

GCworkplace generic design applications

December 2020

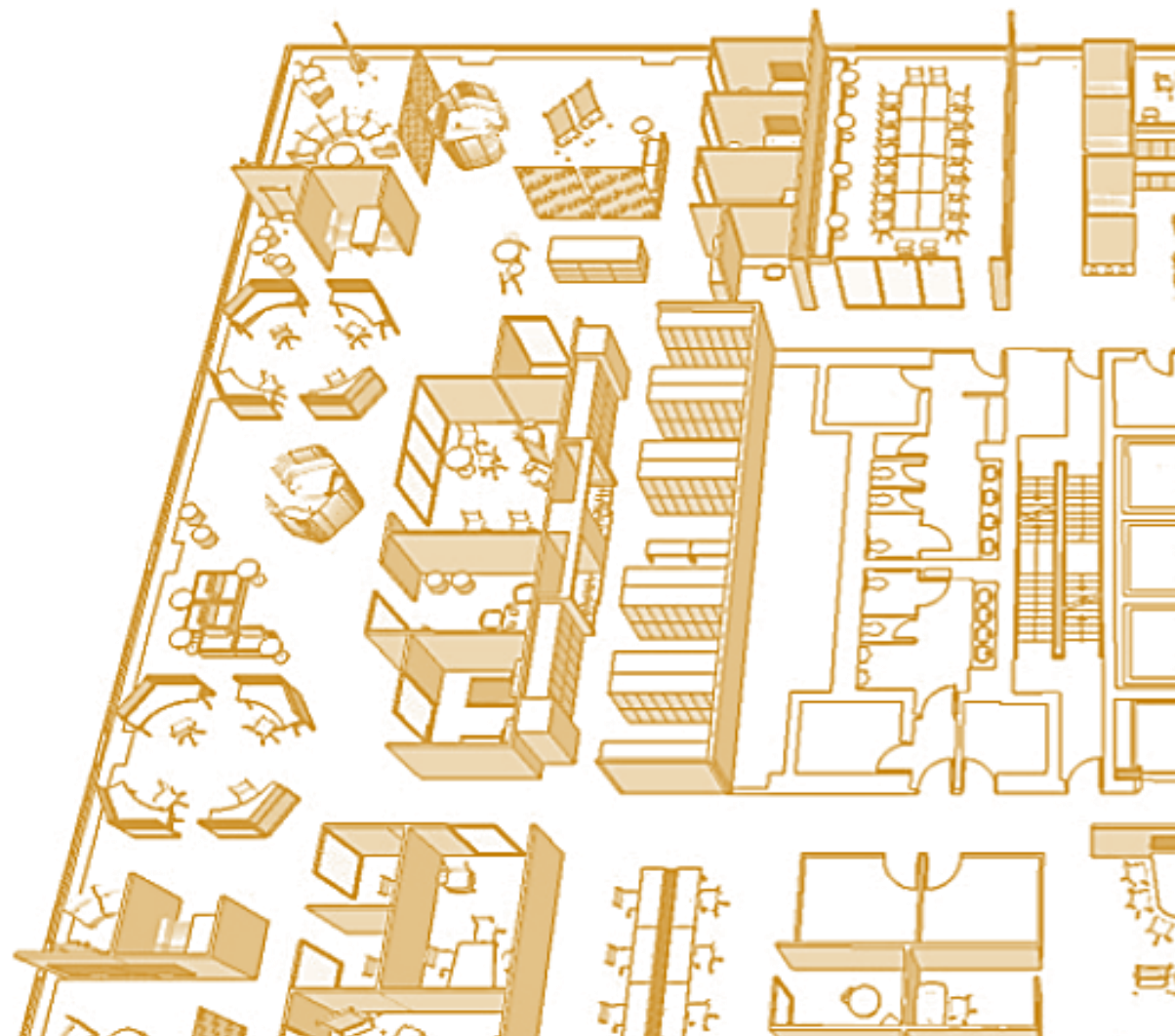


table of contents

- p.3 generic design objectives
- p.4 considerations for generic design
- p.5 key design principles
- p.6 generic workplace types
- p.7 design process & tools
- p.8 design applications by workplace type
- p.11 design applications for all generic workplaces
- p.12 sample floor plans

generic design objectives

This generic design application guideline outlines GCworkplace design criteria and their application in general purpose office space fit-up projects where **no specific occupant population is defined**, such as swing space, co-working or departmentally-shared spaces. This guideline is meant to be used as a supplement to the **GCworkplace Design Guide**, **GCworkplace Space Planning Workbook** and **GCworkplace Technical Reference Manual**.



