GCworkplace
# TECHNICAL REFERENCE MANUAL

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PREAMBLE

The GCworkplace Technical Reference Manual is a document outlining the various workpoints included in the GCworkplace Design Guide. This document applies to various accommodation types, including alterations such as initial occupancy fit-ups, client-funded tenant service work (within Workplace Fit-up Standards), and the repurposing of existing space for new PSPC clients, taking into account functional needs, existing conditions, and occupancy duration. The GCworkplace Technical Reference Manual focuses on technical workpoint information for Government of Canada office designs. This document should be read in conjunction with both the GCworkplace Design Guide and the Government of Canada Workplace Fit-up Standards.

The information presented in this document aligns with evolving government priorities, including portfolio reduction initiatives and the adoption of **Minimum Viable Product (MVP)** strategies, particularly in an environment where cost efficiency is increasingly critical. Accordingly, within the context of MVP, it is essential to clearly distinguish the following aspects of the GCworkplace suite of workpoints:

Minimum Functional Criteria: Defined as essential, non-negotiable elements necessary to meet operational standards under MVP parameters. Functional elements ensure that occupants have the necessary infrastructure to perform core tasks effectively.

Future-Ready Considerations: These best practices are value-added workpoint enhancements applied selectively in strategic assets to support long-term goals in workplace experience, accessibility, and inclusivity. While not part of the core Minimum Viable Product (MVP), they are designed to be scalable, cost-effective, and adaptable to evolving workplace needs.

The Technical Reference Manual offers detailed information for each workpoint within the GCworkplace suite, including occupancy capacity, dimensions, technology integration, electrical specifications, and links to accessibility guidance, complemented by visual representations. Throughout the manual, key considerations are emphasized to support informed decision-making within a Minimum Viable Product (MVP) framework.

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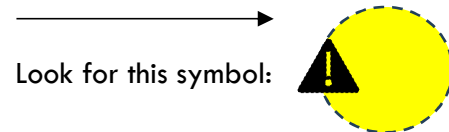
GCworkplace is a workplace strategy developed to best support a high-performing public service that embraces innovation, transformation and continuous renewal. Spaces are intended to promote choice, encourage collaboration, leverage technology and foster a culture of autonomy and wellbeing. Furniture solutions with integrated power and technology are to be incorporated throughout the whole work environment.

Baseline technical requirements should be applied in conjunction with client requirements as well as all relevant standards, policies; including but not limited to National, Provincial and Municipal building codes, electrical codes, and accessibility standards (CAN/CSA B651-23 and B652 -23). It should be read along with the Government of Canada Workplace Fit-up Standards, GCworkplace Design Guide, GCworkplace Best Practices Checklist, GCworkplace Space Planning Workbook, GCworkplace Indigenous Design Guide and the Technical Reference for Office Building Design (TRFOBD).

GENERAL SPECIFICATIONS AND OPEN OFFICE AREAS

Detailed specifications in this section are the basic requirement for the design of GCworkplace unless otherwise specified by Technical Services Service Line (TSSL). Reference should be made to the Government of Canada Workplace Fit-up Standards for additional information.

GENERAL SPECIFICATIONS

ELECTRICAL :
- Where floor monuments are required, the use of under carpet power tracks are recommended to limit the need for core drilling wherever possible;
- Provide general use 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).

LIGHTING:
- Base building lighting;
- Provide appropriate lighting levels as required by the National Building Code. Refer also to the Technical Reference for Office Building Design section 8.12.1.1 Illuminance and Luminance Ratio and 8.12.9.2 Illumination Levels Interior Spaces;
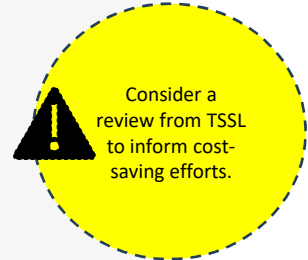
MECHANICAL:
- Base building heating, cooling and ventilation;
- Airflow to suit occupant density;
- Consider the provision of automatic controls (when possible) to reduce cooling and ventilation to a standby mode when enclosed spaces are unoccupied;
- U or Z shaped acoustically lined transfer duct for full height partitions (slab to underside of ceiling with plenum barrier).

⚠ Consider a review from TSSL to inform cost-saving efforts.
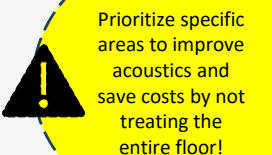
INTERIOR ARCHITECTURE:
- Demountable and/or drywall partitions with glazing, slab to underside of ceiling with insulation and plenum barriers (enhanced speech privacy, approx. STC 45);
- Painted walls or unfinished to suit substrate. Limited use of wall coverings in high traffic areas can be used where appropriate;
- If necessary, relocate/add water bottle filling stations / drinking fountains to suit planning requirements;

ACOUSTICS:
- Consider using interior architectural solutions like wall hung panels or room dividers for space definition and sightline control. These solutions also absorb sound, helping to create different acoustic zones (quiet for focused work, interactive for collaboration). They provide visual separation, reducing distractions from high traffic areas.

⚠ Prioritize specific areas to improve acoustics and save costs by not treating the entire floor!

GENERAL SPECIFICATION AND OPEN OFFICE AREAS (continued)

FLOORING:
- Typically carpet (rolled goods or carpet tile) for all open office areas, studies, focus, work and project rooms as well as phone booths and meeting rooms and resilient sheet or tile, ceramic tile or "unfinished" within lounges and kitchenettes. Consider adjacent spaces and finish transitions to determine most appropriate finish;
- Enhance wayfinding and durability in major circulation paths (carpet inserts) maximum 10% of floor area unless using carpet tile.

CEILINGS:
- Base building standard (typically acoustic tile);
- Bulkheads as required to suit mechanical design or other site constraints;
- Bulkheads and other design elements may define spaces and support wayfinding; however, priority should be given to reusing existing elements within assets, with minimal modifications.
- Provide felt baffles at ceilings in open areas where base building architecture is left exposed (open steel web joists for example). May also be helpful in areas with high ceilings to reduce sound transmission and improve acoustics.

DOORS:
- Doors to enclosed rooms may be hinged or sliding, glazed, partially glazed or full core;
- Film on fully glazed doors, walls and sidelights must be compliant with all applicable codes and standards;
- Include additional hardware, such as push/pull and kick plates, only where essential for durability in high-traffic areas, prioritizing reuse and minimal upgrades.

ACCESSIBILITY:
- Please refer to CSA/ASC B651:23 Accessible Design for the Built Environment for minimum mandatory accessibility standards.
- Additional accessibility planning guidance for GCworkplace fit-up projects (new construction or major renovations) in Government of Canada buildings and leased spaces can be found in the GCworkplace Accessibility and Inclusivity Guide.

TECHNOLOGY OVERVIEW

GCworkplace and the Digital Government Vision is being amalgamated within the Digital Workplace initiative launched by Treasury Board Secretariat (TBS), in collaboration with PSPC and Shared Services Canada (SSC). The objective is to standardize and enable the Digital Government Vision within the context of GCworkplace and align technology fit-up standards towards a common shared vision. The roles of the three organizations are as follows:

- Treasury Board Secretariat (TBS) will support PSPC and SSC in the implementation of the GCworkplace technologies with relevant policy instruments and standards, with the accompanying mechanisms and models for funding.

- Shared Services Canada (SSC) will elicit the enterprise business requirements and develop the associated technology requirements. SSC will develop technology infrastructure solutions that meet the enterprise business requirements to enable the GCworkplace vision through a common Digital Workplace model. Technology solutions will be packaged into standardized flexible, modern, secure and reliable IT services. SSC will work with TBS to establish IT service and technology standards and help PSPC deliver the technology within GCworkplace fit-up projects.

- Public Service and Procurement Canada (PSPC) will establish the vision for the GCworkplace and the associated enterprise business requirements. Design office interiors that meet the business requirements to support core functionality. PSPC and SSC will work together to integrate the technology solutions into the facility design in a holistic approach.

The GCworkplace Fit-up Model will satisfy the general workplace needs of GC employees working in an unassigned wireless workplace environment, requiring collaborative and responsive technology services, anytime and anywhere within the domains of their workplace (i.e. floor, multiple floors, and whole building solutions). SSC remains the Technical Authority (TA) for all technology services brought to GCworkplace Fit-ups. The technology services, and workplace standards that form the basis of the GCworkplace Fit-up model are compiled based upon business requirements under a "Protected B" security posture for space configuration, accessibility and design. Subsequent security postures will be developed in close consultation and collaboration with partners and stakeholders. All fit-up requirements that are not covered within the GCworkplace Fit-up Model will require to be approved through TBS GCEARB governance for funding.

TECHNOLOGY OVERVIEW (continued)

- GCworkplace Technology Requirements, Considerations and Assumptions form the basis of the GCworkplace Fit-up Model. These conditions should be available at all fit-up locations unless otherwise stated or desired by PSPC and/or the client department. All business requirements for the fit-up should be indicated within the business requirements (BR) document. These assumptions will be reviewed and updated on a regular basis. *Note: Mandatory Codes and Technical Specifications for Technology can be found in the reference section of this manual.

