



Accommodation Standards

September 2016

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Introduction

Background

- .1 The Accommodation Standards document has been developed as a resource to assist in delivering accommodation services to Government of Alberta (GoA) Ministries and agencies in accordance with the Space Standards and the Government of Alberta wide density target.

Intent

- .1 The intent of the Accommodation Standards document is to act as a planning reference tool for all upgrades, renovations and new development of GoA owned, operated and leased facilities. The major benefit of this document is to provide consistency in the planning of GoA facilities.

Vision

- .1 Accommodation that meets the functional program needs of GoA Ministries; supporting rapidly changing office environments, delivering long-term value, cost effectiveness, sustainable practices, and green initiatives.

Guiding Principles

- .1 Our vision is supported by a set of guiding principles:
 - .1 Support function-based needs and workspace allocation;
 - .2 Reduction in renovation and reconfiguration costs;
 - .3 Allocation of space consistently and equitably;
 - .4 Provide flexible and adaptable work environments;
 - .5 Promote the flow of natural light into the space (Right-to-Light);
 - .6 Promote and support user control, productivity, and effectiveness;
 - .7 Support common collaborative tools, technology, and Alternative Workplace Arrangements (AWA);
 - .8 Promote a healthy work environment;
 - .9 Support Leadership in Energy and Environmental Design (LEED) Silver standards and sustainable initiatives;
 - .10 Promote staff satisfaction, retention, and recruitment.

Glossary of Terms

- .1 A glossary of terms has been developed to assist with commonly used terminology.
- .2 For definitions, refer to the **Glossary of Terms** or contact Technical Services Branch, Interior Design Section.

Reference Standards

References

- .1 Meet or exceed the following guidelines and standards:
 - .1 Current *Alberta Building Code (ABC)*.
 - .1 Code reviews are to be conducted by the consultant.
 - .2 For Alberta Building Code questions contact Technical Services Branch, Facility Planning and Architecture Section.
 - .2 *Technical Resource Centre - Guidelines and Standards*, <http://www.infrastructure.alberta.ca/500.htm>
 - .3 *Current Standards for Consultant Deliverables*, <http://www.infrastructure.alberta.ca/Content/docType486/Production/ConsultantDeliverables.pdf>
 - .4 Alberta Infrastructure *Technical Specifications* (as a basis for developing project specifications), <http://www.infrastructure.alberta.ca/3885.htm>
- .2 Accessibility
 - .1 Up-grades, renovations, and new development shall be designed to meet current Canadian requirements for barrier-free accessibility.
 - .2 All support spaces shall be designed as Barrier-Free.
 - .3 Main corridors shall be 1524 mm (60 inches) clear, with sub-corridors at 1118 mm (44 inches).

Technical Services Branch

Assistance with Technical Design Requirements for Architectural, Interior Design, Structural, Mechanical, Electrical, Facility Evaluations, and Site Services can be obtained through Technical Services Branch.

The following table lists the contacts within Technical Services Branch (as of September 2016):

TSB Section	Contact	Title
Interior Design	<u>Linda Fraske-Smith</u>	Director
	<u>Sandra Valens</u>	Senior Interior Designer
	<u>Kathaleen Maclean</u>	Senior Interior Designer
Facility Planning and Architecture	<u>Brian Oakley</u>	Director
	<u>Troy Holloway</u>	Senior Design Architect
	<u>Bonnie Dong</u>	Senior Engineer, Building Science & Sustainability
	<u>Colin Wildgrube</u>	Manager, Building Environment Unit
Building Engineering	<u>Jian Yao</u>	Director
Structural	<u>Manoj Medhekar</u>	Senior Structural Engineer
Mechanical	<u>Tatiana Goulko</u>	Senior Mechanical Engineer
Mechanical	<u>Allan Foo</u>	Senior Mechanical Engineer
Electrical	<u>Ken Glowinski</u>	Senior Electrical Engineer
Acoustical	<u>Ellen Buchan</u>	Acoustical Engineer
Site Services	<u>Rafique Khan</u>	Director

Parking

- .1 The administration of parking is governed by a Parking Policy established by the Treasury Board.
- .2 Refer to the **Online Parking Request and Administration System** (OPRA), for frequently asked questions regarding parking.

Security

- .1 If security requirements have been identified, the Security Office is to be engaged to provide a security assessment.
- .2 Upon completion of the security assessment, the Security Office will provide policy and procedure standards to be implemented.
- .3 The security policy and procedures for each program will be based on the completed security assessment and the type of work.
- .4 All security requirements shall be reflected in the contract documents.
- .5 Contact the Security Manager, Alberta Infrastructure to initiate a security assessment and for all security related questions.

Change Management

Overview

- .1 Change management is an important component of the project, to ensure Client Ministry understanding of the Government of Alberta's strive for efficient utilization of space, as well as transitioning of end users to the new work environment. Every effort shall be made to ensure effective communication and illustration is provided.

Resources

- .1 To assist in the change management component, a short video has been developed, "*Creating Spaces that Work*". The video illustrates the GoA's commitment to renewing the office work environment by allowing workspaces to bring people together in an innovative modernized environment with efficient utilization of space.
 - .1 Refer to the link below to view the "*Creating Spaces that Work*" <http://vnn2049.gov.ab.ca/Infras.aspx>
Note: You must make sure to have your Media player open so that it runs correctly. The video is an internal stream which can be accessed by the GoA only.
- .2 In addition to the "*Creating Spaces that Work*" video, additional change management documents are available. For more information please contact Technical Services Branch, Interior Design Section.

Workspace and Design Standards

APPLICATION

Application of Accommodation Standards

- .1 The Government of Alberta Standards apply to all Ministries.
- .2 The Accommodation Standards noted in this document describe the various space types, allocations, and design principles.
- .3 Space types shall be based on the Ministry's (and Agency's) functional program requirements.
- .4 Not all space types as noted in the Accommodation Standards document will be applicable to a Ministry's (or Agency's) program.
- .5 The design of the space shall adhere to the government target density of 18 m^2 (or less) per person.
- .6 The physical layout and other characteristics of the building will determine what can efficiently be achieved.

Client Ministry and Agency Responsibilities

- .1 It is the Client Ministry's responsibility to:
 - .1 Abide by the space Allocation Standards allowances as outlined in the Accommodation Standards document.
 - .2 Submit Restrictive Workspace Questionnaires for ALL positions requesting a restrictive workspace.
 - .3 Base their program requirements on the user group's functional and program requirements.
 - .4 Amalgamate support space wherever possible to improve and support overall space efficiency.

SPACE AREA DEFINITIONS

Building Owners and Managers Association (BOMA)

- .1 Currently the GoA uses and defines space as per the *Standard Method for Measuring Floor Area in Office Buildings ANSI/BOMA Z65.1-1996*.
- .2 Space area definitions and other information can be obtained from **BOMA 1996**.

Density Target

- .1 The GoA wide density target is an average of 18 um²/occupant. If program needs are met and achieved at less than the 18 um², this is deemed acceptable.

Approval of Density by Treasury Board

- .1 What's the story behind this target?
 - .1 The 2010 Government of Alberta Accommodation Review (GAR) was conducted to improve service delivery and optimize facility asset use. In March 2010, GAR adopted 14 recommendations to address key findings and observations. One of these findings was, "Provide high-quality workspace that better supports program delivery and achieves a GoA-wide density target of 18 um²/person..."
 - .2 In February 2014, the Treasury Board reported, "...recommendations resulting from the Results Based Budget (RBB) reviews in cycle 2 have been approved..." and affirmed governments accommodation objective: "Implement accommodation projects that balance improving office space density to the Government of Alberta target of 18 um² per position with those that significantly improve Government of Alberta program delivery."
- .2 What does this mean for existing office space?
 - .1 This target will continue to be reinforced as part of the GoA Standards, and will apply to all upgrading, changing, and new development of GoA office accommodations.