A workplace can be categorized as ‘**generic**’ when the occupant is either unknown or the space is meant to serve teams and individuals from different groups or departments. Since the GCworkplace design standard uses an **activity-based concept***, which is normally reflective of a client’s specific activities, certain modifications and precisions are required to ensure a consistent, functional design.

* Refer to the *GCworkplace Design Guide* for information on activity-based workplace design principles and strategies >>



[GCpedia](#)



[GCcollab](#)

considerations for generic design

In the absence of a specific occupant from which to gather functional requirements, the following are important considerations to achieve a successful generic design.

- ✓ **Must support the broadest requirements for a general population:** In order to provide a functional workplace for an unknown population, the best course of action is to provide a wide range of workpoint types in varying acoustical zones. This allows for each user to find a functional setting that supports the task at hand while catering to their own environmental needs and preferences. Furthermore, a shared, unassigned workplace is optimal in accommodating groups that may fluctuate in size and functional needs over time.
- ✓ **Look for opportunities to enhance the user experience:** A varied rotation of occupants means that alternative strategies for fostering a sense of belonging and creating an intuitive user experience are more important than ever.
- ✓ **Consider geographic location:** Usage patterns can be influenced by the physical location of a workplace, resulting in differing design strategies. Whether a workplace is centralized to all employees or serving a suburban area will influence why, when and how people will choose to use a workplace.

key design principles

The GCworkplace design standard is based on 5 key design principles*. When designing a generic workplace, these principles must be used to guide design decisions to ensure a functional and holistic workplace.

USER-CENTRIC DESIGN

A generic workplace can still be considered user-centric by the fact that it allows users to self-select how, when and where they work.

PROMOTE EQUAL ACCESS

Workpoints are shared and available to all users. A combination of reservable and non-reservable workpoints is recommended.

DESIGN FOR ACTIVITIES

Based on the generic workplace type, a variety of workpoints are available to support different activities and work styles.

ZONE BY FUNCTION

Occupants have the choice of a quiet or interactive work zone, or the transitional zone, which acts as an acoustical barrier between the two others.

PLAN FOR FLEXIBILITY

Flexible furniture solutions can help create multi-functional spaces while modular planning strategies allow for easier modifications that may be required in the future.

* Refer to the **GCworkplace Design Guide** for information on the key design principles >>

generic workplace **types**

There are 3 main types of generic workplaces, each with their own unique considerations:



Swing Space
(Temporary workplace)

A **Swing Space** is a temporary (about a year), interim workplace provided for users while their previous workplace is being renovated or a new facility is being built. Multiple teams might be cycled through.



Hubs
(Centralized co-working)

A **Hub** is a co-working office environment that is located centrally within a region/city. It serves multiple teams within a department or across multiple departments.



Nodes
(Remote co-working)

A **Node** is a co-working office environment that is located more remotely, like a suburban area. It serves multiple teams within a department or across multiple departments.

design process & tools

All documents and tools to support the implementation of a GCworkplace design can be found in the 'Resources' tab of the **GCworkplace GCpedia page** >>



[GCpedia](#)

Information also available to external stakeholders on the **GCworkplace Interior Design Resource Centre** on GCcollab >>



[GCcollab](#)

For generic applications, follow the design roadmap below:



* see pages 8 to 10 for any required Space Planning Workbook modifications by generic workplace type

design applications by workplace type

The following table outlines the Activity Profile that is to be used for each type of generic workplace, along with the required modifications to be made to the **Space Planning Workbook** to ensure a functional design.

	SWING SPACE
ACTIVITY PROFILE	Balanced (refer to the GCworkplace Design Guide for more information)
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook’s automatic distribution*
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.3 of the GCworkplace Design Guide
LOCKERS	<ul style="list-style-type: none"> Qty = $m^2u / 12$ (ex: 1200m² = 100 lockers) Double height lockers – approx. 15w x 36h x 18d Include 3% larger format – approx. 15w x 54h x 18d Provide coat closet(s) equal to approx. $m^2u / 60$ (ex: 1200m² = 20 ln.ft.)

