GCworkplace
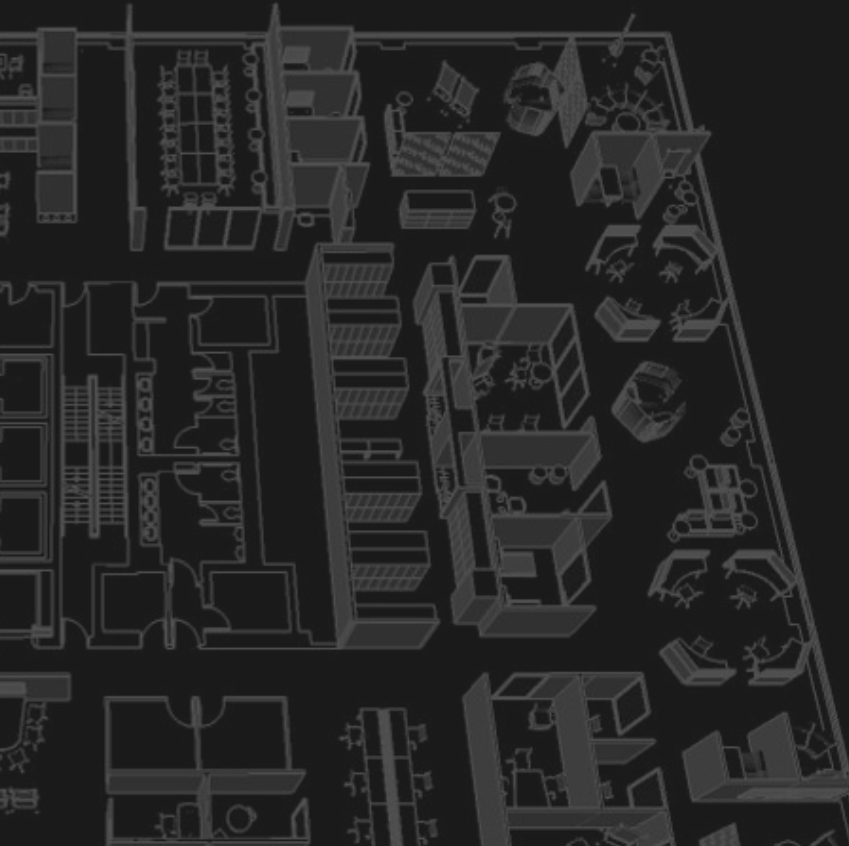# DESIGN GUIDE

TRANSFORMING THE WORKPLACE EXPERIENCE

PSPC Office, Orleans (GCcoworking)

TABLE OF CONTENTS

PSPC Office, Montréal (GCcoworking)

IN THIS SECTION

Part 1 introduces the context of GCworkplace and workplace modernization.

It is organized into the following sections:

1.1 PURPOSE OF THIS DOCUMENT

    WHAT IS GCWORKPLACE?

1.2 HOW TO USE THIS DOCUMENT

1.3 WHERE TO FIND TOOLS AND DOCUMENTS

    ADDITIONAL KEY INTERIOR DESIGN RESOURCES

CBSA Office, Ottawa

What is GCworkplace?

A GCworkplace is a **modern, efficient, and inclusive** workplace which responds to the public service workforce's needs and supports a flexible way of working. GCworkplace is the term adopted by the Government of Canada for workplace modernization. It is based on **seven dimensions** of creating a flexible, healthy, efficient, inclusive, collaborative, digital, and green workplace.

A central criteria of GCworkplace is that it's **un-assigned by default** and based on the principle of **Activity Based Working (ABW).** This way of working offers all employees **equal access** to a **variety** of unassigned workpoints, allowing them to choose the optimal setting to perform their tasks and functions.

1.1 PURPOSE OF THIS DOCUMENT

The **mandatory** GCworkplace Design Guide is a document outlining the design principles and best practices pertaining to a standardized approach to workplace modernization for the Government of Canada.

1.2 HOW TO USE THIS DOCUMENT

Design professionals and project teams are to use this document as the framework and the **baseline** of the GCworkplace concept and its context within the greater vision of public service renewal to modernize and improve the quality of office space to the greatest extent possible.

GCworkplace's inherent adaptability means that design solutions will differ by project. The mandatory components are detailed in Parts 2 and 3, including key design principles, workpoint types and planning ratios. Part 4 offers guidance on implementing these components effectively based on project requirements.

This document must be read in conjunction with the Government of Canada Workplace Fit-up Standards in addition to all applicable national and regional building codes and standards.

Need additional information on the **Hybrid** Work Model, **ABW** and other GCworkplace Strategies?
Refer to the SWAGguide

1.3 WHERE TO FIND TOOLS & DOCUMENTS

All GCworkplace Interior Design Resources are available on the following platforms:

Available **internally** to GC employees

🔲🔲🔲🔲🔲🔲🔲

Available **internally** and **externally**

🔲🔲🔲🔲🔲🔲

The Interior Design National Center of Expertise (IDNCOE) oversees the creation and ongoing development of the GCworkplace Design Guide and other workplace design tools and documents available on our resource platforms.

These resources are regularly updated in collaboration with key stakeholders and may include references to other expert documents. To ensure you have the most current information, **always access the latest version** of these documents found on our GCpedia and GCwiki pages.

ADDITIONAL KEY INTERIOR DESIGN RESOURCES
(Available on GCpedia and GCwiki):

GCWORKPLACE TECHNICAL REFERENCE MANUAL
Detailed room data sheets containing technical specifications for workpoints and support space.

GCWORKPLACE SPACE PLANNING WORKBOOK
A tool for planning and calculating workpoint ratios and distributions, also used for compliance monitoring at the project level.

GCWORKPLACE DESIGN REVIEW CHECKLIST
A tool for tracking the requirements of key GCworkplace design principles and other design elements.

GCWORKPLACE FUNCTIONAL PROGRAMMING 101
A roadmap that outlines the functional programming process for a GCworkplace fit-up project.

Inquiries on GCworkplace design can be directed to our centralized mailbox:

TPSGC.SIMilieudeTravailGC-RPSGCWorkplace.PWGSC@tpsgc-pwgsc.gc.ca

SSC Office, Ottawa

IN THIS SECTION

Part 2 outlines the guiding design principles of GCworkplace.

It is organized into the following sections:

2.1 GCWORKPLACE KEY DESIGN PRINCIPLES

    2.1.1 USER-CENTRIC DESIGN

    2.1.2 PROMOTE EQUAL ACCESS

    2.1.3 DESIGN FOR ACTIVITIES

    2.1.4 ZONE BY FUNCTION

    2.1.5 PLAN FOR FLEXIBILITY

2.2 OTHER KEY ELEMENTS

**GCWORKPLACE
FIVE KEY DESIGN PRINCIPLES**

USER-CENTRIC DESIGN

PROMOTE EQUAL ACCESS

DESIGN FOR ACTIVITIES

ZONE BY FUNCTION

PLAN FOR FLEXIBILITY

PSPC Office, Montréal (GCcoworking)

2.1.1 USER-CENTRIC DESIGN

GCworkplace engages in **user-centric design,** where all employees are consulted as part of the information gathering process.

It promotes a positive **employee experience** through a sense of belonging and contribution and ensures that all activities and requirements are equally captured.

2.1.2 PROMOTE EQUAL ACCESS

GCworkplace is an **unassigned work environment** where all occupants have **equal access** to various workpoints.

It encourages **mobility, autonomy and inclusivity** by enabling employees to choose the functional settings that best accommodates their day-to-day activities and personal work preferences.

By promoting an unassigned environment, GCworkplace design contributes to a more efficient space utilization, as all workpoints are shared.

2.1.3 DESIGN FOR ACTIVITIES

GCworkplace is based on the concept of Activity Based Working, which offers a wide **variety of workpoints and configurations** to support a range of activities.

It encourages **choice and flexibility** by enabling employees to untether from a fixed point and choose the workpoints that best accommodate their various tasks and activities throughout the day.

By providing a variety of workpoints and configurations, it enables the space to de designed to support a range of organizations and a range of groups within that organization.


PSPC Office, Orleans (GCcoworking)
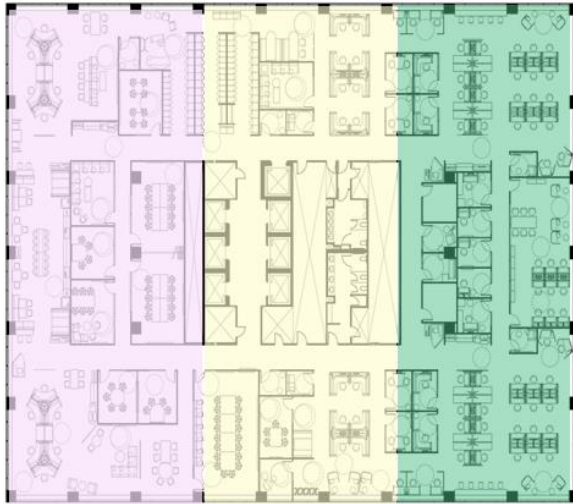
2.1.4 ZONE BY FUNCTION

GCworkplace is designed in **three functional zones** – Quiet, Transitional and Interactive - which ensures that specific activities are grouped together within specific zones to manage acoustics and reduce noise disruptions.

It provides employees with the ability to choose a work environment that suits their preferred level of ambient sound and activity, and it better supports tasks that require **concentration and/or collaboration.**

Identifying zoning within the workplace contributes to cueing the intended behaviors on how the space should be used.
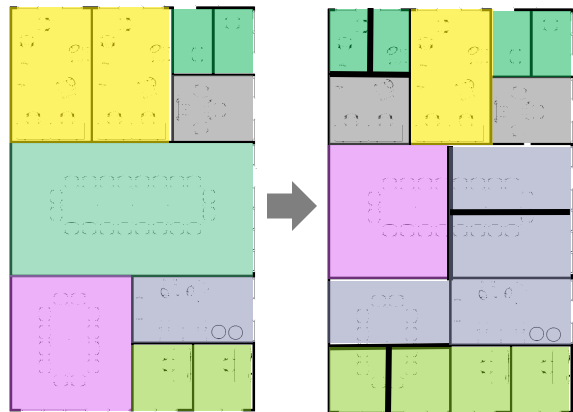
2.1.5 PLAN FOR FLEXIBILITY

GCworkplace is designed to be **flexible and agile** using a modular framework, which allows for the workplace to be **adaptable** to ever-evolving requirements without major renovations.

It encourages planning with standardized wall and room dimensions and by limiting built-in architectural & furniture elements. These measures will better facilitate the grouping of enclosed spaces and will enable workpoints to be converted more easily.

Thus, it is more flexible as it enables simple adjustments and ensures that changes in activities, functions or groups can easily be accommodated.

