Interior Design
National Centre
of Expertise

GCworkplace
LOCKER DIRECTIVE

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Public Services and Procurement Canada
Services publics et Approvisionnement Canada

Canada

LOCKERS

GLOSSARY OF TERMS

Target Occupancy:

The number of individuals who can physically be in the workplace at one time. Target occupancy is determined by using the GCworkplace Space Planning Workbook, which is based on a calculation of 11mu2/occupant.

Population:

The number of people who will be assigned to the space. Due to varying hybrid work models and external mobility levels, the total population of a workplace will likely be higher than the workplace's target occupancy.

Locker Unit:

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).

STATEMENT:

The purpose of this document is to provide direction and design best practices regarding Lockers within the workplace.

As per the Government of Canada Workplace Fit-Up Standards, Section A3.2 Fit-up Elements and Funding Accountabilities - Lockers (also known as Personal Storage Solutions) are included within the bundle of goods and allocated per the standards noted in the GCworkplace Design Guide, GCworkplace Technical Reference Manual and GCworkplace Space Planning Workbook.

STANDARD:

Locker allocations as defined within the: GCworkplace Design Guide, GCworkplace Technical Reference Manual and GCworkplace Space Planning Workbook are designed to facilitate shared storage space. Locker Areas should be located away from the Quiet Zone and should be centralized in one or two areas adjacent to primary paths of circulation.

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

TWO RULES TO FOLLOW:

1. **Total area: The method used to calculate the maximum Locker Area is 0.5 sq.m. per target occupant.** This area must include the locker units, accessible benches, shared storage such as coat closets and boot storage and clearance/circulation as per the local building and accessibility codes. (i.e. a target occupancy of 100 would allow for a Locker Area of 50 sq.m.)

2. **Maximum quantity of locker units: The maximum quantity of locker units must never exceed the target occupancy, as calculated in the GCworkplace Space Planning Workbook.** This is to avoid inadvertently encouraging over-occupying a space and contravening any local building code directives as well as ensuring that the floor space is optimized for workpoints rather than storage. (i.e. a target occupancy of 100 would allow for 100 Locker Units)

LOCKERS

Locker Units

As mentioned in the “Glossary of Terms” section on page 2, a locker unit can be defined as:

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).

Single height (full height) = One Locker Unit

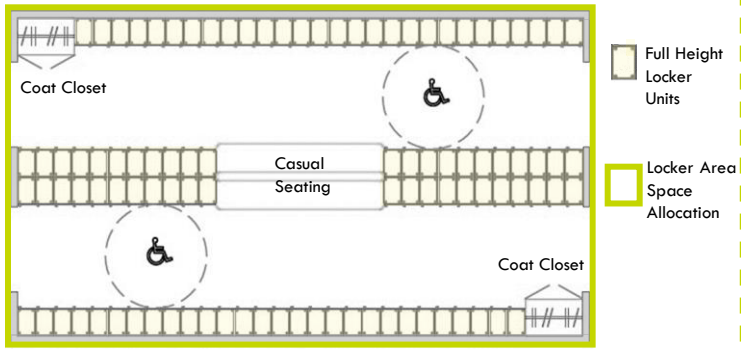
Double height (half height) = One Locker Unit

Multi-unit cubby (3-5 high) = One Locker Unit

IMPORTANT NOTE:

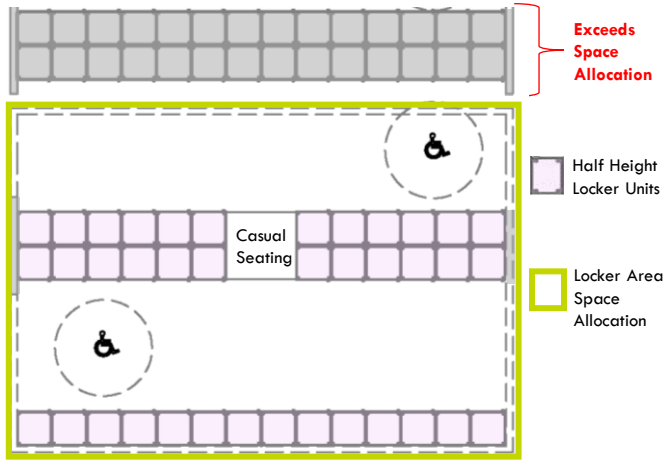
As locker units are available in several different widths, it is important to note that the smaller the locker unit selected the more that can fit within the allotted area, and the larger the locker unit selected the less that can fit within the allotted area.

Compliant



*Note: the example diagram above shows how the use of 12"x18" locker units with building code circulation fits within the total space allocation of 50 sq.m. for a target occupancy of 100.