* The **GCworkplace Space Planning Workbook** provides a template for the space planning of general-purpose office space. By entering the existing space in m², the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: Autonomous, Balanced and Interactive. The workpoint quantities can then be adjusted based on the requirements outlined in this table. The Gcworkplace Space Planning Workbook is available on:



[GCpedia](#)



[GCcollab](#)

design applications by workplace type (continued)



HUBS

ACTIVITY PROFILE	Interactive (refer to the GCworkplace Design Guide for more information)
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook's automatic distribution*
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.3 of the GCworkplace Design Guide Teaming Areas to be combined with, or adjacent to Lounge Locate Huddles near Lounge Desk dedicated to the CoPro to be in direct view of the main entrance
LOCKERS	<ul style="list-style-type: none"> Qty = $m^2u / 15$ (ex: $1200m^2 = 80$ lockers) Small day-use lockers – approx. 15w x 18h x 18d Include 3% larger format – approx. 15w x 54h x 18d Provide coat closet(s) equal to approx. $m^2u / 60$ (ex: $1200m^2 = 20$ ln.ft.)

* The **GCworkplace Space Planning Workbook** provides a template for the space planning of general-purpose office space. By entering the existing space in m^2 , the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: **Autonomous**, **Balanced** and **Interactive**. The workpoint quantities can then be adjusted based on the requirements outlined in this table. The Gcworkplace Space Planning Workbook is available on:



[GCpedia](#)



[GCcollab](#)

design applications by workplace type (continued)



NODES

ACTIVITY PROFILE	Autonomous (refer to the GCworkplace Design Guide for more information)
RECOMMENDED WORKBOOK MODIFICATIONS	<ul style="list-style-type: none"> Use Workbook’s automatic distribution* with the following modifications: Maximum of 1 Medium Meeting Room. Replace any additional Medium Meeting Room by 2 Workrooms or 1 workrrom + 4 Workstations. Remove any Large Meeting Rooms. Replace any Large Meeting Room with 2 Workrooms and 4 Focus Rooms
ADJACENCIES	<ul style="list-style-type: none"> Refer to section 4.3 of the GCworkplace Design Guide Teaming Areas to be combined with, or adacent to Lounge Locate Huddles near Lounge Desk dedicated to the CoPro to be in direct view of the main entrance
LOCKERS	<ul style="list-style-type: none"> Qty = $m2u / 15$ (ex: 1200m2 = 80 lockers) Small day-use lockers – approx. 15w x 18h x 18d Include 3% larger format – approx. 15w x 54h x 18d Provide coat closet(s) equal to approx. $m2u / 60$ (ex: 1200m2 = 20 ln.ft.)

* *The GCworkplace Space Planning Workbook provides a template for the space planning of general-purpose office space. By entering the existing space in m², the workbook will provide an automatic baseline distribution of workpoints for each Activity Profile: Autonomous, Balanced and Interactive. The workpoint quantities can then be adjusted based on the requirements outlined in this table. The Gcworkplace Space Planning Workbook is available on:*



[GCpedia](#)



[GCcollab](#)

design applications for **all** generic workplace types

The following are specific design applications and strategies that apply to all generic workplaces.

Signage / Wayfinding	<ul style="list-style-type: none"> • Directional signage at entrance: <ul style="list-style-type: none"> • Lockers (if not already visible) • Washrooms • Kitchenette • Identify Quiet Zone at all access points 		
Main entrance	<ul style="list-style-type: none"> • Include a Touchdown grouping with 6-8 seats within view of the main entrance to act as a quick 'landing spot' (where feasible) • Include a Chat Point with 2-4 seats (where feasible) • Lockers/coat closet(s) to be adjacent (within view, where feasible) 		
Zoning (per floor)	<ul style="list-style-type: none"> • Up to 1200m2: <ul style="list-style-type: none"> • 1 quiet zone • 1 transitional zone • 1 interactive zone 	<ul style="list-style-type: none"> • Over 1200m2 <ul style="list-style-type: none"> • 2 quiet zones • 1-2 transitional zones • 1-2 interactive zones • floor can be divided into 2 'sides' each providing all 3 zones, where feasible 	<ul style="list-style-type: none"> • Less than 500m2 please refer to section 4.2 of the GCworkplace Design Guide on Regional, Secondary And Small Office Strategies
Team Spirit / Sense of Community	<ul style="list-style-type: none"> • Provide a centralized 'team wall' for photos, communiqués, announcements, accomplishments, etc. (ideally located at main entrance or kitchenette/lounge) • Include art work and biophilic elements where possible 		

