic elements are not recommended behind a monitor arm. There have been instances of the glass breaking when people adjust their monitors.

Recommendations:

- ❑ When specifying or selecting arms, ensure a swivel rotation limiter with stop is included. Note that when we use 120-degree surfaces, the monitor arm must be able to adjust to 120 degrees as well.
- ❑ Always know the weight of the monitors being installed when selecting monitor arms.
- ❑ Specify sliders with a dual arm to allow for easy side-by-side adjustment providing additional flexibility.
- ❑ Having a single post with a cross bar can be a great option for a dual arm

2023/2024 Lessons Learned: Wire Management

AVOID:

- ❑ Avoid having loose wires and cables hanging. Wires can get pinched, which poses a fire risk.

Solution:

- ❑ Ensure proper wire management system is installed under the desk with a desk top power module for user.

- ❑ Ensure there has enough slack in the wires to allow the sit/stand desk to reach its lower and higher adjustability limits.

- ❑ There are several wire management options, but it is preferable for it to be fixed directly under the work surface

2023/2024 Lessons Learned: Phone Booths

Recommendations:

- **Sprinklers:** To avoid the need for sprinkler work, be sure to maintain an 18inches clearance between the bottom of the sprinkler head and the top of the phone booth. A sprinkler is always required if the phone booth is over 2.2m² (24ft²). Confirm directly with project engineers on each project when a Phone Booth is planned.

- **Seismic requirement** : Verify with project engineers for seismic and other structural consideration. Floor anchoring reference to local authority having jurisdiction and the National Building Code of Canada.

- **Door opening direction:** It is important to confirm door swing direction when ordering. In addition, some designs allow left- or right-hand door swing interchangeable at installation. Verify that door swing is not in the path of travel.

- **Electrical Connection:** Make sure that the electrical plug is planned within reach of a power source, to ensure the best positioning.

2023/2024 Lessons Learned: Phone Booths

Recommendations Cont'd :

- **Certification stickers**: Ensure product are certified to fulfill local requirements. Provide CSA, or ETL, or ULC label visible for inspection.

- **Accessibility:** Typically, single Phone Booths will not be accessible to people with mobility disabilities due to the small footprint, however, other accessibility features should be considered and included when possible. i.e. accessible handle, user controlled dimmable lighting with controls that contrast with the background surface, glare-free worksurface that contrasts with surrounding surfaces, floor finish that contrasts with wall finishes, power located in an accessible location that contrasts with the surrounding surfaces. To accommodate for wheelchair and mobility disabilities, a phone room should be built within your space to achieve the turning radius and other accessibility requirements.

- **Fire Safety:** The sound pressure level of the audible signals must be at least 10 dBA above the ambient noise level, but not less than 65 dBA and not more than 110 dBA. If it is not possible to achieve at least 65 dBA in the phone booth, a fire alarm visible signal (fire alarm strobe) may need to be installed so it is visible inside the booth. The top of the phone booths must be at least 18 inches below the height of the sprinkler deflectors.

- **Placement:** The maximum area of small temporarily occupied enclosures must not exceed 2.2 m2 and storage is not permitted in the enclosure. Units should not be located next to each other and must be physically separated.