2.2 OTHER KEY ELEMENTS

There are several key elements that have been integrated into the GCworkplace design standard. These include Government of Canada mandates and priorities as well as leading industry workplace design concepts.

The following are some (but not all) of the key elements that can be found within the standard;

SUSTAINABILITY & GREENING

Sustainability is a key priority for the Government of Canada and GCworkplace plays an important role in delivering the government's greening objectives. It promotes sustainability through various design tools and strategies i.e. through the selection of architectural finishes & furnishings, and the planning of the workplace.

Refer to the PSPC Real Property Sustainability Handbook for all mandatory sustainability certifications and other technical requirements for fit-ups.

BIOPHILIA

The principles of biophilia consist in reconnecting humans physically and emotionally with nature to improve their well-being, comfort, productivity and performance.

Refer to Part 4 for additional information on best practices of Biophilia.
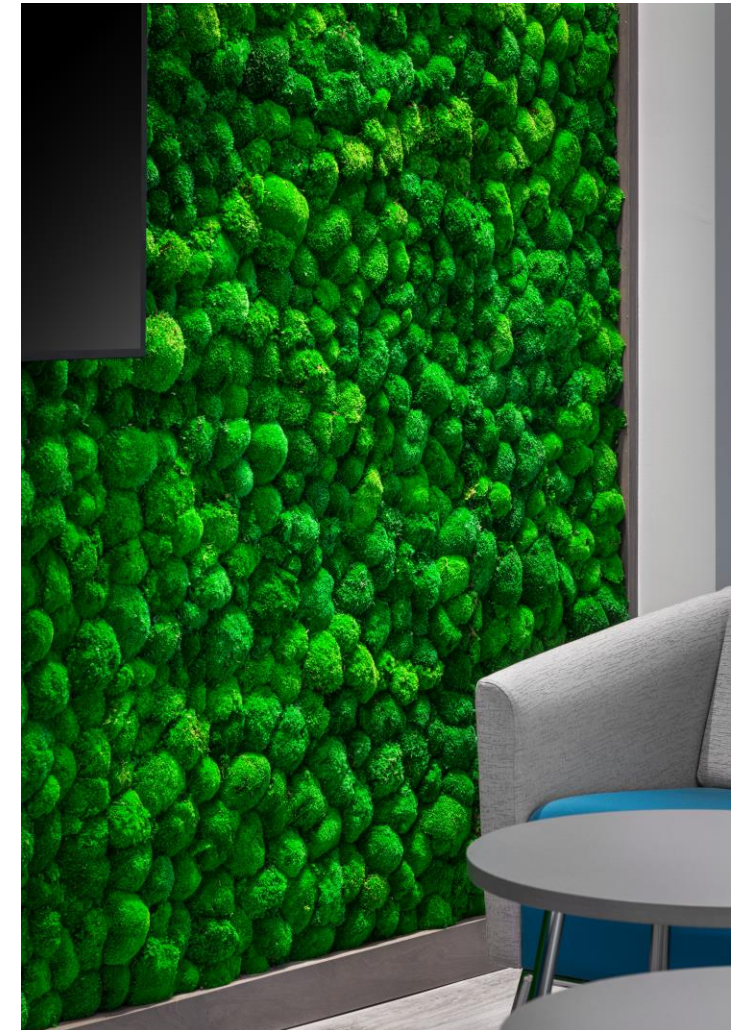
PSPC Office, Gatineau (GCcoworking)

ACCESSIBILITY & INCLUSIVITY

GCworkplace has been developed to be an accessible and inclusive workplace design standard that promotes holistic design solutions that are welcoming, equitable, and functional for all.

Knowing that we all have different abilities and personal preferences, GCworkplace promotes autonomy by providing users with a variety of choices in unassigned workpoints to suit their individual needs.

To support inclusive design, this design standard integrates and supports the following initiatives and principles:

Universal Design

Universal Design is an approach to the design of products and environments to be accessed, understood and usable to the greatest extent possible, by all people, regardless of their age, size, ability or disability. The aim is to provide the same (or equivalent) experiences, activities and services to everyone.

All Government of Canada fit-ups must meet or exceed the CSA/ASC B651:23 Accessible Design for the Built Environment Standards.

Gender Based Analysis Plus (GBA+)

Gender based analysis plus is an analytical process used to assess how diverse groups of people from various identity groups may experience the workplace, policies, programs and initiatives differently. GBA was expanded to go beyond sex and gender to consider the full range of human diversity with respect to ability, language, race, ethnicity, gender identity, gender expression, culture, religion, age and other forms of human differences. The Government recently renewed its commitment to GBA Plus and is working to strengthen its implementation across all federal departments.

Neurodiversity

Neurodiversity refers to the natural range of variance in human neurocognition, i.e. the ways in which we process and experience space differently. GCworkplace takes into consideration that some users may require different degrees of environmental stimulation in order to feel comfortable and productive in the workplace.

Ergonomics

GCworkplace applies ergonomic strategies in two forms; by providing as many opportunities for user adjustability within workpoints as possible and planning in ways that encourage changes in posture and intermittent movement throughout the day.

Refer to the GCworkplace Technical Reference Manual for additional information on workpoint adjustability.
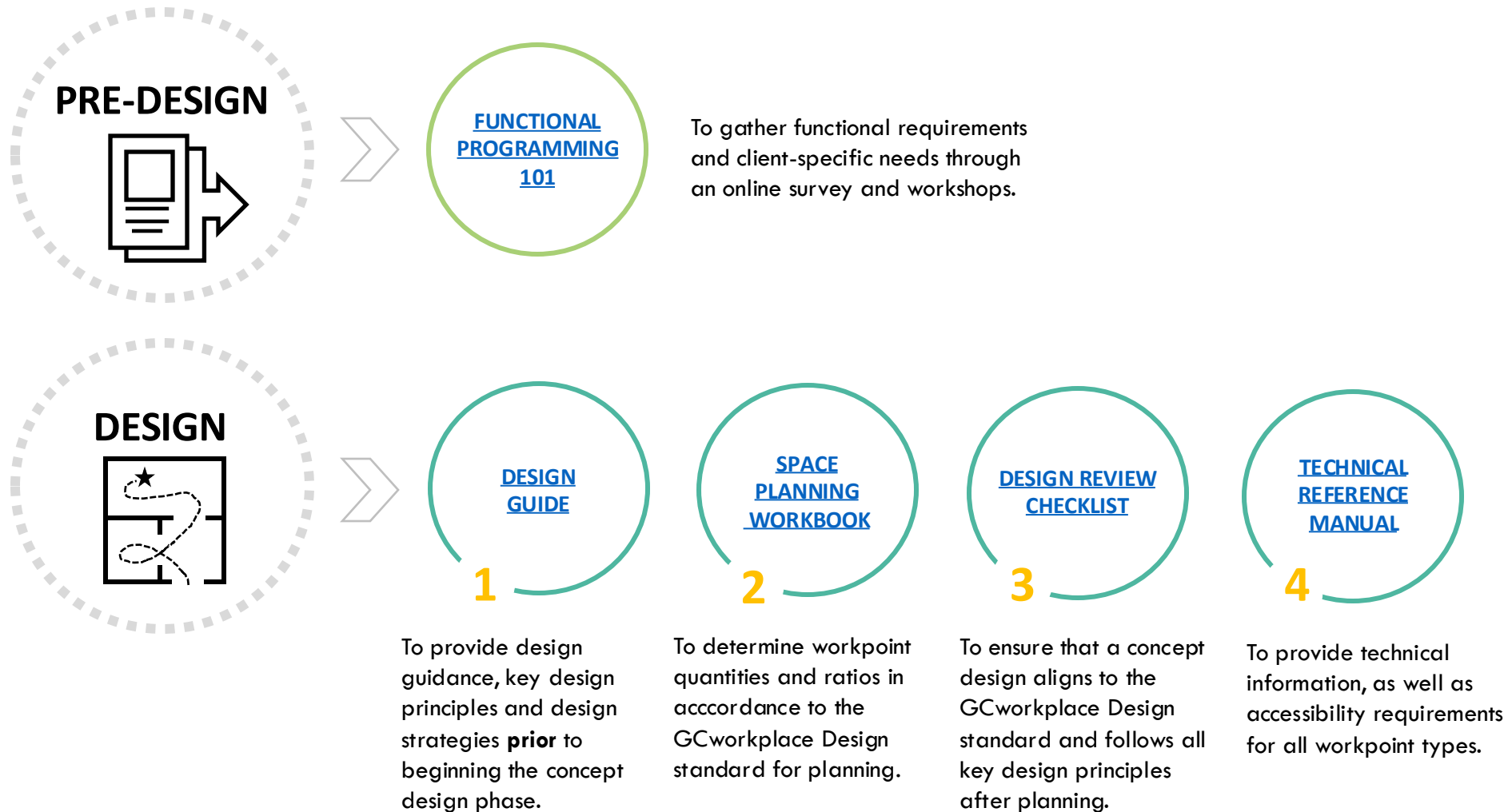
PSPC Office, Gatineau (GCcoworking)

IN THIS SECTION

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

It is organized into the following sections:

3.1 DESIGN PROCESS MAP

PRE-DESIGN

FUNCTIONAL PROGRAMMING 101

To gather functional requirements and client-specific needs through an online survey and workshops.

DESIGN

1 DESIGN GUIDE

To provide design guidance, key design principles and design strategies **prior** to beginning the concept design phase.

2 SPACE PLANNING WORKBOOK

To determine workpoint quantities and ratios in acccordance to the GCworkplace Design standard for planning.

3 DESIGN REVIEW CHECKLIST

To ensure that a concept design aligns to the GCworkplace Design standard and follows all key design principles after planning.

4 TECHNICAL REFERENCE MANUAL

To provide technical information, as well as accessibility requirements for all workpoint types.

MOBILITY

Mobility refers to the level of movement between different activities throughout a typical day or week. This includes **internal mobility,** which occurs between various spaces in the workplace, and **external mobility,** which occurs between the primary workplace and alternate work locations.

Many elements influence mobility :

- What is the hybrid work policy?

- How often are employees away from the office, or working from an alternate location?

- What kind of work and activities are performed by employees?

- What activities will be done at alternative locations and what activities will be done in the workplace?

Functional programming seeks to evaluate the tasks performed in the office considering that some will be done remotely due to the mobility of employees. Mobility should be considered in relation to workpoint ratios.

3.2 FUNCTIONAL PROGRAMMING

Functional programming is a fundamental process carried out before a specific fit-up project that captures in detail the functional and technical requirements of the workspace. It can therefore be designed to meet the specific activities, needs and workstyles of occupants.