Non-Compliant



*Note: the example diagram above shows how the use of 24"x24" locker units with the building code required circulation exceeds the total space allocation of 50 sq.m. for a target occupancy of 100.

LOCKERS

UTILIZATION STRATEGIES:

Daily Use Strategy

- All lockers are unassigned and available for daily use only
- Suggestion is to have mostly multi-unit cubbies with a few single height lockers for accessibility

Assigned Strategy

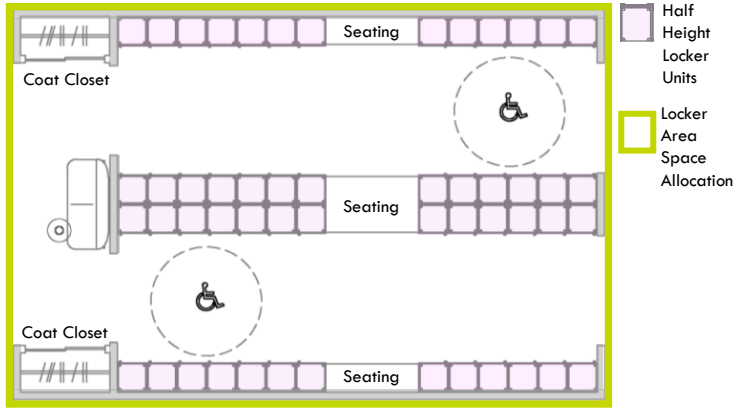
- All lockers are assigned to individuals
- This strategy is recommended when a team is working onsite full-time and when the population count is equal to the target occupancy

Recommended Strategy

- A combination of both daily use and assigned strategies
- This strategy is the most common for GCworkplace projects and hybrid work models
- This strategy is suggested in order to allow employees to get accustomed to the space and an activity-based/hybrid way of working before offering assigned lockers as an option. Many organizations have reported that a significant amount of assigned lockers go un-used once employees adapt to this work style

Baseline Calculation

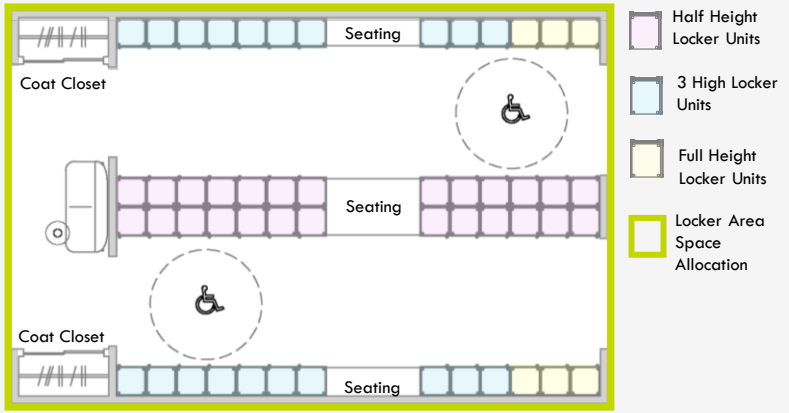
The baseline design calculation is to provide one half-height locker per target occupant with integrated boot storage below.



*Note: the example diagram above represents half height locker units (15"x18") that fit within an allocated locker area of 50 sq.m. (Target Occupancy of 100)
Locker units = 50 (50 half height)
Population served = 100

Recommended Approach

However, there is room within the maximum locker area to provide a mix of locker unit types and sizes; half height lockers, multi-unit cubbies, and some full height lockers to support accessibility requirements and accommodate specialized storage needs.



*Note: the example diagram above represents a mix of locker unit types (15"x18") within an allocated locker area of 50 sq.m. (Target Occupancy of 100)
Locker units = 52 (26 half height, 20 three tier, 6 full height)
Population served = 118

LOCKERS

COAT CLOSETS

When planning personal storage, it is important to consider the storage of seasonal items such as winter boots and coats. Boot cubbies can be incorporated below locker units. Separate coat closets or cloakrooms must be planned within the locker area.

For optimal accessibility, plan at least one coat closet per floor with a lower coat rod that meets maximum reach heights as specified in universal design standards.

BENCHES

The locker areas must incorporate benches, to provide employees a space to touchdown. For optimal accessibility, plan a variety of seats with different heights, widths, depths, and armrests.

