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 should be referred to for any Fit-up project in conjunction with both the GCworkplace Design Guide and the Government of Canada Workplace Fit-up Standards. 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 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.

This manual is intended to be a technical reference to direct the design requirements of a new GCworkplace. This baseline of 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). 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, and the GCworkplace Base Building Standard. Refer to the Resources section for links to these documents.

It is important to note that with the implementation of a GCworkplace fit-up and GCworkplace Standard Furniture Typicals, 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.

GENERAL SPECIFICATIONS AND OPEN OFFICE AREAS

General Specifications and Open Office Areas: detailed specifications in this section are the basic requirement for the design of GCworkplace unless otherwise specified in the workpoint specifications.

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 *GCworkplace Base Building Standard*;
- Illuminance and Luminance Ratio & Section 8.12.9.2 Illumination Levels of Interior Spaces.
- Where feasible within workpoints, provide dimmable accent lighting that can be user adjusted.

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);

ACOUSTICS:
- Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers);
- Provide acoustic treatment for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.

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.
- Millwork hardware should contrast with adjacent millwork finishes. Ensure millwork finishes are glare free and do not have a strong pattern.

FLOORING:
- Where required, specify raised floor systems and ramps, epoxy or other special treatments to suit client requirements;
- 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.

CEILINGS:
- Base building standard (typically acoustic tile);
- Bulkheads as required to suit mechanical design or other site constraints.
- Bulkheads or other design elements (see Design Elements on page 44) may be used to define or delineate spaces, and for wayfinding purposes;
- Provide felt baffles at ceilings in open areas.

DOORS:
- Doors to enclosed rooms may be hinged or sliding, glazed, partially glazed or full core.
- Fully glazed doors shall have at 1350mm to 1500mm from the floor, 50 mm high continuous opaque strips that extend full width of doors and partitions;
- Privacy film for glazed doors to be applied in accordance with applicable codes and standards;
- Consider additional hardware as required, for durability in high traffic areas, e.g, push/pull and kick plates.
- All hinged doors to have lever type passage set handles and all sliding doors to have a vertical pull bar at minimum 800mm from the ground;

AUDIO VISUAL:
- Provide 1 – 40" wall-mount monitor at main entrance of suite.

FURNITURE:
- For all specifications related to furniture, refer to the GCworkplace Standard Furniture Typicals.

ACCESSIBILITY CONSIDERATIONS:
- Consider providing convex mirrors at all accessible routes where visibility at intersections is hindered.
- Any operating controls shall be adjacent to, and centred on, either the length or the width of a clear floor space of 800mm x 1350mm. In addition; the centreline of the operating controls shall be located in a range between 400mm and 1200mm from the floor.
- Accessible routes are to be designed clear from plants, furniture, and other freestanding items.
- Consider using colour contrast and/or install different floor finishes to visually separate support spaces from adjacent accessible route.
- For all glazed panels, add a visually contrasting strip. Colour contrasting strips installed between +/-762mm and +/-1200mm A.F.F. If the coloured film is already specified additional colour contrasting strip can be omitted.
- Consider providing contrasting colors at all transitions between floor/wall, door/adjacent wall and door/door frame.

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 enable the GCworkplace of the Future vision. 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.

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

Cabling:
- Vertical and horizontal cabling (excluding GC Wi-Fi) will be completed by PSPC.
- Single LAN drop can be used for multiple services
- Up to a maximum of 20% LAN drops will be deployed for a GCworkplace Fit-up (for all workpoints combined)
- 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 switch
- 1 telecommunications room (TR) room per 1000 m2
- Average floor is 1000 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 (multi-tenant) 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
- 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

DESIGN:
- **Can be L-shaped or benching;**
- **At least one work surface per workstation to be height adjustable. To ensure maximum accessibility electric height adjustable surfaces should be prioritized where possible;**
- **Any surface with monitor(s) to be at least 762mm (30") deep to allow for use of monitor arm(s);**
- **Panels should not exceed 1.37m (54") high; can be lower based on zone and activity being performed;**
- **Include adjustable ergonomic task chair and dimmable task lighting;**
- **Provide power modules at work surface;**
- **Optional open storage or hooks can be included for bags or purses;**
- **Optional ottoman can be included based on zone and activity being performed.**
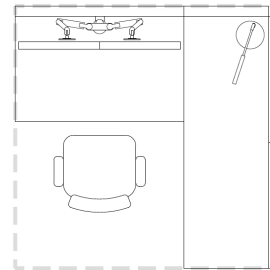
OCCUPANTS: **1-2**

VISUAL PRIVACY: **Low-Medium**

ACOUSTIC PRIVACY: **Low**

AVERAGE SIZE: **3.5m²**

TECHNOLOGY:
- **USB connectivity;**
- **Floor monument (where possible) or LAN drop (where required);**
- **1 – 32" monitor with single monitor arm or 2 – 24" monitors with dual monitor arm; Always confirm compatibility between monitors, monitor arms and worksurface size;**
- **1 image/voice/data outlet per workstation (if required by client).**

ELECTRICAL:
- **3 duplex receptacles or 2 triplex receptacles per workstation. Relocate/add power circuits (one circuit/three workstations), receptacles, conduits and raceways to suit function and layout;**
- **A minimum of 1 double USB outlet per workstation.**

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

EXAMPLE:

WORKSTATION (continued)

INTERIOR ARCHITECTURE:
- **Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers);**
- **Panels shall be non-acoustic class.**

ACCESSIBILITY:
- **Height-adjustability for seating;**
- **Height-adjustability for work surface. Prioritize electric height adjustable work surfaces where possible;**
- **1100mm (43") minimum clear aisle width minimum aisle width;**
- **1700mm (67") minimum turning diameter;**
- **Ensure that monitor arm are extensible, flexible and easy to adjust;**
- **Avoid planning workstation with user back's to main corridor;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user.**
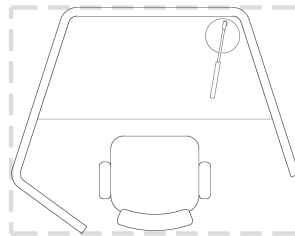
ADDITIONAL EXAMPLES:

WORK POD

DESIGN:
- **Semi-enclosed furniture solution with work surface and privacy panels;**
- **Include adjustable ergonomic task chair;**
- **Optional screen**
- **Optional dimmable task light;**
- **Optional adjacent open storage or hooks can be included for bags or purses.**

EXAMPLE:

OCCUPANTS: **1**

VISUAL PRIVACY: **Low - Medium**

ACOUSTIC PRIVACY: **Low**

AVERAGE SIZE: **2.5m²**

TECHNOLOGY:
- **USB connectivity;**
- **Ideal for mobile technology**
- **Consider providing an optional single 24" monitor**

ELECTRICAL:
- **Min. 1 duplex receptacle per Work Pod;**
- **Allow for 1 circuit per 5 Work Pods or other workspaces with similar Electrical Profile;**
- **Equip work surface with 1 USB double outlet per pod (where the pod doesn't have an integrated design for outlets, the USB connection can be located at the base.**

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

WORK POD (continued)

INTERIOR ARCHITECTURE:
- Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers);
- Privacy panels shall be non-acoustic class.

ACCESSIBILITY:
- Include a variety of Work Pods; some with wider access;
- At least half of Work Pods to allow for adequate 1700mm (67") turning diameter next to provided seat to allow for wheelchair/scooter access;
- Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user.