Calculating Density

$$\text{Density (um}^2 \text{ per Occupant)} = \text{Usable area m}^2 / \text{Total \# of Occupants}$$

Density

- .1 The GoA wide density target is an average of 18 um²/occupant. The density target will act as a maximum guide for all tenant improvement and new development of GoA office accommodations.
- .2 Density is the average area allocated by position. It is based on all the usable office space and the occupants in the whole building (allocated to the Client Ministry).
- .3 Included in the usable density calculation:
 - .1 Primary and secondary circulation space,
 - .2 All occupant(s) occupying open/enclosed workspace and support space(s).
 - .1 Occupants are defined as:
 - .1 Full-time employees (FTE's) (obtained from the HR system),
 - .2 Vacancies,
 - .3 Positions for individuals on long-term disability,
 - .4 Contracted staff and seasonal staff that occupy the office space,
 - .5 Summer students or practicum students.
 - .2 Support spaces are defined as:
 - .1 Hoteling and AWA,
 - .2 Phone rooms,
 - .3 Waiting and reception areas,
 - .4 Open collaborative space,
 - .5 Resource rooms and print areas,
 - .6 Meeting rooms,
 - .7 Training rooms,
 - .8 Therapy rooms,
 - .9 Interview rooms (standard and secure),
 - .10 Java Centers,
 - .11 Lunchrooms,
 - .12 File/storage rooms (standard and secure),
 - .13 Hearing rooms,
 - .14 First-aid rooms,
 - .15 Computer training rooms,
 - .16 Mailrooms,

- .17 Child play areas,
 - .18 Fitness area,
 - .19 Cafeteria.
- .4 **NOT** included in the usable density calculation:
- .1 Staff visiting from other sites,
 - .2 Special-purpose spaces,
 - .1 Special-purpose spaces are defined as:
 - .1 Large ventilated server rooms,
 - .2 Warehouses,
 - .3 Trade shops,
 - .4 Laboratories,
 - .5 Necropsy rooms,
 - .6 Wash bays,
 - .7 Weld test centers,
 - .8 Courtrooms,
 - .9 Detention rooms.
 - .3 Building services and amenities
 - .1 Building services are defined as:
 - .1 Mechanical rooms,
 - .2 Electrical rooms,
 - .3 Janitor rooms,
 - .4 Elevators,
 - .5 Stairwell(s),
 - .6 Retail service corridor,
 - .7 Ventilation shaft(s).
 - .2 Building amenities are defined as:
 - .1 Washrooms,
 - .2 Shower/locker rooms.
- .5 There may be circumstances (e.g. very small groups in rural locations) where the density target cannot be met. For such groups, space requirements will be based on the application of workspace guidelines and the functional requirements of the user group for support space.

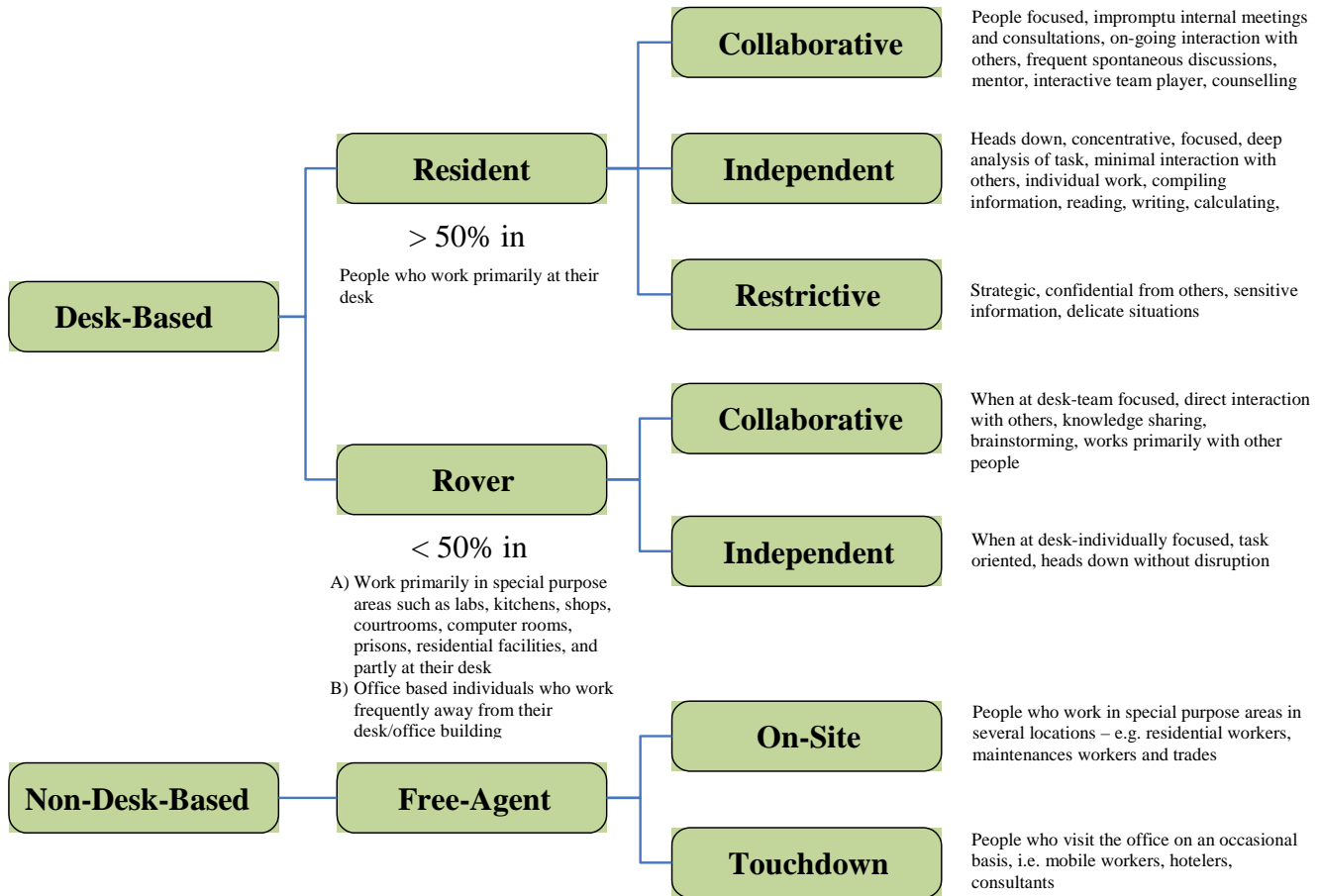
Circulation Space

- .1 Circulation space is the area within an office space used for travel/movement such as hallways. Circulation space is used so that people can get from one net space to another net space.
- .2 Primary circulation spaces include what can be considered as the public circulation space of a building: the entry lobby, elevator lobbies, main corridors and exits required for Building Code egress.
- .3 Secondary circulation spaces include the corridor in areas used to connect the net assignable areas to the primary circulation areas of the building.
- .4 Currently, a factor of 1.43 is used to achieve a 30% circulation.

ACCOMMODATION STANDARDS ALLOCATION OVERVIEW

Functional Profile Decision Tree

The functional profile decision tree illustrates the various work styles or function types.



Standard Workspace Allocations

The following table illustrates the workspace allocations that will act as a maximum guide for planning workspace and office accommodation.

Position Type	Workspace Size	Workspace Type
Free Agent Staff (Hoteling Staff) Staff who are mobile workers, or are part of other Alternate Workplace Arrangements (AWA)	2.5 m ²	Open
Rover Staff Staff who work either primarily in special purpose areas or are frequently away from their designated workspace (more than 50% of their time)	5.0 m ²	Open
Resident Staff Managers and staff who spend the majority of time in their primary workspace	6.7 m ²	Open
Senior Manager/Director Senior Managers, Directors and equivalents	10.0 m ²	Open
Executive Director Executive Directors and equivalents	14.2 m ²	Open or Closed
Assistant Deputy Minister Assistant Deputy Ministers and equivalents	20.9 m ²	Closed
Deputy Minister Deputy Ministers and equivalents	28.4 m ²	Closed

Workspace Overview

- .1 Open workspaces will be the norm for all of the function types except for the Deputy Minister, Assistant Deputy Minister, and Executive Director.

Workspaces shall support functional job requirements. They shall be adaptable and flexible to allow for individual and group adjustment.

To ensure the workspaces align with the changing needs of individual users and groups, the workspace standards have been developed with a key set of “Kit-of-Parts”, which allow for user and group reconfiguration and adjustments.

- .2 The work environment guiding principles are:
 - .1 Health, LEED[™] Silver standards, and sustainable initiatives,
 - .2 Work environments will support function-based needs and allocation,
 - .3 Reduction in renovation,
 - .4 Space will be allocated consistently and equitably,
 - .5 Flexible and adaptable workspaces,
 - .6 Right-to-light,
 - .7 Support user control, productivity, and effectiveness,
 - .8 Common collaborative tools and technology and Alternative Workplace Arrangements (AWA),
 - .9 Staff satisfaction, retention, and recruitment.
- .3 Where additional division is required for the workstation for staff along major corridors or by support spaces, additional division shall be reviewed with Technical Services Branch, Interior Design Section.

