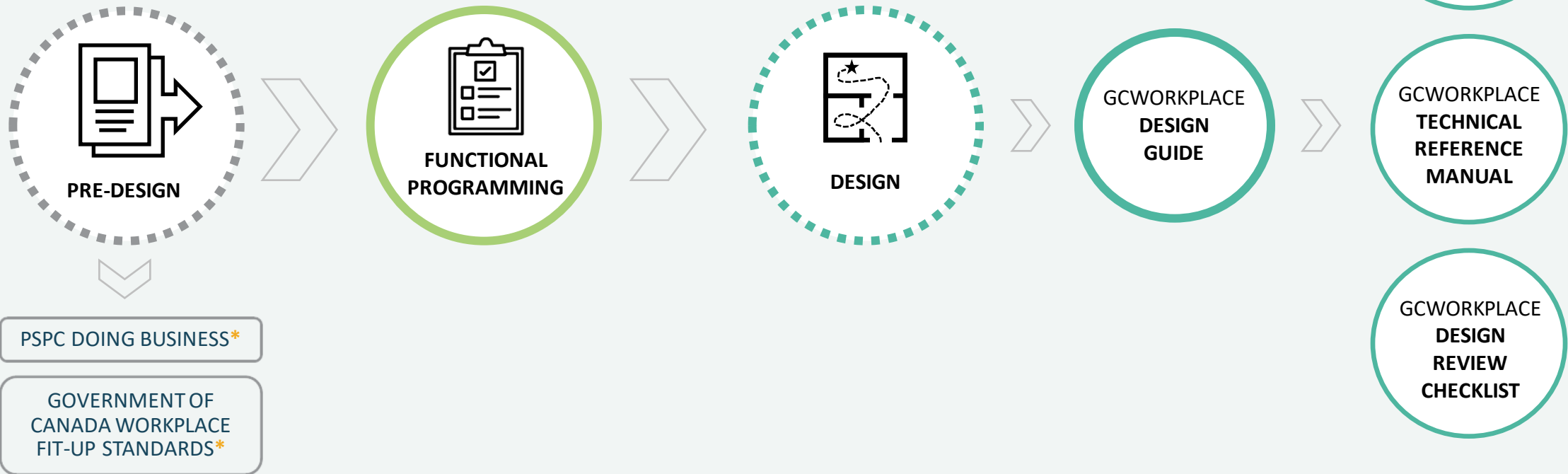
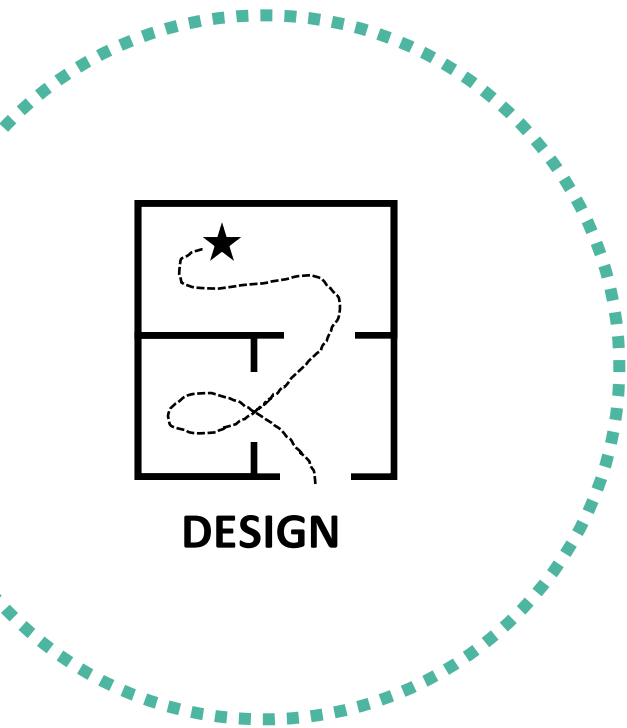


GC workplace DESIGN ROADMAP



**Links to a tool on [GCpedia - GCworkplace Resources page](#)*

Also available externally via the [GCcollab - GCworkplace Interior Design Resource Centre](#)



▲
GCworkplace key design
principles and strategies



◀ To establish an ideal
workpoint distribution




◀ To review a concept design for
alignment to Design Guide



◀ To provide technical information
for each workpoint type

**Links to a tool on [GCpedia - GCworkplace Resources page](#)*

Also available externally via the [GCcollab - GCworkplace Interior Design Resource Centre](#)