General:
- PSPC and SSC will require to complete a site survey for every fit-up to evaluate technology service considerations and assumptions
- Standard ceiling height of 10 feet
- Standard wall and building construction materials (i.e. metal, concrete and drywall)
- GCworkplace designed principally for office workspace (does not account for special purpose space)

Cabling:
- Vertical and horizontal cabling (excluding GC Wi-Fi) will be completed by PSPC.
- Single LAN drop will be leveraged for multiple services when possible
- A maximum of 20% LAN drops will be deployed as required for a GCworkplace Fit-Up (for all workpoints combined excluding touchdowns, phonebooths and chat points)
- Minimal to no cabling restrictions in a building (i.e. coring, adding conduit)

Network (LAN / WAN):
- 1 port of access (POA) per access point (AP)
- 48 port distribution switch PoE
- 1 telecommunications room (TR) room per 1100 m2
- Average floor is planned for 1100 m2
- Hardwired LAN connection to support 1 MB/s per connected device

Wi-Fi:
- 100% wireless connectivity at the GCworkplace Fit-up
- GC Wi-Fi (whole building approach) is the GC service recommended by SSC for network connectivity
- Commercial Wi-Fi service (CWS) available (SRA / VPN gates to be assessed for department)

- 1 AP supports 15 concurrent device connections (compatible GC computing and mobile devices)
- 2 devices per end user (computing and mobile)
- Minimum 3 AP's per floor
- Controller size is dependent on number of AP's
- Wi-Fi calling enabled

VoIP
Please note this section is under review by SSC to ensure alignment with the latest technological advancements.

- 100% availability within Enclosed Collaborative workpoints
- 100% availability in Phonebooth and Focus Room workpoints
- Videoconferencing
- Access to videoconferencing solutions will be made available to all Collaborative Enclosed workpoints
- Wireless presentation technology to screencast will be made available at all workpoints with 40" or higher monitors
- All-in one videoconferencing solution will be installed in Medium and Large Meeting rooms
- Cellular Services
- Minimum 60db signal strength available throughout the workplace
- Custom Solution Configuration:
  - Heritage buildings
  - Military bases
  - Secret and classified infrastructure requirements
  - XL Enclosed Collaborative workpoint
- Technical Reference Manual (TRM) will contain full technology and service details by workpoint

WORKSTATION

MINIMUM FUNCTIONAL CRITERIA:
- User adjustable worksurface(s)
  - Power modules at worksurface(s)
  - Use 762 mm (30") deep surfaces for monitors with support(s)
- Minimum 1 monitor per GCworkplace Workpoint IT Requirements
  - Confirm monitor size, monitor support(s), and worksurface compatibility
- User adjustable task chair
- Workstation panels
  - Panels should not exceed 1.37m (54") high; can be lower based on zone and activity being performed

FUTURE-READY CONSIDERATIONS:
- Task light to support user adjustability and enhance functionality in low-light areas
- Open storage or hooks for personal items
- Ottoman or guest seat to support dual-user activities
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLE:

⚠ Omit future-ready considerations unless required by Duty to Accommodate (DTA) to reduce costs and focus on functionality.

OCCUPANTS: 1

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Low

AVERAGE SIZE: 3.5m²

TECHNOLOGY:
- Bring-Your-Own-Device workpoint
- For additional workstation technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:

Furniture Requirements:
- Provide power circuits (one circuit/three workstations), receptacles, conduits and raceways to suit function and layout;
- Provide power module(s) to be mounted at the front side of the work surface for accessibility with simplex outlets and a minimum of 1 double USB outlet for connectivity;
- Provide one (1) power module to be undermounted at back of work surface. Power module comes with five (5) simplex outlets;
- Floor monument (where possible) or LAN drop (where required);
- Provide one (1) image/voice/data outlet per workstation (if required by client).

WORKSTATION (continued)

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

ALTERNATE CONFIGURATION EXAMPLES:

WORK POD

MINIMUM FUNCTIONAL CRITERIA:
- Semi-enclosed furniture solution with integrated work surface and privacy panels
- Optional monitor per GCworkplace Workpoint IT Requirements
    - Confirm monitor size, monitor support(s), and worksurface compatibility
- Power module at worksurface
- User adjustable task chair

FUTURE-READY CONSIDERATIONS:
- Task light to support user adjustability and enhance functionality in low-light areas
- Adjacent open storage or hooks for personal items
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLES:

OCCUPANTS: 1

VISUAL PRIVACY: Low - Medium

ACOUSTIC PRIVACY: Low

AVERAGE SIZE: 2.5m²

TECHNOLOGY:
- Bring-Your-Own-Device workpoint
- For additional workstation technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- Allow for one (1) circuit per five (5) Work Pods or other workspaces with similar Electrical Profile;
- Equip work surface with one (1) USB double outlet for connectivity;
- Provide one (1) additional duplex receptacle per Work Pod

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

FOCUS ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- User adjustable worksurface(s)
  - Power modules at worksurface(s)
  - Use 762 mm (30") deep surfaces for monitors with support(s)
- Minimum 1 monitor per GCworkplace Workpoint IT Requirements
  - Confirm monitor size, monitor support(s), and worksurface compatibility
- User adjustable task chair

FUTURE-READY CONSIDERATIONS:
- Task light to support user adjustability and enhance functionality in low-light areas
- Sliding door to optimize space
- Secondary seating to support dual user activities
- Writable surface to support individual or dual user visual thinking and ideation

CONFIGURATION EXAMPLES:

This configuration delivers the greatest cost savings!

OCCUPANTS: 1-2

VISUAL PRIVACY: Medium-High

ACOUSTIC PRIVACY: Medium (Target: STC 45)

AVERAGE SIZE: 7.5m²

TECHNOLOGY:
- Bring-Your-Own-Device workpoint;
- For additional workstation technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

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

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

ACCESSIBILITY:
- Refer to the **GCworkplace Accessibility and Inclusivity Guide** for general accessibility information that may apply to this workpoint.

STUDY

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Variety of individual open workpoints such as workstations, touchdowns and/or focus pods

FUTURE-READY CONSIDERATIONS:
- Sliding door to optimize space

CONFIGURATION EXAMPLE:

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EXTERIOR

EXTÉRIEUR   EXTERIOR
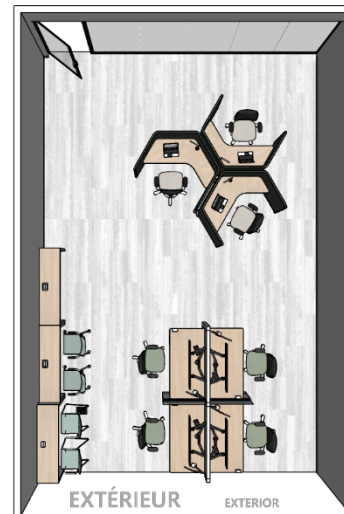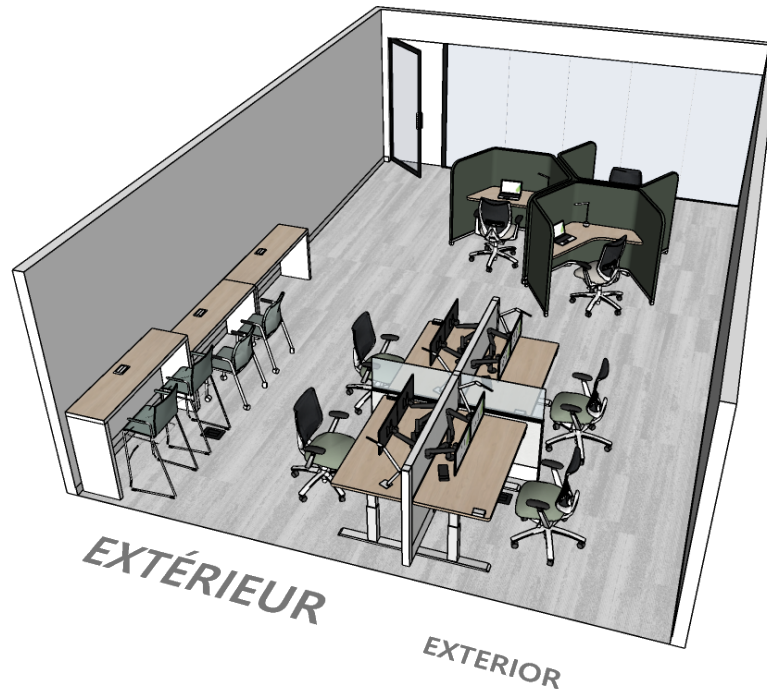
OCCUPANTS: 4-6 min. recommended varies depending on size and task

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Medium (Target: STC 45)

AVERAGE SIZE: 5m² per occupant

TECHNOLOGY:
- Bring-Your-Own-Device workpoint
- For additional workstation technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- For soft seating furniture solutions, provide convenience outlets in nearby floor or wall as required;
- When populating studies with other workpoint types, ensure to provide the required electrical infrastructure as indicated for those specific workpoints.