The importance of **following a rigorous design consultation process** therefore cannot be understated, as user requirements and activities form the basis of every GCworkplace design. For this reason, all projects should follow the functional programming process outlined in the GCworkplace Functional Programming 101 document.

The final functional programming report will reflect the data analysis and recommendations, primarily based on the GCworkplace Activity Profile, for workplace design. It is the culmination of results of a design consultation process and may also include other client-specific information that would inform the design process. For example, more detailed specifications for Special Purpose Spaces (SPS), departmental planning guidelines or security requirements, etc. In other words, functional programming is the key to creating an optimal design, based on the user's requirements and preferences.

TRANSLATION OF COLLECTED DATA

Information gathered in functional programming is used to develop the design and planning of a GCworkplace. This **tangible information,** such as workstyles, can inform the GCworkplace Activity Profile to be used, thus making it possible to select workpoints, furniture and tools that will be most useful. The level of diversity of activities, the preferred work atmosphere and the various needs will help to modulate the working environment according to these factors. Use the GCworkplace Design Survey Report Template to show the survey results.

3.3 GCWORKPLACE ACTIVITY PROFILES

The GCworkplace Activity Profiles provide three models for baseline workpoint distributions based on different interaction profiles between employees: The Autonomous, Balanced and Interactive Profile. These profiles demonstrate how the **GCworkplace design concept can be adapted to different work environment** based on the types of activities performed in the workplace, typical duration and frequency of these activities, workstyles and overall functional and technical requirements. The GCworkplace Activity Profiles support **activities that will be mainly performed within the workplace.** Therefore, it is important to distinguish between activities done within the workplace and activities that may be done from a remote site. A group's ideal GCworkplace Activity Profile will be determined through the Functional Programming process.

AUTONOMOUS
The Autonomous Profile is better suited to groups that will work individually in the office with a **limited** level of interaction. It features the highest proportion of individual workpoints.

BALANCED
The Balanced Profile is better suited to groups that will work both individually and collaboratively in the office with a **moderate** level of interaction. It has the most balanced distribution of workpoints with an equal proportion of individual and collaborative workpoints.

INTERACTIVE
The Interactive Profile is better suited to groups that will work collaboratively in the office with a **higher** level of interaction. It features the highest proportion of collaborative workpoints.
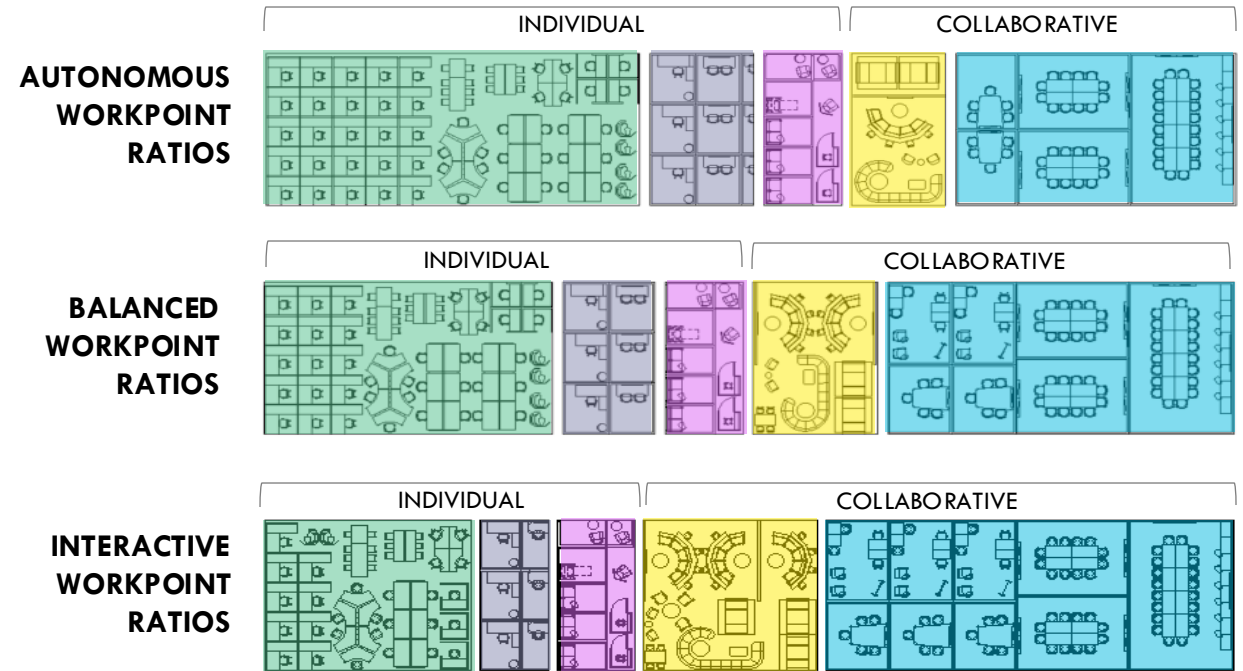
3.4 FUNCTIONAL ZONING

GCworkplace is designed in **three functional zones** – Quiet, Transitional and Interactive - which ensures that specific activities are grouped together within specific zones to manage acoustics and reduce noise disruptions and better **support concentration and collaboration.**

Zoning is imperative to **cueing intended behaviors on how the space should be used** and mitigating sound and visual distractions. Those seeking a distraction-free area can choose a workpoint in a Quiet Zone, while others who are working more collaboratively can choose to work in an Interactive Zone without fear of disrupting those around them. **All GCworkplace designs must include all three functional zones, in varying sizes and quantities.**

A **Quiet Zone** includes a variety of open, semi-enclosed, and enclosed individual workpoints.
In this zone the intent is to encourage individual focus work, and to support the need for quiet or private spaces with minimal acoustic and visual distractions

A **Transitional Zone** includes a variety of open and enclosed spaces where less intense concentration is supported. Transitional zone may include open individual and collaborative workpoints, semi-enclosed collaboration, and Support Spaces such as Lockers or Shared Equipment Area.

In an **Interactive Zone,** socialization and group collaboration is promoted and strongly encouraged. By providing a variety of group workpoints, and locating these activities away from the Quiet Zone, it is possible to achieve a balance within the workplace which supports all types of work activities and workstyles.
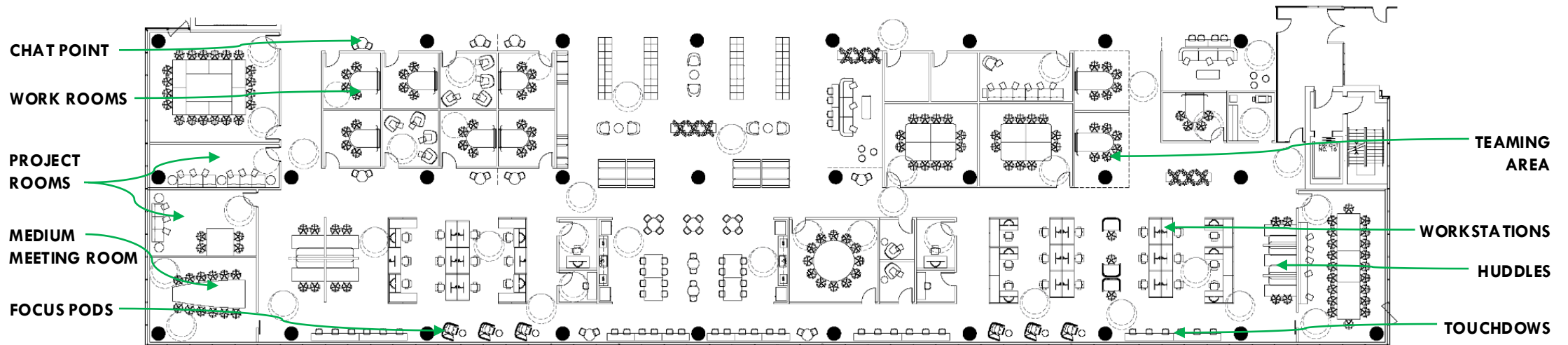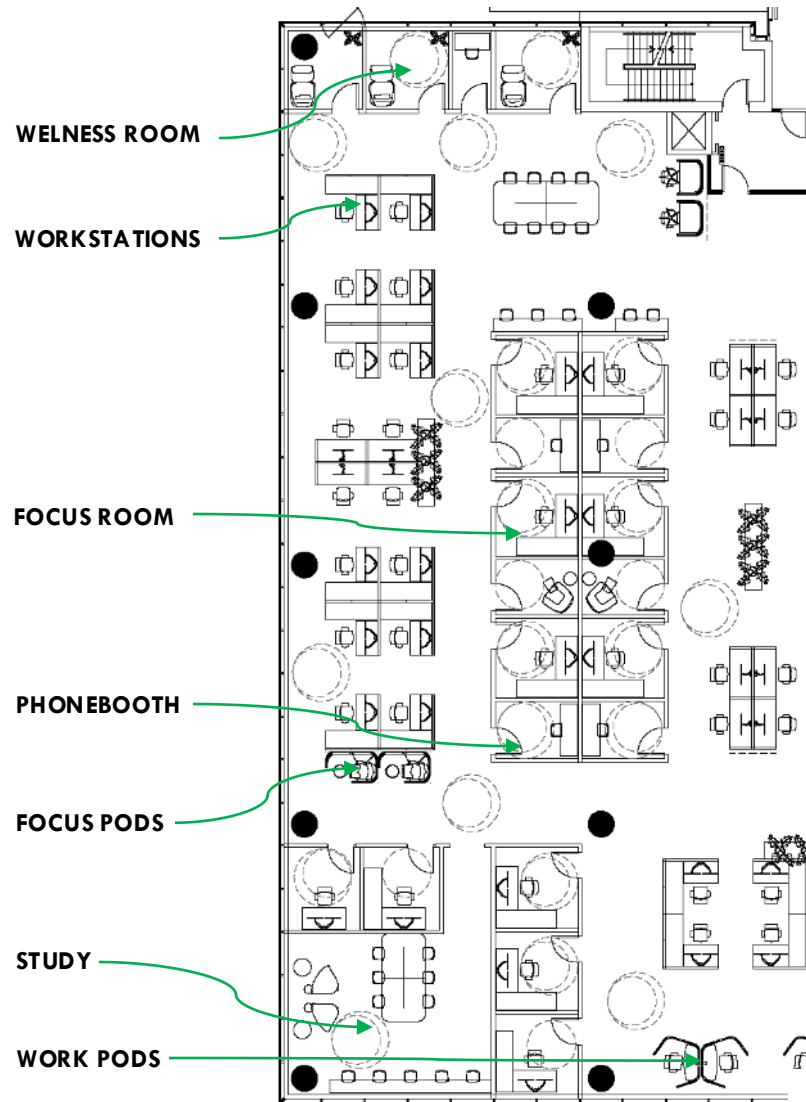
3.4.1 COLLABORATION

GCworkplace is designed to better facilitate collaboration by planning for a balance of individual and shared spaces. Collaboration can be encouraged by incorporating **flexible furnishings** and **technological tools** for sharing ideas and co-creating, as well as planning informal collision points for spontaneous interaction.