GCworkplace TECHNICAL REFERENCE MANUAL

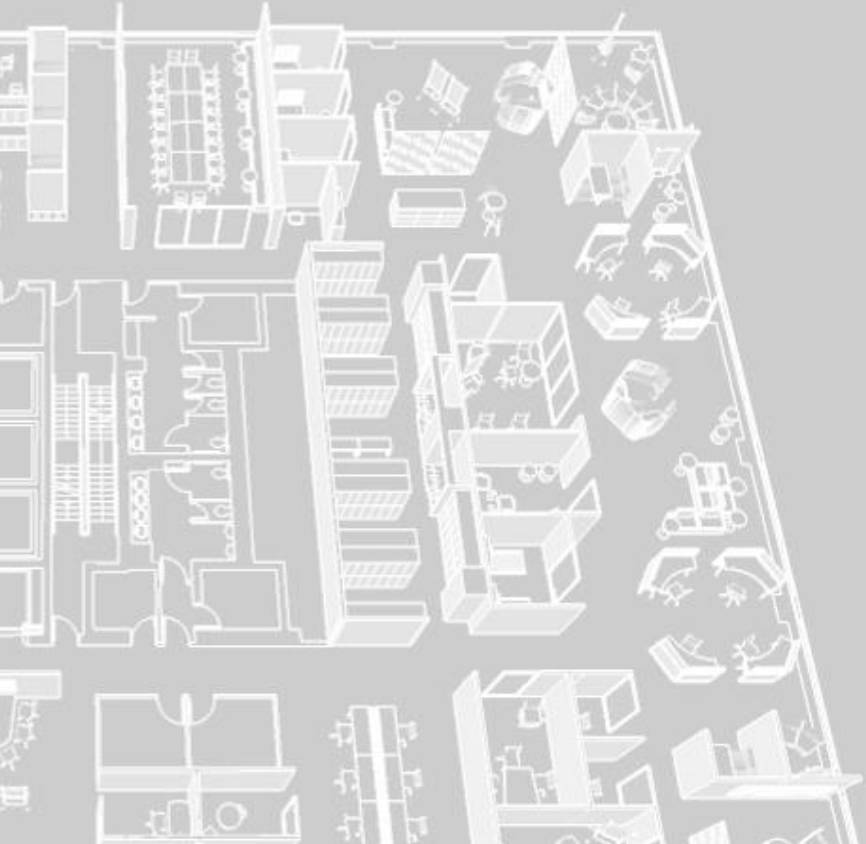


TABLE OF CONTENT

INTRODUCTION	HOW TO USE THIS DOCUMENT
PRIMARY INDIVIDUAL OPEN	WORKSTATION TOUCHDOWN FOCUS POD
PRIMARY INDIVIDUAL CLOSED	FOCUS ROOM STUDY
SECONDARY INDIVIDUAL	REFLECTION POINT ACTIVE WORKSTATION PHONE BOOTH
COLLABORATIVE OPEN	CHAT POINT HUDDLE TEAMING AREA LOUNGE
COLLABORATIVE CLOSED	WORK ROOM PROJECT ROOM MEDIUM MEETING ROOM LARGE MEETING ROOM
SUPPORT SPACE	KITCHENETTE EQUIPMENT AREA PERSONAL STORAGE AREA WASTE & RECYCLING OPEN OFFICE AREA
RESOURCES	REFERENCE DOCUMENTS

The GCworkplace Technical Reference Manual is a document outlining the various workpoints included in the [GCworkplace Design Guide](#). The information provided includes best practices regarding workpoint dimensions, planning tips, accessibility tips, technical data and its application along with visual representations.

GCworkplace is a workplace strategy developed to best support a capable and high-performing public service that embraces innovation, transformation and continuous renewal. Spaces are intended to be designed around flexibility and choice. Furniture solutions with integrated power and technology are to be incorporated throughout the spaces.

This manual is intended to be a reference guide to assist in designing a new GCworkplace. It is meant to provide a baseline for design requirements and should be applied in conjunction with client requirements as well as all relevant standards, policies, National, Provincial and Municipal building codes and electrical codes. It should be read along with the Government of Canada Workplace Fit-up Standards, [GCworkplace Design Guide](#), [GCworkplace Space Planning Workbook](#)*, GCworkplace Transformation Playbook, and the GCworkplace Base Building Standard.

It is important to note that with the implementation of a GCworkplace fit-up, occupant density may differ from original base building design estimates. The Designer must ensure the base mechanical and electrical building systems have adequate capacity to meet additional demands. This should be done taking a holistic view of the building, not just the individual project in a building.

**Links to a tool on [GCpedia - GCworkplace Resources page](#)*

Also available externally via the [GCcollab - GCworkplace Interior Design Resource Centre](#)

PRIMARY INDIVIDUAL OPEN

WORKSTATION

DESCRIPTION:

Mid to long-term workspace with proximity and access to others. Supports individual focus activities such as reading, writing, researching.

PLANNING TIPS:

- **At least one work surface per workstation to be height adjustable;**
- **Any surface with monitor(s) to be (30") deep to allow for use of monitor arm(s);**
- **Panels should not exceed 54" high; can be lower based on zone and activity being performed;**
- **Include adjustable ergonomic task chair and task lighting;**
- **Provide power modules at surface;**
- **Optional open storage can be included for bags or purses.**

EXAMPLES:



OCCUPANTS: 1

VISUAL PRIVACY: **Low-Medium**

ACOUSTIC PRIVACY: **Low (STC N/A)**

AVERAGE SIZE: **3.5m²**

POSTURE: **Formal**

IT PROFILE:

- **1 or 2 monitors**
- **Port replicator**
- **Power and USB outlets for charging**
- **LAN drop where required**

ACCESSIBILITY TIPS:

- **1100mm minimum clear aisle width minimum aisle width**
- **1700mm minimum turning diameter**
- **Power modules should be located below edge of work surfaces and no further than 500 mm from the front edge of the workstation**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications.**

ELECTRICAL REQUIREMENTS:

- **3 duplex receptacles per workstation or 2 triplex receptacles per workstation. Allow for 1 dedicated circuit per 3 workstations;**
- **A minimum of 2 USB charging ports per workstation;**
- **1 image/voice/data outlet per workstation (if required by client);**
- **Base building lighting.**

PRIMARY INDIVIDUAL OPEN

TOUCHDOWN

DESCRIPTION:

Individual landing workspace for short-term work or when checking in between other work activities. Supports typical office activities such as correspondence, writing or reading.

PLANNING TIPS:

- **Surfaces can be at desk height, counter height, or a combination of both**
- **Include appropriate seating depending on surface type;**
- **Provide power modules at work surface (may be shared by multiple users).**

EXAMPLES:



OCCUPANTS: 1

VISUAL PRIVACY: **Low**

ACOUSTIC PRIVACY: **Low (STC N/A)**

AVERAGE SIZE: **1.5m²/seat**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging**

ACCESSIBILITY TIPS:

- **Provide at least one grouping or section of a grouping at desk height (minimum height 700mm)**
- **Power modules should be located below edge of work surfaces**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications.**

ELECTRICAL REQUIREMENTS:

- **1 duplex receptacle within reach of each seat. Allow for 1 dedicated circuit per maximum 8 seats;**
- **Consider 1 USB charging ports within reach of each seat;**
- **Base building lighting.**

PRIMARY INDIVIDUAL OPEN

FOCUS POD

DESCRIPTION:

For mid-term individual focused work; a secluded workpoint that supports quiet concentration in an open work environment.

PLANNING TIPS:

- **Semi-enclosed furniture solution;**
- **Can be planned on its own or in clusters;**
- **Provide adequate task lighting.**

EXAMPLES:



OCCUPANTS: 1

VISUAL PRIVACY: **Medium - High**

ACOUSTIC PRIVACY: **Medium (STC N/A)**

AVERAGE SIZE: **4m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging**
- **1 monitor (if furniture type supports)**

ACCESSIBILITY TIPS:

- **Consider height adjustable surface where possible**
- **Include a variety of focus pods; some with wider access**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications.**

ELECTRICAL REQUIREMENTS:

- **Min. 1 duplex receptacle per pod;**
- **Allow for 1 circuit per 5 Focus Pods or other workspaces with similar Electrical Profile. Where adding a monitor is feasible, allow for 1 circuit per 5 Focus Pods;**
- **Consider 1 USB charging port per pod;**
- **Base building lighting.**