Room Requirements:
- Allow for one (1) circuit per maximum six (6) workpoints; (if panel-based solutions)
- Equip room walls with a maximum of three (3) standard electrical duplexes.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

STUDY (continued)

ALTERNATE CONFIGUARTION EXAMPLE:

FOCUS POD
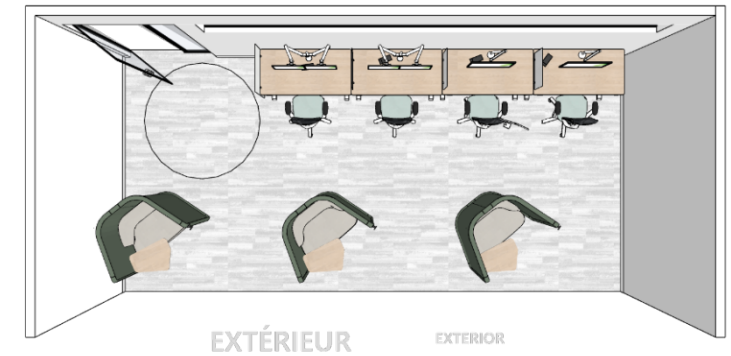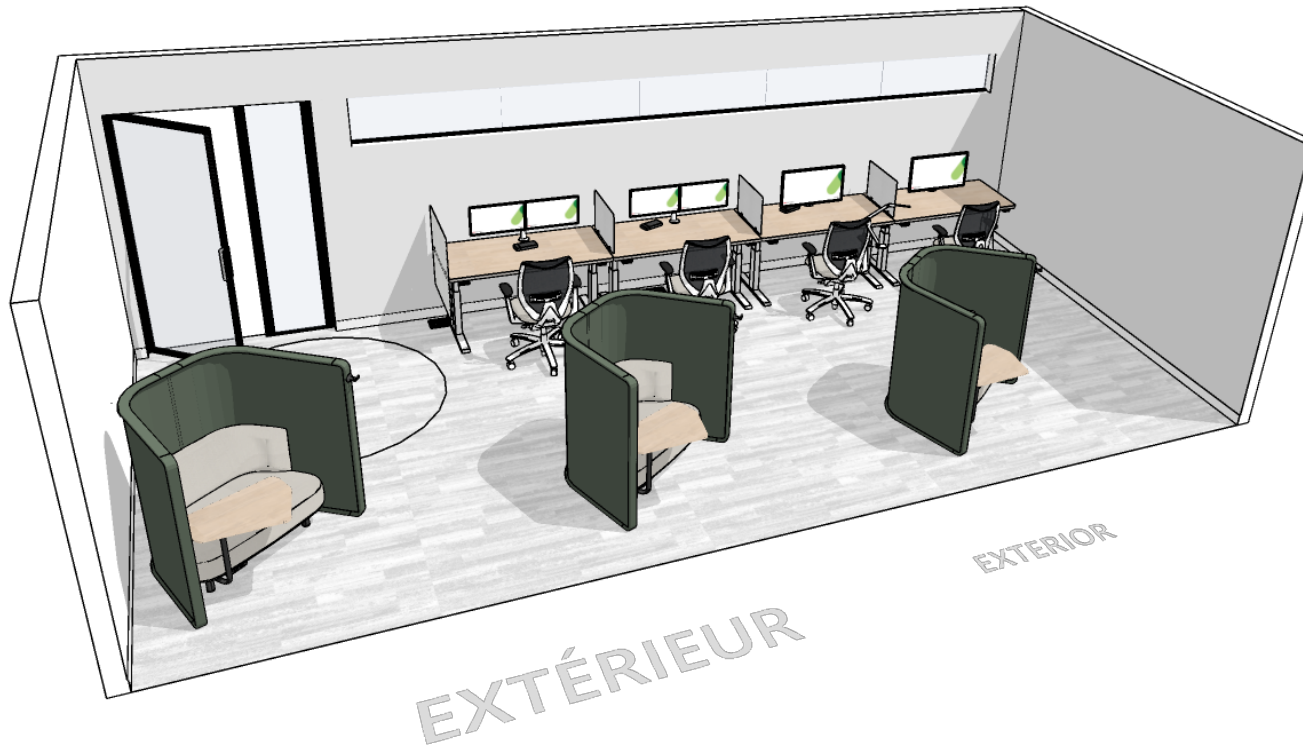
MINIMUM FUNCTIONAL CRITERIA:
- Semi-enclosed soft seating furniture solution surrounded by privacy screens

FUTURE-READY CONSIDERATIONS:
- Task light to support user adjustability and enhance functionality in low-light areas
- Adjacent open storage or hooks for personal items
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLES:
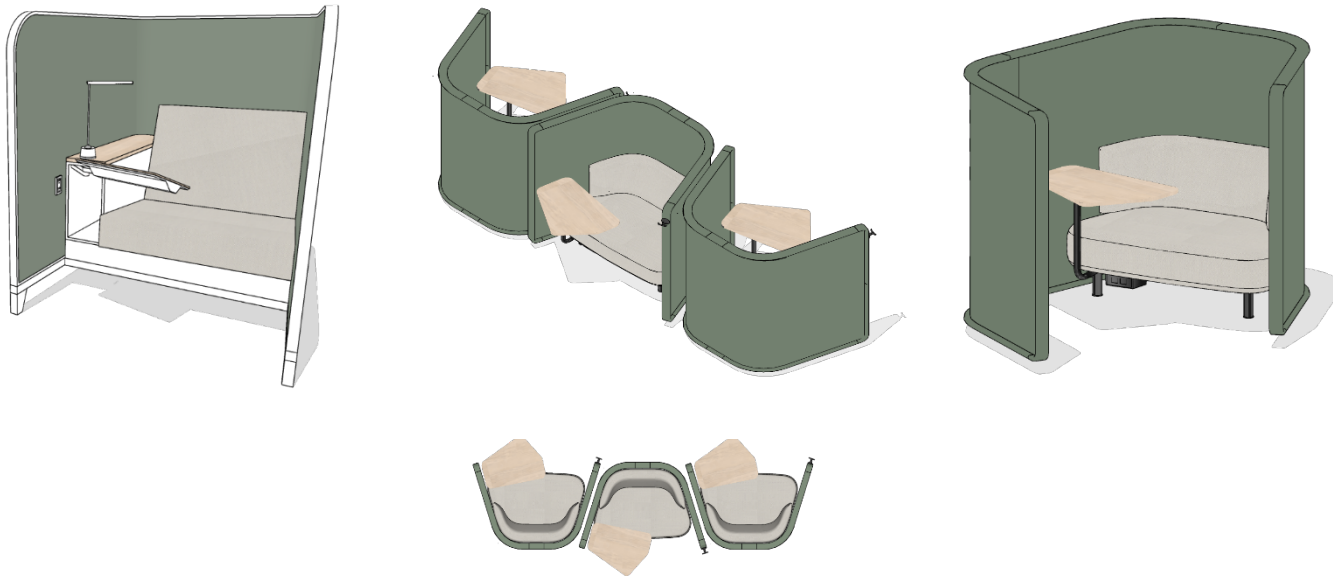
OCCUPANTS: 1

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 4.0m²

TECHNOLOGY:

- Bring-Your-Own-Device workpoint, no AV or IT technology provided as workpoint is intended for short term use.

ELECTRICAL:
Furniture Requirements:
If Focus Pod(s) are to be powered:
- Allow for one (1) circuit per five (5) Focus Pods;
- Equip work surface with one (1) USB double outlet and minimum of one (1) duplex receptacle per Focus Pod (where the pod doesn't have an integrated design for outlets, the USB connection can be located at the base)
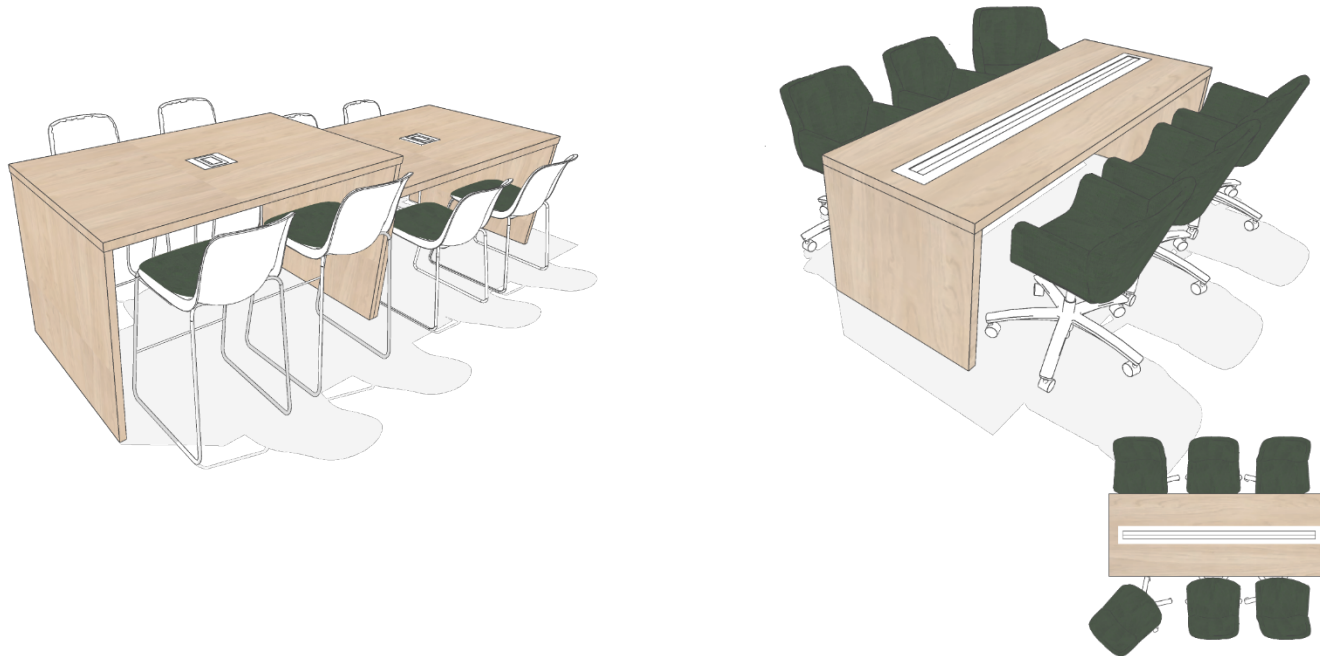
ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