Since collaborative areas tend to be used by multiple people, they can be disruptive to others if not strategically located. The plan below demonstrates how enclosed and open collaborative workpoints can be grouped, and how flexible furnishings can be used to define space in open areas.

BEST PRACTICES

✓ Provide Workstations and/or Touchdowns, for those who intend to work more collaboratively, in the Transitional and Interactive Zones
✓ Locate Chat Points outside Large and Medium Meeting Rooms for pre/post-meeting spill-over
✓ Consider planning open collaborative workpoints next to enclosed workpoints where writeable walls can provide additional collaborative functionality
✓ Provide technology and tools such as large monitors and writable surfaces in collaborative workpoints
✓ Locate the Transitional Zone near the main entrance where there may have excessive traffic and disruptions
✓ Use the Transitional Zone as a noise buffer between the Quiet and Interactive Zones

CHAT POINT
WORK ROOMS
PROJECT ROOMS
MEDIUM MEETING ROOM
FOCUS PODS
TEAMING AREA
WORKSTATIONS
HUDDLES
TOUCHDOWS

WELNESS ROOM

WORKSTATIONS

FOCUS ROOM

PHONEBOOTH

FOCUS PODS

STUDY

WORK PODS

3.4.2 FOCUS WORK AND QUIET CONTEMPLATION

GCworkplace design focuses on improving access to visual and acoustic privacy. By providing proper zoning, GCworkplace ensures that noisier and more collaborative activities are performed away from quieter activities to minimize disruption. The Quiet Zone is a **distraction-free area** to help create a work environment conducive to concentration, highly cognitive tasks and activities requiring a high level of discretion. Privacy is achieved by managing acoustics in open areas and providing ample open AND enclosed individual workpoints.

The Study is an important element in the promotion of a quiet space since it is the only workpoint in a group setting that impose a behavior, i.e. complete silence, since it is an enclosed room. By providing a quiet room in the Quiet Zone, the Study allows employees, especially those who are hyper-sensitive to noise, to focus in a room where sound is controlled. For this reason, the Study is an essential part of planning a functional GCworkplace.

BEST PRACTICES

✓ Provide a variety of individual workpoints with different levels of privacy, layout and orientation
✓ Plan visually private Focus Pods near windows with views to outdoors
✓ Plan the Quiet Zone as far as possible from the main entrance
✓ Plan noisier workpoints, such as collaborative open workpoints, away from the Quiet Zone to mitigate noise spill-over
✓ Plan Support Spaces, such as Lounges and Kitchenettes, where sound levels tend to be higher, away from the Quiet Zone
✓ Visually identify the Quiet Zone as well as Study, and if possible define the expected etiquette to limit disruption for occupants performing highly focused work in this zone. This can be done through intuitive design solutions and/or signage
✓ Ensure doors to Meeting Rooms, Project Rooms and Work Rooms do not open into a Quiet Zone

3.5 INTRODUCTION TO WORKPOINTS

A workpoint is a versatile space designed to accommodate various work activities, tailored to meet specific functional requirements and personal preferences. Each workpoint is equipped to support a particular activity for a certain duration, depending on its furnishings, visual and acoustic privacy levels, typical size, and the digital tools available. Workpoints can cater to a single individual or multiple people, based on their intended use.

WHAT IS THE DIFFERENCE BETWEEN A WORKPOINT AND A SEAT?
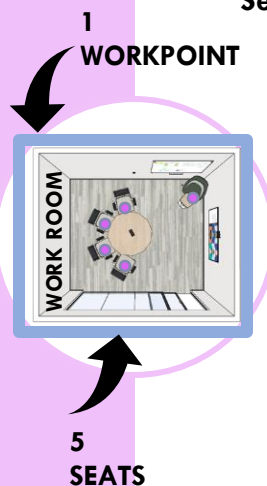
WORKPOINT ☐

A location where work is done.
Workpoints are designed to serve either a single person or multiple individuals depending on their intended purpose and functional needs. For example, a work room is a workpoint that can accommodate 4-6 individual useable work seats and a workstation is a workpoint that can accommodate 1 individual useable work seat.

SEAT ●

Usable work seat.
An individual work seat is designed to enable an employee to work effectively in the same space for varying periods of time.

1 WORKPOINT

WORK ROOM

5 SEATS

3.5.1 INDIVIDUAL WORKPOINTS

Primary Individual Open & Enclosed

Primary Individual Workpoints are spaces designed for **formal posture** and support various tasks ideal for **mid to long-term** use in both open and enclosed formats:

Primary Individual Open Workpoints: Suitable for tasks requiring different levels of focus and privacy and ideal for mid to long-term activities like reading, writing, analyzing, researching, emailing, and reviewing. They include workstations (single-surface and dual-surface) and workpods.

Primary Individual Enclosed Workpoints: Have high acoustic and moderate visual privacy to support individual focus work and small group collaboration (up to 2 people) suitable for virtual meetings, working on confidential documents, and collaborative tasks. They include: focus rooms and study rooms

Secondary Individual

Secondary Individual Workpoints are designed for **informal posture** and support **short to mid-term** impromptu activities. These workpoints provide flexibility in workplace design and are ideal for calls, virtual meetings, reading, contemplating, emailing, reviewing, and quick breaks. They include: Focus Pods, Touchdowns and Phone Rooms/Booths.

Incorporating both primary and secondary individual workpoints caters to the diverse employee needs, promotes a supportive and adaptable environment, enhances productivity, and encourages movement & activity. This ensures employees have access to a variety of spaces for impromptu socialization, focused work, and informal tasks fostering an inclusive work environment.

(!) FORMAL VS. INFORMAL POSTURES
Formal posture refers to an upright and structured position.
Informal posture refers to a relaxed, casual and informal position.

IMPORTANT WORKPOINTS!
Secondary individual workpoints are important to supplement primary workpoints, manage employee overflow and provide impromptu spaces for brief tasks and/or virtual calls in an open office plan.

PSPC Office, Orleans (GCcoworking)

3.5.2 COLLABORATIVE WORKPOINTS

Collaborative workpoints cater to environments that tie together the digital and physical to support in-person and remote collaboration of all sizes. Whether open or enclosed, collaborative workpoints provide advanced technology tools such as shared monitors, smart screens and writeable surfaces. They include reconfigurable furnishings to allow for flexible and customizable configurations. These workpoints are designed to promote spontaneous interaction and sharing of ideas, as well as planned formal or informal collaborative activities.

Collaborative Open

Designed for **informal posture** and ideal for **short to mid-term** activities such as group collaboration, ideation, social interaction, and dining. These workpoints include chat points, teaming areas, huddles, and lounges.

Collaborative Enclosed

Designed for **formal and informal postures** and suitable for **mid to long-term** activities including group collaborations, presentations, and training sessions. These workpoints include project rooms, workrooms, and meeting rooms.

Additional details on workpoints can be found on the following pages.

! DID YOU KNOW!
Planning a variety of workpoint sizes and configurations enhances the user experience, supports universal design principles, and promotes accessibility and inclusivity for diverse occupants!

MAKE THE MOST OF IN-OFFICE TIME!
Collaborative Open settings provide an environment to meet when acoustical privacy isn't critical. These spaces can be used in more ad hoc, informal ways—whether for team workshop or impromptu collaboration.

3.5.3 WORKPOINT QUICK REFERENCE GUIDE

PRIMARY OPEN INDIVIDUAL

WORKSTATION (SINGLE-SURFACE & DUAL-SURFACE)

This workpoint is designed to offer an individual employee a dedicated space equipped with all the necessary tools to efficiently carry out activities such as: reading, writing, analysing, researching, emailing, reviewing and administrative routine tasks

Posture: Formal, User Adjustable
Mid to long-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

PRIMARY OPEN INDIVIDUAL

WORK POD

This workpoint offers employees a distraction-free environment within an open office. Workpods, equipped with upholstered privacy panels, minimize noise and visual interruptions. They provide individual space for focused activities such as reading, writing, analyzing, researching, emailing, and reviewing. Alternatively, workpods can be arranged as virtual meeting hubs if needed.

Posture: Formal, User Adjustable
Mid to long-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

PRIMARY ENCLOSED INDIVIDUAL

FOCUS ROOM

This workpoint is designed to provide employees with an enclosed room that has high levels of acoustic privacy and moderate levels of visual privacy. A focus room is typically a quiet, distraction-free space that enables employees to concentrate on tasks or participate in virtual meetings. It can also be designed to accommodate two-person meetings or collaborative work when needed.

Posture: Formal, User Adjustable
Mid to long-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

3.5.3 WORKPOINT QUICK REFERENCE GUIDE

PRIMARY ENCLOSED INDIVIDUAL
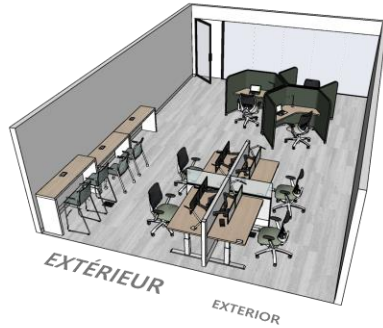
STUDY

This workpoint is designed to provide employees with a workspace that supports various configurations of primary individual and secondary individual workpoints, providing an optimal environment for focused tasks including reading, writing, analysing, researching, emailing, reviewing etc. It offers maximum quietness and can be optionally located near shared resources like libraries or file storage areas.

Posture: Formal & Informal, Mixed User Adjustable
Short, mid and long-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

SECONDARY INDIVIDUAL
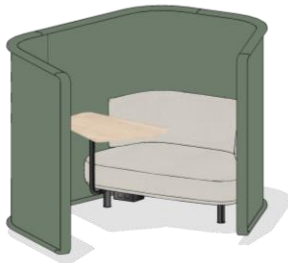
FOCUS POD

This workpoint offers an individual private, lounge-style workspace. It includes privacy screens/panels, comfortable seating, and a tabletop, all aimed at supporting uninterrupted work by reducing visual and auditory distractions. Typical activities at this workpoint include routine tasks, reading, contemplating, emailing, reviewing and quiet breaks between other work activities

Posture: Informal
Short to mid-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

SECONDARY INDIVIDUAL

TOUCHDOWN

This workpoint is designed to provide employees with a convenient touchpoint between tasks. A touchdown workpoint supports activities such as routine tasks, correspondence, informal collaborative work and shorter-term use between other work activities. It can also serve as a workpoint to have calls between meetings or other tasks. Strategically placed at entry points, it can also provide a quick touchpoint for setting down items.