PRIMARY INDIVIDUAL ENCLOSED

FOCUS ROOM

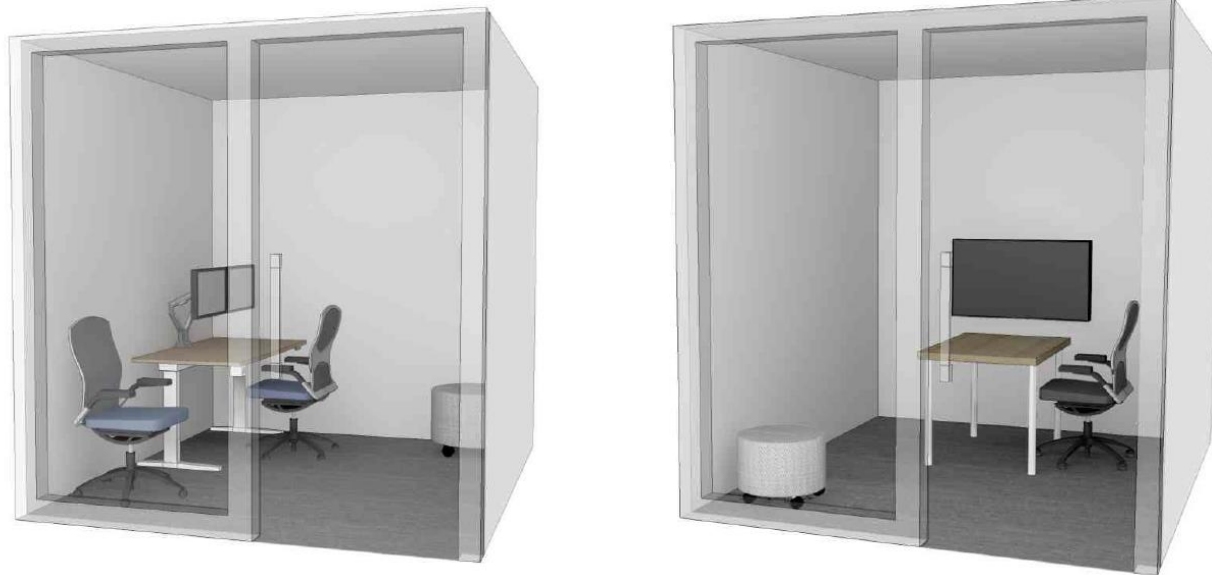
DESCRIPTION:

For short, mid or long-term individual focused work where a high level of privacy is required. Can also be used for private conversations.

PLANNING TIPS:

- Enclosed room with demountable and/or drywall partitions;
- 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);
- Provide adequate task lighting and informal secondary seating.

EXAMPLES:



OCCUPANTS: 1-2

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium (STC 35)**

AVERAGE SIZE: 7.5m²

POSTURE: **Formal or Casual**

IT PROFILE:

- Power & USB charging
- LAN drop if applicable
- 1 or 2 monitors

ACCESSIBILITY TIPS:

- Height-adjustability for seating and work surface
- Contrasting surround on sliding door with handle
- Preferred layout to avoid having back to door
- 1700mm minimum turning diameter
- Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate;**
- **Include writable surface on minimum of one wall;**
- **Consider acoustic solutions for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per 4 Focus Rooms or other workspace with similar electrical profile;**
- **2 standard electrical duplex receptacles to allow for design flexibility;**
- **2 USB charging ports;**
- **Consider removal of base building lighting and replace with dimmable accent lighting for user adjustability.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).**

PRIMARY INDIVIDUAL ENCLOSED

STUDY

DESCRIPTION:

A grouping of quiet individual workpoints in an enclosed room, supporting individual quiet work in a group setting.

PLANNING TIPS:

- **Enclosed room with demountable and/or drywall partitions and sliding door;**
- **Glazing on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Include a variety of different individual workpoints (work surfaces, soft seating, layout space, etc.);**
- **A minimum of 10 seats is recommended.**

EXAMPLES:



CCUPANTS: 10+

VISUAL PRIVACY: Low-medium

ACOUSTIC PRIVACY: Medium (STC 45)

AVERAGE SIZE: 3m² per occupant

POSTURE: Formal and/or Casual

IT PROFILE:

- **Power & USB charging**
- **LAN connection(s)**
- **No phone use**

ACCESSIBILITY TIPS:

- **Clear aisle width 1100mm minimum clear aisle width**
- **1700mm minimum turning diameter at ends of room**
- **Controls and outlets 400mm-1200mm vertical reach**
- **Power modules should be located below edge of work surfaces**
- **Contrasting surround on sliding door with handle**
- **Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.**
- **Individual task lighting**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per maximum 6 workpoints;**
- **1-2 standard electrical duplex receptacles per workpoint;**
- **1-2 USB charging ports per workpoint;**
- **For soft seating furniture solutions, provide convenience outlets in nearby floor or wall;**
- **Base building lighting.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **Assume 1 laptop per occupant**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).**

DESCRIPTION:

A short-term refuge for quiet individual contemplation or relaxation.

PLANNING TIPS:

- **Semi-enclosed, located in a secluded area, with visual privacy and access to exterior views where possible;**
- **Minimal technology workpoint.**

EXAMPLE:



OCCUPANTS: 1

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium-High (STC N/A)**

AVERAGE SIZE: **5m²**

POSTURE: **Casual**

IT PROFILE: N/A

ACCESSIBILITY TIPS:

- **Allow for adequate free space next to provided seat to allow for wheelchair/scooter access**
- **1700mm minimum turning diameter**

ARCHITECTURAL REQUIREMENTS:

- **Consider architectural solutions for defining space, visual privacy and acoustics (i.e. suspended panels or other room dividers).**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Consider acoustic solutions for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.**

DESCRIPTION:

Treadmill, stationary bicycle or other suitable equipment with worksurface for computer.

PLANNING TIPS:

- **Provide adequate visual privacy to user;**
- **Ensure adequate power supply for equipment.**

EXAMPLE:



OCCUPANTS: 1

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium-High (STC 35)**

AVERAGE SIZE: **5m²**

POSTURE: **Casual**

IT PROFILE:

- **Power & USB charging**

ACCESSIBILITY TIPS:

- **Variety of equipment**
- **Enclosed room preferred**
- **Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy (if applicable).**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per 5 Active Workstations or other workspaces with similar electrical profiles;**
- **2 standard electrical duplex receptacles;**
- **2 USB charging ports;**
- **Power and USB receptacle to be incorporated in furniture solution;**
- **Power requirements to be validated based on furniture/active workstation solution;**
- **Consider removal of base building lighting and replace with dimmable accent lighting for user adjustability.**

MECHANICAL TARGET:

- **• Mechanical equipment and components to be selected to support the room STC rating;**
- **• Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **• U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).**

SECONDARY INDIVIDUAL

PHONEBOOTH

DESCRIPTION:

Short-term enclosed or semi-enclosed area for phone calls.