ADDITIONAL EXAMPLES:

FOCUS ROOM

DESIGN:
- **Enclosed room with demountable and/or drywall partitions;**
- **Any surface with monitor(s) to be at least 762mm (30") deep to allow for use of monitor arm(s);**
- **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) only if high acoustical privacy is not required;**
- **Include writable surface on minimum of one wall;**
- **Provide adequate dimmable task lighting and secondary seating.**

EXAMPLE:
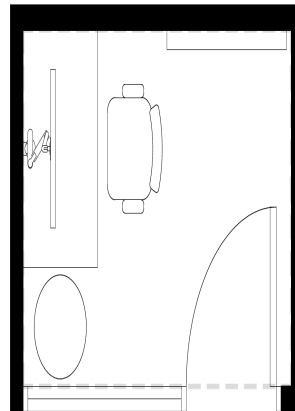
OCCUPANTS: **1-2**

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **7.5m²**

TECHNOLOGY:
- **USB connectivity;**
- **1 image/voice/data outlet per Focus Room (if required by client);**
- **1 – 32" monitor with single monitor arm or 2 – 24" monitors with dual monitor arm; Always confirm compatibility between monitors, monitor arms and worksurface size.**

ELECTRICAL:
- **Allow for 1 circuit per 4 Focus Rooms or other workspace with similar electrical profile;**
- **Equip 1 standard electrical duplex receptacle at the work surface and 1 outlet at a secondary location to allow for design flexibility; equip with 1 double USB outlet; Consider additional outlets if planning additional technology;**
- **Consider removal of base building lighting and replace with dimmable accent lighting with controls for user adjustability or rewiring existing light fixture.**

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.**

FOCUS ROOM (continued)

ACCESSIBILITY:
- **Height-adjustability for seating;**
- **Height-adjustability for work surface. Prioritize electric height adjustable work surfaces where possible;**
- **Contrasting surround on sliding door with handle;**
- **Sliding door must open with ease;**
- **Preferred layout to avoid having back to door;**
- **1700mm (67") minimum turning diameter;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user.**

ADDITIONAL EXAMPLES:

STUDY

DESIGN:
- **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);**
- **Include a variety of different individual open workpoints (Workstation, Touchdown and Focus Pods).**

EXAMPLE:
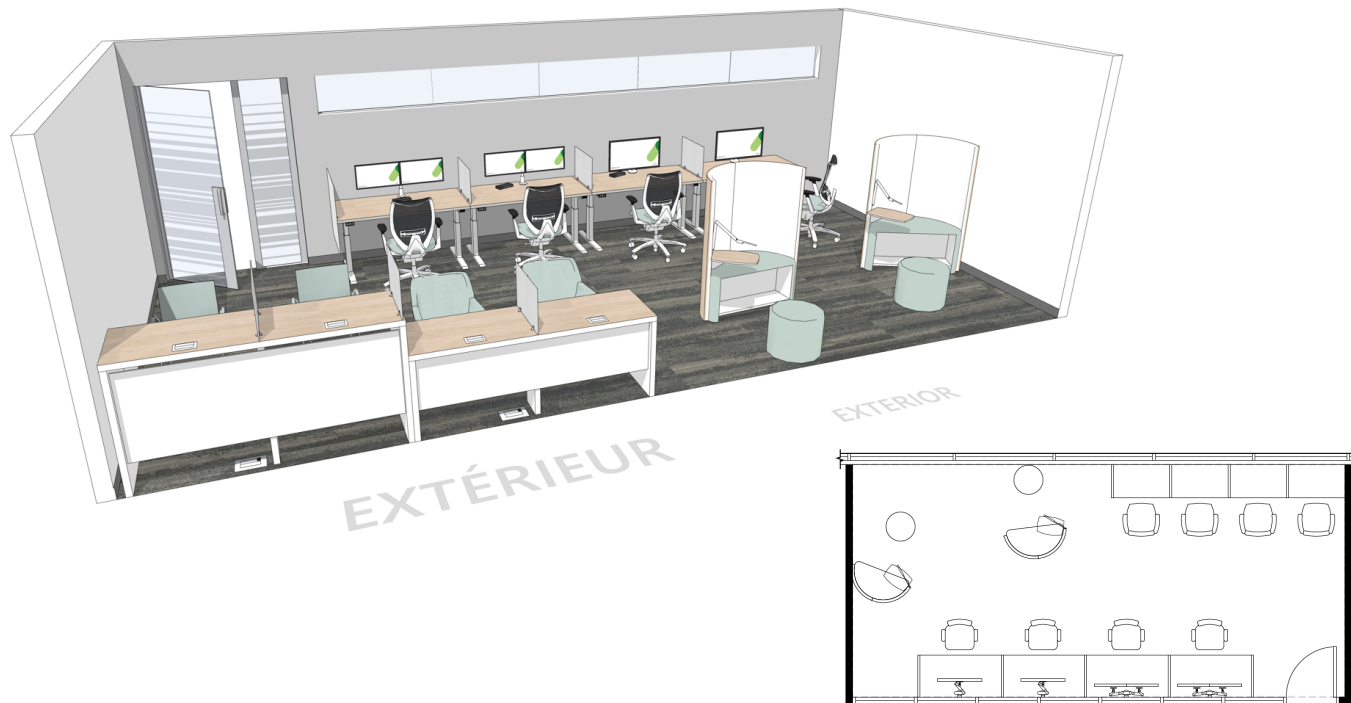
OCCUPANTS: **10-15**

VISUAL PRIVACY: **Low-Medium**

ACOUSTIC PRIVACY: **Medium (Target: STC 45)**

AVERAGE SIZE: **4m² per occupant**

TECHNOLOGY:
- **USB connectivity;**
- **Floor monuments (where possible) or LAN drops (where required);**
- **Assume 1 laptop per occupant;**
- **No phone use;**
- **When populating studies with other workpoint types, ensure to provide the required technology as indicated for those specific workpoints.**

ELECTRICAL:
- **Allow for 1 circuit per maximum 6 workpoints;**
- **Equip work surface with 1 standard electrical duplex receptacle per workpoint;**
- **Equip work surface with 1 double USB outlet per workpoint;**
- **For soft seating furniture solutions, provide convenience outlets in nearby floor or wall;**
- **When populating studies with other workpoint types, ensure to provide the required electrical infrastructure as indicated for those specific workpoints.**

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.**

STUDY (continued)

ACCESSIBILITY:
- **Clear aisle width 1100mm (43") minimum clear aisle width;**
- **1700mm minimum turning diameter at entrance(s) and end(s) of room;**
- **Controls and outlets 400mm-1200mm (16"- 47") vertical reach;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;**
- **Contrasting surround on sliding door with handle;**
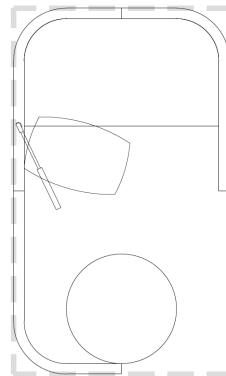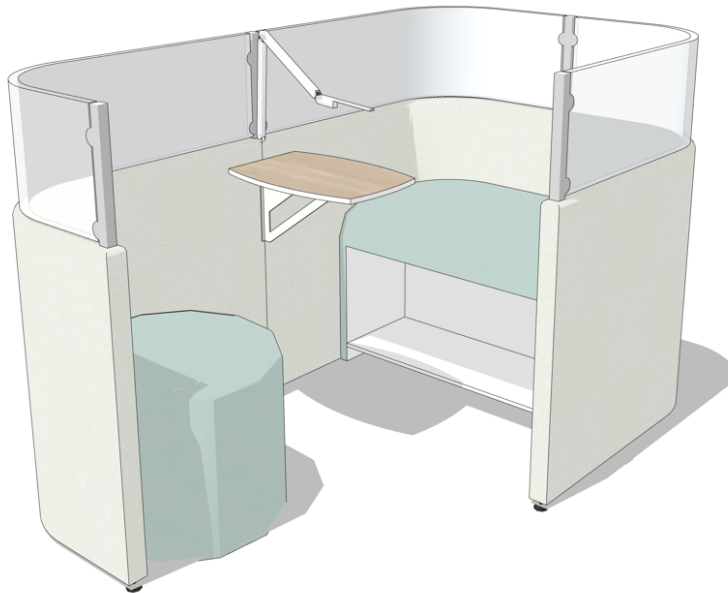- **Sliding door must open with ease.**

ADDITIONAL EXAMPLE:

EXTÉRIEUR   EXTERIOR

FOCUS POD
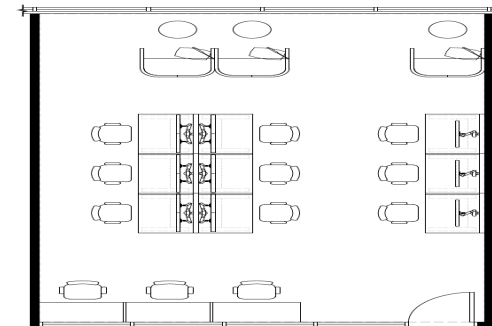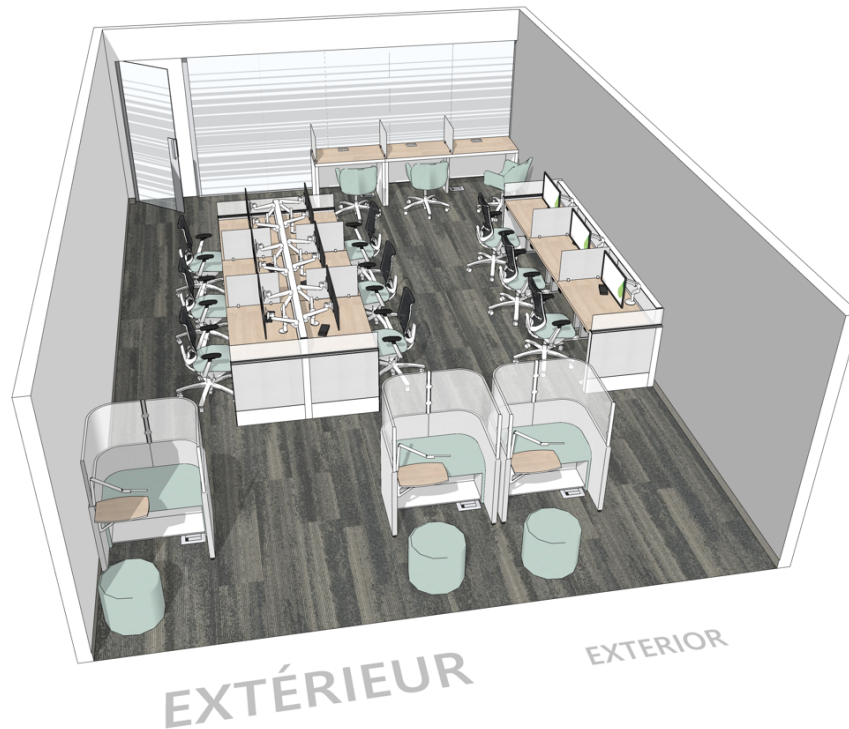
DESIGN:
- **Semi-enclosed soft seating furniture solution surrounded by privacy panels;**
- **Optional dimmable task light and ottoman;**
- **Optional adjacent open storage or hooks can be included for bags or purses.**

EXAMPLE:

OCCUPANTS: **1**

VISUAL PRIVACY: **Low-Medium**

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

AVERAGE SIZE: **2.5m²**

TECHNOLOGY:
- **USB connectivity;**
- **Ideal for mobile technology.**

ELECTRICAL:
- **Min. 1 duplex receptacle per Focus Pod;**
- **Allow for 1 circuit per 5 Focus Pods or other workspaces with similar Electrical Profile;**
- **Equip work surface with 1 USB double outlet per Focus Pod (where the pod doesn't have an integrated design for outlets, the USB connection can be located at the base);**
- **An additional dimmable floor or integrated lamp may be considered where layout and access to electrical allows. Cords to be covered accordingly to avoid tripping hazard.**

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

FOCUS POD (continued)

INTERIOR ARCHITECTURE:
- **Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers);**
- **Privacy panels shall be non-acoustic class.**

ACCESSIBILITY:
- **Include a variety of Focus Pods some with wider access;**
- **Shelf/surface height 700-800mm (28''-31'');**
- **At least half of Focus Pods to allow for adequate 1700mm (67'') turning diameter next to provided seat to allow for wheelchair/scooter access.**

ADDITIONAL EXAMPLES:

TOUCHDOWN

DESIGN:
- **Ideal dimensions:**
  - **Single sided: 457mm (18") depth by minimum 762mm (30") to 914mm (36") width per occupant.**
  - **Double sided: 914mm (36") depth by minimum 762mm (30") to 914mm (36") width per occupant.**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;**
- **Can be fixed benching, narrow table, etc.;**
- **Optional adjacent open storage or hooks can be included for bags or purses.**

EXAMPLE:
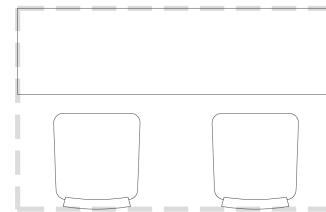
OCCUPANTS: **2-8**

VISUAL PRIVACY: **Low**

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

AVERAGE SIZE: **1.5m² per occupant**

TECHNOLOGY:
- **USB connectivity;**
- **Floor monument (where possible) or LAN drop (where required);**
- **Ideal for mobile technology.**

ELECTRICAL:
- **Equip work surface with 1 duplex receptacle or 1 triplex receptacle within reach of each seat. Allow for 1 dedicated circuit per maximum 8 seats;**
- **Equip work surface with 1 double USB outlet within reach of 2 seats.**

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

TOUCHDOWN (continued)

INTERIOR ARCHITECTURE:
- Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers);
- Maximum panel height of 1.37 m (54") cannot be exceeded.

ACCESSIBILITY:
- Provide at least one grouping or section (at least 2 seats) of a grouping at a desk height between 737mm (29") min., and to not exceed 860mm (34") max. and minimum knee space of 480mm (19");
- Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500 mm (19") from the user.

ADDITIONAL EXAMPLES:

PHONEBOOTH

DESIGN:
- **Can be enclosed room with sliding door, or prefabricated solution;**
- **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);**
- **Include writable surface on at least one wall;**
- **Optional dimmable task lighting and ottoman.**

EXAMPLE:
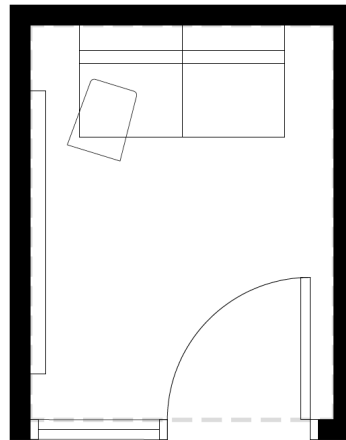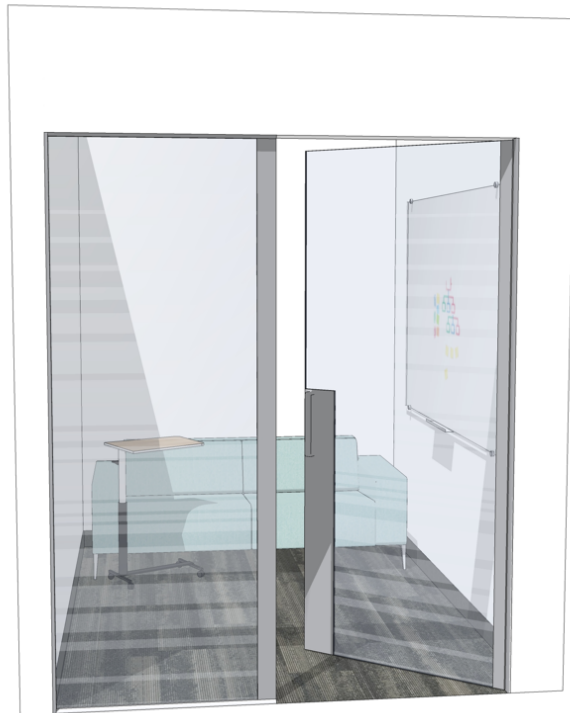
OCCUPANTS: **1**

VISUAL PRIVACY: **Medium**

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

AVERAGE SIZE: **5m²**

TECHNOLOGY
- **USB connectivity;**
- **1 LAN;**
- **VoIP.**

ELECTRICAL:
- **Allow for 1 circuit per 5 Phone Booths or other workspaces with similar electrical profiles;**
- **2 standard electrical duplex receptacles to allow for design flexibility;**
- **1 double USB outlet;**
- **Consider dimmable accent lighting for user adjustability.**

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4;**
- **For a prefabricated solution, refer to manufacture's specifications.**

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

PHONEBOOTH (continued)