Posture: Informal
Short-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

3.5.3 WORKPOINT QUICK REFERENCE GUIDE

SECONDARY INDIVIDUAL

PHONEBOOTH / PHONE ROOMS

This workpoint is designed to provide an employee with an enclosed room (phone room) or self-contained unit (phonebooth) to accommodate individual private phone or virtual calls with added visual and acoustic privacy.

Posture: Informal
Short-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

OPEN COLLABORATIVE

CHAT POINT

This workpoint is designed to serve as a collision point for impromptu social interactions, spontaneous collaboration and networking among employees in an open office.

Posture: Informal
Short-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

OPEN COLLABORATIVE

HUDDLE

This workpoint is designed to provide employees with a semi-private space for short term, informal meetings, dining, and both in-person and virtual gatherings.

Posture: Informal
Short to mid-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

3.5.3 WORKPOINT QUICK REFERENCE GUIDE

OPEN COLLABORATIVE

TEAMING AREA

This workpoint is designed to provide employees with an informal meeting area for employees to engage in virtual and in-person social interactions, gatherings, brainstorming, and team problem-solving.

Posture: Informal
Short to mid-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

OPEN COLLABORATIVE

LOUNGE

This workpoint is designed to provide employees with an open area that encourages relaxation, socialization, dining and spontaneous informal collaboration.

Posture: Informal
Short to mid-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

ENCLOSED COLLABORATIVE

WORK ROOM

This workpoint is designed to provide 4-6 employees with an enclosed room to support activities such as group collaboration, information sharing, presentations and/or virtual meetings.

Posture: Formal & Informal
Short to mid-term workpoint

Please refer to the GCworkplace Technical Reference Manual for additional information on typical furnishings and workpoint specifications.

3.5.3 WORKPOINT QUICK REFERENCE GUIDE

ENCLOSED COLLABORATIVE

PROJECT ROOM

This workpoint is designed to provide 6-10 employees with an informal and formal enclosed room to encourage virtual and in person collaboration, training, strategic planning sessions, ideation and teamwork among teams.

Posture: <u>Formal & Informal</u>
<u>Mid-long term</u> workpoint

Please refer to the <u>GCworkplace Technical Reference Manual</u> for additional information on typical furnishings and workpoint specifications.

ENCLOSED COLLABORATIVE

MEDIUM MEETING ROOM

This workpoint is designed to provide employees with an enclosed room for virtual and in person meetings, collaboration, training and presentations for medium sized groups between 10-12 individuals.

Posture: <u>Formal</u>
<u>Short-long term</u> workpoint

Please refer to the <u>GCworkplace Technical Reference Manual</u> for additional information on typical furnishings and workpoint specifications.

ENCLOSED COLLABORATIVE

LARGE MEETING ROOM

This workpoint is designed to provide employees with an enclosed room for virtual and in person meetings, collaboration, training and presentations for larger sized groups exceeding 20 individuals.

Posture: <u>Formal</u>
<u>Short-long term</u> workpoint

Please refer to the <u>GCworkplace Technical Reference Manual</u> for additional information on typical furnishings and workpoint specifications.

3.6 SUPPORT SPACES

GCworkplace includes a range of auxiliary workspaces to **support employees work activities** throughout the day.

KITCHENETTES

For space planning purposes, **Kitchenettes are defined as kitchen millwork and appliances only,** and do not include seating. **They should always be accompanied by a Lounge** with a variety of dining and non-fixed soft seating, to provide a multipurpose lunchroom and collaborative space.

BEST PRACTICES:

- ✓ Locate Kitchenettes in an Interactive or Transitional Zones, often adjacent to a Lounge
- ✓ Close, partially or fully, Kitchenettes with full-height partitions to minimize disruption

EQUIPMENT AREAS

Equipment Areas can range in size and configuration, whether accommodating printers and recycling bins in an open area or providing a countertop for collating and closed storage for office supplies in a hard-walled or semi-enclosed area. Any items stored in upper cabinets or shelves should also be available at a lower reach and comply with the latest accessibility standards.

BEST PRACTICES:

- ✓ Centralize equipment areas and shared support spaces

TELECOMMUNICATIONS ROOMS

Telecommunications Rooms (also referred to as a Telecom Room) are to be planned per floor in accordance with the direction set out by Shared Services Canada. Access by external technicians is often required, and therefore entrances to Telecom Rooms should be off elevator lobbies or otherwise outside of the secure floor area, where possible.

CUSTOM SUPPORT SPACES

To provide maximum flexibility in the design of a GCworkplace projects, a 'Custom Support Space' can be used as a closed room, open area, support space, or shared storage to support a group's specific needs. This custom space can be up to 1.5% of the total space.

3.7 WELLNESS ROOM

MENTAL HEALTH, PHYSICAL HEALTH, SPIRITUAL NEEDS AND MATERNITY NEEDS

Whether it's workplace stressors or outside forces, employees' personal needs cannot always wait until the end of the business day to be addressed. By providing a space in which employees can escape from the traditional working environment, it can have a positive impact on wellbeing, and inspire a culture where health and happiness are important.

The Wellness Room should be designed to meet mental health needs, physical needs, or maternal necessities. The use of the room will vary from one employee to another - it can be used for; quiet contemplation, stretching, meditating, to perform relaxation exercises, listening to music, breastfeeding, as a refuge or a private sensory relief space. The rooms look and feel should be significantly different from the rest of the workplace, it should be a comfortable environment that is meant to help those that use it feel as secluded as possible from the sometimes-overstimulating office environment.

BEST PRACTICES FOR THE WELLNESS ROOMS

✓ Create an environment that stands out from the rest of the workplace by using materials and textures to evoke nature and create a feeling of comfort and relaxation
✓ Locate in the Quiet or Transitional Zone, in a discreet area not visible from other workpoints
✓ Choose soft and inviting furnishings like upholstered seating, soft finishes and furniture that can recline
✓ Plan easily movable furniture and accessories, to allow for low effort room reconfiguration
✓ Provide semi-frosted to fully frosted film to interior glazing to create visual privacy
✓ Include soundproofing to increase acoustic privacy
✓ Include signage on the expected use of the Wellness Room (e.g. no phone/tech. use, etc.)
✓ Provide an occupancy indicator on the door
✓ Include adjustable lighting, sound and temperature control
✓ If required, provide access to sink, faucet, paper towel, and soap; either within the room or within close proximity

WELLNESS ROOM KEY DESIGN PRINCIPLES

The Wellness Room is founded on several key design principles: WELL design, Biophilia, Promoting Equal Access, Inclusive Design, Design for Activity, and Neurodiversity.

➤ As a short-term support space, the Wellness Room must be included in the project according to the specifications in the GCworkplace Space Planning Workbook. **When multiple Wellness Rooms are required, offering a variety of designs provides greater flexibility for occupants.** For instance, one room could be darker and more secluded, while another could be brighter and more open. Regardless of the design, all Wellness Rooms aim to promote mental health, inclusivity, and accessibility.

For more information, consult the GCworkplace Technical Reference Manual.

3.8 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:

➤ **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.)

➤ **Maximum quantity of locker units: The maximum quantity of locker units must never exceed the number of individuals the space is designed for, 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)

GLOSSARY OF TERMS

Locker Units

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

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 maximum locker area, and the larger the locker unit selected the less that can fit within the maximum locker area.

**THE MAXIMUM LOCKER AREA =
0.5 SQ.M. X NUMBER OF TARGETED OCCUPANTS**

RECOMMENDED APPROACH:

- **Strategy:** Use a mix of daily use and assigned locker strategies.

- **Purpose:** It helps employees get used to the space and a flexible work style before offering assigned lockers. Many organizations find that assigned lockers are often unused once employees adapt to this work style.

- **Future Proofing:** This locker strategy prepares organizations for future space planning. As per the example diagram, the locker area can accommodate up to 118 employees, though the target occupancy is 100. This is achieved by providing various locker types including full height, double height, and multi-unit lockers.

☑ **RECOMMENDED APPROACH**

There is sufficient space within the maximum locker area to offer a variety of locker unit types and sizes. This includes half-height lockers, multi-unit cubbies, and some full-height lockers. These options support accessibility requirements and cater to specialized storage needs.
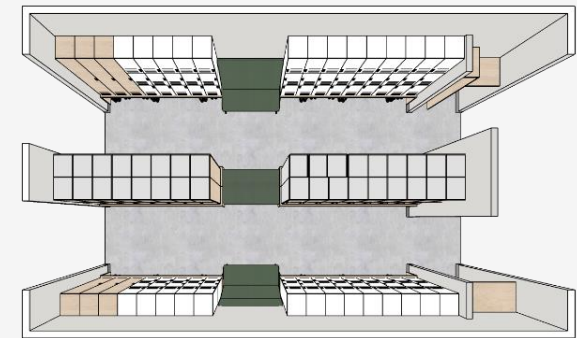
*Note: the example diagram above represents a mix of locker unit types (15"x18") within a maximum locker area of 50 sq.m catering to a targeted occupancy of 100.

Locker units = 52 (26 half height, 20 three tier, 6 full height)
Targeted Occupancy = 100
Locker area can accommodate up to 118 occupants

LOCKER AREA COMPONENTS TO INCLUDE:

1 Variety of Locker Units with Locks:

Single Height (Full Height)

Double Height (Half Height)

Multi-Unit Cubbies (3-5 high)

2 Shared Storage:

Boot Storage

Coat Closet

3 Benches / Seating

Locker area illustrating varying locker unit types, storage options, coat closet and benches.

DESIGN CONSIDERATIONS AND BEST PRACTICES:

Planning Strategies:

- ✓ Locker Areas should be located away from the Quiet Zone and should be centralized in one or two areas adjacent to primary paths of circulation;

- ✓ Consider how noise generated in locker areas might impact nearby open workspaces – plan partitions or zone appropriately;

- ✓ Incorporate benches, to provide employees a space to touchdown. For optimal accessibility, plan a variety of seats with different heights, widths, depths, and armrests;

- ✓ Consider the storage of seasonal items such as winter boots and coats. Boot cubbies can be incorporated below locker units;

- ✓ Separate coat closets and/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 in compliance with accessibility standards. For more information, please consult the GCworkplace Technical Reference Manual .

Locker Units:

- ✓ Provide a variety of locker unit types within the maximum locker area;

- ✓ New GCworkplace lockers should have a variety of locks for flexibility and ease of use. This supports a first-come-first-serve approach, ideal for hybrid work.

Building Code Compliance:

- ✓ Ensure the building floor can bear the locker weight; for multi-floor projects, consider staggering locker locations to balance the load. Always consult your project team.

For additional information on locker strategies and booking reservation systems, please consult the SWAG Guide.

