

Workpoints 101: A Refresher on GC Standards for Modern and Legacy Workspaces

The following document serves as a high-level overview of terms and concepts found in the [Government of Canada Fit-Up Standards](#) and the [GCworkspace Design Guide](#). It is intended to support clients and project teams in better understanding how workspace capacity is assessed—particularly when distinguishing between modernized and legacy office environments—and to clarify the concept of a *workpoint*.

What is a Workpoint?

In traditional workplaces, the term *workpoint* is often assumed to mean a desk or workstation. However, as the hybrid workplace evolves, so too does the diversity of settings where work occurs.

A workpoint refers to any setting within the workplace where work can be performed.

It is defined by its intended activity, duration of use, level of visual and acoustic privacy, degree of user adjustability, and available technology. Workpoints may be designed for individuals or for groups, and are categorized based on their formality, duration of use, and function.

Important: For the full definitions and distinctions between a workpoint and a seat please refer to Section 3.5 of the [GCworkspace Design Guide](#)

Key Workpoint Categories

Within the GCworkspace framework, workpoints are categorized into several types. The three most relevant to clients and project teams are:

1. **Primary Individual Workpoints:** Designed for mid- to long-term use with a formal posture (e.g. workstation or office). These offer visual and acoustic privacy, ergonomic adjustability, and are typically equipped with technology. They support focused, individual work.
2. **Secondary Individual Workpoints:** Suitable for short to mid-term use with an informal posture (e.g. touchdown or phonebooth), often with less user-adjustability or integrated technology. These support impromptu individual tasks using a laptop or other mobile device.
3. **Collaborative Workpoints:** Designed for group interaction, these can be open, semi-enclosed, or enclosed. They support a range of collaborative activities, from short discussions to longer meetings, with varying levels of privacy and technology.

In most legacy workplaces, clients will encounter only **Primary Individual Workpoints** – such as offices and standard workstations. **Secondary Individual Workpoints** are typically only found in modernized or hybrid environments.

Additional Information: For the full range of workpoint types, including imagery, support space categories, detailed configurations, and technical specifications, please consult: [GCworkspace Technical Reference Manual](#) and Section 3.5 of the [GCworkspace Design Guide](#). These references are essential for accurately assessing workspace capacity and ensuring alignment with current accommodation planning practices.