TOUCHDOWN

MINIMUM FUNCTIONAL CRITERIA:
- Variety of seating options
- Power modules at worksurface(s)

FUTURE-READY CONSIDERATIONS:
- Adjacent open storage or hooks for personal items
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLES:

OCCUPANTS: 2-8

VISUAL PRIVACY: Low

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 1.5m² per occupant

TECHNOLOGY:
- Bring-Your-Own-Device workpoint.

ELECTRICAL:
Furniture Requirements:
- Allow for 1 dedicated circuit per maximum 8 seats;
- Touchdowns at collaborative tables can have surface integrated power module(s);
- Equip work surface with one (1) duplex receptacle or one (1) triplex receptacle within reach of each seat;
- Equip work surface with 1 double USB outlet within reach of 2 seats.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

PHONEBOOTHS AND PHONE ROOMS

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room or prefabricated solution
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Seating and a work surface to support virtual meetings and impromptu phone calls

FUTURE-READY CONSIDERATIONS:
- Task light to support user adjustability and enhance functionality in low-light areas
- Sliding door to optimize space
- Writable surface to support individual visual thinking and ideation

EXAMPLE CONFIGUARTION:

OCCUPANTS: 1

VISUAL PRIVACY: Medium

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

AVERAGE SIZE: 6.5m² (Phone Room) or 2.5m² (Phonebooth)

TECHNOLOGY:
- Bring-Your-Own-Device workpoint, no AV or IT technology provided as workpoint is intended for short term use.

ELECTRICAL:
Prefabricated Solution (ie: phonebooth):
- Allow for one (1) circuit per five (5) Phone Booths;
- Provide power module(s) to be mounted at the front side of the work surface for accessibility with simplex outlets and a minimum of 1 double USB outlet for connectivity;

Phone Room:
- Allow for one (1) circuit per five (5) Phone Rooms;
- Equip room walls with a maximum of two (2) standard electrical duplexes;
- Provide power module(s) to be mounted at the front side of the work surface for accessibility with simplex outlets and a minimum of 1 double USB outlet for connectivity;
- Provide one (1) power module to be undermounted at back of work surface. Power module comes with five (5) simplex outlets.

ACCESSIBILITY:
- Refer to the **GCworkplace Accessibility and Inclusivity Guide** for general accessibility information that may apply to this workpoint.

PHONEBOOTHS AND PHONE ROOMS (continued)

ALTERNATE CONFIGURATION EXAMPLES:

CHAT POINT
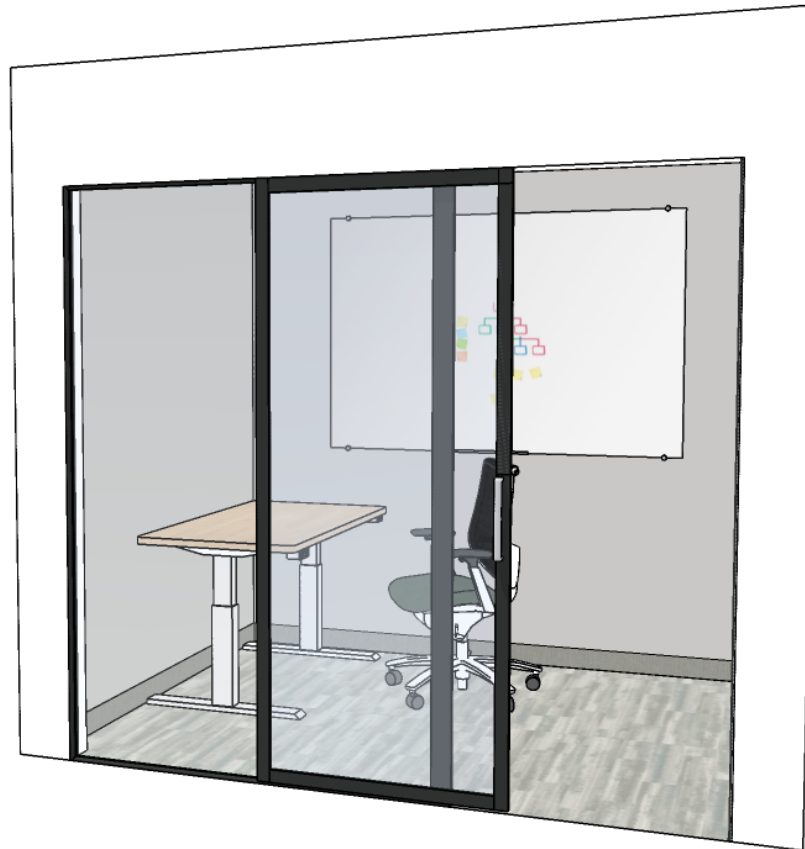
MINIMUM FUNCTIONAL CRITERIA:
- Small, casual, standing or seated workpoint with a small surface

FUTURE-READY CONSIDERATIONS:
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLE:

OCCUPANTS: 2-4

VISUAL PRIVACY: Low

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 4m²

TECHNOLOGY:
- Bring-Your-Own-Device workpoint, no AV or IT technology provided as workpoint is intended for short term use.

ELECTRICAL:
Optional Requirements:
- Power at tabletop if specified and conditions allow.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

CHAT POINT

ALTERNATE CONFIGURATION EXAMPLES:

MINIMUM FUNCTIONAL CRITERIA:
- Semi-enclosed booth or furniture solutions with visual privacy
- Shared worksurface and soft seating
- Technology as per GCworkplace Workpoint IT Requirement

FUTURE-READY CONSIDERATIONS:
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

CONFIGURATION EXAMPLES:

This furniture first configuration delivers the greatest cost savings!
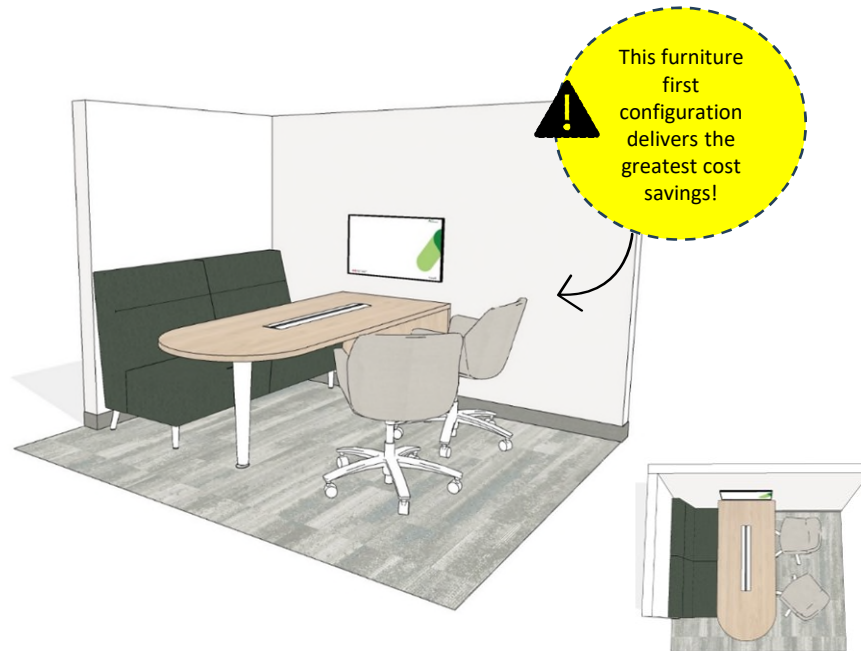
OCCUPANTS: 4

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 7.0m²

TECHNOLOGY:
- Bring-Your-Own-Device workpoint;
- For additional workstation technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- Provide power & USB charging at work surface if work surface permits.