Swing Space
(Temporary workplace)

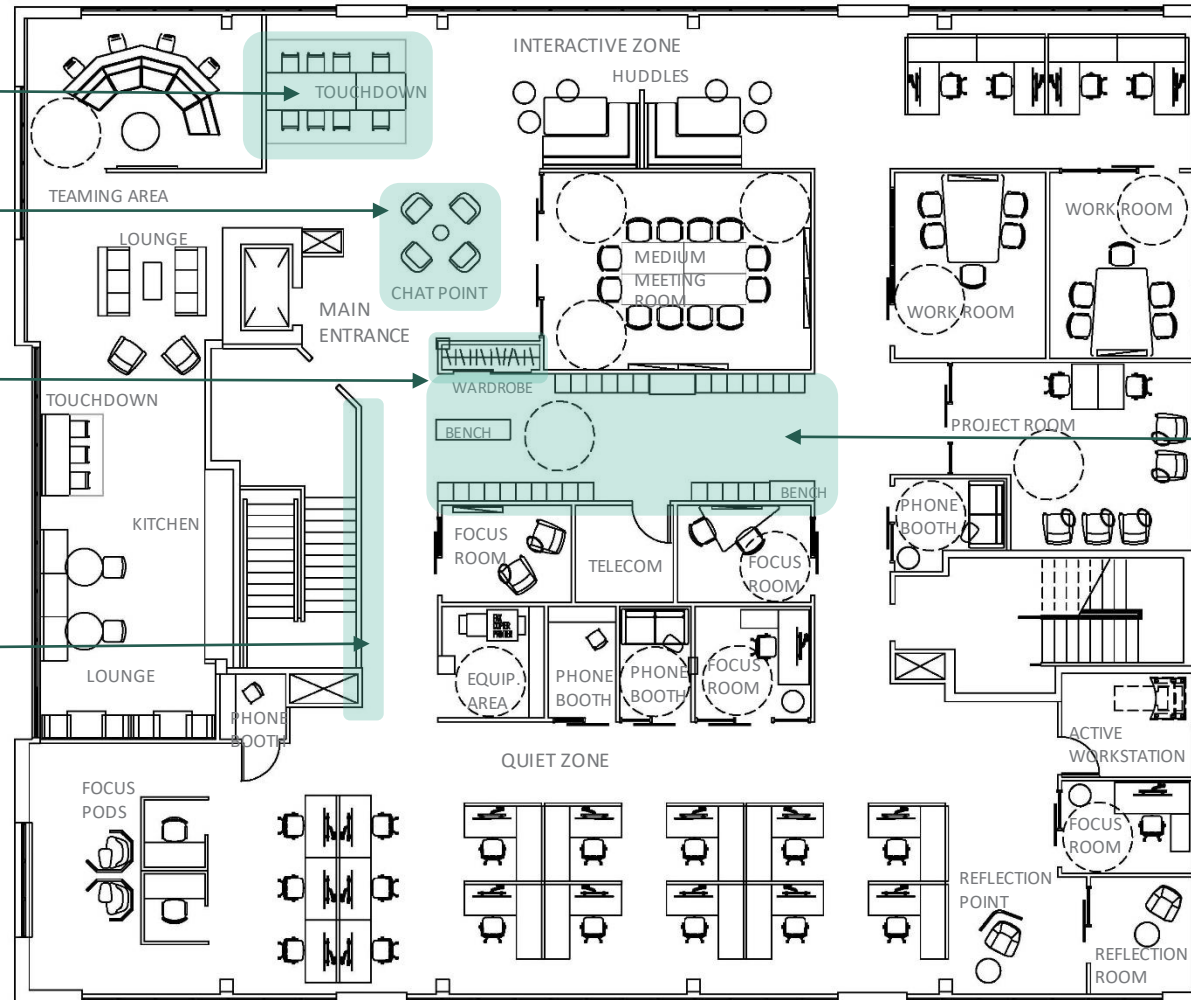
sample floor plan

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Lockers/coat closet(s) to be adjacent

Centralized team wall for photos, communiqués, announcements, accomplishments, etc. Ideally located at main entrance or kitchenette/lounge