Flexibility and Adaptable Planning

- .1 It is important to provide spaces that are functional and flexible which allow for:
 - .1 Growth and change through adaptability,
 - .2 Change in function through adaptable solutions for ease in reconfiguration,
 - .3 Different activities with multiple functions allowing growth.
- .2 Work environments are based on a 5'-0" x 5'-0" building grid and shall have dimensional logic through consistency in sizes of workspaces, offices, meeting rooms and miscellaneous support spaces. It should be noted, that the physical layout of the building will ultimately influence what can be efficiently achieved. Plan spaces to be compatible with building grids.
- .3 Plan space so that short-term space requirements are isolated from longer term requirements to enable future space reductions.

SPACE ACCOMMODATION

Restrictive Workspace (Enclosed Office)

- .1 Positions of Deputy Minister, Assistant Deputy Minister, Executive Director are allocated a restrictive workspace.

Restrictive Workspace Request

- .1 When dealing with restrictive workspace requests, review the **Restrictive Workspace Criteria**. The restrictive workspace criteria will assist in determining the allocation of the restrictive workspace.
- .2 The Infrastructure Accommodation Planner shall have all the positions requesting a restrictive workspace complete a **Restrictive Workspace Questionnaire**. The questionnaire is used to obtain function-based information specific to the requesting position. Each position requesting a restrictive workspace must complete a restrictive workspace questionnaire.
- .3 Requesting positions can appeal the restrictive workspace decisions by filling out an **Appeal Form** and submitting it to their Infrastructure Accommodation Planner.
- .4 Additional information, questions or forms regarding restrictive workspace allocations can be obtained from the Technical Services Branch, Interior Design Section.

Hoteling Workspace

The following table illustrates the space allocation for hoteling workspace:

No. of persons	Dimensions	Size (m ²)
1	1600 mm x 1524 mm (5'-3" x 5'-0")	2.5 m ²
2	1600 mm x 2972 mm (5'-3" x 9'-9")	4.8 m ²

Planning Guidelines

- .1 A minimum of one 2.5 m² single hoteling station shall be allocated. Additional hoteling workspace shall be based on the identified functional and program requirements.
- .2 Hoteling workspace shall be:
 - .1 Allocated for non-desk based, free agents who visit the office on an occasional basis,
 - .2 Unassigned,
 - .3 Located around the core of the building.
- .3 Hoteling workstations shall be:
 - .1 Freestanding, pin height adjustable work surfaces (no panel-hung work surfaces),
 - .2 Work surfaces and storage shall have dimensional logic and consistency,
 - .3 Panels are to have a height of 54" +/- (stacking from desk height up). Panels to have clear frameless glass,
 - .4 Allocated with 1-triplex outlet, 1-voice, and 1-data.
- .4 Each Hotel workspace shall have a dedicated storage tower.
- .5 Finishes shall be based on the program requirement or to match existing decor.
- .6 Refer to **Figure 1** – Plan View, and **Figure 2** – Workstation Photo View below.

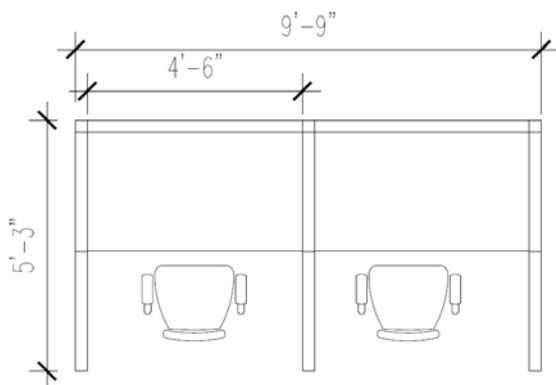


Figure 1 – Plan View



Figure 2 – Workstation Photo View

Alternative Workplace Arrangement (AWA)

Information Guidelines

- .1 AWA shall:
 - .1 Be based on the functional and program requirements,
 - .2 Be determined by the Client Ministry,
 - .3 Involve new and different ways to work by supporting mobility and collaboration,
 - .4 Be supported by using appropriate technology and furniture;
 - .5 Be non-assignable,
 - .6 Be shared,
 - .7 Allow users to move from workplace to workplace,
 - .8 Be on-site and off-site.
- .2 On-site AWA Space Planning Criteria:
 - .1 On-site AWA may include hoteling, motelling/drop-in, free address, desk-sharing, touchdown space and quiet rooms.
- .3 Off-site AWA Space Planning Criteria:
 - .1 Off-site AWA may be non-territorial hoteling workspaces, in convenient locations across the province to supporting telework, mobile and virtual initiatives for interested Ministries.
- .4 Off-site mobility can be supported through:
 - .1 Telework/Telecommuting: working from remote locations (e.g. home offices),
 - .2 Satellite Office: small office centers with support staff that act as extensions of the main office, normally located more conveniently to employees' homes,
 - .3 Mobile Office: work in specific non-stationary places (e.g. vehicles),
 - .4 Third Places: public space (e.g. coffee shops),
 - .5 Virtual Office: work anywhere, anytime.

Rover Workspace

Planning Guidelines

- .1 Rover workspaces shall be:
 - .1 Allocated a space of 5.0 m²,
 - .2 Based on the functional and program requirements of the Ministry,
 - .3 Allocated to staff that are in the office less than 50% of the time,
 - .4 Allocated to office based summer students,
 - .5 Located on the core.
- .2 Rover workstations shall be:
 - .1 Freestanding, pin height adjustable work surfaces (no panel-hung work surfaces); with the primary work surface being freestanding electrical height adjustment or pin height adjustable and secondary work surface freestanding pin height adjustable.
 - .2 Work surfaces and storage shall have dimensional logic and consistency,
 - .3 All storage shall be lockable and keyed alike,
 - .4 Panels shall have a height of 54" +/- (stackable from desk height up). Panels shall have clear frameless glass,
 - .5 Workstations shall have a minimum of 2- triplex outlets, 1- voice and 1-data.
- .3 Finishes shall be based on the program requirements or to match existing decor.
- .4 Refer to **Figure 1** – Plan View, and **Figure 2** – Workstation 3D View below.

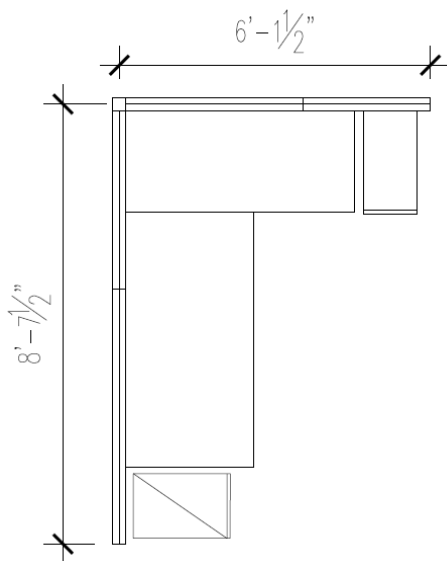


Figure 1 – Plan View



Figure 2 – Workstation 3D View

Resident Staff

Planning Guidelines

- .1 Resident workspace shall be:
 - .1 Allocated a space of 6.7 m²,
 - .2 Based on the functional and program requirements of the Ministry,
 - .3 Located on the perimeter.
- .2 Resident workstations shall be:
 - .1 Freestanding, pin height adjustable work surfaces (no panel-hung work surfaces); with the primary work surface being freestanding electrical height adjustment or pin height adjustable and secondary work surface freestanding pin height adjustable.
 - .2 Work surfaces and storage shall have dimensional logic and consistency,
 - .3 All storage shall be lockable and keyed alike,
 - .4 Panels shall have a height of 54" +/- (stackable from desk height up). Panels shall have clear frameless glass,
 - .5 Workstations shall have a minimum of 2- triplex outlets, 1- voice and 1-data.
- .3 Finishes shall be based on the program requirements or to match existing decor.
- .4 Refer to **Figure 1** – Plan View, and **Figure 2** – Workstation 3D View below.