2023/2024 Lessons Learned: Phone Booths

Phone Booth vs. Removable Walls

Comparison	Phonebooth (Single) **(Size: 0.79 m2 - 1.5 m2)**	Phonebooth (Double) **(Average Size: 4.5 m2)**	Demountable walls -Phone Rooms **(Average size: 4.3 m2)**
Purchase cost ** Including D&I*	**14K to 17K**	**12 to 23K** + **Sprinkler install costs*	**+18 000 $ for material only, plus other cost** Cost does not include; infrastructure costs i.e. mechanical, electrical, acoustics, partitions in between ceilings, and hardware. Costs also for technical plans, bidding, contractors, and managing personnel. The work needed before construction can begin can span several months.
Lead time	3 months	3 months	Many months of coordination and planning
Work time for installation (less ordering time)	One day (if no sprinkler work required)	Few weeks for sprinkler installation, one day for Phonebooth	Few weeks of construction
Sprinkler required (over 2.2 m^2)	No (clearance restrictions apply)	Yes	Yes
Reconfiguration - function change	No	Limited (furniture changes)	Flexible
Relocation	Yes	Yes	No
Ventilation	Included	Included	Expense to consider
Electrification	Included	Included	Expense to consider
Acoustical sound proof	Excellent	Excellent	Installation slab to slab
Seismic requirement specific to region	Yes	Yes	No
Emergency equipment to add	Yes	Yes	No

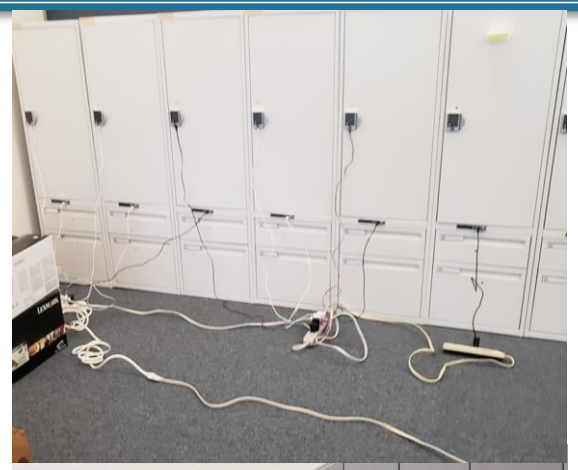
2023/2024 Lessons Learned: Lockers

Current Challenges:

Battery locks: Lockers with battery-operated mechanisms cease to function when the batteries die. It is difficult to predict when batteries will need replacement, leading to unexpected downtime.

Six Types of digital lockers: Numeris, Safe-O-Tronic, Micro IQ, Digilock, Wesko, and Regulator

Three types of key-operated lockers: Each type requires a unique master keys. The result is many different master keys which becomes a Facilities Management challenge.



Current Recommendation:

Preferred lock types: mechanical locks

- 2 or 4-digit code (10,000 possible combinations)
- No batteries or wiring (reducing maintenance)
- Durable and cost-effective
- Easy reset by the administrator if required

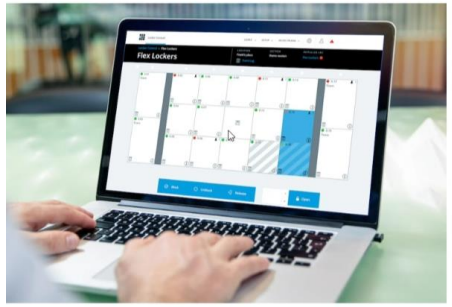
Future Solution TBD: Next Page

Future Solution for Lockers – Smart Lockers

This is a new product that we are currently studying to resolve several issues and help reduce constraints and challenges with users.

In addition to reducing long-term maintenance costs, there could be better management of space in square meters, occupancy, reliability and saving time.

Locker management interfaces



Daily remote support

Data & insights

Automatic notifications

Overview: Product Categories

***New Product**

CATEGORY 1

Workstation Systems
- Panels and Add-ons
- Benching
- **Service Spine**
- **Gallery Panel**

CATEGORY 2

Worksurface Products
- Fixed Height
- Height Adjustable
- **L-Shaped HAT**

CATEGORY 3

Filing & Storage
(Laminate and Metal)
- **Slide-out Personal Storage**
- **Undermount Cubbies**

CATEGORY 4

Phonebooths & Pods
(Individual and Group)

CATEGORY 5

Ancillary Products
- Monitor Arms
- Power Modules
- Task Lights
- Worksurfaces Privacy Screens

CATEGORY 6

Collaborative Products
- Lounge Screens
- Media Carts
- Meeting & Training Tables ***Tiered**
- Mobile Dry-Erase Boards
- **Recycling Centers**
- Soft Seating
- Side Chairs, Stools, **Benches**
- Banquette Seating

New Product Examples

Service Spine

An alternative way to bring power to various workpoints in an open plan

Reconfigurable components with a range of privacy and storage options

Gallery Panel

Gallery Panels are a separation panel between stations. Gallery Panels are not load-bearing and must be secured using system connectors when specified

Undermount Storage Cubbies

Unit mounted to the underside of a worksurface, flush to the leading edge. Can be specified with closed or open storage compartments, drawers, or a combination thereof.

