

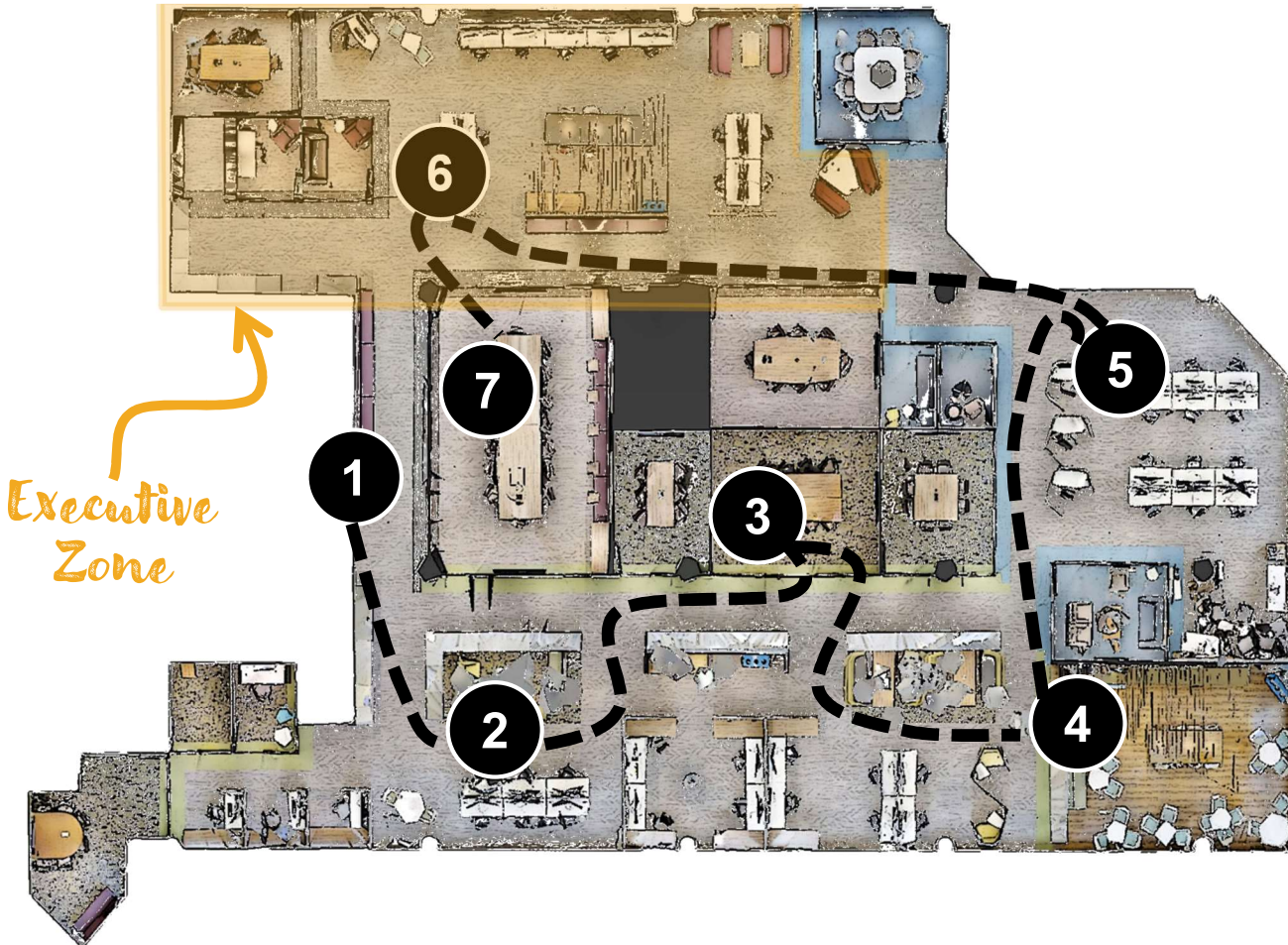


Place du Portage III, 9A1

Guided Tour Information Package



Floor Plan



This floor is home to an ADM office and showcases how a GCworkplace design can support its specific functions and activities. All workpoints are shared which contributes to a more efficient use of space.