NRCan Office, Ottawa

3.9 ESTABLISHING A BASELINE WORKPOINT DISTRIBUTION

Identifying which GCworkplace Activity Profile best suits a population allows design teams to quickly establish baseline workpoint calculations based on population or known space solution, using the GCworkplace Space Planning Workbook.

While the GCworkplace Space Planning Workbook provides auto-calculated baseline quantities for each GCworkplace Activity Profile based on the target occupancy, there are opportunities to adjust these distributions (within pre-determined limits) based on project-specific parameters and to satisfy client requirements and functional needs.

In addition, **maximum occupant load capacity should always comply with the limits set by the Authority Having Jurisdiction (i.e. the National Building Code)**

WORKPOINT DISTRIBUTION COMPARISON

	AUTONOMOUS	BALANCED	INTERACTIVE
Individual Workpoints	50-65%	30-50%	5-30%
Collaborative Workpoints and Support Spaces	35-50%	50-70%	70-95%

The examples on the next page demonstrate how workpoints can be distributed according to each GCworkplace Activity Profile.

BASELINE WORKPOINT DISTRIBUTION FOR THE AUTONOMOUS PROFILE

WORKPOINT DISTRIBUTION FOR A FLOOR OF 1810m2 WITH A TARGET OCCUPANCY OF 165:
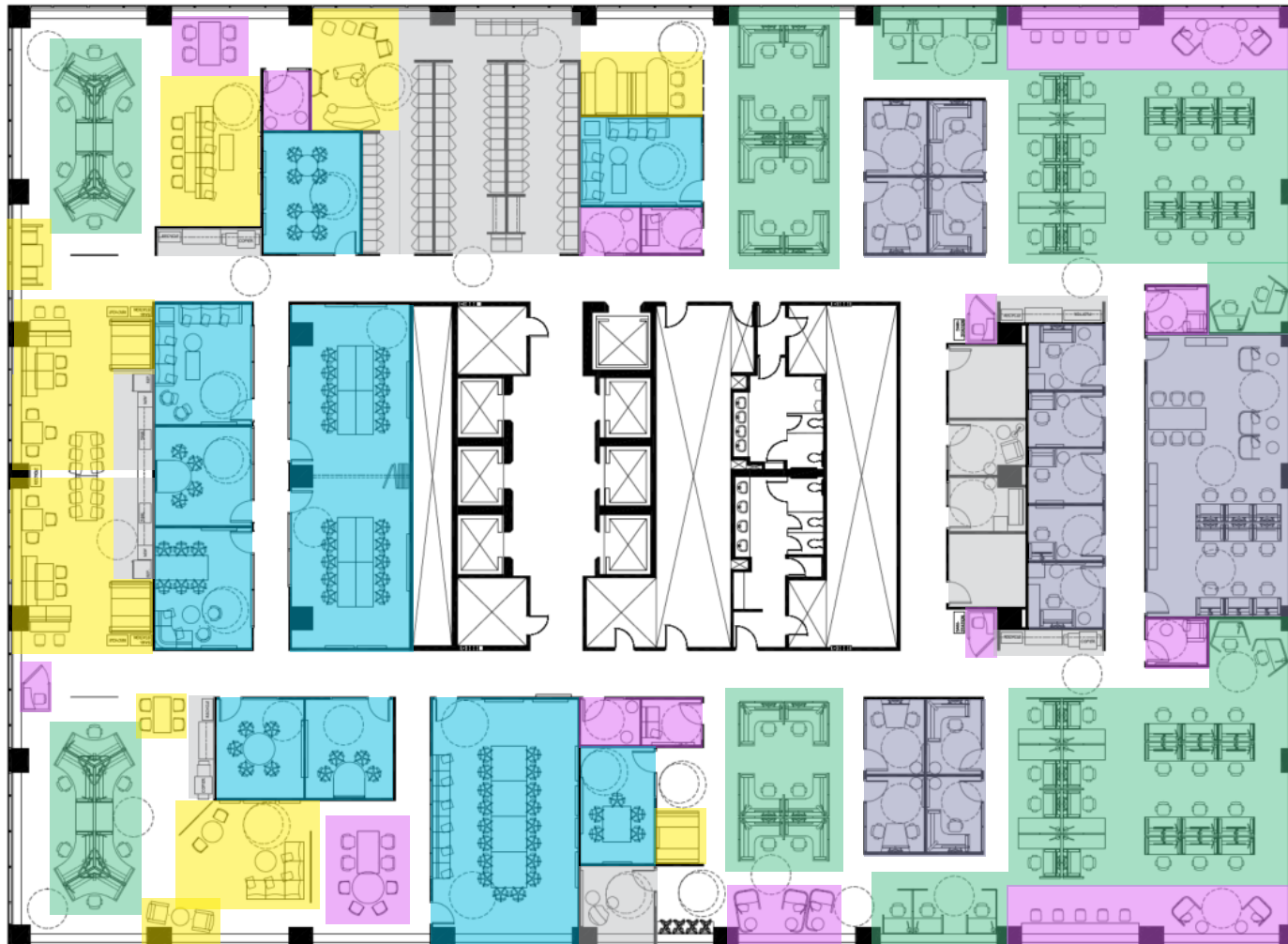
Workstations: 66
Workpods: 10

Focus Rooms: 13
Study: 1 (18)

Focus Pods: 7
Touchdowns: 22
Phonebooths: 10

Chat Points: 3
Huddles: 3
Teaming Areas: 2
Lounge: 3

Work Rooms: 5
Project Room: 3
Medium Meeting Rooms: 2
Large Meeting Room: 1

Kitchenettes :2
Wellness Rooms: 3
Equipment Areas: 4
Lockers: 175 (full height, half height & cubbies)
Shared Storage Room: 1
Telecom Room: 1

**BASELINE WORKPOINT DISTRIBUTION FOR THE BALANCED PROFILE**

**WORKPOINT DISTRIBUTION FOR A FLOOR OF 1810m2 WITH A TARGET OCCUPANCY OF 165:**

Workstations: 50
Workpods: 8

Focus Rooms: 12
Study: 1 (18)

Focus Pods: 7
Touchdowns: 25
Phonebooths: 9

Chat Points: 3
Huddles: 3
Teaming Areas: 2
Lounge: 3

Work Rooms: 5
Project Room: 3
Medium Meeting Rooms: 4
Large Meeting Room: 1

Kitchenettes :2
Wellness Rooms: 3
Equipment Areas: 4
Lockers: 175 (full height, half height & cubbies)
Shared Storage Room: 1
Telecom Room: 1

BASELINE WORKPOINT DISTRIBUTION FOR THE INTERACTIVE PROFILE

WORKPOINT DISTRIBUTION FOR A FLOOR OF 1810m2 WITH A TARGET OCCUPANCY OF 165:
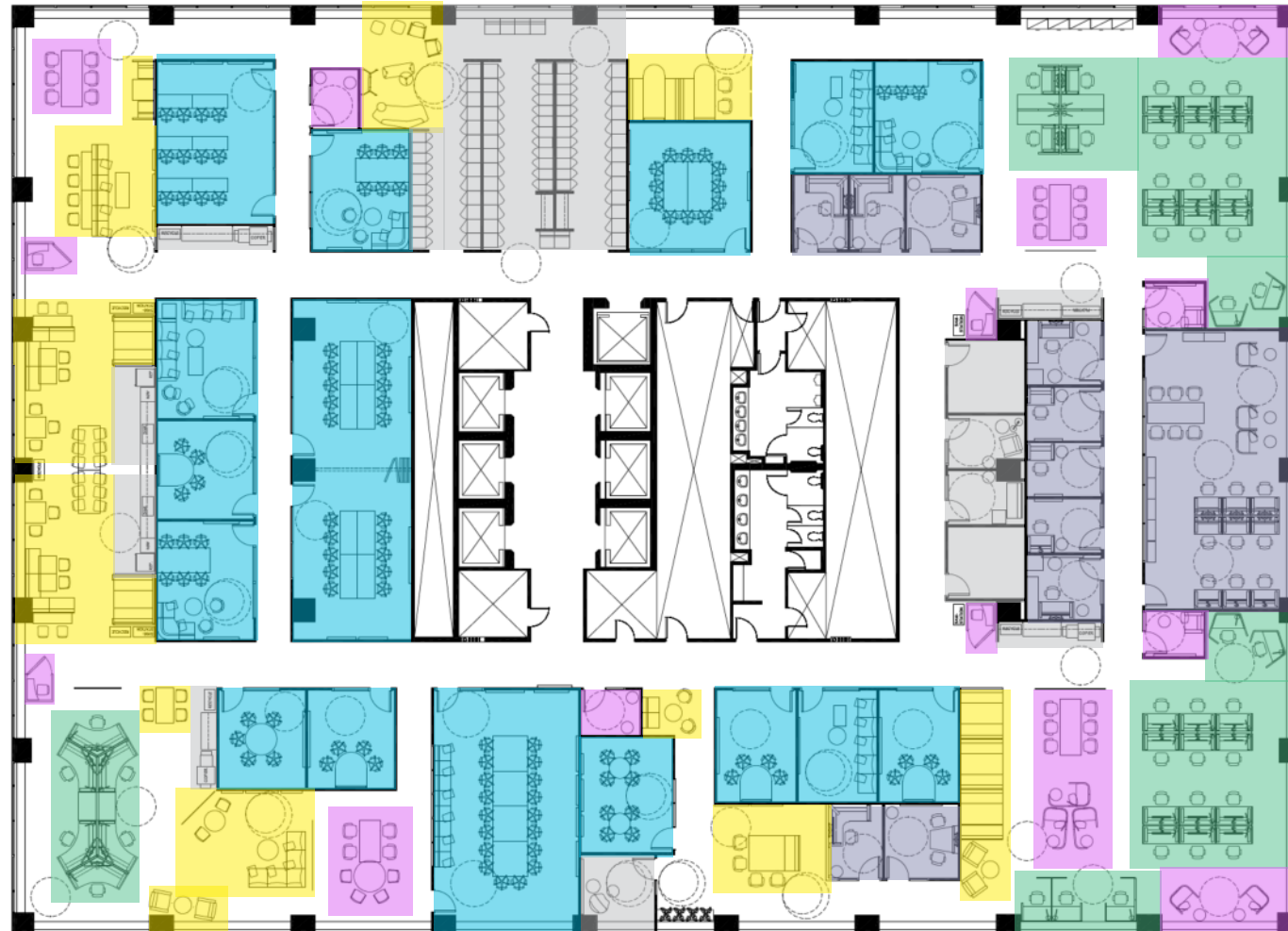
Workstations: 34
Workpods: 7

Focus Rooms: 10
Study: 1 (18)