ACCESSIBILITY:
- **Contrasting surround on sliding door with handle;**
- **Sliding door must open with ease;**
- **Provide some larger Phonebooths to allow for 1700mm (67") turning diameter inside room;**
- **Provide flat threshold to allow mobility device entry;**
- **Seating on casters when appropriate for larger built-in Phonebooths;**
- **Shelf/surface height 700-800mm (28"-31").**
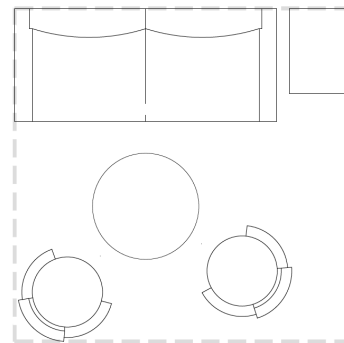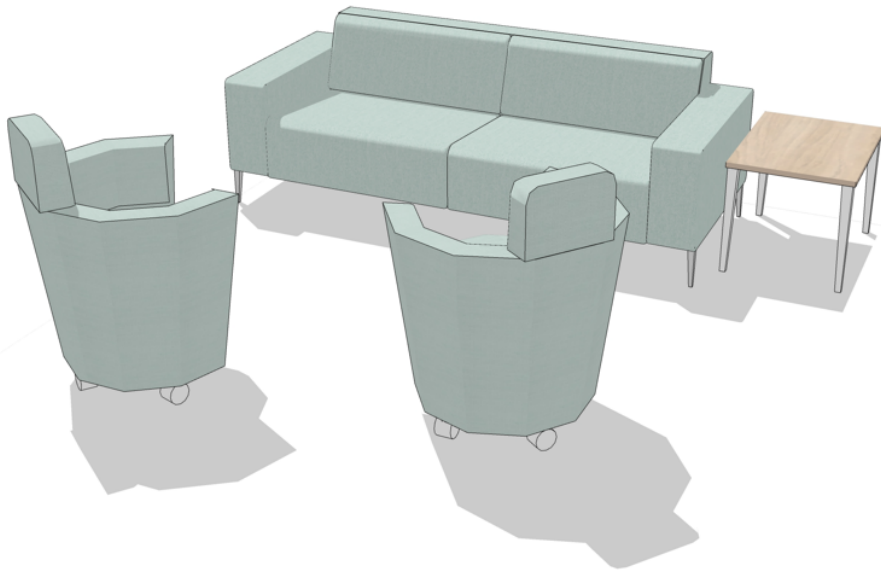
ADDITIONAL EXAMPLES:

CHAT POINT
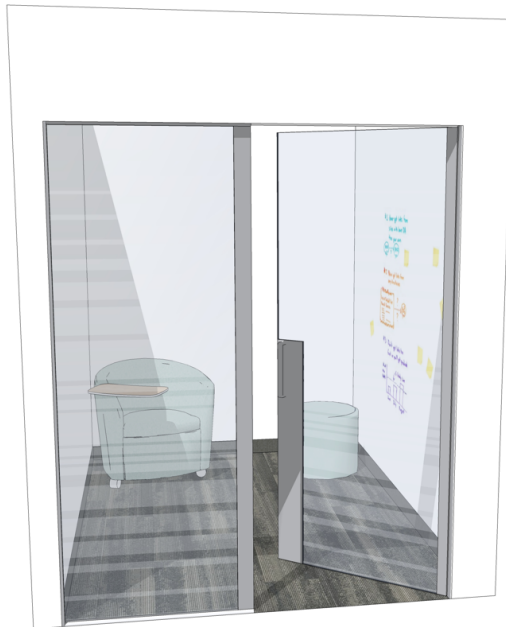
DESIGN:
- **Small, casual, standing or seated workpoint with a small surface.**

EXAMPLE:

OCCUPANTS: **2-4**

VISUAL PRIVACY: **Low**

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

AVERAGE SIZE: **4m²**

TECHNOLOGY:
- **Consider USB connectivity (if work surface provided).**

ELECTRICAL:
- **A dimmable floor lamp may be considered where layout and access to electrical allows. Cords to be covered accordingly to avoid tripping hazard.**

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

INTERIOR ARCHITECTURE:
- **Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers).**
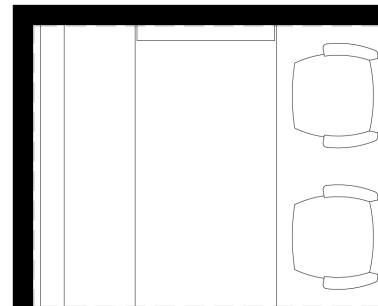
ACCESSIBILITY:
- **Seating on casters when appropriate.**

ADDITIONAL EXAMPLES:

DESIGN:
- **Semi-enclosed booth or furniture solutions with visual privacy on 3 sides;**
- **Include a shared worksurface and soft seating.**

EXAMPLE:

OCCUPANTS: **4**

VISUAL PRIVACY: **Low-Medium**

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

AVERAGE SIZE: **5m²**

TECHNOLOGY:
- **USB connectivity;**
- **1 – 35" wall-mount monitor;**
- **Wireless presentation technology.**

ELECTRICAL:
- **Allow for 1 circuit per 2 Huddles;**
- **Equip work surface with 2 standard electrical duplex receptacles, and 1 standard electrical duplex receptacle on the wall, dedicated to the monitor;**
- **Equip the work surface with 2 double USB outlets;**
- **Direct/indirect suspended lamp(s) to suit meeting table function on a separate dimmable switch/light control.**

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

HUDDLE (continued)

INTERIOR ARCHITECTURE:
- Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers).

ACCESSIBILITY:
- Table with overhang at 700mm (28") at one end of table or chairs on one side to allow for additional participant;
- Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500 mm (19") from the user.

ADDITIONAL EXAMPLE:

TEAMING AREA
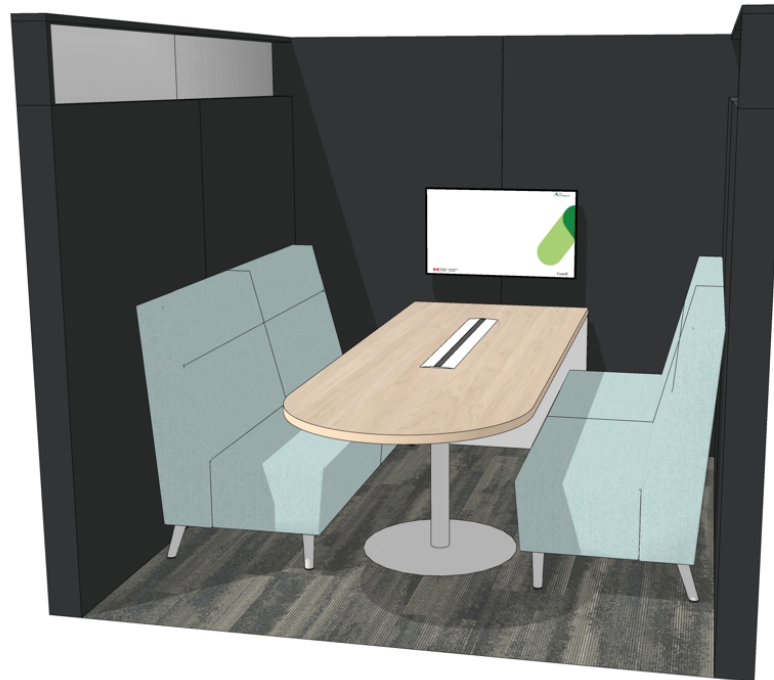
DESIGN:
- **Various collaborative work tools incorporated in the area, such as display monitor(s), interactive touchscreen, whiteboards, etc.;**
- **Consider a section offering arm rests and/or tablet arms or small moveable and adjustable tables;**
- **May include various work surfaces that are fixed or moveable.**

EXAMPLE:

OCCUPANTS: **6-10**

VISUAL PRIVACY: **Low-Medium**

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

AVERAGE SIZE: **15m²**

TECHNOLOGY:
- **USB connectivity;**
- **1 LAN;**
- **1 – 55" wall-mount monitor;**
- **Wireless presentation technology.**

ELECTRICAL:
- **Allow for 2 circuits 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).**

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4.**
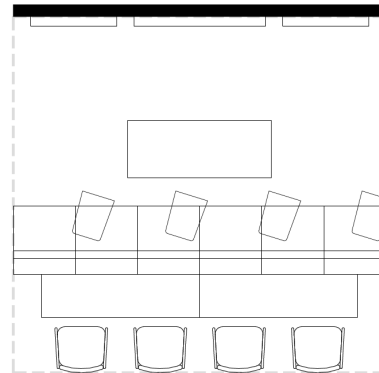
TEAMING AREA (continued)

INTERIOR ARCHITECTURE:
- Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers).