In this case, the client chose to make an **executive zone** instead of a typical interactive zone, to better support the specific functions of the ADM office. There is an ecosystem inside the executive zone, and includes collaborative and individual work points.

The rest of the space offers a quiet and interactive zone for other user groups to use.

Project Delivery Facts:

May 2018
Occupant move in

PSPC Real Property Services'
ADM Offices & Strategic
Planning, Administration and
Renewal Sector

Workplace Size
928.5 m²u

85 Target onsite
occupancy

Stop 1 – Main Entrance



This is the first space designed as a full Activity Based Workplace (ABW) in PSPC's National Capital Area offices. The floor is designed to support executive functions and activities and was created as a demonstration floor for the GCworkplace program.

Optimal Use of that Space

- Used by employees and guests coming for a meeting but could also be used by employees to hold informal conversations away from the work areas.
- Includes tools to support short term activities like checking emails or networking with colleagues.
- A medium level of noise is to be expected in this area.



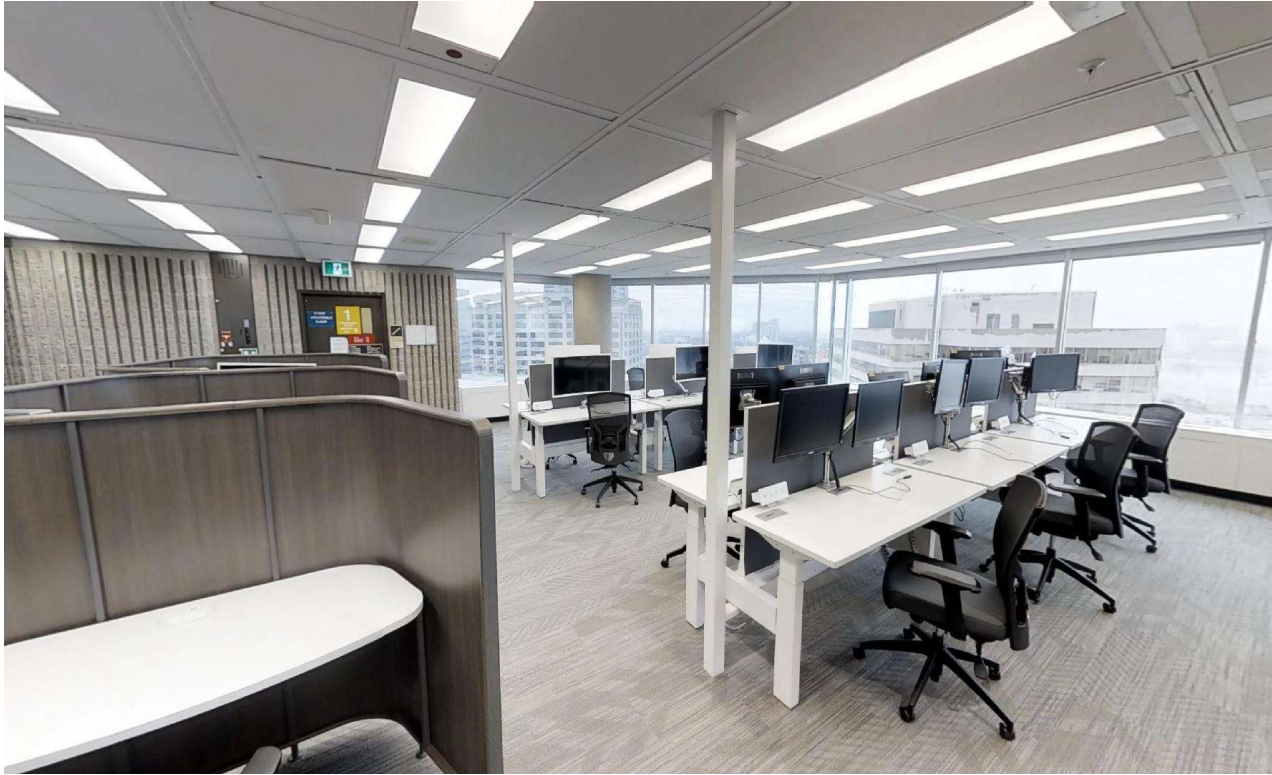
Lockers here are keypad enabled – which removes the requirement for a dedicated role for key management. They are used as storage space by employees to store their personal belongings at the end of the work day.