Focus Pods: 7
Touchdowns: 26
Phonebooths: 8

Chat Points: 5
Huddles: 5
Teaming Areas: 3
Lounge: 3

Work Rooms: 7
Project Room: 5
Medium Meeting Rooms: 4
Large Meeting Room: 1

Kitchenettes :2
Wellness Rooms: 3
Equipment Areas: 4
Lockers: 175 (full height, half height & cubbies)
Shared Storage Room: 1
Telecom Room: 1
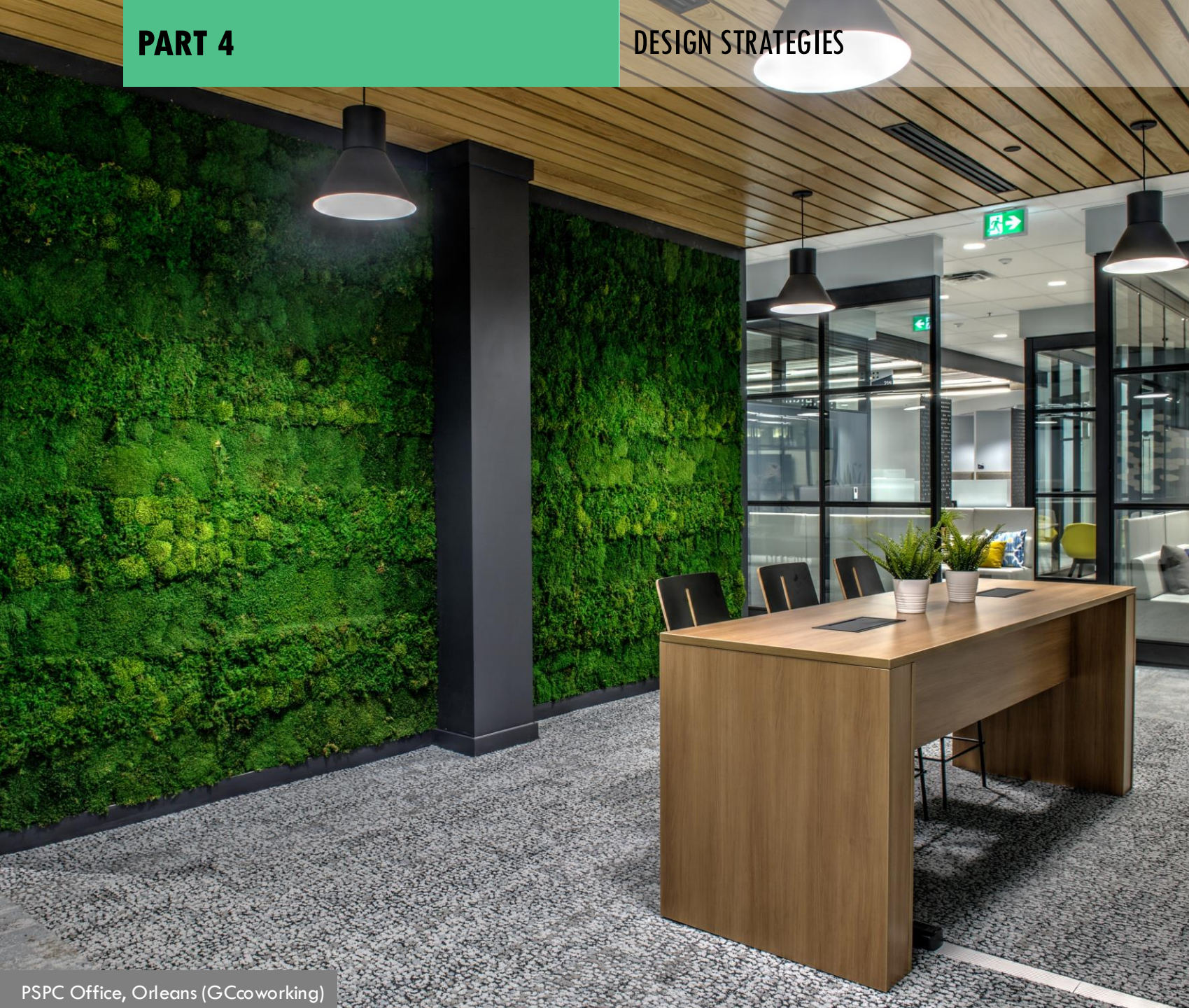
IN THIS SECTION

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

It is organized into the following sections:

4.1 STRATEGIES FOR MULTI-LEVEL STACKING

4.2 REGIONAL, SECONDARY AND SMALL OFFICE STRATEGIES

4.3 BIOPHILIC DESIGN

4.4 INTERIOR SIGNAGE AND WAYFINDING

PSPC Office, Orleans (GCcoworking)

4.1 STRATEGIES FOR MULTI-LEVEL STACKING

When planning larger workplaces, there are several strategies that apply to vertical stacking respecting the GCworkplace Activity Profiles, Zoning and Workpoint Distributions. For a **consistent** vertical stacking strategy (Model A), **a single GCworkplace Activity Profile is selected** to represent the activity types and workstyles. The floors can then be zoned consistently to create a typical floor template, allowing for minor differences between floors to accommodate, where applicable, Special Purpose or Program-Specific Spaces. Using a segmented strategy (Model B) allows projects to be divided into different neighbourhoods; the activity profile and zoning may vary by neighbourhood depending on the functional activities being co-located. This second strategy is best applied to large floorplates where the architecture makes it possible to separate the space. To apply the segmented strategy, similar groups with complimentary activities should be identified through functional programming. For example, several groups that perform a higher proportion of focused individual work may share a neighborhood with a larger quiet zone, whereas groups who frequently collaborate together may share a neighborhood with a proportionate sized interactive zone to meet their needs. Neighborhoods should avoid segmenting floors into small zones – a maximum of 2 neighborhoods for a large floorplate is recommended, while smaller floors should aim for a minimum of one for the floor. They must always be designed with a wide variety of unassigned workpoints in a mix of three functional zones.

Model A: Consistent vertical stacking strategy

The benefits include:
- Facilitates wayfinding due to consistent floor planning
- Allows workpoints locations to be consistent and easier to locate
- Evenly distributes workpoints and support spaces, reducing the risk of floors overuse or underuse
- Offers the most flexibility for adaptation over time
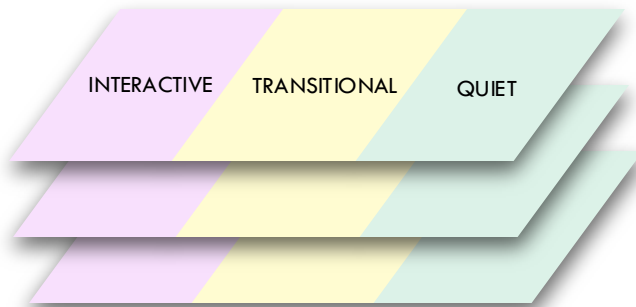
Model B: Segmented strategy (neighborhood)

The benefits include:
- Fosters group cohesion and optimizes functional adjacencies among complimentary groups
- May serve as centralized hub for resources, equipment or support spaces specific to certain functions
- Allows for different activity profiles and zone sizes for each neighbourhood

PSPC Office, Gatineau (GCcoworking)
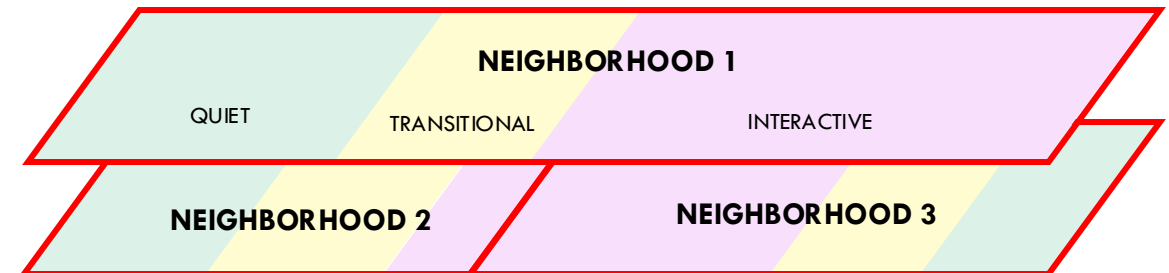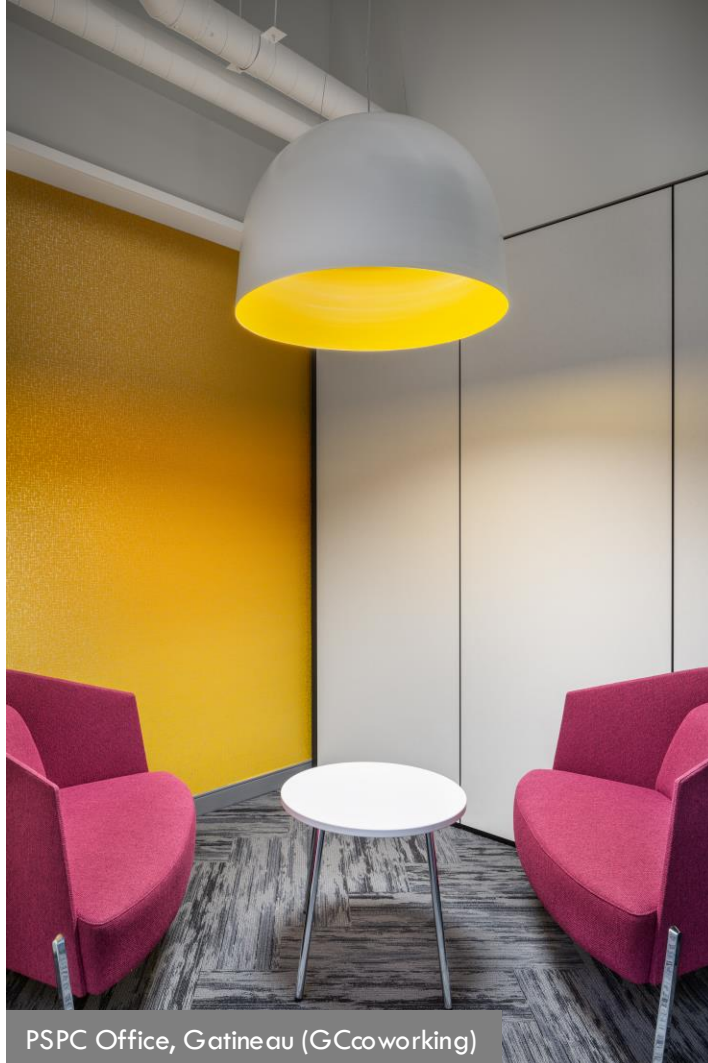
4.2 REGIONAL, SECONDARY AND SMALL OFFICE STRATEGIES

In smaller offices, GCworkplace Activity Profiles can still be used. However, in order to meet GCworkplace key design principles, some adjustments may be required. Certain functional proximity takes on greater importance in smaller workspaces since they optimize the functions of some workpoints. In addition, it may not be possible to include every workpoint type, and therefore it is suggested to **encourage multifunctional use** where appropriate. For example, small individual enclosed workpoint such as Focus Room can also serve as a Phonebooth. Alternately, flexible furnishings can allow for the transformation of a traditional meeting room into a more dynamic Project Room as needed.