PLANNING TIPS:

- **Can be enclosed room with sliding door, or semi-private kiosk;**
- **For enclosed rooms, glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Provide appropriate task lighting**
- **Provide acoustic treatment for semi-enclosed solutions to ensure sufficient sound absorption.**

EXAMPLES:



OCCUPANTS: 1

VISUAL PRIVACY: **Medium**

ACOUSTIC PRIVACY: **Medium-High**

AVERAGE SIZE: **5m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging**
- **LAN drop**

ACCESSIBILITY TIPS:

- **Contrasting surround on sliding door with handle**
- **Provide some larger phone booths to allow for 1700mm minimum turning diameter inside room**
- **Seating on casters when appropriate**
- **Shelf/surface height 700-800mm**
- **Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing or prefabricated booth;**
- **Include plenum barriers to enhance speech privacy;**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate;**
- **Provide acoustic treatment for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per 5 Phone Booths or other workspaces with similar electrical profiles;**
- **1-2 standard electrical duplex receptacles to allow for design flexibility;**
- **2 USB charging ports;**
- **Consider removal of base building lighting and replace with dimmable accent lighting for user adjustability.**

MECHANICAL REQUIREMENTS (FOR ENCLOSED SPACES):

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).**

COLLABORATIVE OPEN

CHAT POINT

DESCRIPTION:

Area for brief impromptu conversations.

PLANNING TIPS:

- **Standing or seated workpoint;**
- **Minimal technology workpoint.**

EXAMPLES:



OCCUPANTS: 4

VISUAL PRIVACY: **Low**

ACOUSTIC PRIVACY: **Low (STC N/A)**

AVERAGE SIZE: **3m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging (optional)**

ACCESSIBILITY TIPS:

- **Where standing height surface, consider providing one side at a lower height (700mm) for seated posture**
- **Chairs on casters where appropriate**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**

ELECTRICAL REQUIREMENTS:

- **Base building lighting.**

COLLABORATIVE OPEN

HUDDLE

DESCRIPTION:

Informal short-mid length meeting area, open or semi-enclosed.

PLANNING TIPS:

- **Semi-enclosed booth or furniture solutions;**
- **Can be used as division between zones.**

EXAMPLES:



OCCUPANTS: 4

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Low-Medium (STC N/A)

AVERAGE SIZE: 8m²

POSTURE: Formal or Casual

IT PROFILE:

- **Power & USB charging;**
- **1 large monitor;**
- **Wireless presentation tech.**

ACCESSIBILITY TIPS:

- **Table with overhang or pull-out shelf (700mm) at end of table to allow for additional participant;**
- **Consider providing adjustable / dimmable lighting.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Consider acoustic solutions for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per 2 Huddles;**
- **2-4 standard electrical duplex receptacles, 1 dedicated to monitor;**
- **2-4 USB charging ports;**
- **Power and USB receptacle to be incorporated in furniture solution;**
- **Include dimmable accent lighting for user adjustability (where appropriate)**
- **Base building lighting.**

MECHANICAL TARGET:

- **Airflow to suit occupant density**

COLLABORATIVE OPEN

TEAMING AREA

DESCRIPTION:

Informal, open work area to accommodate team work, idea generation and presentations. A grouping of workpoints to encourage sharing and collaboration with various work tools.

PLANNING TIPS:

- **May include various work surfaces with display monitor(s) and/or interactive touchscreen,**
- **Include whiteboards or other writing surfaces, or other collaborative tools.**

EXAMPLES:



OCCUPANTS: **4 – 12**

VISUAL PRIVACY: **Low-Medium**

ACOUSTIC PRIVACY: **Low-Medium (STC N/A)**

AVERAGE SIZE: **15m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging**
- **1 large monitor**
- **Wireless presentation tech.**

ACCESSIBILITY TIPS:

- **1700mm minimum turning diameter;**
- **1100mm minimum clear aisle width ;**
- **Provide mobile, height adjustable laptop tables;**
- **Controls and outlets 400mm-1200mm vertical reach;**
- **Semi-circle seating arrangement can be angled slightly to allow for free space at one end.**

ARCHITECTURAL REQUIREMENTS:

- **Consider architectural solutions for defining space and controlling sightlines and acoustics (i.e. suspended panels or other room dividers).**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per Teaming Area;**
- **Minimum of 3 electrical duplex receptacles with USB charging;**
- **1 standard electrical duplex receptacle dedicated to monitor;**
- **Power and USB receptacle to be incorporated in furniture solution (if applicable);**
- **Base building lighting.**

DESCRIPTION:

Open area with furniture to accommodate dining and/or social interaction and informal work or gatherings.

PLANNING TIPS:

- Provide a variety of soft seating, small tables, and chairs.

EXAMPLES:



OCCUPANTS: 10+

VISUAL PRIVACY: Low

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 20m²

POSTURE: Casual

IT PROFILE:

- Power & USB charging;
- 1 large monitor;
- Wireless presentation tech.

ACCESSIBILITY TIPS:

- Chairs on casters where possible;
- Variety of seating;
- Variety of surface heights;
- Knee space min. 685mm;
- Include some seating with armrests.

ARCHITECTURAL REQUIREMENTS:

- **Consider architectural solutions for defining space and controlling sightlines and acoustics (i.e. suspended panels or other room dividers).**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Resilient sheet or tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 dedicated circuit per 15m² of Lounge space;**
- **1 standard electrical duplex dedicated to monitor;**
- **Minimum of 4 electrical duplex receptacles with USB charging;**
- **Power and USB receptacle to be incorporated in furniture solution (if applicable);**
- **Base building lighting.**

COLLABORATIVE ENCLOSED

WORK ROOM

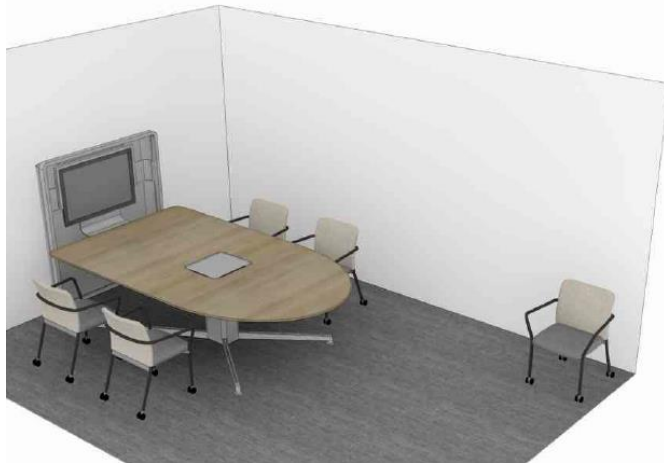
DESCRIPTION:

Enclosed room for short-term or mid-term group work or meetings.