ACCESIBILITY:
- 1100mm (43") minimum clear aisle width ;
- 1700mm (67") minimum turning diameter;
- Provide mobile, height adjustable laptop tables;
- Controls and outlets 400mm-1200mm (16"-47") vertical reach;
- Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;
- Semi-circle seating arrangement can be angled slightly to allow for free space at one end for mobility device or additional chair.

ADDITIONAL EXAMPLES:

DESIGN:
- **Provide a variety of dining furniture such as soft seating, small tables, and chairs with and without armrests;**
- **Furniture should be easy to clean.**

EXAMPLE:

OCCUPANTS: **10+**

VISUAL PRIVACY: **Low**

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

AVERAGE SIZE: **10m²**

TECHNOLOGY:
- **USB connectivity;**
- **Optional 1 – 48" wall-mount monitor;**
- **Optional wireless presentation technology.**

ELECTRICAL:
- **Allow for 1 dedicated circuit per 15m2 of Lounge space;**
- **1 standard electrical duplex dedicated to monitor;**
- **Minimum of 3 electrical duplex receptacles with USB charging;**
- **Power and USB receptacle to be incorporated in furniture solution (if applicable).**

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

INTERIOR ARCHITECTURE:
- **Consider interior architectural solutions for defining space and controlling sightlines and for sound absorption (i.e. wall hung, suspended panels or other room dividers).**

LOUNGE (continued)

ACCESSIBILITY:
- **Clear 685mm (27") from finished floor to underside of table for knee space;**
- **Offer a variety of accessible table heights (ie: table height, counter heigh, bar height), while prioritizing table height options;**
- **Consider having more space for each seat at the table (762mm-812mm instead of 609mm-711mm / 30"-32" instead of 24"-28");**
- **Consider offering a variety of table bases.**

PLAN DETAILS:

WORK ROOM
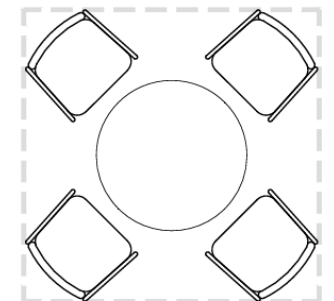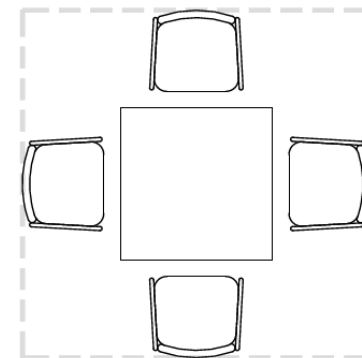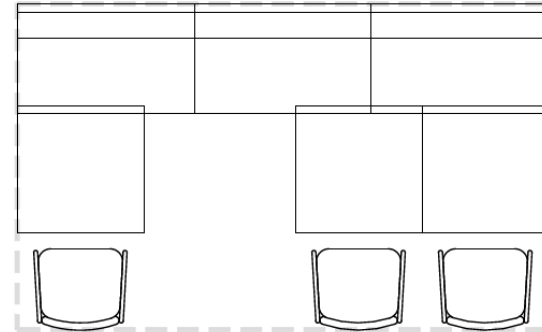
DESIGN:
- **Work surface, conference chairs and a large screen display;**
- **Consider sliding door to optimize space;**
- **Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Include writable surface on at least one wall;**
- **Provide appropriate dimmable task and/or accent lighting.**

EXAMPLE:
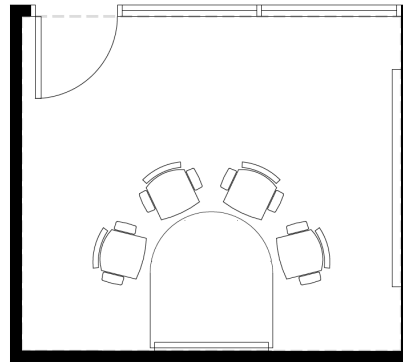
OCCUPANTS: **4-6**

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **16m²**

TECHNOLOGY:
- **USB connectivity;**
- **1 LAN drop;**
- **VoIP;**
- **Video conference;**
- **Assume 1 laptop per occupant;**
- **1 – 50" or 65" wall-mount monitor depending on room configuration;**
- **Wireless presentation technology.**

ELECTRICAL:
- **Allow for 1 circuit per Work Room;**
- **1 standard electrical duplex receptacle dedicated to monitor;**
- **1 of each of the Power and USB receptacle to be incorporated in furniture solution;**
- **2 electrical duplex receptacles;**
- **2 double USB outlets.**

WORK ROOM (continued)

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4.**
- **Note: Mechanical must be designed specifically for enclosed meeting rooms.**

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

ACCESSIBILITY:
- **Contrasting surround on sliding door with handle;**
- **Sliding door must open with ease;**
- **Controls and outlets 400mm-1200mm (16"-47") vertical reach;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;**
- **1700mm turning diameter inside room;**
- **Illumination 200 lux;**
- **Clear 685mm (27") from finished floor to underside of table for knee space;**
- **Consider use of pedestal bases and a desk height between 737mm (29") min., and to not exceed 860mm (34") max. to ensure maximum accessibility.**

ADDITIONAL EXAMPLES:

PROJECT ROOM

DESIGN:
- **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 writable walls or mobile whiteboards;**
- **Provide appropriate dimmable task and/or accent lighting.**

EXAMPLE:
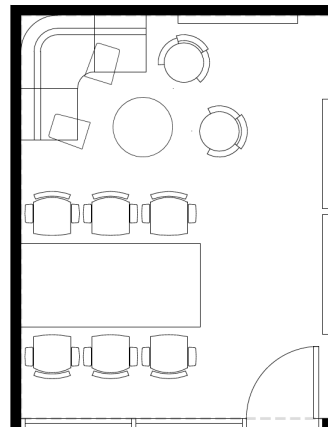
OCCUPANTS: 6-8

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **20m²**

TECHNOLOGY:
- **USB connectivity;**
- **1 LAN;**
- **VoIP;**
- **Assume 1 laptop per occupant;**
- **1 to 2 – 40" to 55" wall-mount monitor depending on room configuration;**
- **Wireless presentation technology.**

ELECTRICAL:
- **Allow for 1 circuit per Project Room;**
- **1 standard electrical duplex receptacle dedicated to monitor;**
- **1 image/voice/data outlet per workstation (if required by client);**
- **Power and USB receptacles to be incorporated in furniture solution (if applicable);**
- **Between 4 and 6 electrical duplex receptacles with USB charging.**

PROJECT ROOM (continued)

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4.**
- **Note: Mechanical must be designed specifically for enclosed meeting rooms.**

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

ACCESSIBILITY:
- **Seating and mobile furniture on casters when appropriate;**
- **Controls and outlets 400mm-1200mm (16''-47'') vertical reach;**
- **Power modules should be located at the front edge of surface within 500mm (19'') of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19'') from the user;**
- **1700mm (67'') turning diameter inside room;**
- **Contrasting surround on sliding door with handle;**
- **Sliding door must open with ease.**

ADDITIONAL EXAMPLES:

MEDIUM MEETING ROOM
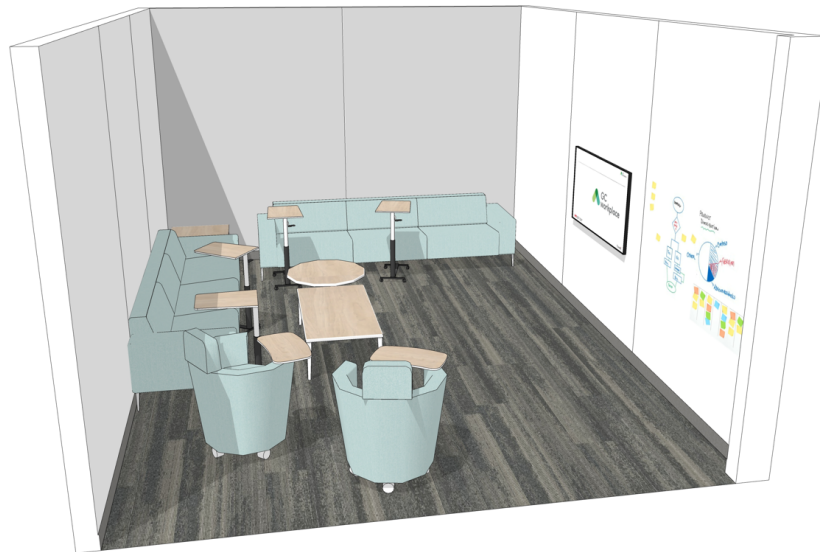
DESIGN:
- **Enclosed room with demountable and/or drywall partitions;**
- **Consider sliding door to optimize space;**
- **Provide mobile tables reconfigurable into various layouts (training, presentations, etc.);**
- **Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);**
- **Include a credenza for IT equipment storage;**
- **Videoconferencing layout and furniture solution to store mobile technology.**