New Product Examples

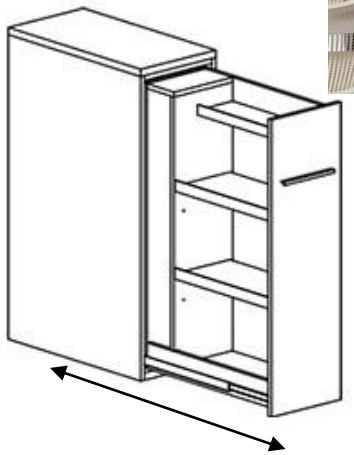
Bag Drops

Freestanding or mobile units with closed or open storage compartments

Can be used as an alternative to storing personal belongings in storage lockers

Slide Out Storage Towers

Freestanding unit with full-height slide-out door and attached storage compartment. * GCWorkplace discourages Personal Storage in the Hybrid Environment.



Phone Booths

Prefabricated fully enclosed freestanding unit that can accommodate a single or double occupants, typically for a short period of time.

New Product Examples

Benches

Free-standing unit typically used in entries or locker areas.

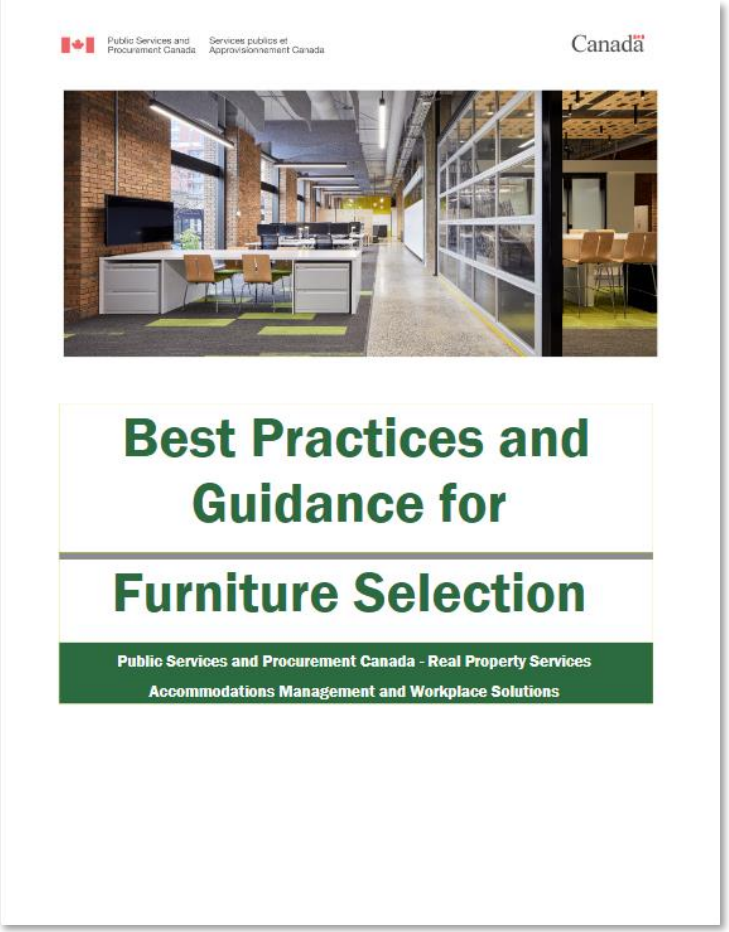
Modular Soft Seating: Worksurface

Worksurface Ledge at bar height running parallel to the backrest of the seating unit(s)

Tiered Tables

A single table that integrates both seated and standing heights, that allows users to have a better view of a screen for virtual meetings

Tools & Resources: Best Practices Guidance Document



The Best Practices and Guidance for Furniture Selection

A new resource to aid with product selection and specification for workspace furniture and office seating.