PLANNING TIPS:

- Consider sliding door to optimize space;
- Work surface against a wall with a large screen display;
- Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);
- Provide appropriate task and/or accent lighting.

EXAMPLES:



OCCUPANTS: 4 - 6

(Calculate occupancy at 50%)

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium (STC 35)**

AVERAGE SIZE: **15m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging in table**
- **1 large monitor**
- **Wireless presentation tech.**
- **Video conference (optional)**
- **VoIP (optional)**
- **LAN drop (optional)**

ACCESSIBILITY TIPS:

- **Contrasting surround on sliding door with handle**
- **Controls and outlets 400mm-1200mm vertical reach**
- **1700mm minimum turning diameter inside room**
- **Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.**
- **Illumination 200 lux**
- **Knee space 685mm**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Include writable surface on at least one wall;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per Work Room;**
- **1 standard electrical duplex receptacle dedicated to monitor;**
- **Minimum of 2 electrical duplex receptacles with USB charging;**
- **Power and USB receptacle to be incorporated in furniture solution;**
- **Base building lighting.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **Assume 1 laptop per occupant**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).**

COLLABORATIVE ENCLOSED

PROJECT ROOM

DESCRIPTION:

Enclosed room for longer term project teams or groups to assemble, brainstorm and create.

PLANNING TIPS:

- **Enclosed room with demountable and/or drywall partitions;**
- **Consider sliding door to optimize space;**
- **Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Provide a variety of mobile furniture that can be easily adapted to various configurations;**
- **Provide writable walls and mobile whiteboards.**

EXAMPLES:



OCCUPANTS: 6

(Calculate occupancy at 50%)

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium (STC 35)**

AVERAGE SIZE: **20m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging;**
- **1 large monitor - (interactive monitor optional);**
- **Wireless presentation tech;**
- **VoIP (optional);**
- **LAN drop (optional).**

ACCESSIBILITY TIPS:

- **Height-adjustable workspaces;**
- **Mobile furniture on casters;**
- **Controls and outlets 400mm-1200mm vertical reach.**
- **Fully glazed doors and partitions shall have at 1350-1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions.**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 1 circuit per Project Room;**
- **1 standard electrical duplex receptacle dedicated to monitor;**
- **Minimum of 4 electrical duplex receptacles with USB charging;**
- **1 image/voice/data outlet per workstation (if required by client);**
- **Power and USB receptacles to be incorporated in furniture solution (if applicable);**
- **Base building lighting.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **Assume 1 laptop per occupant;**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier);**

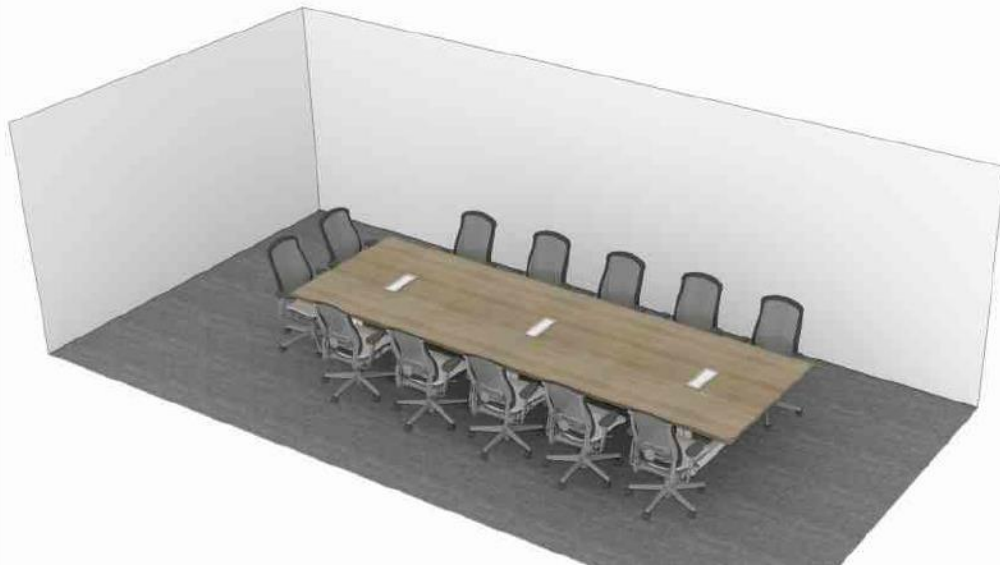
DESCRIPTION:

Enclosed room for short to mid-term team work or meetings.

PLANNING TIPS:

- **Enclosed room with demountable and/or drywall partitions;**
- **Consider sliding door to optimize space;**
- **Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Provide appropriate accent lighting (dimnable, etc.).**

EXAMPLE:



OCCUPANTS: 12

(Calculate occupancy at 50%)

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium-High (STC 45)**

AVERAGE SIZE: **30m²**

POSTURE: **Formal or Casual**

IT PROFILE:

- **Power & USB charging;**
- **1 large monitor;**
- **Wireless presentation technology;**
- **Cable matrix;**
- **Videoconferencing (optional);**
- **VoIP (optional);**
- **LAN drop (optional).**

ACCESSIBILITY TIPS:

- **1700mm minimum turning diameter;**
- **Outlets and controls 400-1200mm vertical reach;**
- **1100mm minimum clear aisle width throughout room;**
- **Clear knee space 685mm;**
- **Sliding doors with contrasting edging and handle.**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 2 circuits;**
- **4 standard electrical duplex receptacles plus 1 standard floor mounted receptacle (via under carpet track);**
- **1 standard electrical duplex dedicated to monitor;**
- **2 standard image/voice/data outlets (as required by client);**
- **1 floor mounted standard image/voice/data outlet via under carpet track;**
- **Power and data receptacles to be incorporated in furniture solution;**
- **Base building lighting;**
- **Direct/indirect suspended luminaire(s) to suit meeting table function on a separate switch/light control and motion sensor;**
- **Dimmable perimeter/accent lighting to support presentation function on a separate switch/light control and motion sensor.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **Assume 1 laptop per occupant**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier);**

DESCRIPTION:

Enclosed room for large formal meetings and presentations.