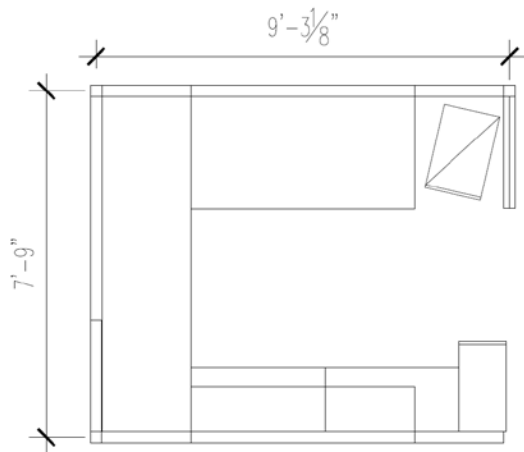


Figure 1 – Plan View



Figure 2 – Workstation 3D View

Senior Manager/Director Workspace

Planning Guidelines

- .1 Senior Manager/Director workspace shall be:
 - .1 Allocated a space of 10.0 m²,
 - .2 Based on the functional and program requirements of the Ministry,
 - .3 Located on the perimeter.
- .2 Senior Manager/Director workstations shall be:
 - .1 Freestanding, pin height adjustable work surfaces (no panel-hung work surfaces); with the primary work surface being freestanding electrical height adjustment or pin height adjustable and secondary work surface freestanding pin height adjustable.
The primary work surface can be rectangular or extended corner shape, based on the required program requirements,
 - .2 Work surfaces and storage shall have dimensional logic and consistency,
 - .3 All storage shall be lockable and keyed alike,
 - .4 Panels shall have a height of 54" +/- (stackable from desk height up),
 - .5 Workstations shall have a minimum of 2- triplex outlets, 1- voice and 1- data.
- .3 Finishes shall be based on the program requirements or to match existing decor.
- .4 Refer to **Figure 1** – Extended Corner Plan View, and **Figure 2** – Extended Corner 3D View below.

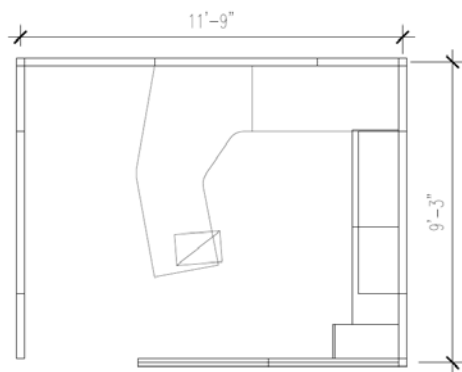


Figure 1 - Extended Corner Plan View



Figure 2 – Extended Corner 3D View

Executive Director

Recommended Planning Guidelines

- .1 Executive Directors (ED) shall have an allocation of 14.2 m².
- .2 Restrictive Workspaces (enclosed offices) are recommended to be:
 - .1 Located along the core;
 - .2 Moveable walls are permitted to be used to create restrictive workspaces (enclosed offices) for EDs; however, they must adhere to Alberta Infrastructure's Sound Transmission Class requirements.
 - .3 A Resident Workspace (open workspace) shall be provided to the ED requesting their workspace to be allocated along the perimeter. Resident workspace shall have an allocation of 14.2 m².
 - .4 Resident Workstation for Executive Directors along the perimeter windows shall be:
 - .1 Freestanding, pin height adjustable work surfaces (no panel-hung work surfaces),
 - .2 Work surfaces and storage shall have dimensional logic and consistency,
 - .3 All storage shall be lockable and keyed alike,
 - .4 Panels are to have a height of 54" +/- (stackable from desk height up),
 - .5 Located next to their executive assistant.
- .5 Finishes shall be based on the program requirements or to match existing decor.
- .6 Work area shall have a minimum of 3- duplex outlets, 1- voice and 1-data.
- .7 Refer to **Figure 1** –Plan View, and **Figure 2** – Workstation 3D View below.

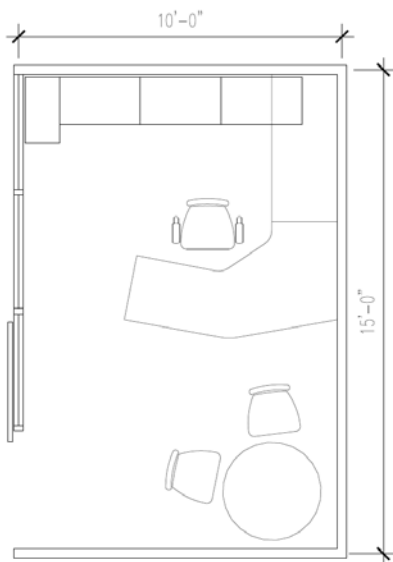


Figure 1 – Plan View



Figure 2 – Workstation 3D View

Assistant Deputy Minister

Recommended Planning Guidelines

- .1 Assistant Deputy Ministers (ADM) shall have an allocation of 20.9 m².
- .2 Assistant Deputy Minister's workspace shall be based on their functional and program requirements and may be allocated:
 - .1 A dedicated meeting space within their allocation,
 - .2 Workspace for their executive assistant(s),
 - .3 Workspace for support staff (dependent on staff count),
 - .4 File room for storage,
 - .5 Reception area for 2 to 4 people.
- .3 Restrictive Workspace (Enclosed offices) shall be:
 - .1 Located along the perimeter windows however, if requested by the ADM to be located on the core, this too is considered acceptable.
- .4 Moveable walls are permitted to be used to create restrictive workspaces (enclosed offices) for Assistant Deputy Ministers; however, they must adhere to Alberta Infrastructure's Sound Transmission Class requirements.
- .5 Finishes shall be based on the program requirements or to match existing decor.
- .6 Work area shall have a minimum of 3- duplex outlets, 1- voice and 1-data.
- .7 Refer to **Figure 1** –Plan View, and **Figure 2** – Workstation 3D View below.

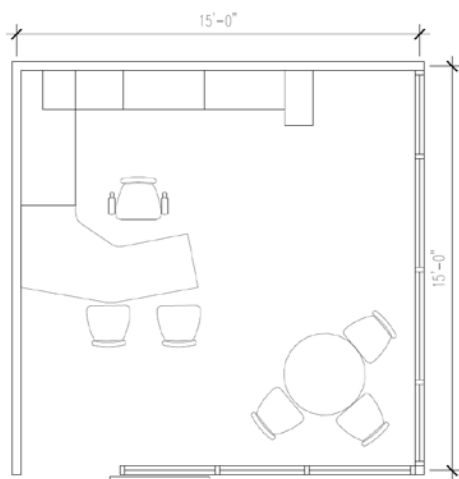


Figure 1 – Plan View



Figure 2 – Workstation 3D View

Deputy Minister

Recommended Planning Guidelines

- .1 Deputy Ministers (DM) shall have an allocation of 28.4 m².
- .2 Deputy Minister's workspace shall be based on their functional and program requirements and may be allocated:
 - .1 A dedicated meeting space within their allocation,
 - .2 Workspace for their executive assistant(s),
 - .3 Workspace for support staff (dependent on staff count),
 - .4 File room for storage,
 - .5 Reception area for 4 people.
- .3 Restrictive Workspace (enclosed office) shall be:
 - .1 Allocated along the perimeter of windows, however, if requested by the DM to be located on the core, this too is considered acceptable.
- .4 Moveable walls are permitted to be used to create restrictive workspaces (enclosed offices) for Deputy Minister's however; they must adhere to Alberta Infrastructure's Sound Transmission Class requirements.
- .5 Finishes shall be based on the program requirements or to match existing decor.
- .6 Work area shall have a minimum of 3- duplex outlets, 1- voice and 1-data.
- .7 Refer to **Figure 1** –Plan View, and **Figure 2** – Workstation 3D View below.

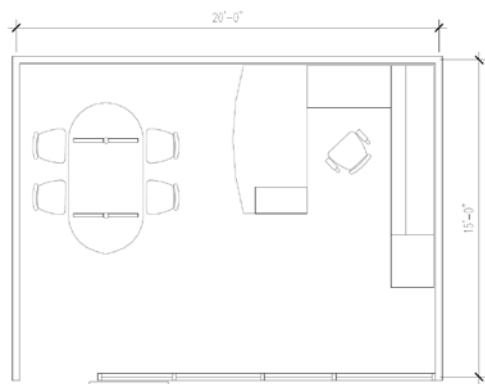


Figure 1 – Plan View



Figure 2 – Workstation 3D View

SUPPORT SPACE

Planning Guidelines

- .1 Support space shall:
 - .1 Be analyzed and allocated based on the functional and program requirements of the Ministry,
 - .2 Be allocated to one group alone or may be shared between multiple groups (based on the functional and program requirements),
 - .3 Be incorporated throughout the work environment,
 - .4 Be located on the core,
 - .5 Be allocated so as to not cause disruption to staff, review where additional division is required for adjacent staff so as to not cause disruption to working staff,
 - .6 Maximize the amount of glazing used, allowing natural light to flow into the space,
 - .7 Have dimensional logic, allowing for maximum utilization and reconfiguration for current and future groups,
 - .8 Be clustered together, support growth and change through the adoption and removal of parts and pieces allowing change their size and usage,
 - .9 Accommodate a person in a wheelchair and be Barrier-Free,
 - .10 Moveable walls are permitted to be used to create support spaces; however, they must adhere to Alberta Infrastructure's Sound Transmission Class requirements,
 - .11 Based on the functional requirements allowed for meeting rooms to have an acoustical mobile room divider to create a larger meeting space,
 - .12 Have security requirements defined based on the functional program requirements for secure support spaces.
 - .13 AutoCAD blocks and details for support spaces are available for consultants. Contact Technical Service Branch, Interior Design Section for information.
- .2 Finishes shall be based on the program requirements or to match existing decor.
- .3 Support spaces can vary from:
 - .1 Java Center and Lunchrooms (not standard),
 - .2 Waiting area and/or Reception,
 - .3 Meeting rooms,
 - .4 Phone rooms,
 - .5 Training rooms,
 - .6 Collaborative lounge,
 - .7 Hoteling,
 - .8 Resource areas,
 - .9 Copy/print areas,
 - .10 File storage and general storage rooms,
 - .11 Therapy room,
 - .12 Interview room, etc.