EXAMPLE:

OCCUPANTS: **10-12**

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **32m²**

TECHNOLOGY:
- **USB connectivity;**
- **VoIP;**
- **LAN;**
- **1 to 2 – 75" to 80" wall-mount monitors depending on room configuration;**
- **Wireless presentation technology;**
- **Cable matrix;**
- **Assume 1 laptop per occupant;**
- **Videoconferencing;**
- **2 standard image/voice/data outlets (as required by client)**

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;**
- **1 floor mounted standard image/voice/data outlet via under carpet track;**
- **Power and data receptacles to be incorporated in furniture solution.**

MEDIUM MEETING ROOM (continued)

ELECTRICAL cont.:
- **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:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4;**
- **Note: Mechanical must be designed specifically for enclosed meeting rooms.**

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

ACCESSIBILITY:
- **1700mm (67") turning diameter;**
- **Outlets and controls 400-1200mm (16"-47") vertical reach;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;**
- **1500mm (59") minimum clear aisle width throughout room;**
- **Clear 685mm (27") from finished floor to underside of table for knee space;**
- **Height adjustable conference-type chairs on casters;**
- **Sliding doors with contrasting edging and handle;**
- **Sliding door must open with ease.**

ADDITIONAL EXAMPLES:

LARGE MEETING ROOM

DESIGN:
- **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);**
- **Include writable surface on at least one wall;**
- **Include banquette or other secondary seating and mobile height-adjustable laptop tables along one wall for additional guest seating;**
- **Include a credenza for IT equipment storage;**
- **Videoconferencing layout and furniture solution to store mobile technology.**

EXAMPLE:

OCCUPANTS: **20+**

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **60m²**

TECHNOLOGY:
- **USB connectivity;**
- **VoIP;**
- **LAN;**
- **4 – 75" to 80" wall-mount monitors depending on room configuration;**
- **Wireless presentation technology;**
- **Videoconferencing;**
- **Assume 1 laptop per occupant;**
- **Microphone system.**

ELECTRICAL:
- **Allow for 3 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.**

ELECTRICAL cont.:
- **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).**

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 3 & 4;**
- **Note: Mechanical must be designed specifically for enclosed meeting rooms.**

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

ACCESSIBILITY:
- **Assistive listening system;**
- **1700mm (67") turning diameter;**
- **1500mm (59") minimum clear aisle width throughout room;**
- **Outlets and controls 400-1200mm (16"-47") vertical reach;**
- **Power modules should be located at the front edge of surface within 500mm (19") of user location and affixed to underside of surface where possible. If underside mount not possible then module to be no further than 500mm (19") from the user;**
- **Clear 685mm (27") from finished floor to underside of table for knee space;**
- **Height adjustable conference-type chairs on casters;**
- **Consider arm rests and back support for secondary seating where space allows;**
- **Consider accessible tables and table bases and areas that are conducive to reconfiguration;**
- **Sliding doors with contrasting edging and handle;**
- **Sliding doors must open with ease.**
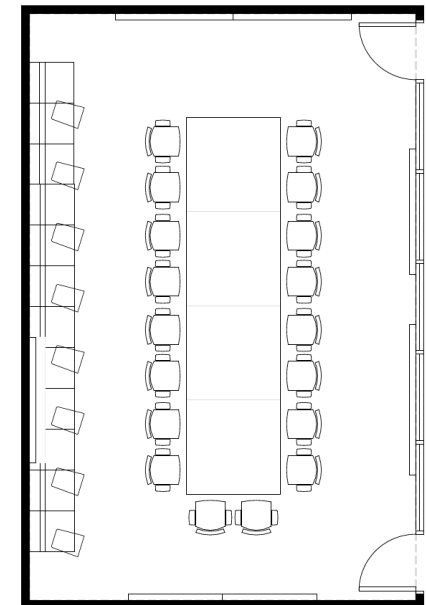
EXAMPLE:

KITCHENETTE

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

BENCHMARKS:

1-24 occupants
- **One** 5m²
- 5 lin.ft. (1.5m) millwork
- One refrigerator
- One microwave
- Recycling centre

25-49 occupants
- **One** 10m²
- 5-8 lin.ft. (1.5m-2.5m) millwork
- Max. 2 refrigerators
- Max. 2 microwaves
- Recycling centre

50-149 occupants
- **One** 15m²
- 12-16 lin.ft. (3.5m-5m) millwork
- Max. 3 refrigerators
- Max. 3 microwaves
- Recycling centre

150-299 occupants
- **Two** 15m², 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.

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 (GFCI where required by Canadian Electrical Code CSA 22.1);**
- **Duplex receptacles for other countertop appliances to suit client requirements;**
- **Under cabinet lighting with motion sensor (optional).**

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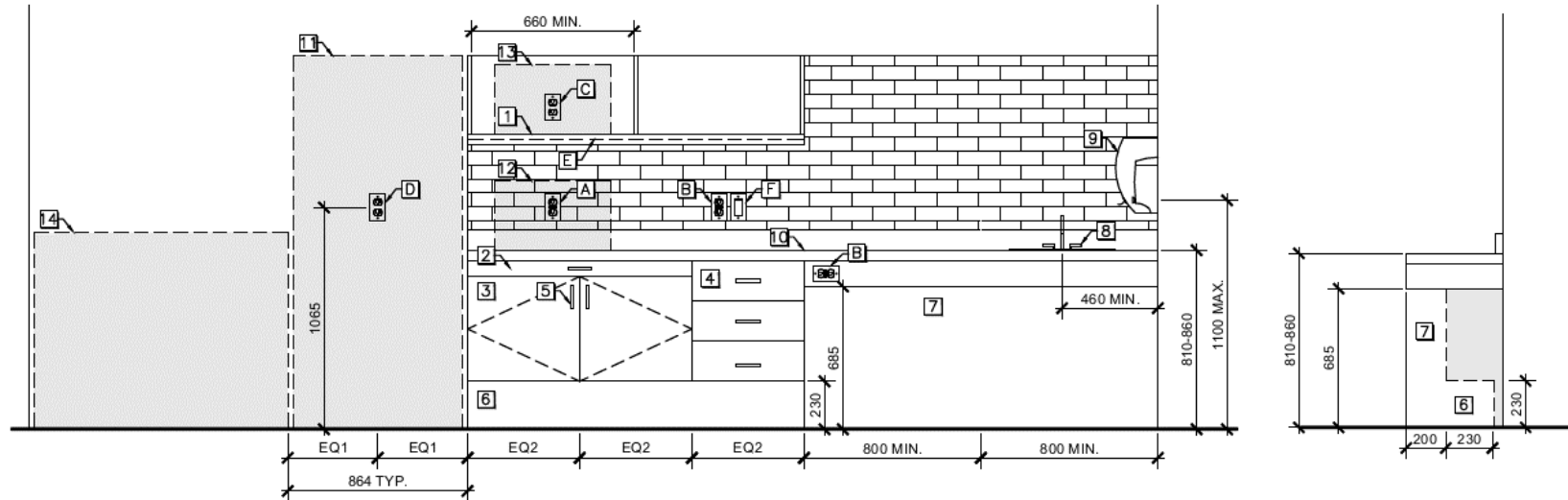- **Exhaust fan when required where required.**

FINISHES:
- **Provide acoustic treatment for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.;**
- **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.**

ACCESSIBILITY:
- **1700mm turning diameters along edge of counter;**
- **Min. illumination 300 lux;**
- **High contrast controls;**
- **Varied heights between counter and island to ensure range accommodates as many users as possible;**
- **Any items stored in upper cabinets/shelves (plates, cups, etc,) to also be available at a lower reach.**

KITCHENETTE (continued)

EXAMPLE:

The included dimensions are taken from the CAN/CSA B651 Accessible design for the built environment - Please refer to clauses referencing Kitchens for all CAN/CSA B651 requirements.