To be read in conjunction with:

- Annex A-1: Workspaces Technical Specifications
- Annex A: Office Seating Technical Specifications
- GCworkplace Fit Up Standards
- GCworkplace Design Guide
- GCworkplace Technical Reference Manual

General Information To Consider

- Sustainability Considerations
- Best Value furniture solutions
- Ergonomic requirements
- Accessibility
- Electrical Connectivity
- Additional information

Considerations By Category

- Brief product overview
- Intended Use
- Planning and specifications recommendations
- Appendix A: Workspace Category Breakdown

Defining The Term “Series”

What is a Series?

- ❑ A series is a **product line** that includes different types of furniture- **“a family of products”.**
- ❑ These products can include desking, storage, and collaborative furniture, etc.
- ❑ The furniture within a series follow the **same esthetic, technical detailing, and finish options**.

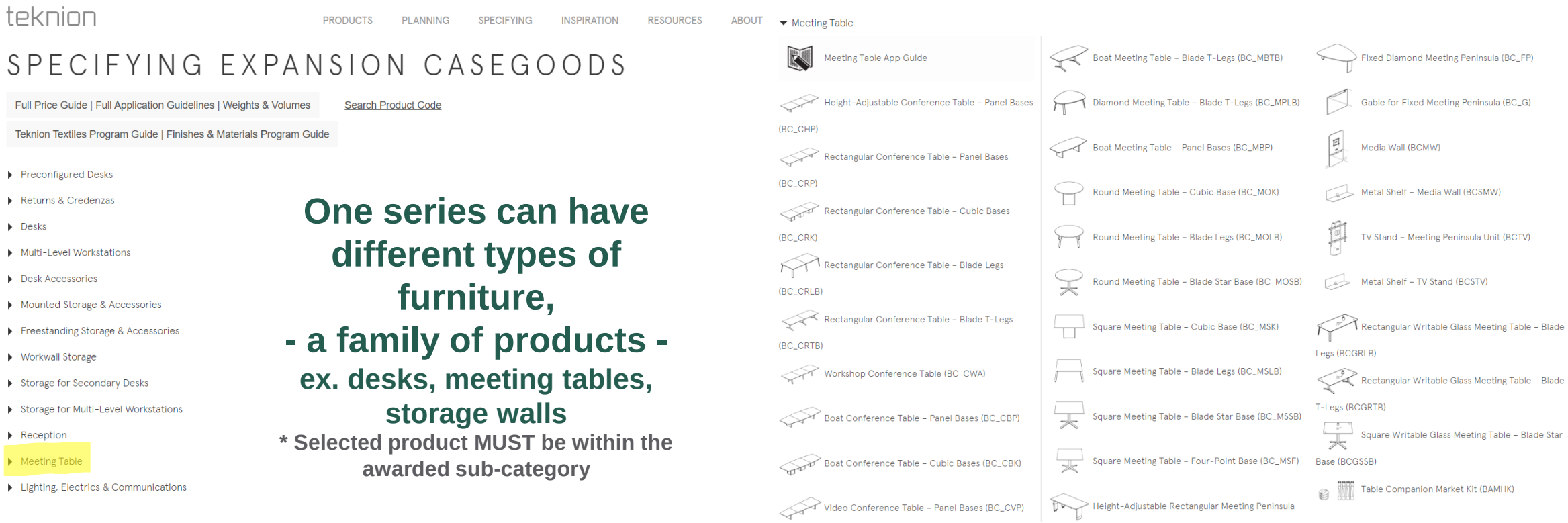
Selecting from a Series within a Product Category

- ❑ If a series has been approved within a product category, variations of that type of product can be specified.
- ❑ The product MUST be of the same product “type”
- ❑ The product must be within the parameters of the descriptions and specifications in the Technical Specifications Document of the procurement vehicle.