IT/AV Features:

- Wi-Fi is available everywhere on the floor.
- USB connections are available to allow users to charge devices (cell phones, etc.)

Stop 2 - Quiet Zone



The Quiet Zone includes open, semi-enclosed and enclosed individual workpoints, such as focus pods and focus rooms. In these zones, the intent is to encourage individual focus work, to support the need for quiet or private spaces, in an area that should be free of distractions. Blue carpet accents were used to visually define the quiet zones.

Optimal use of that Space

- Employees can choose their preferred work station, based on their personal preferences (natural light, privacy).
- Noise levels here are expected to be lower than anywhere else on the floor.
- The suite has 6 quiet rooms, which can be used for to take phone calls, or conduct individual focused work.



IT / AV Features

Workstations have dual monitors or a single curved monitor, as well as a port replicator to provide a quick way to connect a laptop

Stop 3 - Meeting Rooms



This suite has many meeting rooms that offer different room configurations/layouts, capacities and seated postures. Those are shared resources; hence it is important to cancel reservations that are no longer required in a timely manner to optimize use of the space.

Optimal Use of that Space

- Meeting rooms are optimally used when the number of participants matches as closely the capacity of the room.
- The suite is equipped with 10 meeting rooms, including an executive boardroom and a GCSI Secret discussion room.
- Less formal meetings can be held in collaborative spaces rather than unnecessarily occupying enclosed meeting rooms.



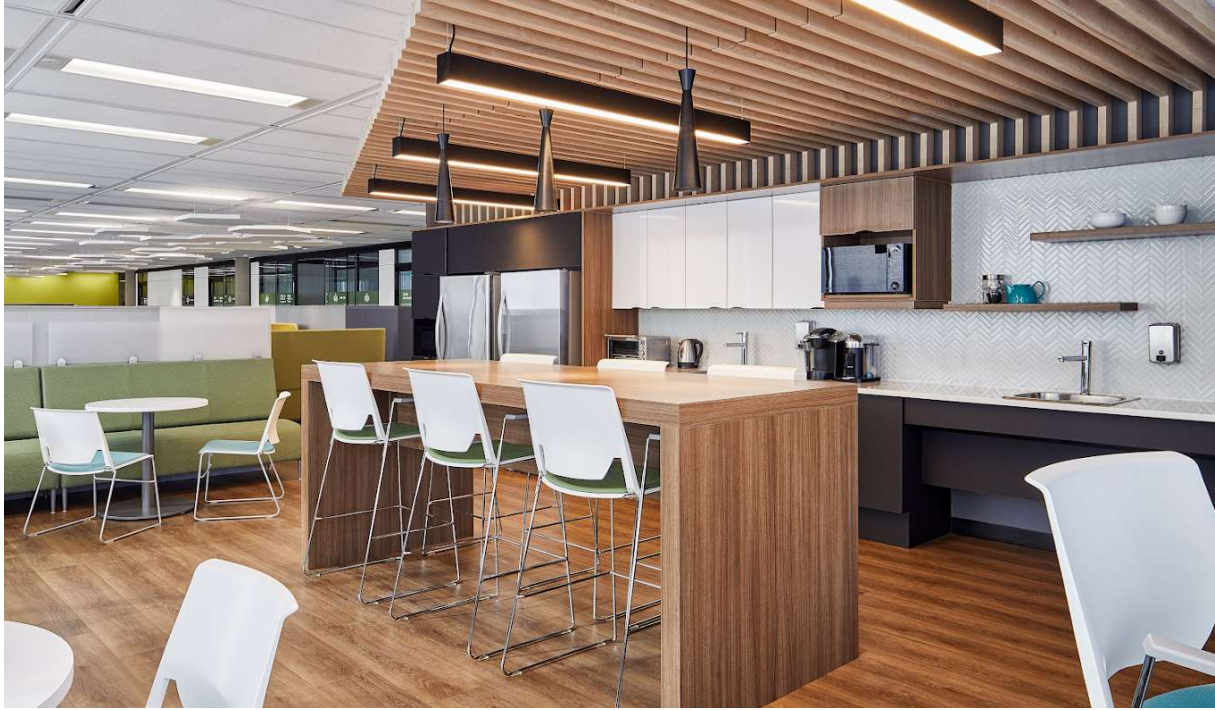
This floor has one printer for the 85 employees, making a significant leap on the former 2012 target of one printer for every 10 employees. There are two Business Centers with supplies and common work tools for employees.