Huddle Requirements:
- Allow for one (1) circuit per two (2) huddles if monitor is required OR one (1) circuit per four (4) huddles without monitor;
Where applicable equip:
- One (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets dedicated to each display;
- One (1) standard electrical duplex receptacles and one (1) double USB outlet in the wall at work surface level height;
- Direct/indirect suspended lamp(s) to suit meeting table function on a separate dimmable switch/light control.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

TEAMING AREA

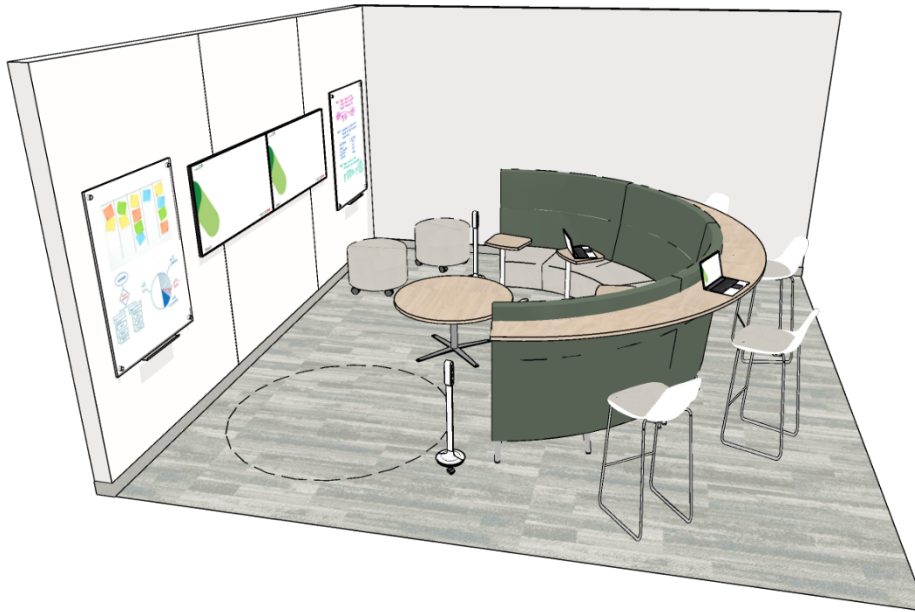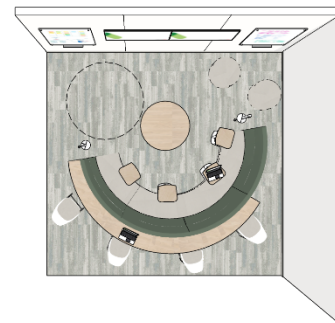## MINIMUM FUNCTIONAL CRITERIA:
- Collaborative furniture configurations, work surfaces and/or tablet arms that are fixed or moveable
- Collaborative tools such as display monitors, interactive touchscreens, or whiteboards—only when essential to support group activities and collaboration as per GCworkplace IT Requirement

FUTURE-READY CONSIDERATIONS:
- Credenza for storage of IT and/or audio-visual equipment as required
- Strategic placement of acoustic treatments in areas with the greatest need for visual and auditory improvements helps maximize effectiveness while minimizing costs

OCCUPANTS: 6-10

VISUAL PRIVACY: Low-Medium

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 15m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- Power and USB receptacle can be incorporated in furniture solution (if applicable).

Where applicable:
- Allow for two (2) circuits per Teaming Area;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets with dedicated circuit to each display;
- Provide three (3) electrical duplex receptacles with USB charging per teaming area if architecture permits.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

CONFIGURATION EXAMPLE:

Maximize the reuse of existing furniture and reduce costs where possible. Consult with your Design Manager to identify available furniture inventory.

TEAMING AREA (continued)

ALTERNATE CONFIGURATION EXAMPLES:

MINIMUM FUNCTIONAL CRITERIA:
- Provide a variety of different dining furniture such as soft seating, small tables, and chairs with and without armrests
- Furniture should be easy to clean
- Lounges can be found anywhere in both the Interactive and Transitional zone(s) however there must be one at least 10m2 with each kitchenette.

CONFIGURATION EXAMPLE:

In specific applications, ceiling-hung acoustic baffles serve as a key functional element, enhancing sound quality by minimizing noise and controlling reverberation.

Maximize the reuse of existing furniture and reduce costs where possible. Consult with your Design Manager to identify available furniture inventory.

OCCUPANTS: 10+

VISUAL PRIVACY: Low

ACOUSTIC PRIVACY: Low (STC N/A)

AVERAGE SIZE: 10m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
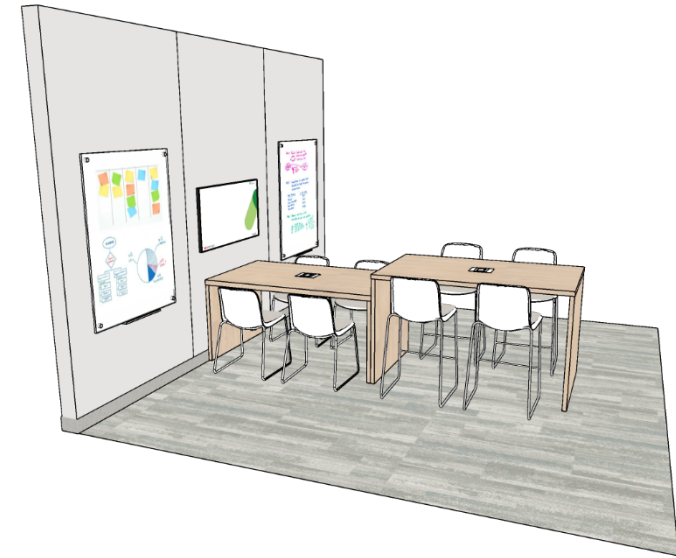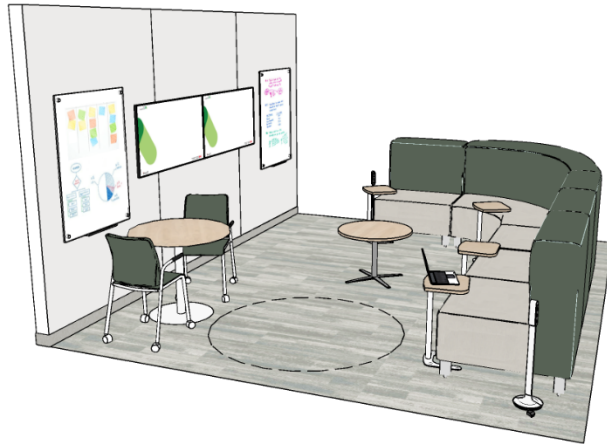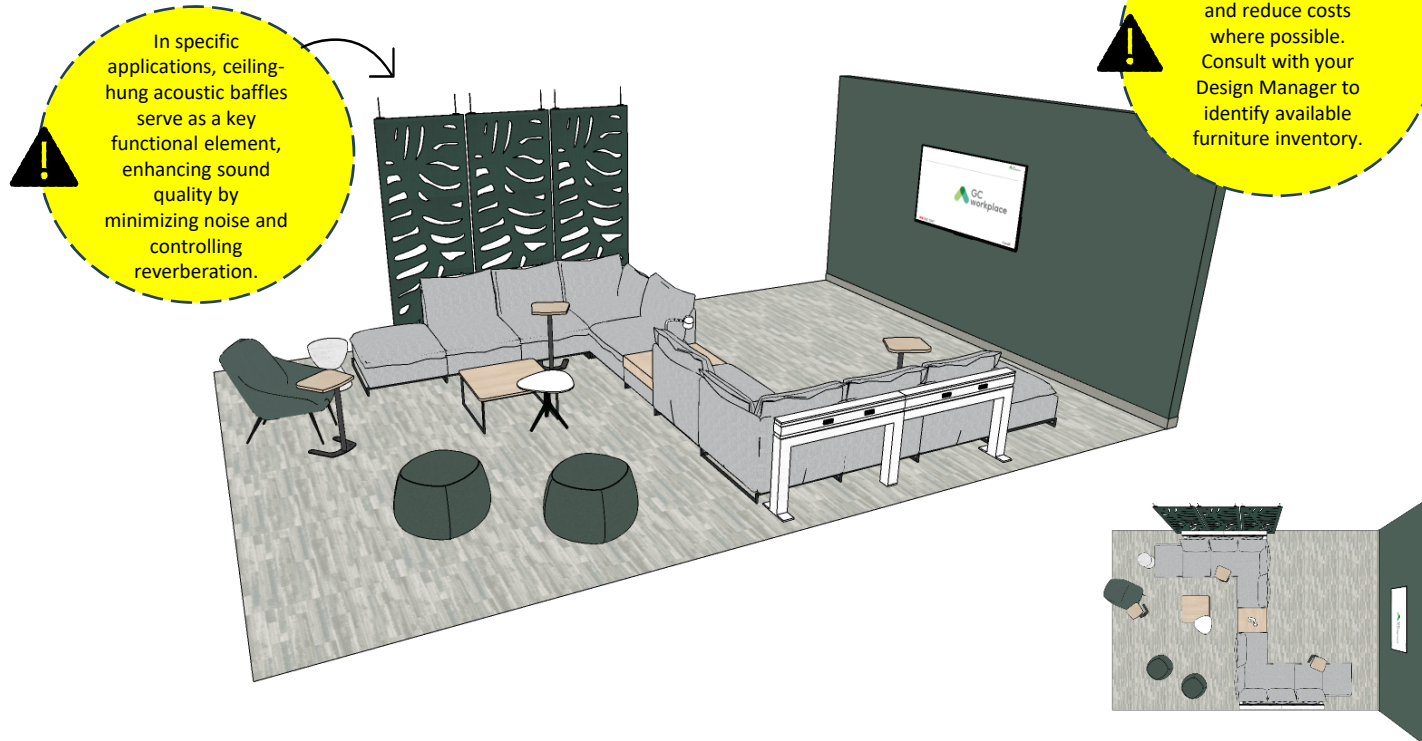- Power and USB receptacle to be incorporated in furniture solution (if applicable).