Double height lockers including 3% larger format



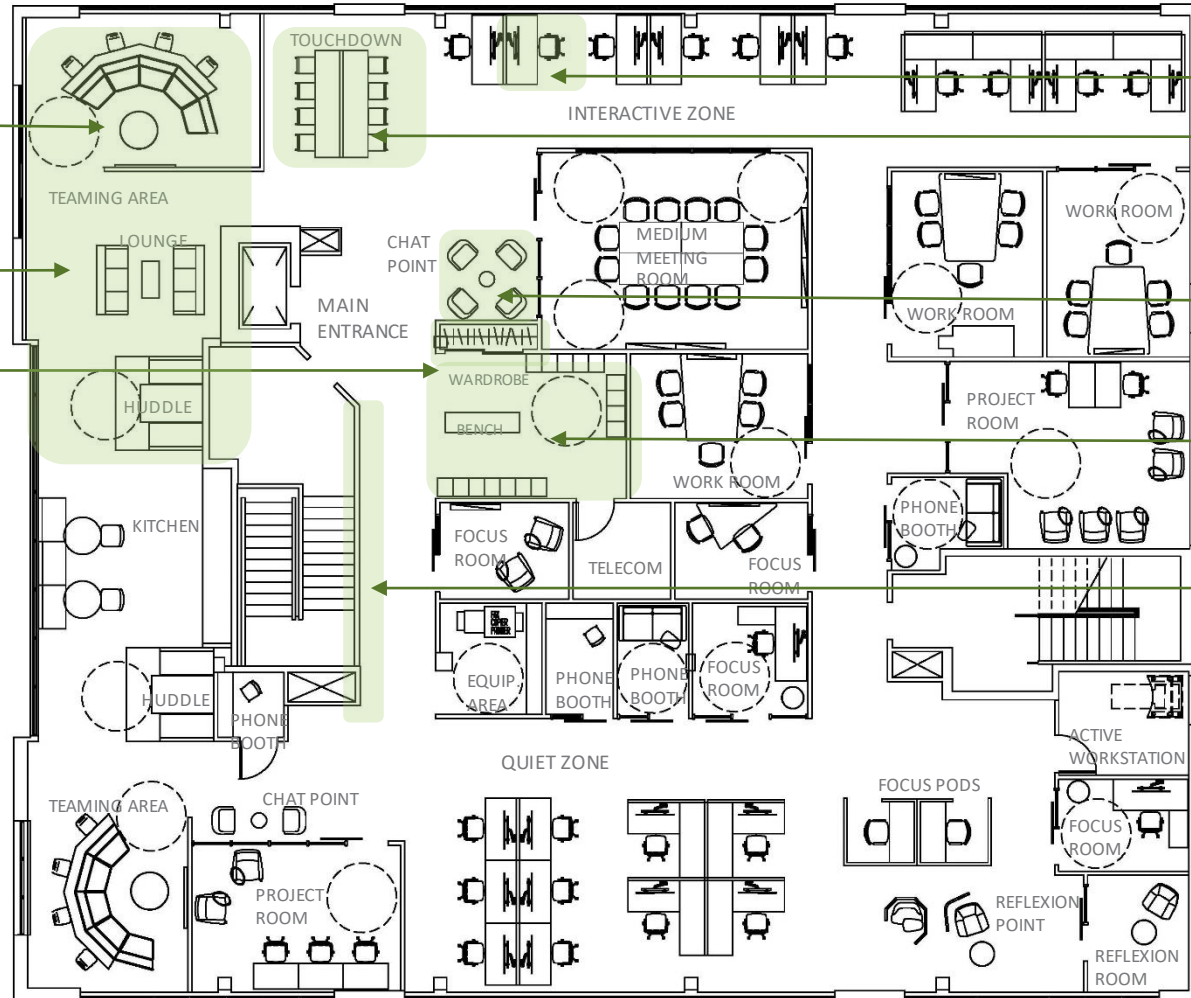
Hubs (Centralized co-working)

sample floor plan

Teaming Areas combined with, or adjacent to Lounge

Huddles near Lounge

Lockers/coat closet(s) to be adjacent



CoPro or administrator desk facing the entrance

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Triple height lockers including 3% larger format

Centralized team wall for photos, communiqués, accomplishments, etc. Ideally located at main entrance or kitchenette/lounge