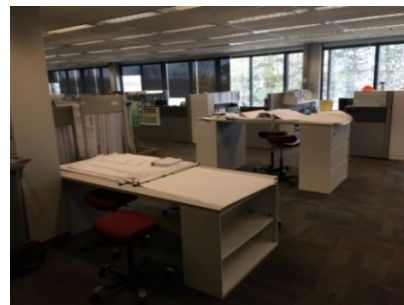


Figure 1 – Plans Area

Adjacency Matrix

As part of the program requirements (program document), adjacencies should be defined. The below chart illustrates typical mandatory and secondary adjacencies:

	Reception	Meeting Rooms	Phone Room	Training Rooms	Hoteling	Resource Room	File Storage	Printer Area	Open Workspace	Enclosed Offices	Located on the Core	Located on the Perimeter	NOTES
Reception		X	*	X	*						X		
Waiting Area	X	X	*	*							X		
Java Centre	*			X		*							
Lunchroom		X											Not a Standard
Meeting rooms	X										X		Core
Phone room		*		*	*				*	*	X		Core
Training Rooms	X	*	*		*						X		Core
Hoteling	*	*	X	*							X		Core
Resource Rooms							X				X		Core
File Storage						X					X		Location to be confirmed by Structural Engineer
Free-agent/Hoteling Rover	*							*			X		
Resident								*				X	
Mgr./Snr Mgr.								*				X	
Director								*				X	
Exec. Dir. Enclosed Office											X		Core – office
Exec. Dir. Open workspace												X	Perimeter - open workspace.
ADM Office									*		X	X	
DM Office									*		X	X	
Legend:													
X		Mandatory Adjacency											
*		Secondary Adjacency											

Waiting and Reception Area

The following table illustrates the space allocation for waiting and/or reception areas:

No. of visitors	Approximate Dimensions	Size (m ²)
2	1524 mm x 1524 mm (5'-0" x 5'-0")	2.5 m ²
2	1829 mm x 1829 mm (6'-0" x 6'-0")	3.5 m ²
4	2743 mm x 2743 mm (9'-0" x 9'-0")	7.5 m ²
6	3658 mm x 3658 mm (12'-0" x 12'-0")	13.4 m ²

Planning Guidelines

Waiting Areas

- .1 Waiting areas shall:
 - .1 Be based on the identified functional and program requirements,
 - .2 Aligned with large collaboration/meeting spaces and should be located to ensure passive supervision as a minimum or aligned with reception areas based on the functional and program requirements,
 - .3 Two person waiting area shall consist of two lounge/guest chairs and an optional coffee table,
 - .4 Four person waiting area shall consist of four lounge/guest chairs, corner table (optional), coffee table,
 - .5 Six person waiting area shall consist of six lounge/guest chairs, corner table (optional), coffee table,
 - .6 Provide appropriate seating for the waiting area (size, scale, maintenance, durability, and function),
 - .7 Have a minimum of 1-duplex outlet and 1- voice/data.

Reception Areas

- .2 Reception areas shall:
 - .1 Be based on the identified functional and program requirements,
 - .2 Aligned with large collaboration/meeting spaces and should be located to ensure passive supervision as a minimum,
 - .3 Defined as regular or secure reception area,
 - .4 Located at the entrance of the space and adjacent to the waiting area,
 - .5 Provide wall display, based on the functional program requirements,
 - .6 Provide adequate support in the partition for wall-hung items.

Where space is at a premium, a minimum of 1.5 m² can be allocated per person for a reception area. Additionally, an allocation of 2.0 m² per 50 FTE increment can be used for planning purposes.



Figure 1 – Waiting Area

Open Collaborative Area

Planning Guidelines

- .1 Open collaborative areas shall:
 - .1 Be based on the functional and program requirement,
 - .2 Have flexible furniture that can be arranged and rearranged in any configuration,
 - .3 Can provide a quick informal team meeting space without the need to book a meeting room,
 - .4 Be flexible and adaptable to be converted into an alternate type of support space or workspace,
 - .5 Be located as to not cause disruption to open workspace staff.
- .2 A planning ratio of approximately 5% (maximum) of the floor area can be used for an open collaborative area.
- .3 Open Collaborative may not be applicable to all user groups.
- .4 Refer to **Figure 1** – Two Person Open Collaborative Area, and **Figure 2** – Four Person Open Collaborative Area below.



Figure 1 - Two Person Open Collaborative Area



Figure 2 – Four Person Open Collaborative Area

Phone Room

The following table illustrates the space allocation for phone rooms:

No. of persons	Dimensions	Size (m ²)
1	2286 mm x 2286 mm (7'-6" x 7'-6")	5.2 m ²
2	2286 mm x 3048 mm (7'-6" x 10'-0")	6.5 m ²
2 x 2 person	3048 mm x 4572 mm (10'-0" x 15'-0")	14.0 m ²

Planning Guidelines

- .1 Phone rooms shall:
 - .1 Be based on the identified functional and program requirements,
 - .2 Be non-reservable enclosed shared spaces,
 - .3 Be flexible, adaptable and reconfigurable,
 - .4 Be allocated consistently and equally,
 - .5 Be supplementary to persons who normally occupy open workspaces,
 - .6 Be used to provide an environment to facilitate private phone conversation, a required higher level of concentration and/or impromptu 2-person meetings,
 - .7 Be located on the core,
 - .8 Maximize the amount of glazing used allowing natural light to flow into the space,
 - .9 Accommodate a person in a wheelchair and be barrier-free,
 - .10 Allow for maximum utilization and reconfiguration by planning two phone rooms next to each other. The area of two double phone rooms located back to back equal that of one 6-person meeting room or one Executive Director's office,
 - .11 Have a minimum of 1-duplex, 1-voice/data, and based on the functional program requirements, provide an option for access to electronic files (adequate support in the partitions shall be provided).
- .2 Refer to **Figure 1** – Double phone room, and **Figure 2** – Single phone room below.



Figure 1 – Double Phone Room

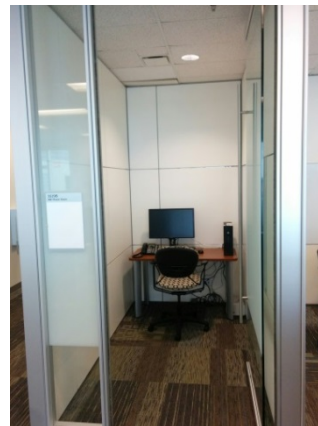


Figure 2 – Single Phone Room

Minimum Number of Phone Support Spaces

- .1 The number of support spaces shall be based on the program requirements of the user group.

Where no program is available and a minimum number of support spaces are required for preliminary project space requirements, refer to the chart below.

Note: the ratio illustrated in the chart below may not be adequate; a **confirmation** of the actual number of required support space **MUST** be determined.

FTEs per Floor	1 Person Phone Room	2 Person Phone Room
10	1	-
25	1	-
50	-	1
75	-	1
100	2	1
150	2	2
200	2	2

Note – Based on an entire floor

Refer to **Figure 1** – Single Phone Room, and **Figure 2** – Double Phone Room, **Figure 3** – Rectangular Plan View below.