Room Requirements:
- Allow for one (1) dedicated circuit per 15m2 of Lounge space;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets dedicated to each display;
- Provide three (3) electrical duplex receptacles with USB charging on walls if architecture permits.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

LOUNGE (continued)

ALTERNATE CONFIGURATION EXAMPLE:

Minimize or avoid discretionary elements like feature walls to maximize savings!

WORK ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Worksurface(s) and/or table(s)
- Screen display per GCworkplace Workpoint IT Requirements
- Task and/or side chairs

FUTURE-READY CONSIDERATIONS:
- Sliding door to optimize space
- Secondary seating to support additional users
- Writable surface to support visual thinking and ideation

CONFIGURATION EXAMPLE:

OCCUPANTS: 4-6

VISUAL PRIVACY: Medium-High

ACOUSTIC PRIVACY: Medium (Target: STC 35)

AVERAGE SIZE: 16m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
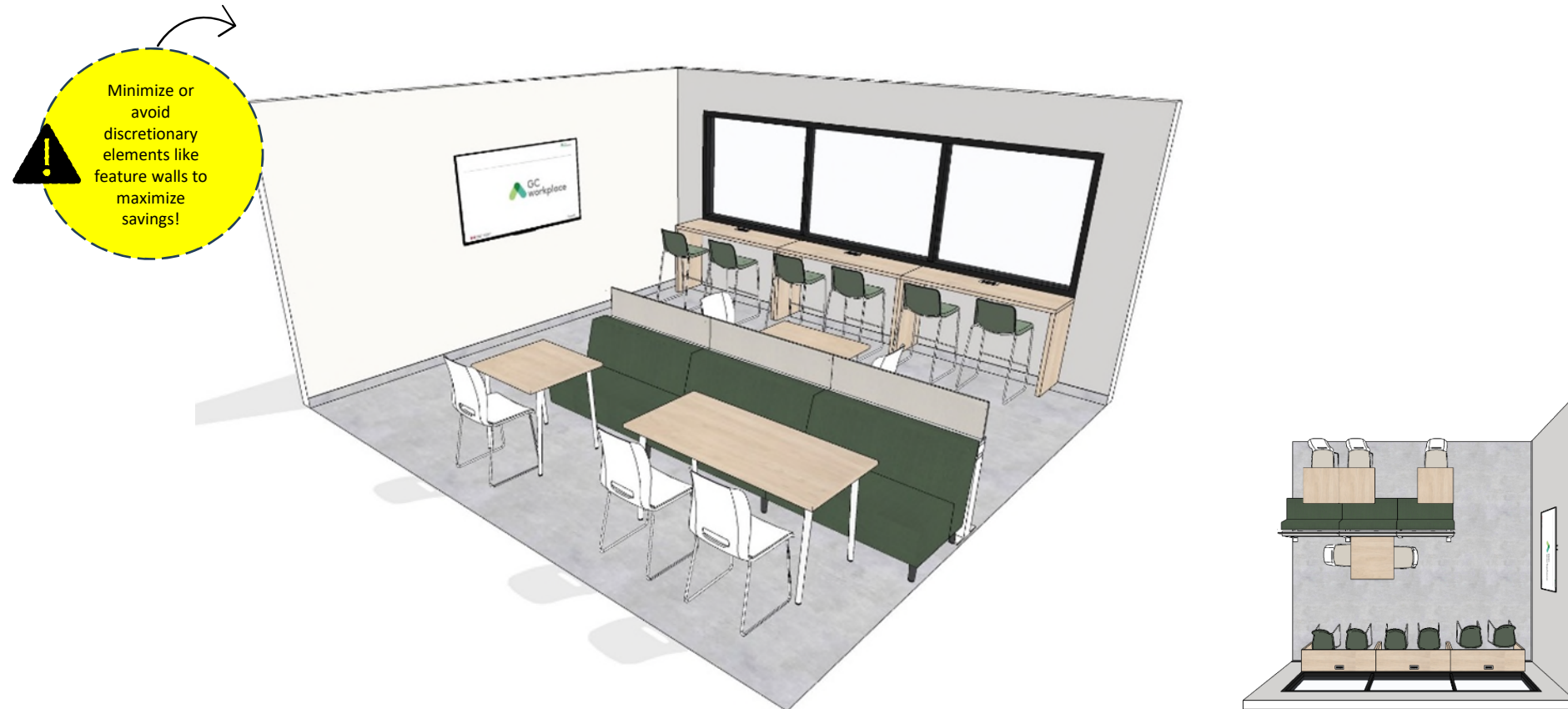- Power and USB receptacles to be incorporated in furniture solution (if applicable).

Room Requirements:
- Allow for one (1) circuit per Work Room;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets with dedicated circuit to each display;
- Equip room walls with a maximum of two (2) standard electrical duplex receptacles with USB charging;
- Provide one (1) image/voice/data outlet per workstation (if required by client).

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

WORK ROOM (continued)

ALTERNATE CONFIGURATION EXAMPLES:

PROJECT ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Mobile worksurface(s) and/or table(s) reconfigurable into various layouts
- Screen display per GCworkplace Workpoint IT Requirements
- Task and/or side chairs

FUTURE-READY CONSIDERATIONS:
- Sliding door to optimize space
- Secondary seating to support additional users
- Writable surface to support visual thinking and ideation

CONFIGURATION EXAMPLE:

OCCUPANTS: 6-10

VISUAL PRIVACY: Medium-High

ACOUSTIC PRIVACY: Medium (Target: STC 35)

AVERAGE SIZE: 20m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- Power and USB receptacles to be incorporated in furniture solution (if applicable).

Room Requirements:
- Allow for one (1) circuit per Project Room;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets with dedicated circuit to display;
- Equip room walls with a maximum of three (3) standard electrical duplex receptacles with USB charging;
- Provide one (1) image/voice/data outlet per workstation (if required by client).

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

ALTERNATE CONFIGURATION EXAMPLES:

MEDIUM MEETING ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Fixed meeting room table(s) or mobile tables reconfigurable into various layouts (training, presentations, etc.)
- Screen display per GCworkplace Workpoint IT Requirements
- User adjustable conference chairs

FUTURE-READY CONSIDERATIONS:
- Sliding door to optimize space
- Secondary seating to support additional users
- Writable surface to support visual thinking and ideation
- Credenza for storage of IT and/or audio-visual equipment

OCCUPANTS: 10-12

VISUAL PRIVACY: Medium-High

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

AVERAGE SIZE: 32m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
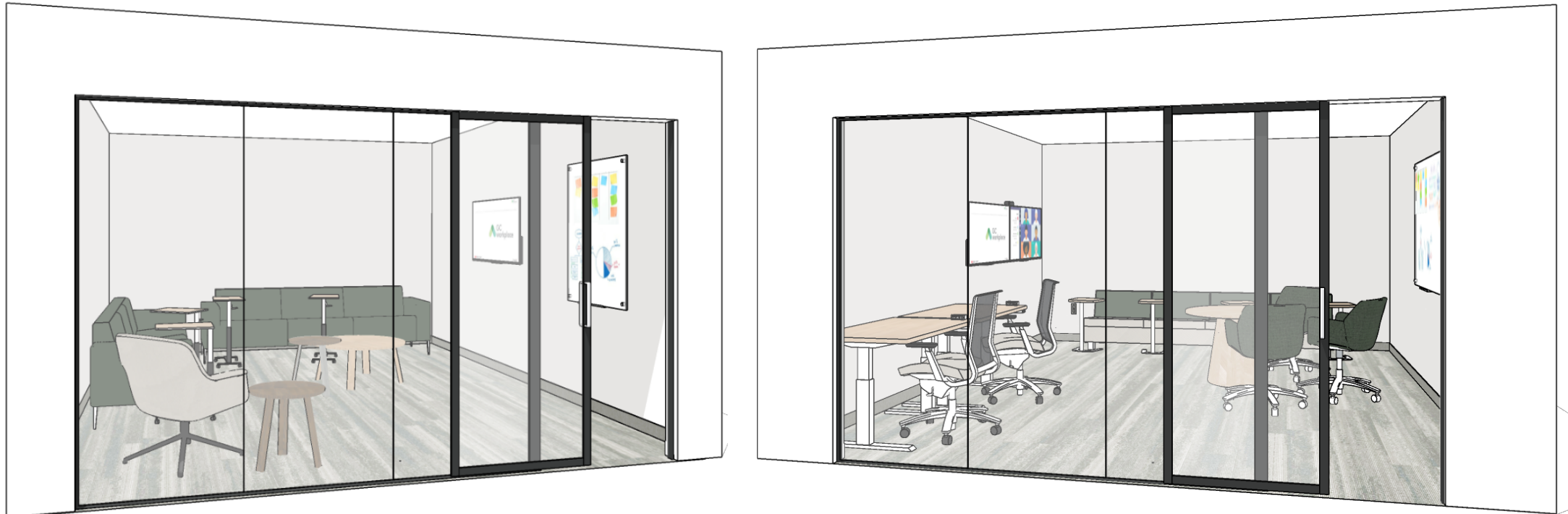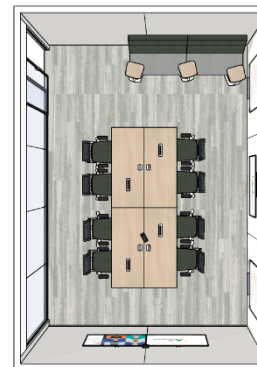- Power, data and USB receptacles to be incorporated in furniture solution (if applicable);