PLANNING TIPS:

- **Enclosed room with demountable and/or drywall partitions;**
- **Include two doors at opposite ends of room, consider sliding door to optimize space;**
- **Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Provide mobile tables reconfigurable into various layouts (training, presentations, etc.);**
- **Include banquette or other seating and mobile laptop tables along one wall for additional guest seating;**
- **Provide appropriate accent lighting (dimnable, etc.).**

EXAMPLE:



OCCUPANTS: 20+

VISUAL PRIVACY: **Medium-High**

ACOUSTIC PRIVACY: **Medium-High (STC 45)**

AVERAGE SIZE: **60m²**

POSTURE: **Formal**

IT PROFILE:

- **Power & USB charging;**
- **2+ large monitors;**
- **Wireless Presentation Technology;**
- **Videoconferencing;**
- **VoIP;**
- **LAN drop;**
- **Microphone system.**

ACCESSIBILITY TIPS:

- **Assistive listening system;**
- **1700mm minimum turning diameter;**
- **1100mm minimum clear aisle width throughout room;**
- **Outlets and controls 400-1200mm vertical reach;**
- **Clear knee space 685mm;**
- **Sliding doors with contrasting edging and handle.**

ARCHITECTURAL REQUIREMENTS:

- **Demountable and/or drywall partitions with glazing;**
- **Include plenum barriers to enhance speech privacy.**

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications;**
- **Standard carpet tile flooring;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Allow for 2 circuits;**
- **4 standard electrical duplex receptacles plus 1 standard floor mounted receptacle (via under carpet track);**
- **1 standard electrical duplex dedicated to each monitor;**
- **2 standard image/voice/data outlets (as required by client)**
- **2 floor mounted standard image/voice/data outlet via under carpet track;**
- **Power and data receptacles to be incorporated in furniture solution;**
- **Base building lighting;**
- **Direct/indirect suspended luminaire(s) to suit meeting table function on a separate switch/light control and motion sensor;**
- **Dimmable perimeter/accent lighting to support presentation function on a separate switch/light control and motion sensor.**

MECHANICAL TARGET:

- **Mechanical equipment and components to be selected to support the room STC rating;**
- **Confirm adequate cooling and outdoor air ventilation will be provided to the space;**
- **Cooling control by dedicated thermostat with occupant set-point adjustment;**
- **When feasible, provide an automatic control strategy to reduce cooling and ventilation to a standby mode when the space is unoccupied.;**
- **Assume 1 laptop per occupant;**
- **U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier);**

SUPPORT SPACE

KITCHENETTE

DESCRIPTION:

Kitchen facilities for use by employees for food storage and preparation.

PLANNING TIPS:

- **Semi-enclosed or open space, with visual separation from workspaces;**
- **Includes sink(s), space for refrigerator(s) and microwave(s), millwork and counter space;**
- **Include Recycling centre.**

BENCHMARKS:

1-25 occupants

- One 6m²
- 5 lin.ft. (1.5m) millwork
- One under-counter refrigerator
- Recycling centre

25-50 occupants

- One 10m²
- 5-8 lin.ft. (1.5m-2.5m) millwork
- 1-2 refrigerators
- Cubic
- Recycling centre

50-150 occupants

- One 15m²
- 12-16 lin.ft. (3.5m-5m) millwork
- 1-2 refrigerators
- Recycling centre

151-300 occupants

- Two 15m², each with
- 12-16 lin.ft. (3.5m-5m) millwork
- 2+ refrigerators
- Recycling centre

SEE NEXT PAGE FOR ELEVATION AND PLAN EXAMPLE...

OCCUPANTS: **N/A**

(Not included in occupancy calculation)

VISUAL PRIVACY: **Medium**

ACOUSTIC PRIVACY: **Low - Medium**

POSTURE: **Casual**

IT PROFILE: **N/A**

ACCESSIBILITY TIPS:

- **1700mm turning diameters along edge of counter**
- **Min. illumination 200 lux**
- **Max. height of controls: 1200 mm**
- **Max. forward reach 500 mm**
- **Lever handle for faucet**
- **High contrast controls**
- **Microwave on counter**
- **Pull out shelf below microwave**
- **Pull out shelves or drawers**
- **Any items stored in upper cabinets/shelves (plates, cups, etc.) to also be available at a lower reach**

FINISHES:

- Solid surface or plastic laminate counters and plastic laminate or engineered wood cabinets. Refer to Section A5.1 in the Fit-up Standards for further details;
- Resilient sheet or tile flooring;
- Painted walls or unfinished to suit substrate.

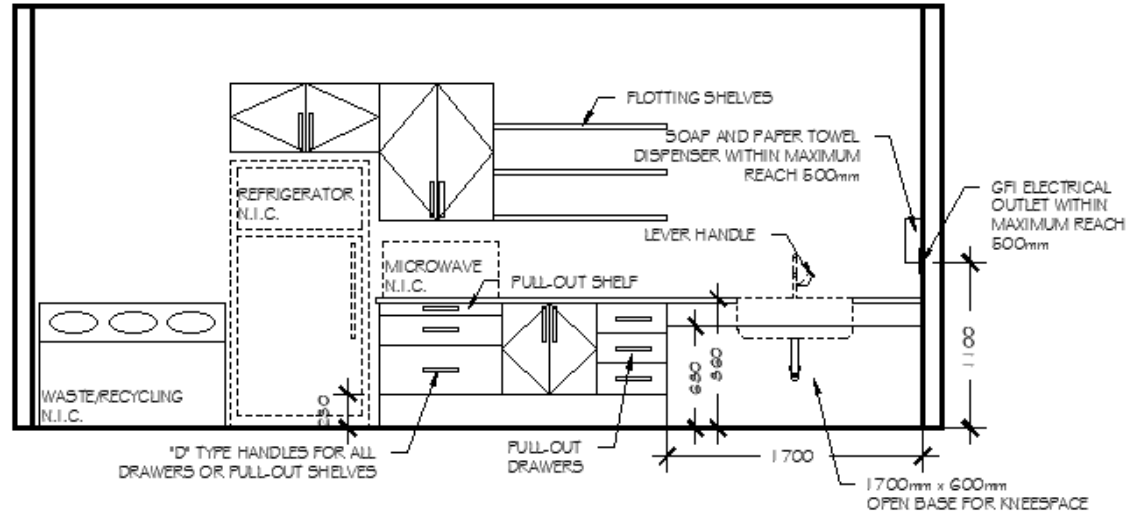
ELECTRICAL REQUIREMENTS:

- Standard dedicated circuit duplex receptacles to suit quantity of refrigerators and microwaves;
- Standard 5-20R (GFCI where required by Canadian Electrical Code CSA 22.1)
- Duplex receptacles for other countertop appliances to suit client requirements;
- Base building lighting;
- Under cabinet lighting with motion sensor (optional).