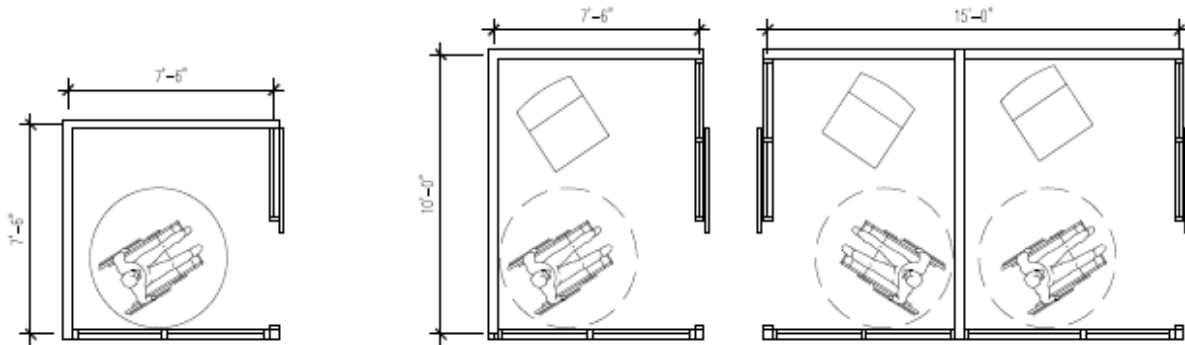


Figure 1 – Single Phone Room

Figure 2 – Double Phone Room

Figure 3 – Back-to-Back Double Phone Room

Meeting Spaces

The following table illustrates the space allocation for support spaces:

Meeting Space	Approximate Dimensions	Sizes (m ²)
4 person Meeting Room Training Room Interview Room	3048 mm x 3658 mm (10'-0" x 12'-6")	11.6 m ²
6 person Meeting Room Training Room Interview Room	3048 mm x 4572 mm (10'-0" x 15'-0")	13.9 m ²
8 person Meeting Room Training Room	4572 mm x 3810 mm (15'-0" x 12'-6")	17.6 m ²
10 person Meeting Room	6096 mm x 3810 mm (20'-0" x 12'-6")	23.2 m ²
14 person Meeting Room	7520 mm x 3810 mm (25'-0" x 12'-6")	29.0 m ²

Planning Guidelines

- .1 Meeting space shall:
 - .1 Be based on the identified functional and program requirements, and should include a review of all meeting room booking statics (utilization),
 - .2 Be used as an enclosed space for either shared or dedicated use, and should be located for easy access by other groups (eliminating outside individuals from access into the open work environment),
 - .3 Be allocated consistently and equally,
 - .4 Maximize the amount of glazing used allowing natural light to flow into the space,
 - .5 Accommodate a person in a wheelchair and be barrier-free,
 - .6 Have a minimum of one writeable surface,
 - .7 Be located on the core,
 - .8 Whenever possible the use of a moveable wall system is encouraged to allow for a flexible and adaptable workspace, allowing for reconfiguration and growth. Moveable walls must adhere to Alberta Infrastructure's Sound Transmission Class requirements,
 - .9 Provide electrical and data for video conferencing, SMART board technology, Polycom and any additional program identified technology requirements,
 - .10 Have a minimum of three meeting support space walls with 1-duplex; minimum of 1-voice/data; additional electrical, voice/data outlets required for the space to be identified in the functional program requirements, as well as allowing outlets for convenience,
 - .11 Finishes shall be based on the functional requirements of the space,
 - .12 Be furnished with a table; shall be based on the functional requirement of the space – modular with multiple pieces as required.

- .2 When dimensional guidance is not provided a planning guideline for meeting space allocation shall be 2.0 m² for rooms up to 20 people. For over 20 people, a guideline shall be 1.5 m².

Minimum Number of Meeting Support Spaces

- .1 The number of support spaces shall be based on the functional and program requirements of the user group. Where no program is available and a minimum number of support spaces are required for preliminary project space requirements, refer to the chart below.

Note: the ratio illustrated in the chart may not be adequate or may be more than functionally required; a **confirmation** of the actual number of required support space **MUST** be determined and confirmed by reviewing the meeting room utilization.

FTEs per Floor	4 Person Meeting Room	6 Person Meeting Room	8 Person Meeting Room	10 Person Meeting Room	14 Person Meeting Room
10	-	-	1	-	-
25	-	-	-	1	-
50	1	-	1	-	-
75	1	-	1	1	-
100	1	-	1	1	1
150	1	1	1	1	1
200	2	1	1	1	2

Note – Based on an entire floor

Refer to **Figure 1 & 2** – 4 Person Meeting Room, **Figure 3** – 20 Person Meeting Room, and **Figure 4** – 10 Person Meeting Room below.



Figure 1 and 2 - 4 Person Meeting Room

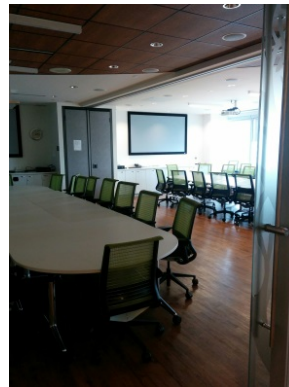


Figure 3 -
20 Person Meeting Room



Figure 4 -
10 Person Meeting Room

- .2 Refer to **Figure 5** – 4 Person Meeting Room, **Figure 6** – 6 Person Meeting Room, **Figure 7** – 8 Person Meeting Room, and **Figure 8** – 10 Person Meeting Room Plan Views below.

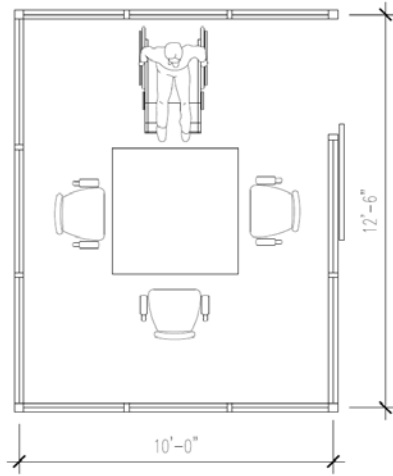


Figure 5 – 4 Person Meeting Room

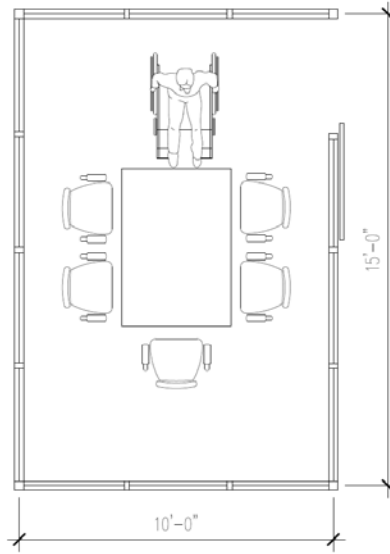


Figure 6 – 6 Person Meeting Room

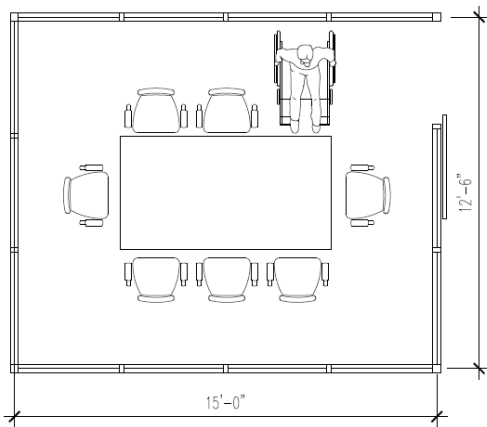


Figure 7 – 8 Person Meeting Room

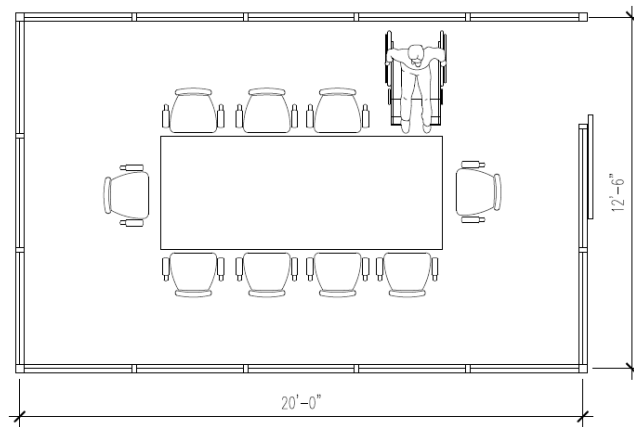


Figure 8 – 10 Person Meeting Room

.3 **Figure 9** – 14 Person Meeting Room, Plan View below.