Room Requirements:
- Allow for three (3) circuits per Medium Meeting Room;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets with dedicated circuit to each display;
- Equip room walls with a maximum of four (4) standard electrical duplex receptacles with USB charging;
- Provide a maximum of two (2) standard floor mounted electrical duplex receptacle;
- Provide Image/voice/data outlets if required by client (to be assessed on project-by-project basis).
- 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.

CONFIGURATION EXAMPLE:

Consider a review from TSSL to inform cost-saving efforts.

MEDIUM MEETING ROOM (continued)

ACCESSIBILITY:
- Refer to the **GCworkplace Accessibility and Inclusivity Guide** for general accessibility information that may apply to this workpoint.

ALTERNATE CONFIGURATION EXAMPLES:

LARGE MEETING ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with drywall and/or demountable partitions
- Glazing to allow light penetration (privacy film to be applied in accordance with applicable codes and standards)
- Fixed meeting room table(s) or mobile tables reconfigurable into various layouts (training, presentations, etc.)
- Screen display per GCworkplace Workpoint IT Requirements
- User adjustable conference chairs

FUTURE-READY CONSIDERATIONS:
- Two sliding doors at opposite ends of room to optimize space
- Banquette or secondary seating to support additional users
- Writable surface to support visual thinking and ideation
- Credenza for storage of IT and/or audio-visual equipment

CONFIGURATION EXAMPLE:

OCCUPANTS: 20+

VISUAL PRIVACY: Medium-High

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

AVERAGE SIZE: 60m²

TECHNOLOGY:
- For additional technology requirements, please refer to the GCworkplace Workpoint IT Requirement.

ELECTRICAL:
Furniture Requirements:
- Power, data and USB receptacles to be incorporated in furniture solution (if applicable).

Room Requirements:
- Allow for four (4) circuits per Large Meeting Room;
- Provide one (1) quadruplex receptacle OR two(2) standard duplex receptacle outlets with dedicated circuit to each display;
- Equip room walls with a maximum of five (5) standard electrical duplex receptacles with USB charging;
- Provide a maximum of three (3) standard floor mounted electrical duplex receptacle;
- Provide Image/voice/data outlets if required by client (to be assessed on project-by-project basis).
- Direct/indirect suspended luminaire(s) to suit meeting table function on a separate switch/light control and motion sensor (additional circuit(s) may be required);
- Dimmable perimeter/accent lighting to support presentation function on a separate switch/light control and motion sensor (additional circuit(s) may be required).

Consider a review from TSSL to inform cost-saving efforts.

LARGE MEETING ROOM (continued)

ACCESSIBILITY:
- Refer to the **GCworkplace Accessibility and Inclusivity Guide** for general accessibility information that may apply to this workpoint.

ALTERNATE CONFIGURATION EXAMPLE:

KITCHENETTE

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed or semi-enclosed space with visual separation from workspaces
- Kitchen facilities for use by employees for food storage and preparation
- Access to daylight and views when possible and/or glazed partition on at least one wall to allow light penetration;
- Include:
  - sink(s)
  - space for refrigerator(s)
  - microwave(s)
  - millwork and counter space
  - recycling centre

OCCUPANTS: N/A

(Not included in occupancy calculation)

VISUAL PRIVACY: Medium

ACOUSTIC PRIVACY: Low - Medium

TECHNOLOGY: N/A

ELECTRICAL REQUIREMENTS:
- Standard dedicated circuit duplex receptacles to suit quantity of refrigerators and microwaves;
- Standard 5-20R duplex or 5-15R duplex with GFCI protection (GFCI where required by Canadian Electrical Code CSA C22.1); Duplex receptacles for other countertop appliances to suit client requirements;

MECHANICAL:
- Hot water, cold water, drain and vent piping for kitchen sink (see building code requirements for kitchen plumbing requirements)
- Exhaust fan when required where required.

FINISHES:
- Refer to Section A5.1 in the Fit-up Standards for further details.

BENCHMARKS:

1-24 occupants
- **One** 5m^2
- 5 lin.ft. (1.5m) millwork
- One refrigerator
- One microwave
- Recycling centre

25-49 occupants
- **One** 10m^2
- 5-8 lin.ft. (1.5m-2.5m) millwork
- Max. 2 refrigerators
- Max. 2 microwaves
- Recycling centre

50-149 occupants
- **One** 15m^2
- 12-16 lin.ft. (3.5m-5m) millwork
- Max. 3 refrigerators
- Max. 3 microwaves
- Recycling centre

150-299 occupants
- **Two** 15m^2, each with
- 12-16 lin.ft. (3.5m-5m) millwork each
- Max. 2 refrigerators each
- Max. 2 microwaves each
- One Recycling centre each

SEE NEXT PAGE FOR ELEVATION AND DETAILS.

KITCHENETTE (continued)

(A) **Counters:**
- Provide knee and toe space at <u>both</u> work area of counter and sink areas. Refer to B652:23 Clause 5.10.6.
- Choose matte counter surface to minimize glare.
- Counter must not have 90-degree edges and it is recommended that they be bullnose or rounded.

(B) **Backsplash:**
- Thickness, profile and backsplash height to be determined on a per project basis.

(C) **Sink:**
- Pipes must be protected to prevent contact.
- Consider including touchless faucet, soap dispenser and paper towel dispenser. All to be within reach from a seated position at the sink. Refer to B652:23 Clause 4.5 for more details.

(D) **Storage:**
- Both open and closed storage to be provided.
- Cabinets must be drawer style when located under counter surfaces.
- Base cabinets must provide toe space.
- Recommend D-style handle. Ensure handles contrast with the cabinet door. Refer to B652:23 Clause 4.5 for more information.
- Fascia and/or side wall mounted electrical outlets and light switches to comply with Clause 4.5.
- Refer to B652:23 Clause 5.10.8 for full details and helpful ideas for accessible storage solutions.

(E) **Finishes:**
- Floor to be luminance (colour) contrasted from the walls, millwork, and appliances.
- Floor must be slip resistant, produce minimal glare, and not have strong visual patterning.
- Millwork to not have strong visual patterning.

(F) **Refrigerators (N.I.C.):**
- Must be counter depth.
- Refer to B652:23 Clause 5.10.9.1 and 5.10.9.2 for additional information.

(G) **Microwave(s) (N.I.C.):**
- Refer to B652:23 Clause 5.10.9.1 and 5.10.9.5 for additional information.
- A pull-out shelf under the microwave, matching its width or wider, and extending at least 250mm, is an acceptable alternative to counter space on the latch side.

(H) **Recycling Center (N.I.C.)**

For conceptual purposes only. Design may vary.

ELECTRICAL LEGEND:

1 Dedicated 15A GCFI duplex receptacle for microwave.

2 Accessible 15A GCFI duplex receptacles and task light switch. Refer to B652:23 Clause 5.10.5 and 4.5.Dedicated 15A duplex receptacle if required for secondary microwave.

3 Dedicated 15A duplex receptacle for fridge.

4 All kitchen illumination, including general and any task lighting below overhead cabinetry, shall comply with B652:23 Clause 4.8.

2100mm by 2100mm clear floor space must be provided within kitchen. Refer to B652:23 Clause 5.10.1.

(!) Ensure that appliances are ordered with the appropriate door swing for the design.

Consider varied heights between counter and island to ensure range accommodates as many users as possible.

Please refer to [CSA/ASC B652:23 Accessible Dwellings](#) Clause 5.10 Kitchens for minimum standards that must be applied to kitchenettes.

WELLNESS ROOM

MINIMUM FUNCTIONAL CRITERIA:
- Enclosed room with demountable and/or drywall partitions
- Side door glazing (side light) with privacy film (can be full or ¾ privacy film for seated privacy)
- Automatic occupied indicator as door should not be lockable
- High-back lounge chair, ottoman and small tables to place personal items

FUTURE-READY CONSIDERATIONS:
- Indoor plants help to bring natural elements into the wellness room and support principles of biophilia
- Dimmable Overhead Lighting allows users to adjust brightness based on their comfort and activity, helping to reduce eye strain and promote relaxation
- Adjustable Accent Lighting like LED color strips, table lamps, or floor lamps with color-changing bulbs to create a calming, personalized atmosphere

CONFIGURATION EXAMPLE:

Opt for soothing color palettes that evoke a sense of calm, reduce stress, and contribute to a restorative environment.