LEGEND

1	Open shelving complete with small under shelf valance. Finish all visible edges and sides. Min. width of 660mm when accommodating for microwave.
2	Counter space shall be provided beside the latch edge of the microwave door, or in the form of a pull-out shelf under the microwave door which is the same width as the microwave or greater and pulls out at least 250 mm.
3	Lower cabinet complete with pre-drilled holes to accept adjustable shelf support clips. Finish all visible edges and sides. Include one shelf.
4	Lower drawers. Drawer configuration to suit client requirement.
5	D-type pulls mounted close to the top of base cabinets, close to bottom of upper cabinets.
6	Toe space at least 230mm high and 150mm deep is required at front of lower cabinets. Under sink and counter area with knee space, a toe space of 800mm wide x 230mm deep x 230mm high is also required.
7	A minimum knee space of 800mm wide x 200mm deep x 685mm high is required at sink. An additional 800mm wide x 200mm deep x 685mm high knee space is required under the counter. These can be combined into one area measuring at least 1600mm wide.
8	Sink complete with lever style controls that are operable with a closed fist or automatically activated, touchless. Preference is for touchless features. Centerline to be located at least 460mm from adjacent side wall with a rim height located between 810mm and 860mm A.F.F..
9	Paper towel and soap dispenser. To be located at a maximum reach of 500mm from the sink, with controls located no higher than 1100mm A.F.F, and are either automatically operated, touchless or operable with a closed fist. Preference is for touchless.
10	Counter-top c/w backsplash and valance at open areas. Thickness, profile and backsplash height to be determined on a per project basis.
11	Fridge (N.IC.) Side-by-Side style fridge recommended. If over/under style fridge specified, then consider freezer at bottom. At least 1 freezer and 1 fridge shelf space must be no higher than 1100mm A.F.F.. Fridge style should be considered when planning opening dimensions.
12	Microwave (N.IC.). Primary location.
13	Microwave (N.IC.). Secondary location. To be used only if a primary microwave is also installed at counter height.
14	Waste/recycle unit (N.IC.).

LEGEND - ELECTRICAL

A	Dedicated 15A GCFI duplex receptacle for microwave.
B	15A GCFI duplex receptacle. At least one receptacle to be installed on or near to the front edge of counter-top, or side of millwork cabinet. Reach to be no greater than 500mm. Clear counter space should be available near the counter-top outlet for the use of small appliances.
C	Dedicated 15A duplex receptacle if required for secondary microwave.
D	Dedicated 15A duplex receptacle for fridge.
E	Low-watt led profile or strip under cabinet lighting complete with dimming.
F	Control for under cabinet lighting.

WELLNESS ROOM

DESIGN:
- Enclosed room with demountable and/or drywall partitions and visual privacy;
- Ideal dimension is minimum 2.74m x 2.74m (9'x9');
- Dimmable lighting in the room;
- Provide adjustable (color and intensity) accent lighting, such as LED color strip, or indirect lighting sources such as table lamp or floor lamp with LED color light bulb;
- Include a high-back lounge chair, ottoman and small tables to put down water bottle, phone, etc.;
- Automatic occupied indicator as door should not be lockable;
- Side door glazing (side light) with privacy film (can be full or ¾ privacy film for seated privacy).

OCCUPANTS: **1**

VISUAL PRIVACY: **Medium-High**

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

AVERAGE SIZE: **7.5m²**

TECHNOLOGY:
- **No tech use.**

ELECTRICAL:
- **Equip 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.**

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:
- **Contrasting surround on sliding door with handle;**
- **1700mm (67'') minimum turning diameter.**

EXAMPLES:

EQUIPMENT AREA

DESIGN:
- **Business Centre with office supplies and layout space;**
- **Provide power for equipment; multi-function device, shredder, etc.;**
- **Include storage furniture and layout surface.**

BENCHMARK:
- **Up to One Equipment area for every 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.**

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.**

EQUIPMENT AREA (continued)
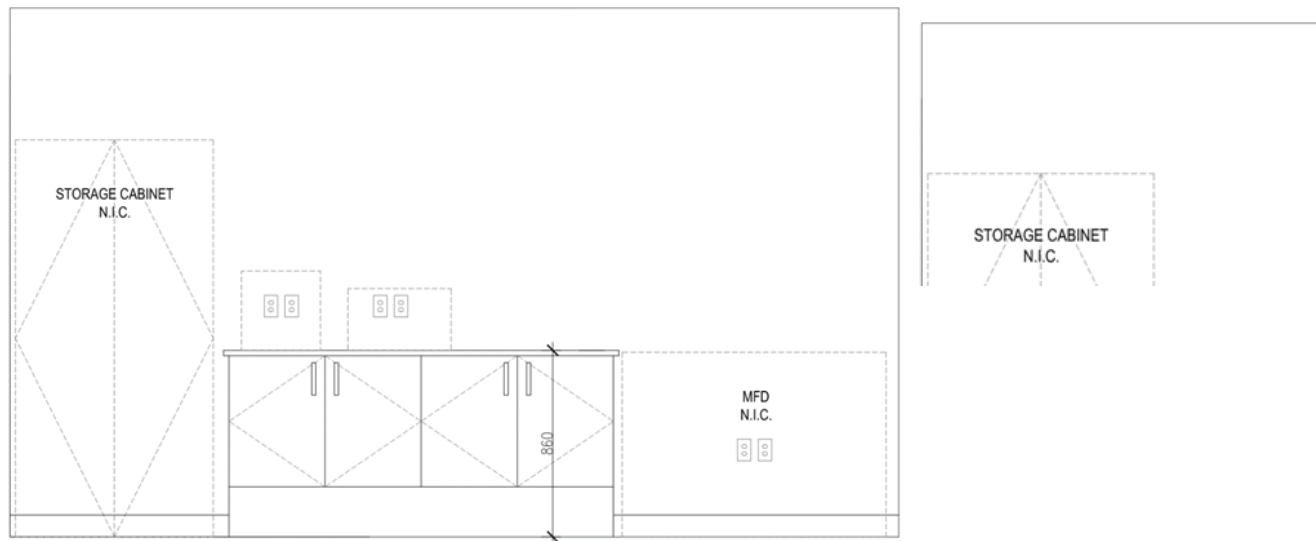
ACCESSIBILITY:
- **Height of controls 400-1200mm (16''-47'');**
- **Clear area 1350mm x 1350mm (53'' x 53'');**
- **Any items stored in upper cabinets/shelves (paper, supplies, etc.) to also be available at a lower reach.**

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.**

PERSONAL STORAGE AREA

DESIGN:
- **Individual storage in a centralized area. Generally, a 1:1 ratio of lockers to employees is recommended;**
- **Double-height lockers are the default option in the GCworkplace Space Planning Workbook;**
- **Provide benches;**
- **Provide a variety of locker types and sizes to suit group's mobility level and requirements (refer to the GCworkplace Design Guide for additional information);**
- **Provide coat closets adjacent to lockers and/or main entrance point(s);**
- **May include smaller lockers for visitors;**
- **The space may be semi-enclosed or enclosed to reduce sound transmission.**