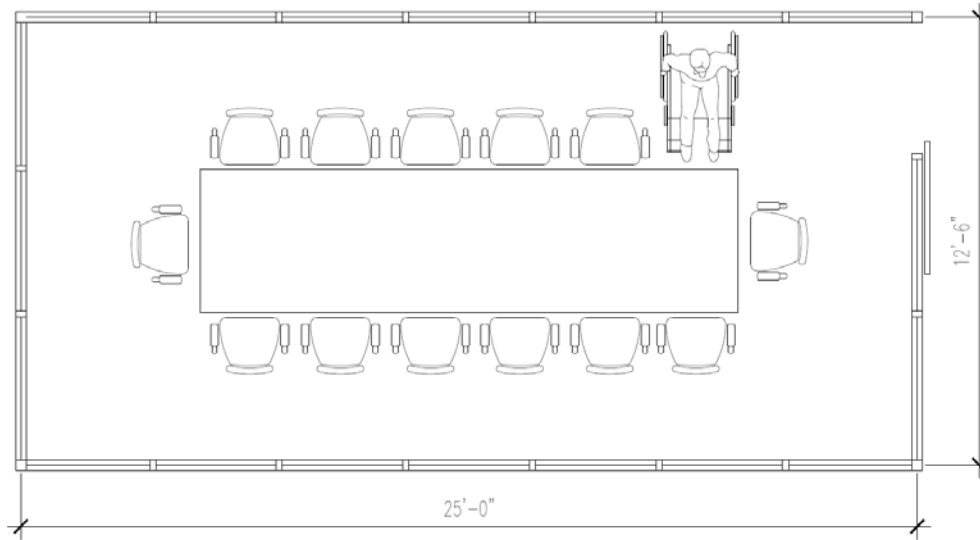


Figure 9 – 14 Person Meeting Room

Java Centre

The following table illustrates the space allocation for Java Centres:

FTEs per Floor	Dimensions (counter, upper/lower storage & aisle access)	Size (m ²)
1-10	1524 mm x 2134 mm (5'-0" x 7'-0")	3.3 m ²
11-25	2438 mm x 2134 mm (8'-0" x 7'-0")	5.2 m ²
26-50	3048 mm x 2134 mm (10'-0" x 7'-0")	6.5 m ²

Planning Guidelines

- .1 Java Centres shall:
 - .1 Be based on the identified functional and program requirements,
 - .2 Be located throughout the floor appropriately, equally as well as shared,
 - .3 It is recommended that Java Centres include a fridge, microwave, garbage area, recycling area, and a sink. A dishwasher may be considered depending on the requirements of the user group. It should be noted that Ministries are typically responsible for their own appliances,
 - .4 Be located on the floor so as to not cause disruption to staff. Include additional division where required to prevent disruption and distractions to adjacent staff,
 - .5 Whenever possible and appropriate, modular millwork can be used,
 - .6 Microwave cabinets shall be located so that they are accessible by all users,
 - .7 Upper cabinets shall be allocated so that they are accessible by all users,
 - .8 Cabinets shall be raised over the sink to accommodate the faucet/sink,
 - .9 Millwork shall allow for barrier-free access at the sink (for a minimum of one Java Centre,
 - .10 Provide visual division between Java Centres and the work environment; so as to prevent disruption to staff, due to noise generating activities,
 - .11 Plumbed coffee machines are to have grommet holes located behind the machines so as to not be visible,
 - .12 Java Centres with recycling and waste cabinets shall be pull-out units, for odor control,
 - .13 Be complete with electrical for equipment, plus a minimum of two Ground Fault Circuit Interrupter (GFCI), also known as GFI, outlets above the counter. Additional outlets shall be based on the functional program requirements.

Refer to **Figure 1 & 2** – Java Centre



Figure 1 - Java Centre



Figure 2 - Java Centre

Lunchroom (NOT A STANDARD)

Planning Guidelines

- .1 Lunchrooms are NOT a standard allocation.
- .2 Lunchrooms shall NOT be provided when there are facilities available.
- .3 Lunchrooms are to be based on the identified functional and program requirements.
- .4 Lunchroom allocations are to be reviewed with Technical Services Branch prior to any blocking or schematic plans being provided to the client group.
- .5 Lunchrooms shall:
 - .1 Be shared and located at a location accessible by all GoA employees.
 - .2 When a lunchroom is applicable and when the FTE count warrants; it may be required based on the functional requirement to have a lunchroom and additional supplementary Java Centres.
 - .3 When applicable and when lunchrooms are provided, Java Centres shall be provided with the basic necessities.
 - .4 Lunchrooms shall include a fridge, microwave, garbage area, recycling area, a sink, and a dishwasher (if deemed a functional requirement). It should be noted that client groups are typically responsible for their own appliances.
 - .5 Whenever possible and appropriate, modular millwork can be used.
 - .6 Microwave cabinets shall be located so that they are accessible by all users.
 - .7 Upper cabinets shall be allocated so that they are accessible by all users, with a portion accessible for Barrier-Free.
 - .8 Cabinets shall be raised over the sink to accommodate the faucet/sink.
 - .9 Lunchroom millwork shall allow for Barrier-Free access at the sink.
 - .10 Plumbed coffee machines or equipment are to have grommet holes located behind the machines so as to not be visible.
 - .11 Lunchrooms shall have a minimum of two recycling and two waste cabinets, which shall be pull-out units for odor control.
 - .12 Be located to provide easy access for all staff (shared and dedicated).
- .6 When dimensional guidance is not provided a planning guideline for lunchroom allocation may be 1.2 m² based on one space per four FTE employees.
- .7 Questions pertaining to lunchrooms are to be directed to Technical Services Branch, attention the Standard Development Designer.

Custodial Spaces

The following table illustrates the space allocation for custodial rooms:

Dimensions	Size (m ²)
2316 mm x 2316 mm (7'-6" x 7'-6")	2.5 m ²

Planning Guidelines

- .1 Custodial rooms are typically part of the base building.
- .2 Custodial rooms shall:
 - .1 Be based on the identified functional and program requirements,
 - .2 Provide for a mop sink, shelving for storage, and hooks,
 - .3 Provide tile on all sides of the mop sink,
 - .4 Have appropriate flooring for a wet application.

First Aid Room

Planning Guidelines

- .1 First Aid room information is explained in Alberta's Occupational Health and Safety (OHS) legislation.
- .2 First Aid room shall be:
 - .1 Located near the work area(s) it is intended to serve,
 - .2 Easily accessible by workers at all times,
 - .3 Able to accommodate a stretcher,
 - .4 Close to bathroom facilities,
 - .5 Of adequate size,
 - .6 Clearly identified as a first aid facility and appropriately marked with how and where to access the First Aider,
 - .7 Used only to administer first aid or health related services.
 - .8 Specific information as it relates to First Aid requirements in Alberta's Code is available: <http://work.alberta.ca/SearchAARC/117.html> or <http://work.alberta.ca/SearchAARC/Index.html>

DOCUMENT MANAGEMENT

Print Areas

The following table illustrates space allocation for print areas:

No. of persons	Dimensions	Size (m ²)
35	2743 mm x 1524 mm (9'-0" x 5'-0")	4.2 m ²

Planning Guidelines

- .1 Print areas shall be:
 - .1 Based on the identified functional and program requirements for filing and printing,
 - .2 Distributed in relation to existing or expected patterns of use throughout the space to allow for convenient access,
 - .3 Multi-functional units with freestanding furniture cabinets intended to have low (desk height) closed storage with a common top for tabletop printers. It should be noted that millwork at printer locations is not recommended,
 - .4 In addition to centrally located Resource Areas (noise generating activities),
 - .5 All print areas shall have appropriate aisle space in front (minimum of 5'-0"),
 - .6 Consider noise when planning printer locations,
 - .7 For mass production a resource area can be provided.

Refer to **Figure 1** – Print Area below.



Figure 1 – Print Area

Resource Rooms

The following table illustrates space allocation for resource areas:

No. of persons	Dimensions	Size (m ²)
50	3048 mm x 4572 mm (10'-0" x 15'-0")	14.2

.2 Resource areas shall be:

- .1 Located on the core,
- .2 Located away from open workspaces to prevent disruption to staff, due to noise generating activities,
- .3 Distributed in relation to existing or expected patterns of use,
- .4 Shared functions unless there is a functional and confidential requirement stating otherwise,
- .5 Able to provide space for general storage, paper storage (boxes and recycling containers) and document handling (plotter, laminators, collating, sorting, binding, etc.),
- .6 Able to be used to incorporate filing and/or general storage (if applicable),
- .7 If appropriate, an equipment study may be undertaken.

Refer to **Figure 1** – Resource Area below.



Figure 1 – Resource Area

STORAGE AREA

Filing Storage

The following table illustrates typical storage widths and depths:

Description	Size
General storage	Width - 914 mm (36"), 1067 mm (42"), 1219 mm (48")
General storage	Depth – 305 mm (12"), 457 mm (18"), 610 mm (24")
High-density storage (Various types)	Various heights and widths

Planning Guidelines

- .1 Filing areas shall be:
 - .1 Based on the identified functional and program requirements confirmed through site visits,
 - .2 All file rooms shall be reviewed by a Structural Engineer prior to proceeding with design development,
 - .3 File rooms shall have appropriate fire suppression systems based on the functional program requirements,
 - .4 File rooms shall have appropriate security or secure file requirements based on the program requirements,
 - .5 Filing cabinets can be placed in the corridor, but shall have appropriate space in front for compliance with the current *Alberta Building Code*,
 - .6 File storage may be combined within the Resource Room to maximize space utilization,
 - .7 Maximize space utilization by storing active files on site only and semi-active files stored off-site. Off-site storage is the Ministry's responsibility,
 - .8 File rooms shall not house office supplies. Office supplies may be housed in furniture cabinets throughout the work environment.