IT / AV Features



Meeting Rooms have large displays and a Barco Clickshare unit to present content from a laptop using the Clickshare dongle. Rooms may also include a Cisco videoconferencing unit that facilitates meetings between multiple parties, and a Polycom on the table if participants need to call-in or out.

Stop 4 - Kitchenette



The kitchenette provides a view of the Ottawa River, Supreme Court (and Parliament). Before the floor was renovated, there were offices in this corner. Now, this magnificent view can be shared with all employees and visitors on the floor.

Optimal Use of that Space

- While the kitchen area will mainly be used to store/prepare food and for eating lunch, it can be used for informal meetings using the various seating area, or for short term tasks for people who like working in a coffee-shop environment.
- The area could also serve for informal team events or celebrations.
- The kitchenette is the central point for waste management and replaces individual waste receptacles everywhere on the floor, which could create unpleasant odors.



Accessible sink access with knee clearance, and a preparation space is included, as well as accessible appliances.



IT / AV Features

The kitchen has a large display and a Barco Clickshare unit to wirelessly present content from a laptop to the display using the Clickshare dongle.

Stop 5 – Interactive Zone



In an interactive zone such as this one, socialization and group collaboration is promoted and strongly encouraged. A variety of group workpoints, located away from quiet zones, achieves balance within the workplace which supports all types of work styles. Green carpet accents were used to visually define the interactive zones.

Optimal use of that Space

- This zone offers several different workpoints, including 4 GCSI terminals and one secret meeting room to serve 30 or more registered users, as required.
- Includes 1 active workstation, equipped with treadmill.
- Multi-layered blinds were used to provide increased lighting and thermal comfort control for employees.

IT / AV Features



- Workstations have dual monitors or a single curved monitor, as well as a port replicator to provide a quick way to connect a laptop
- Teaming Area and Work Room have large displays and a Barco Clickshare unit to wirelessly present content from a laptop by using the Clickshare dongle

Stop 6 - Executive Zone



In this project, an ADMO executive suite was created for the first time in a GCworkplace for testing purposes. Canadian wood (maple) was used in the construction and design features of this floor. Grey and burgundy carpet accents were used to visually define the executive zones.

Optimal Use of that Space

- The zone is designed for ADMs touching down and meeting people, however, the space offers a variety of workpoints that all occupants of the floor are welcome to use.
- This zone features a Chat point for brief impromptu conversations. It can also be used as a workstation for people who like working in a coffee-shop environment.
- This zone has its own ecosystem, with a variety of workpoints to provide employees with choices based on their preferences.



A particular aspect of this space is that it includes an ADM, an AADM, one DG and a few directors with their respective support teams.



IT / AV Features

- Workstations have dual monitors or a single curved monitor, as well as a port replicator to provide a quick way to connect a laptop
- Wi-Fi is available everywhere on the floor.

Stop 7 - Boardroom



The names of all the rooms and meeting rooms you have seen have been selected by employees through a contest. Each zone has a theme such as Famous Historic Canadian Sites for the Interactive Zone, Canadian Rivers for the Quiet Zones, and Famous Landmarks in Canada for the Executive Zone.

Optimal Use of that Space

- This multipurpose meeting room is designed to welcome at least 25 people
- In this larger boardroom, a benching system was added to maximize listening spaces.



IT / AV Features

- The room has several large displays and a Barco Clickshare unit to wirelessly present content from a laptop using the Clickshare dongle. One may also present content using one of the Liberty Rings.
- This room has a Cisco videoconferencing unit that facilitates meetings between multiple parties.



Thank you!

For questions or comments,
please write to:

[Accommodation Management and Workplace Solutions](#)