EXAMPLE:
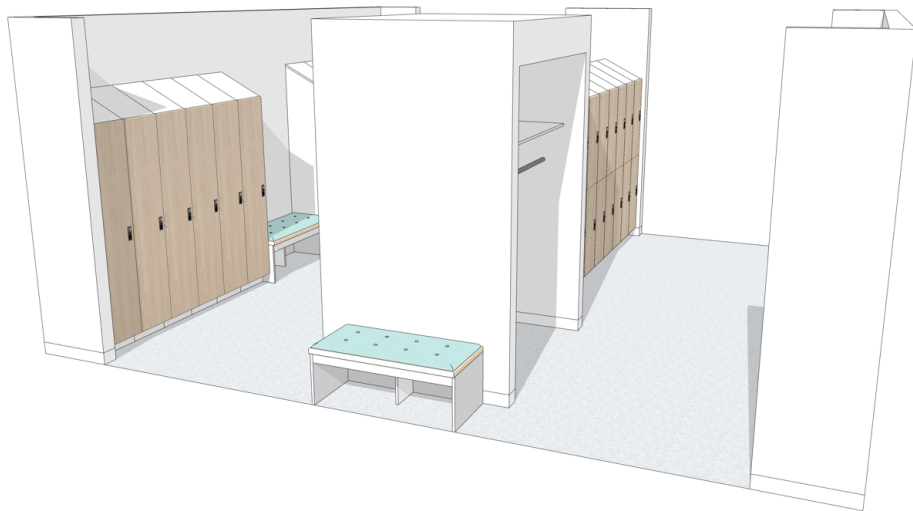
OCCUPANTS: **N/A**

(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.**

PERSONAL STORAGE AREA (continued)

ACCESSIBILITY TIPS:
- **Recommended height of 50mm for locker numbering. Numbering should be tactile and high contrasting with adjacent finish;**
- **Locker door finish should contrast with surrounding cabinet and wall finishes;**
- **Have at least 1 accessible bench on an accessible route;**
- **To be considered accessible benches should be at least 760mm (30") in depth by 1830mm (72") in length and have a clear floor area of 900mm (36") the whole length of the bench. The top surface of bench should be between 480mm (19") and 520mm (20");**
- **Accessible benches should be provided complete with a horizontal grab bar centered on the long dimension of the bench and be at least 1200mm (48") long, mounted between 750mm (30") to 850mm (33") A.F.F.;**
- **Locker handle should be operable with 1 hand, and not requiring a pinch action;**
- **Toe clearance 150mm (6") in depth by 230mm (9.5") high at base is recommended for all lockers;**
- **Low rod in one section of closet;**
- **Removable coat hangers (not attached to rod);**
- **Controls and shelves should be easily reachable;**
- **1700mm (67") minimum clear aisle width;**
- **Avoid dead end corridors.**

FINISHES:
- **Provide acoustic treatment for sound absorption, such as ceiling hung or wall mounted acoustical panels, etc.;**

EXAMPLE:

LOCKER OPTION EXAMPLES:
(VARIES BY PRODUCT)
- **Coat Rod**
- **Boot Tray**
- **Shelving**
- **Filing Drawer(s)**
- **Hooks**
- **Bins**
- **Full Height**
- **Half Height**
- **Keyed Lock**
- **Pin Pad Lock**
- **Etc…**

DESIGN:
- **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 (3-high cabinets);**
- **Ensure common surface does not overhang over drawer openings;**
- **Individual filing drawers available for personal lockers, if required.**

EXAMPLES:
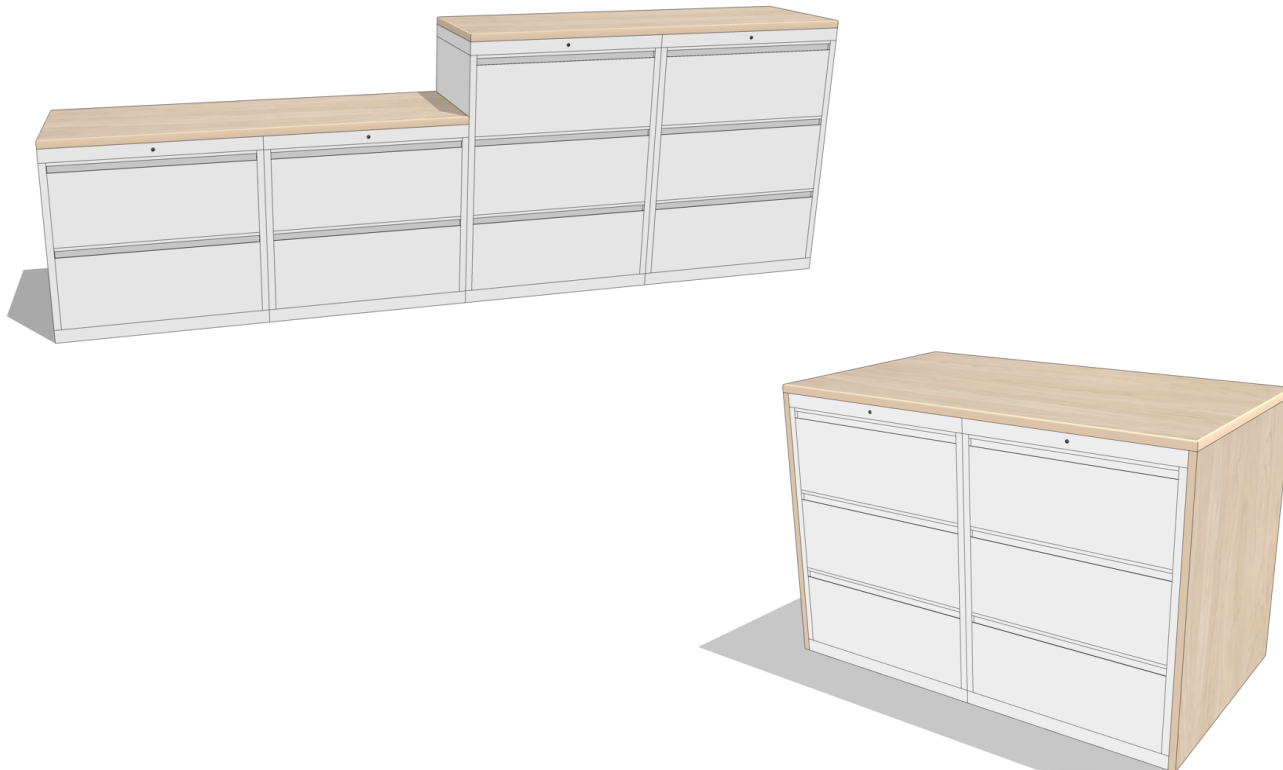
OCCUPANTS: **N/A**

(Not included in occupancy calculation)

VISUAL PRIVACY: **N/A**

ACOUSTIC PRIVACY: **N/A**

AVERAGE SIZE: **5m²**

TECHNOLOGY: **N/A**

MECHANICAL:
- **Refer to General Specifications and Open Office Areas on pages 5 & 6.**

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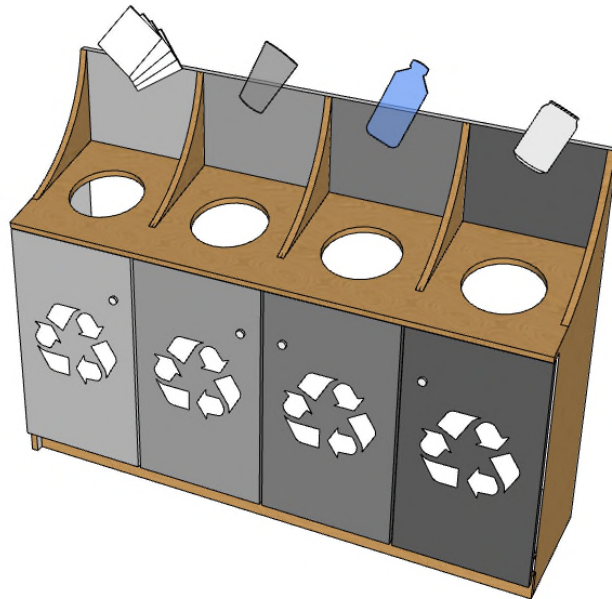- **Refer to General Specifications and Open Office Areas on pages 3 & 4.**

ACCESSIBILITY TIPS:
- **Provide alternative lower layout surface where space permits;**
- **Max. filing height to be 3-high cabinets.**

DESIGN:
- **Centralized communal waste and recycling units;**
- **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.**

EXAMPLE:

OCCUPANTS: **N/A**

(Not included in occupancy calculation)

VISUAL PRIVACY: **N/A**

ACOUSTIC PRIVACY: **N/A**

AVERAGE SIZE: **0.5m²**

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 TIPS:
- **Max. forward reach 500mm (19'').**

RESOURCES

GCworkplace Design Guide

Government of Canada Workplace Fit-up Standards

GCworkplace Best Practices Checklist

GCworkplace Space Planning Workbook

GCworkplace Transformation Playbook