The examples on the next page demonstrate how workpoints can be distributed in a smaller space, according to each GCworkplace Activity Profile.

**MULTIFUNCTIONAL SPACE AND FUNCTIONAL ADJACENCIES BEST PRACTICES**

- ✓ Use a Study in place of a Quiet Zone
- ✓ Use enclosed rooms to divide the Quiet and the Collaborative Zones for acoustic management
- ✓ Plan Huddles near Kitchenette which can double as lounge seating or informal meeting space
- ✓ Plan a large island in the Kitchenette Lounge to create an informal meeting space
- ✓ Include collaborative technology in the Lounge to optimize use throughout the day
- ✓ Install a retractable wall between the Medium Meeting Room and Teaming Area to create a gathering space conducive to idea exchanges and socialization
- ✓ A larger Focus Room can double as a small collaborative space for 2-3 occupants, while a smaller Focus Room can serve as a Phonebooth
- ✓ Plan a Chat Point near the enclosed collaborative workpoints to keep the meeting spill-over conversions within the Interactive Zone
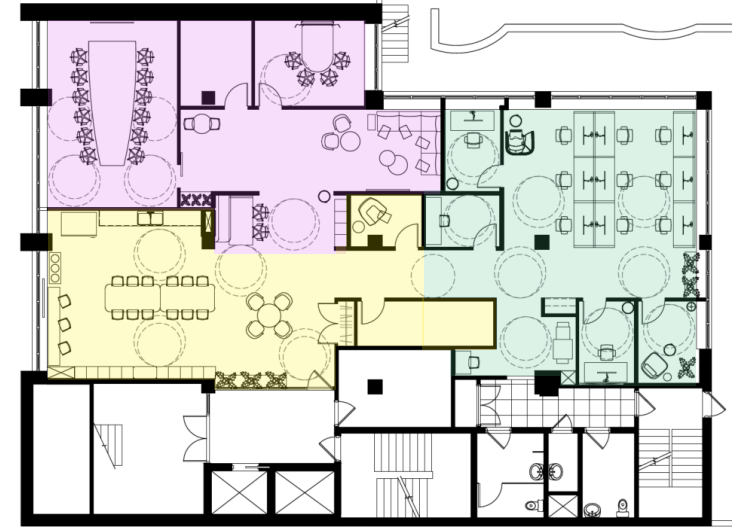
AUTONOMOUS
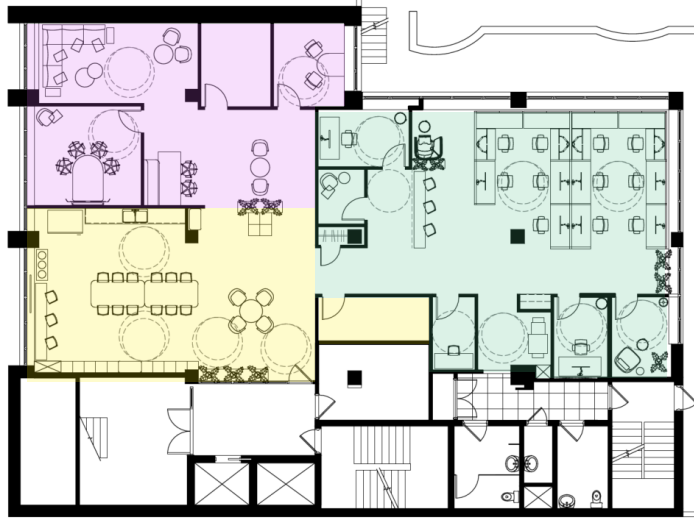
Workstation: 11	Work Room: 1
Work Pod: 0	Project Room: 0
Focus Room: 3	Medium Meeting Rooms: 0
Study: 0	Large Meeting Room: 0
Focus Pod: 1	
Touchdown: 6	Kitchenette :1
Phonebooth: 2	Equipment Areas: 1
	Lockers: 28
Chat Point: 2	Shared Storage Room: 1
Huddle: 1	Telecom Room: 1
Teaming Area: 1	Wellness Room: 1
Lounge: 1	

BALANCED
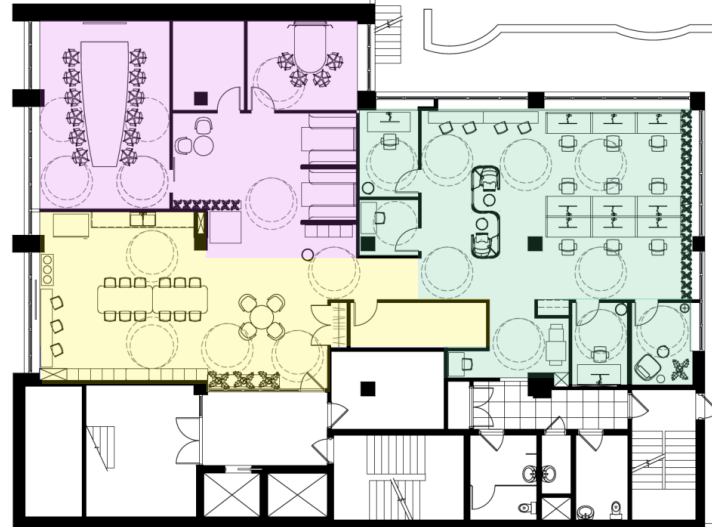
Workstation: 9	Work Room: 1
Work Pod: 0	Project Room: 0
Focus Room: 3	Medium Meeting Rooms: 1
Study: 0	Large Meeting Room: 0
Focus Pod: 1	
Touchdown: 7	Kitchenette :1
Phonebooth: 2	Equipment Areas: 1
	Lockers: 28
Chat Point: 2	Shared Storage Room: 1
Huddle: 2	Telecom Room: 1
Teaming Area: 0	Wellness Room: 1
Lounge: 1	

INTERACTIVE

Workstation: 9	Work Room: 1
Work Pod: 0	Project Room: 0
Focus Room: 2	Medium Meeting Rooms: 1
Study: 0	Large Meeting Room: 0
Focus Pod: 1	
Touchdown: 3	Kitchenette :1
Phonebooth: 2	Equipment Areas: 1
	Lockers: 28
Chat Point: 1	Shared Storage Room: 1
Huddle: 1	Telecom Room: 1
Teaming Area: 1	Wellness Room: 1
Lounge: 1	

QUIET ZONE   TRANSITIONAL ZONE   INTERACTIVE ZONE

DESIGN STRATEGIES

PSPC Office, Gatineau (17A1)

4.3 BIOPHILIC DESIGN

Although incorporating plants is the most obvious strategy, biophilia is not limited to such. This concept focuses on the balanced and thoughtful integration of natural elements;

- **Visual links with nature:** Literal integration of nature into the space
- **Invisible link with nature:** Creation of auditory, olfactory, tactile or gustatory stimulations
- **Dynamic and diffused light:** Access to natural light and use of reflective surfaces
- **Material connection with nature:** Use of natural materials and colors
- **Biomorphic shapes and patterns:** Creating references to nature with patterns, textures or symbols
- **Perspective and mystery:** Creation of unobstructed views and partial or obscured views
- **Mobility and orientation:** Integration of a simple and predictable circulation path
- **Refuge:** Creation of small refuge space with visual privacy
- **Transition space:** Allowing the change of atmosphere from zones
- **Workplace attachment:** Creating an anchor in place by reflecting the local ecology
- **Focus:** Adding acoustic panels and separations between spaces for sound management

BIOPHILIC DESIGN BEST PRACTICES

- ✓ Optimize daylight to reduce the need for artificial lighting during peak daylight hours
- ✓ Avoid obstructing windows to allow equal access to outdoor views
- ✓ Allow maximum light infiltration within enclosed rooms with interior glazing
- ✓ Add plants, and vegetative green walls (if possible)
- ✓ Use light-reflecting surfaces in darker areas of the office
- ✓ Choose a color palette based on the hues found in natural environments
- ✓ Incorporate natural features, materials and patterns into the design e.g. natural wood grains, cork, stone
- ✓ Include natural images reflecting the local ecology e.g. patterned wall paper, image wall wrap
- ✓ Include wooden slats, hanging plants, partitions, suspension lamps, etc. to clear identify zoning and wayfinding
- ✓ Adding acoustic panels and separations between spaces for sound management
- ✓ Include color-changing, dimmable LED lights in the Wellness Room
- ✓ Limit visual access to the quiet contemplation areas and privacy e.g. by using high-backed chairs

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 identification signs, which would include workpoints, zones and support spaces.

The FIP Manual Signage Section explains 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 comply with the *Official Languages Act* *requirements*. More details are 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 4.3B.

4.4 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 there 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 or disorienting information
- ✓ Identify the all zones with signage
- ✓ Include environmental and design cues in order to **feel the change of zone.** (i.e. accent lighting, lower ceiling baffles, contrasting colors for finishes and furniture, etc.)
- ✓ Identify any bookable rooms
- ✓ Define the expected workpoint etiquette in order to limit disruption for occupants (i.e. through intuitive design solutions and signage)

REFERENCES AND CONTACT INFORMATION

REFERENCES:

- GOVERNMENT OF CANADA WORKPLACE FIT-UP STANDARDS
- THE POLICY ON THE DUTY TO ACCOMMODATE PERSONS WITH DISABILITIES IN THE FEDERAL PUBLIC SERVICE
- TBS GUIDELINES/BEST PRACTICES REGARDING THE FUNDAMENTALS OF ERGONOMICS
- TBS OCCUPATIONAL HEALTH AND SAFETY POLICY

- NATIONAL BUILDING CODE
- NATIONAL FIRE CODE

- CSA/ASC B651:23 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT
- CSA/ASC B652:23 ACCESSIBILE DWELLINGS

- THE TECHNICAL REFERENCE FOR OFFICE BUILDING DESIGN
- GCWORKPLACE TECHNICAL REFERENCE MANUAL
- OFFICE FURNITURE SUPPLY ARRANGEMENT PROGRAMS

Do you have questions, comments, or need more information?
Please don't hestitate to reach out to our mailbox:

TPSGC.SIMilieudeTravailGC-RPSGCWorkplace.PWGSC@tpsgc-pwgsc.gc.ca

Photograph by Justin Vanleeuwen