Example:

Manufacture: Teknion
Series Name: Expansion Casegoods
Product Type/ Category: Meeting tables

Defining The Term “Series”



One series can have different types of furniture,
- a family of products -
ex. desks, meeting tables, storage walls
*** Selected product MUST be within the awarded sub-category**

Each furniture type will have variations
ex. meeting table with panel bases or with post legs
*** Selected product MUST be within the requirements in the Technical Specifications.**

Defining The Term “Series”

meeting tables

Xpress

B C _ C R P

Rectangular Conference Table – Panel Bases

This aesthetically refined table is available in a range of sizes to accommodate diverse numbers of participants and meeting spaces.

WHAT'S INCLUDED
Worksurface pieces, panel bases with levelers, reinforcing bars, linking plates, power module cut-outs (as specified), wire management kit and mounting hardware.

WHAT'S EXCLUDED
Power Modules.

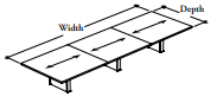
NOTES
For the number of worksurface pieces, supports and module cut-outs included, refer to the Meeting Table Configurations and Supports in the Application Guide.

When Worksurface Thickness (V) option is specified, only Edge Trim Style (F) option is available.

When Worksurface Thickness (M or X) option is specified, the Edge Trim Styles (6 or 9) options are available.

The 1 9/16" (X) thickness is **not** available in all Foundation Laminate and Edge Trim colors. Refer to the finish page of the Application Guide for details.

Not all finishes are available as Xpress, Please see Xpress catalogue and/or specification software for details.



PRODUCT OPTIONS

Worksurface Thickness	Depth	Width	Corner Detail	Power Module Cut-Out
M 1 3/16"	42, 48, 54, 60	108, 120, 132, 144, 156, 168, 180, 192, 204, 216	**R** Radius	**NN** No Cut-Out (Shown)
X 1 9/16"			**S** Straight (Shown)	**LS** Linear Power Module – Standard 18"
V 1 3/16" Knife Edge				**LX** Linear Power Module – Extended 28"
				PQ Power Pill – Quad

SAMPLE ORDER CODE

BCMCRP	54	168	S	NN

PRODUCT OPTIONS CONTINUED

Worksurface Finish	Edge Trim Style	Edge Trim Finish	Base Infill Finish	Support Finish
Foundation Laminate	**6** Straight Trim	Edge Trim Colors (for trim style 6 or F)	Source Laminate	**AC** Clear Anodized
Flintwood (No Cathedral)	**9** Flintwood Flat Trim		Flintwood (No Cathedral)	Foundation
	F Full Knife Trim			Accent
				Mica

SAMPLE ORDER CODE CONTINUED

VZ	9		VZ	AC

See Pricing on the following page.

Each furniture variation will have different sizes and options available including finishes

*** Teknion Expansion Casegoods Series contains furniture types from various categories; however, you must remain within the furniture category that was evaluated and approved for that series. Additionally, the product selected MUST follow the description and requirements in the Technical Specifications.*

Next Steps & Questions

Next steps:

- ❑ Workspaces NMSO award end of October 2024
- ❑ Chair Standing offer (SO) : Coming soon 2025!

Questions:

- ❑ Furniture Authority:
  - Catherine Ménard : catherine.menard@tpsgc-pwgsc.gc.ca
  - Lisa Maidens : Lisa.Maidens@tpsgc-pwgsc.gc.ca
- ❑ PB General Mailbox:
  - tpsgc.parcnameublement-apncrfurniture.pwgsc@tpsgc-pwgsc.gc.ca