MECHANICAL TARGET:

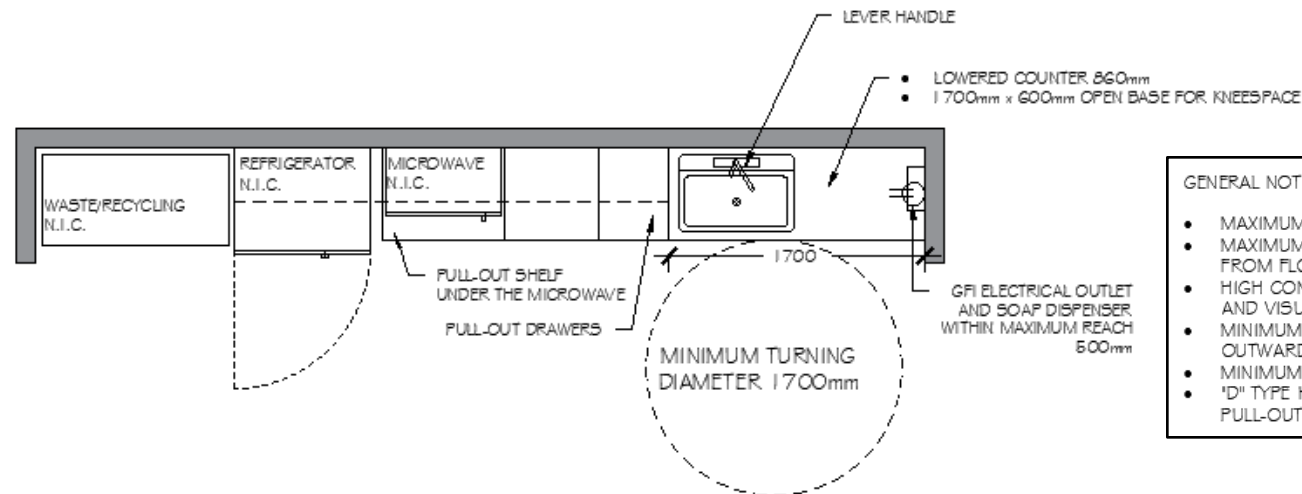
- Hot water, cold water, drain and vent piping for kitchen sink;
- Exhaust fan may be required (if feasible).

EXAMPLE:



GENERAL NOTES:

- AT LEAST ONE MICROWAVE TO BE AT COUNTER HEIGHT
- HIGH CONTRAST FOR CONTROLS (AUDIO AND VISUAL SIGNALS ARE PREFERRED)
- MINIMUM SPACE CLEARANCE OF 1700mm OUTWARDS FROM EDGE OF COUNTER
- MINIMUM ILLUMINATION 200 LUX



GENERAL NOTES:

- MAXIMUM FORWARD REACH 500mm
- MAXIMUM HEIGHT CONTROLS 1200mm FROM FLOOR
- HIGH CONTRAST FOR CONTROLS (AUDIO AND VISUAL SIGNALS ARE PREFERRED)
- MINIMUM SPACE CLEARANCE OF 1700mm OUTWARDS FROM EDGE OF COUNTER
- MINIMUM ILLUMINATION 200 LUX
- 'D' TYPE HANDLES FOR ALL DRAWERS OR PULL-OUT SHELVES

SUPPORT SPACE

EQUIPMENT AREA

DESCRIPTION:

Business Centre with office supplies and layout space.

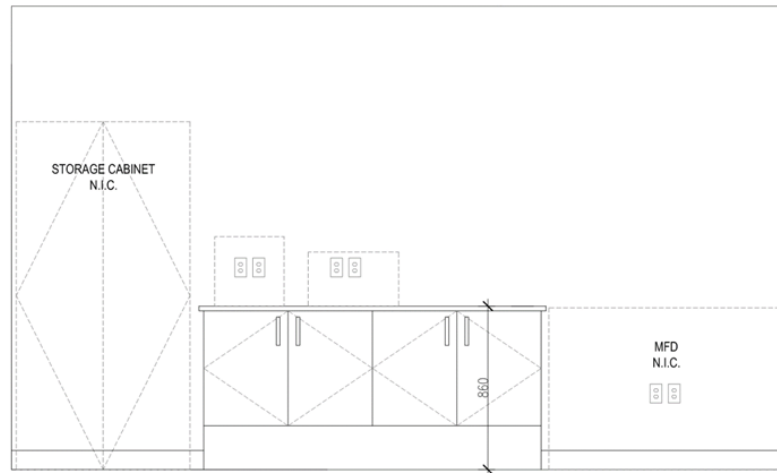
PLANNING TIPS:

- **Provide power for equipment; multi-function device, shredder, etc.**
- **Include storage furniture and layout surface.**

BENCHMARK:

- **One Equipment area for every 25-50 target population (or approximately 500m² of floor area)**
- **Minimum of one equipment area that is semi-enclosed per floor, with supply storage and a collating surface: 1,800 to 2,400 linear mm (6' to 8') of counter and lower storage**

EXAMPLE:



OCCUPANTS: N/A

(Not included in occupancy calculation)

VISUAL PRIVACY: **Low**

ACOUSTIC PRIVACY: **Medium**

AVERAGE SIZE: **5m²**

POSTURE: **N/A**

IT PROFILE:

- **Printer;**
- **LAN drop;**
- **Plotter (optional).**

ACCESSIBILITY TIPS:

- **Height of controls 400-1200mm;**
- **Clear area 1350 x 1350;**
- **Any items stored in upper cabinets/shelves (paper, supplies, etc.) to also be available at a lower reach.**

SUPPORT SPACE

EQUIPMENT AREA (continued)

FINISHES:

- **Standard plastic laminate counters and cabinets. Refer to Section A5.1 in the Fit-up Standards for further details;**
- **Resilient sheet or tile flooring or standard carpet tile;**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **· 4 electrical duplex receptacles to meet equipment needs;**
- **· 3 image/voice/data outlets to meet equipment needs.**

MECHANICAL TARGET:

- **Exhaust for photocopier to exterior may be required for enclosed photocopying spaces or where photocopying and printing processes rates and volumes are high.**