DESIGN CONSIDERATIONS AND BEST PRACTICES:

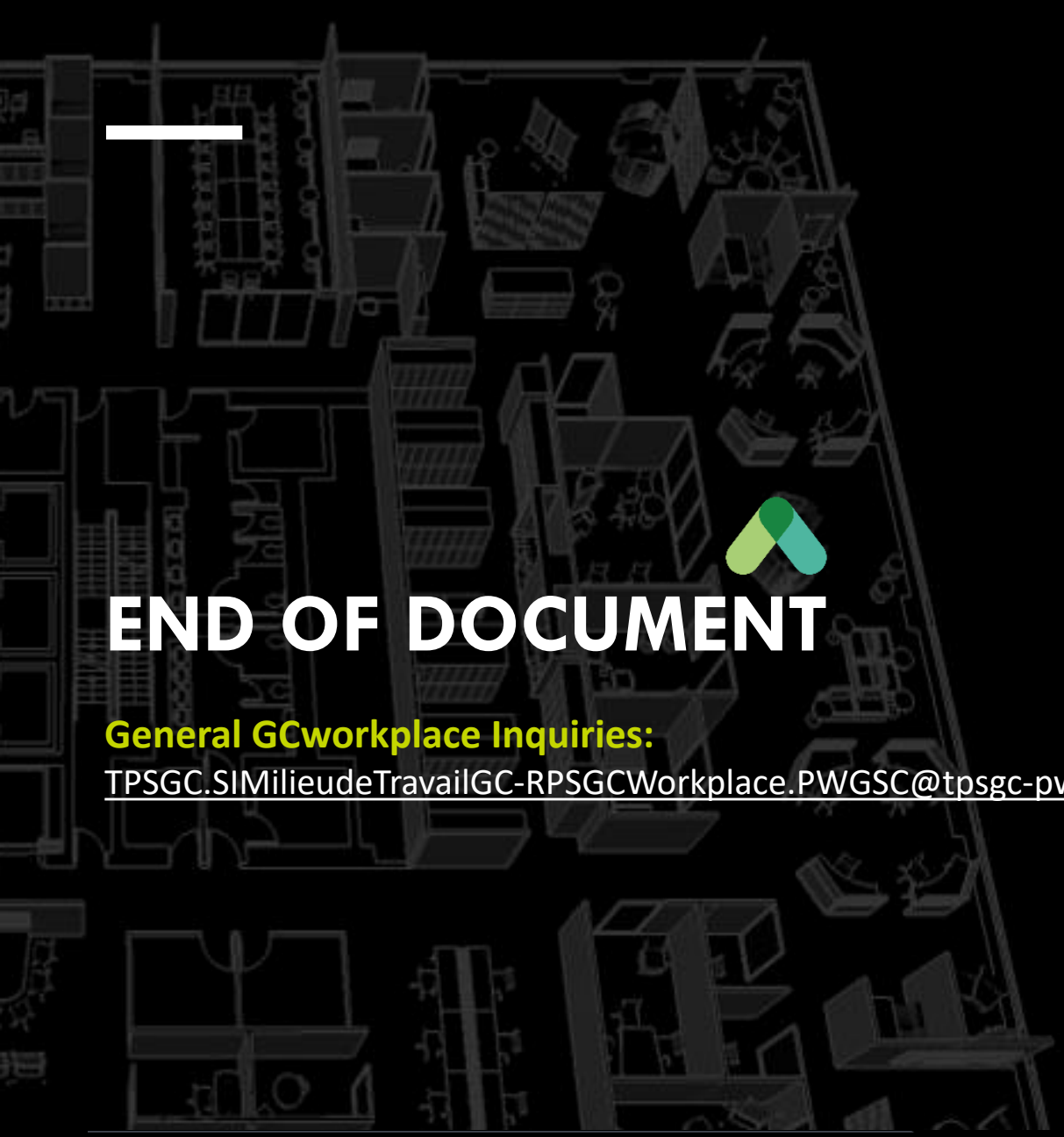
- ✓ All new locker units within GCworkplace are to be equipped with digital locks; this allows for more flexibility in use and avoids the need for key administration. Digital locks can help facilitate a common practice of first come first serve locker use, which is beneficial to a hybrid work environment. Consider how noise generated in locker areas might impact nearby open workspaces – plan partitions or zone appropriately
- ✓ Project teams should also consider alternative storage solutions for specialty items (i.e. keyboards, OHS carts, boot cubbies below locker units, etc.)
- ✓ Regardless of the configuration of locker units, it is important that a structural review be conducted on your projects to determine that the floor of the building can accommodate the weight of the units and their location. A strategy for a multi-floor project may be to stagger the locations of the lockers per floor to offset the load on the building. Please consult with your project team.

Refer to the GCworkplace Design Guide and GCworkplace Technical Reference Manual for additional design considerations and best practices.

GCcoworking, Vancouver


TBS office, Ottawa


GCcoworking, Gatineau



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