OCCUPANTS: 1

VISUAL PRIVACY: Medium-High

ACOUSTIC PRIVACY: Medium (Target: STC 35)

AVERAGE SIZE: 7.5m²

TECHNOLOGY:
- No technology use.

ELECTRICAL:
- Equip one (1) standard electrical duplex receptacle on a wall;
- Base building lighting must be on separate circuit to allow user to adjust the intensity;
- Consider adding LED accent lighting with controls for user adjustability or rewiring existing light fixture;
- A floor lamp may be considered where layout and access to electrical allows. Cords to be covered accordingly to avoid tripping hazard.

ACCESSIBILITY:

- Refer to the **GCworkplace Accessibility and Inclusivity Guide** for general accessibility information that may apply to this workpoint.

EQUIPMENT AREA

MINIMUM FUNCTIONAL CRITERIA:
- Business Centre with office supplies
- Include storage furniture and layout surface
- Provide power for equipment; multi-function device, shredder, etc

BENCHMARK:
- Up to one equipment area for every 100-target population;
- 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.

OCCUPANTS: N/A

(Not included in occupancy calculation)

VISUAL PRIVACY: Low- Medium

ACOUSTIC PRIVACY: Medium

AVERAGE SIZE: 5m²

POSTURE: N/A

TECHNOLOGY:
- LAN;
- Printer and/or Multi-function device;
- Shredder;
- Plotter (optional).

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

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

FINISHES:
- Refer to Section A5.1 in the Fit-up Standards for further details.

EQUIPMENT AREA

Counters:
- If surface will be used for collating documents, recommend including knee and toe space at a section of the counter. Refer to B652:23 Clause 5.10.6.
- Counter must not have 90-degree edges and it is recommended that they be bullnose or rounded.
- Choose matte counter surface to minimize glare.

Storage:
- Cabinets must be drawer style when located under counter surfaces.
- Base cabinets must provide toe space.
- Recommend D-style handle. Ensure handles contrast with the cabinet door. Refer to B652:23 Clause 4.5.
- Consider including overhead shelves so open and closed options are available.
- If outlets at counter height are provided, install at least one on fascia or side wall. Refer to B652:23 Clause 4.5.
- Refer to B652:23 Clause 5.10.8

Finishes:
- Floor to be luminance (colour) contrasted from the walls and millwork.
- Floor must be slip resistant, produce minimal glare, and not have strong visual patterning.
- Avoid strong visual patterning on millwork

Circulation Space:
- Include clear floor area of 2100mm x 2100mm. Refer to B652:23 Clause 5.10.1.

Please refer to [CSA/ASC B652:23 Accessible Dwellings](#) for minimum standards that should be applied to equipment areas.

PERSONAL STORAGE AREA

MINIMUM FUNCTIONAL CRITERIA:

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

Locker Area Calculation:
- The Maximum Locker Area = 0.5 sq.m. (per target occupant) x Number of targeted occupants.
- This area includes locker units, accessible benches, shared storage (like coat closets and boot storage), and clearance/circulation.

Maximum Quantity of Locker Units:
- The total number of locker units must not exceed the target occupancy.
- 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).
- Avoid over-occupying the space and comply with local building codes.

Refer to the GCworkplace Design Guide for planning strategies and best practises.
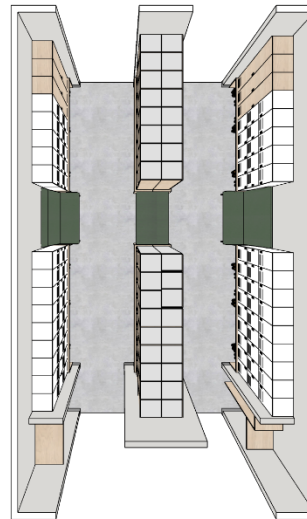
OCCUPANTS: N/A

(Not included in occupancy calculation)

VISUAL PRIVACY: Low

ACOUSTIC PRIVACY: Low

AVERAGE SIZE: 0.5m² per occupant

TECHNOLOGY: N/A

MECHANICAL:
- Refer to General Specifications and Open Office Areas on pages 3 & 4.
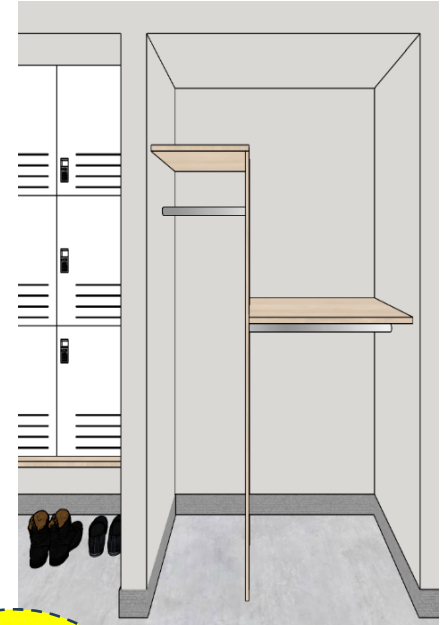
INTERIOR ARCHITECTURE:
- Refer to General Specifications and Open Office Areas on pages 3 & 4.

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply to this workpoint.

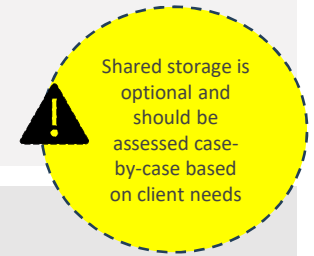Omit built-in furniture solutions and opt for furniture-first solutions to add seating in locker areas if required

LOCKER OPTION EXAMPLES:
(VARIES BY PRODUCT)

- Coat Rod
- Removable Coat Hangers
- Boot Tray
- Boot Storage
- Shelving
- Hooks
- Bins
- Keyless Lock
- Etc…

Omit optional locker elements in locker areas if not required by Duty to Accommodate (DTA)

LOCKER UNIT TYPE EXAMPLES:

Full Height

Half Height

3-High

4-High

5-High

SHARED STORAGE

MINIMUM FUNCTIONAL CRITERIA:

- Optional centralized filing to be provided only as required by group's paper storage needs (in line with an active digitization / IM modernization strategy) or for supply storage
- Filing can be grouped with a common surface to provide layout space
- Ensure common surface does not overhang over drawer openings
- Individual filing drawers available for personal lockers, if required

CONFIGURATION EXAMPLES:

OCCUPANTS: N/A

(Not included in occupancy calculation)

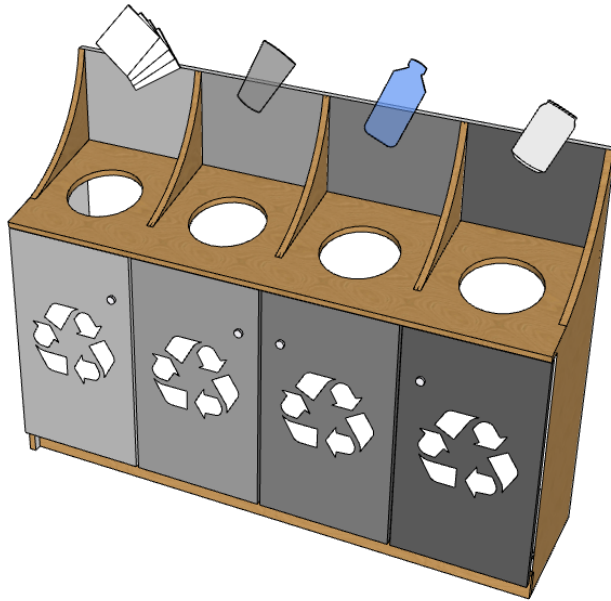**VISUAL PRIVACY: N/A**

ACOUSTIC PRIVACY: N/A

AVERAGE SIZE: 5m²

TECHNOLOGY: N/A

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply.

WASTE & RECYCLING

MINIMUM FUNCTIONAL CRITERIA:
- Centralized communal waste and recycling units
- One unit to be adjacent to kitchenette(s)/lounge(s)
- Garbage receptacles for wet garbage located in food preparation areas require a tight-fitting lid
- Consider placement near circulation/entrances for convenience of use
- Open area, approximately 1 unit per 200m^2
- 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

TECHNOLOGY: N/A

ACCESSIBILITY:
- Refer to the GCworkplace Accessibility and Inclusivity Guide for general accessibility information that may apply.

RESOURCES

GCworkplace Design Guide

Government of Canada Workplace Fit-up Standards

GCworkplace Best Practices Checklist

GCworkplace Space Planning Workbook

GCworkplace Workpoint IT Requirement.

Technical Reference for Office Building Design (TRFOBD)

CSA/ASC B651:23 Accessible Design for the Built Environment

 CSA/ASC B652:23 Accessible Dwellings

GCworkplace Accessibility and Inclusivity Guide