SUPPORT SPACE

PERSONAL STORAGE AREA

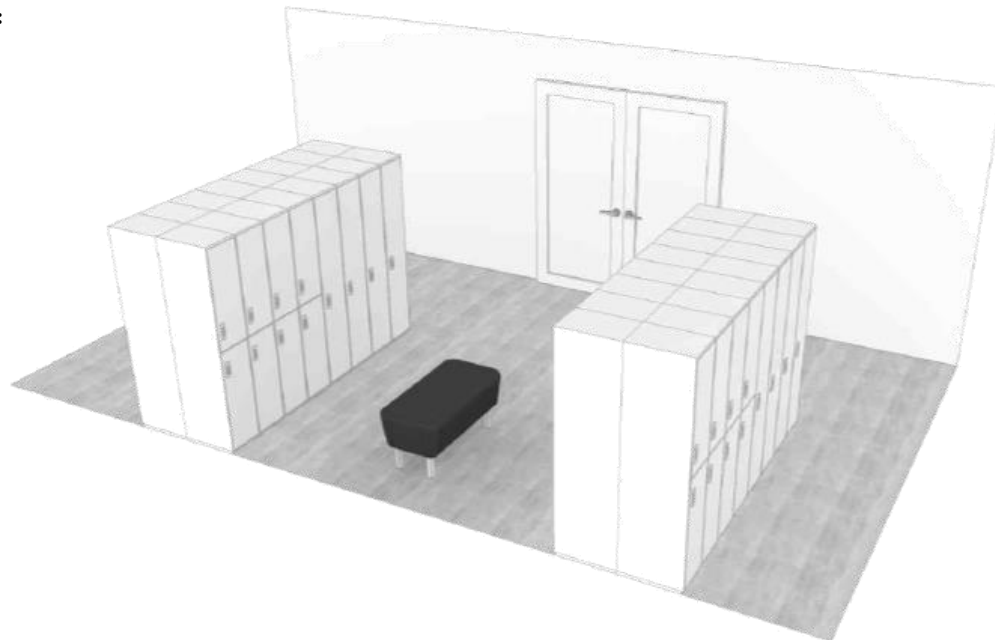
DESCRIPTION:

Individual storage in a centralized area.

PLANNING TIPS:

- **Generally, a 1:1 ratio of lockers to employees is recommended;**
- **Consider providing a variety of locker types and sizes for different worker types;**
- **May include smaller lockers for visitors;**
- **Provide Coat Closets or a Cloak room in addition to lockers.**

EXAMPLE:



OCCUPANTS: **N/A**

(Not included in occupancy calculation)

VISUAL PRIVACY: **Low**

ACOUSTIC PRIVACY: **Low**

AVERAGE SIZE: **0.5m² per person**

POSTURE: **N/A**

IT PROFILE: **N/A**

ACCESSIBILITY TIPS:

- **High contrast, tactile locker numbers;**
- **Provide benches or seating with grab bar at end;**
- **Low rod in one section of closet;**
- **Coat hangers to come off rod (not attached);**
- **Controls and shelves should be easily reachable.**

SUPPORT SPACE

PERSONAL STORAGE AREA (continued)

FINISHES:

- **Low to mid-grade furniture finishes in accordance with the Supply Arrangement Technical Specifications (if applicable);**
- **Painted walls or unfinished to suit substrate.**

ELECTRICAL REQUIREMENTS:

- **Base building lighting.**

DESCRIPTION:

Centralized communal waste and recycling units.

PLANNING TIPS:

- **One unit to be adjacent to kitchenette(s)/lounge(s)**
- **Consider placement near circulation/entrances for convenience of use;**
- **Open area, approximately 1 unit per 200m²**
- **Allow for disposal of waste, paper recycling and plastic recycling;**

OCCUPANTS: **N/A**

(Not included in occupancy calculation)

VISUAL PRIVACY: **N/A**

ACOUSTIC PRIVACY: **N/A**

AVERAGE SIZE: **0.5m²**

POSTURE: **N/A**

IT PROFILE: **N/A**

ARCHITECTURAL REQUIREMENTS:

- **Consider additional hardware as required, for durability in high traffic areas, e.g, push/pull and kick plates;**
- **Where required, specify raised floor systems and ramps, epoxy or other special treatments to suit client requirements;**
- **If necessary, relocate/add drinking fountains to suit planning requirements.**
- **Include acoustic solutions for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.**

FINISHES:

- **Resilient sheet or carpet tile flooring as appropriate. Consider adjacent spaces and finish transitions to determine most appropriate finish;**
- **Enhance way finding and durability in major circulation paths (carpet inserts) maximum 10% of floor area unless using carpet tile;**
- **Painted walls or unfinished to suit substrate. Limited use of wall coverings in high traffic areas can be used where appropriate;**
- **Base building ceiling tiles and grid.**

ELECTRICAL REQUIREMENTS:

- **Base building lighting;**
- **Where floor monuments are required, the use of under carpet power tracks are recommended to limit the need for core drilling wherever possible;**
- **Provide appropriate lighting levels as required by the National Building Code. Refer also to the 'GCworkplace Base Building Standard.**
- **Illuminance and Luminance Ratio & Section 8.12.9.2 Illumination Levels of Interior Spaces;**
- **Provide general use convenience power outlets and switches throughout as required by the National Building Code and current version of CSA C22.2 No. 42. and CSA C22.2 No.111-2010 (15).**

REFER TO THE DOCUMENTS LISTED BELOW FOR SUPPORTING INFORMATION TO HELP YOU PLAN, DESIGN AND BUILD A GCWORKPLACE:

- TBS ACCESSIBILITY STANDARD FOR REAL PROPERTY
- TBS GUIDELINES/ PROCESS FOR IMPLEMENTING ERGONOMICS REGULATORY REQUIREMENTS
- NATIONAL BUILDING CODE
- NATIONAL FIRE CODE
- TBS OCCUPATIONAL HEALTH AND SAFETY POLICY
- GOVERNMENT OF CANADA WORKPLACE FIT-UP STANDARDS
- WORKSPACES SUPPLY ARRANGEMENTS
- THE POLICY ON THE DUTY TO ACCOMMODATE PERSONS WITH DISABILITIES IN THE FEDERAL PUBLIC SERVICE
- THE TECHNICAL REFERENCE FOR OFFICE BUILDING DESIGN
- CANADIAN ELECTRICAL CODE CSA 22.2
- ASHRAE
- THE ACCESSIBLE DESIGN STANDARDS CSA B-651
- NATIONAL PLUMBING CODE
- PWGSC MD 15000-2012 MECHANICAL ENVIRONMENTAL STANDARD FOR FEDERAL OFFICE BUILDINGS, DATED DEC. 2012
- PWGSC MD 15161-2013 CONTROL ON LEGIONELLA IN MECHANICAL SYSTEMS, ISSUED MARCH 2016 INCLUDES ADDENDA A, B AND C
- PWGSC COMMISSIONING POLICY, EFFECTIVE DATE MAY 9, 2011
- PWGSC COMMISSIONING STANDARD, EFFECTIVE DATE AUGUST 11, 2015
- PROVINCIAL AND MUNICIPAL REGULATIONS AS APPLICABLE