Nodes
(Remote co-working)

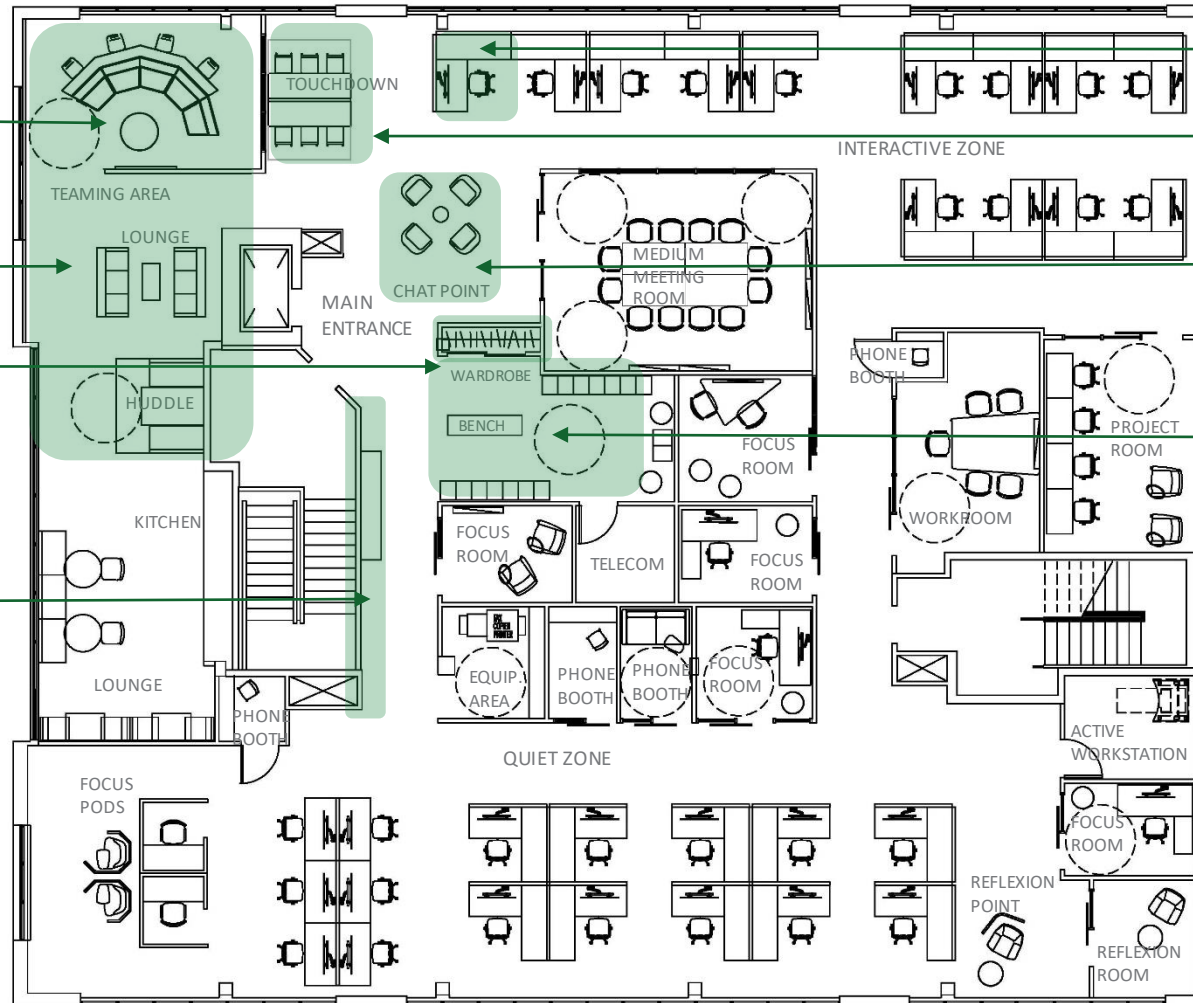
sample floor plan

Teaming Areas combined with, or adjacent to Lounge

Huddles near Lounge

Lockers/coat closet(s) to be adjacent

Centralized team wall for photos, communiqués, announcements, accomplishments, etc. Ideally located at main entrance or kitchenette/lounge



CoPro desk facing the entrance

Touchdown grouping directly adjacent to main entrance

Chat Point near main entrance

Triple height lockers including 3% larger format