Refer to **Figure 1** – File Room below.



Figure 1 – File Room

Special-Purpose Spaces

Planning Guidelines

- .1 Based on the identified functional and program requirements.
- .2 Special-purpose is NOT being included in calculating density. Refer to the density section to confirm what is considered as special-purpose space and what is included and not included in calculating density.
- .3 Special-Purpose Space shall be:
 - .1 Shared whenever possible.
- .4 Special-Purpose Space may:
 - .1 Be non-occupiable,
 - .2 Be unable to meet the operational, functional or personal needs of the office occupants,
 - .3 Routinely and frequently service the needs of a significant number of occupants from more than one building,
 - .4 Meet a program delivery need that involves significant and frequent service to members of the general public.

Finishes and Materials

- .1 The selection of interior finishes and materials are important to GoA upgrades, renovations, and new development, and as such consideration should be taken when selecting finishes.
- .2 All finishes and materials must meet the minimum performance requirements as set out in the *Alberta Infrastructure, Technical Resource Centre, Guidelines and Standards/Technical Specifications* <http://www.infrastructure.alberta.ca/500.htm>.
- .3 Materials and finishes should be based on durability, maintenance, availability, and aesthetics. Finishes and materials should be appropriate for the space and allow for ease of maintenance, cleanability as well as flexibility and adaptability.
- .4 Whenever possible finishes and materials that are environmentally friendly and sustainable should be used.
- .5 Interior finish and material locations should allow for future adaptability and flexibility so as to not cause major impact to the finish design concept.
- .6 Refer to the furniture section regarding furniture finishes.
- .7 Glazing film shall be incorporated into offices, meeting rooms and support spaces (full height to clerestory) based on the program requirements.

- .8 Glazing film shall obscure items from being visible. The film shall not block light distribution and shall allow the natural light to flow into the office space.
- .9 At a minimum, glazing film height shall be provided for seated privacy.
- .10 Colored films may be used on glazing, as part of a pattern, for wayfinding or room identification.

Acoustics

Achieving Acoustic Performance in Open Office Settings

- .1 Meet the minimum performance requirements for Acoustics as set out in the *Alberta Infrastructure, Technical Resource Centre, Guidelines and Standards/Technical Specifications*.
- .2 One of the advantages of an open office environment is the ability to accommodate a maximum number of staff in a given amount of space.
- .3 Acoustical considerations are key in the design of open plan office environments to ensure acoustical privacy is maximized and noise distractions are reduced. With good acoustical design, an open plan office environment comfortably accommodates many occupants and promotes collaboration.
 - .1 Ceiling Systems
 - .2 Electronic Sound Masking Systems
 - .3 Systems Furniture
 - .4 Carpet
 - .5 Other elements such as light fixtures, workstation layouts as well as an awareness of office etiquette will contribute to acoustic performance in the open office
- .4 Open Office Acoustics- Intelligible speech/conversation is limited to immediate neighbors, directly adjacent workstations. Words beyond the immediate neighbor are muffled (not intelligible) and very low level. Typical office noises are not noticeable.
- .5 Confidential conversations are held in telephone rooms and support spaces provided.
- .6 Consult with Technical Services Branch, Building Engineering Section, attention the Acoustical Engineer, on rooms where speech privacy, sound isolation, background noise or reverberation control is critical. In most cases, more than one of these acoustic conditions will need to be considered for interview and therapy rooms, teleconference rooms, courtrooms, auditoria, and lecture halls.

Moveable Wall Systems

- .1 Whenever possible, appropriate as well as based on the functional and program requirements, moveable wall systems can be used to allow for maximum flexibility, adaptability, and re-configurability of the work environment.
- .2 Moveable wall system shall:
 - .1 Meet the minimum performance requirements as set out in *Alberta Infrastructure, Technical Resource Centre, Guidelines and Standards/Technical Specifications*.
 - .2 Be a non-progressive, unitized and reconfigurable system of panels, from a single manufacturer.
 - .3 The moveable wall system shall be fabricated off-site in a controlled factory environment and be delivered fully finished to site for installation with no construction or finishing required.
 - .4 Have adequate support for wall-hung equipment.
 - .5 Allow each wall section be able to be removed, relocated and re-installed in different locations or disturbing panels (left or right), with all parts reusable.
 - .6 The acoustical performance of the moveable wall system shall comply with Alberta Infrastructure's (AI) minimum Sound Transmission Class ratings.
 - .7 Whenever possible, glass (full height to clerestory) shall be used to allow natural light to flow into the space
 - .8 Modular power and voice/data distribution shall be factory installed.
 - .9 The moveable wall system must provide a freestanding option that does not require a mechanical fastener connection or attachment to the floor and ceiling.
 - .10 The moveable wall system shall be able to integrate furniture systems, modular millwork and be able to incorporate plumbing as required for Java Centre's or Lunchrooms.
 - .11 Use 1118 mm (44 inches) modules for architectural wall systems.

Furniture

Furniture Guidelines

- .1 Furniture is an important part of GoA facilities for upgrades, renovations, and new development; and as such consideration on the use of existing and/or recycled or new furniture must be determined at the onset of all projects.
- .2 Whenever possible, existing and/or recycled furnishings may be used.
- .3 Furniture allocations shall be as per the allocations and kit-of-part standards.
- .4 AutoCAD blocks and details for typical furniture layouts are available for consultants. Contact Technical Service Branch, Interior Design Section for information.
- .5 Floor load issues and space limitations must be considered prior to proceeding with any acquisitions.
- .6 Furniture finishes should be flexible enough to allow for reconfiguration and reuse in the existing areas and other areas of the building and/or space.
 - .1 Projects consisting of multiple user groups, where furniture is being purchased at the same time (for the same floor or the same building) should consider maximizing the flexibility of the furniture system by having consistent finishes.
 - .2 Consistent finishes should be for:
 - .1 Frames,
 - .2 Work surface (high-pressure laminate) tops, and
 - .3 Storage.

Asset Management's approach to Furniture Management

- .1 Asset Management (AM) is an integrated, lifecycle approach to effective stewardship of AI assets. This applies to tangible assets, including furniture. The AM approach develops a systematic understanding of needs and demands of Clients, and provides holistic and corporate based solutions. AM recognizes the importance of making the right decision and optimizing value.
- .2 In order to maximize the value of furniture, AI has identified a need to develop a corporate approach. This centralized approach to the design of space, purchasing and ownership of furniture allows for more flexible accommodation of Client Ministry needs. A corporate, strategic long-term plan that sets in place furniture guidelines (e.g., consistent procurement and furniture harmonization) ensures reliable service levels and cost-savings (through economies of scale) for AI's assets.

Logic (Kit-of-Parts)

- .1 Workspaces have been developed with a Kit-of-Parts which will allow users and groups the opportunity to reconfigure their work environment. Workspaces shall have dimensional logic through consistency in sizes of parts, pieces, as well as consistency in finishes and material.
- .2 To ensure that workspaces align with the changing needs of individual users and groups, workspaces shall be designed to align with our space accommodation vision and guiding principles, allowing for flexible and functional work environments.

The logic behind the kit-of- parts....

- *Dimensional logic,*
- *Visual logic,*
- *Planning logic;*
- *Interconnectivity logic;*
- *Materials logic;*
- *Functional logic;*
- *Interface logic.*

Typical Workspace Layouts

- .1 Typical workspace layout information are available from Technical Services Branch, Interior Design Section.

Workspace changes and deviations

- .1 Changes and/or deviations to the workspace allocations shall be reviewed with Technical Services Branch, Interior Design Section.

Standing Offer

- .1 Seating products and systems furniture products have been prequalified and are available on standing offer. No contractual obligation exists in a standing offer.
- .2 Furniture purchases will be made through AI from the standing offer to ensure compliance with the standards set under the *Government Accommodation Review* and to allow for greater economies of scale and efficiency.

- .1 Client Ministries can purchase directly from a furniture vendor the following items, as long as the items are in the GoA standing offer:
 - .1 Accessories (integral to the system)
 - .2 Seating (task chairs, meeting chairs and guest chairs)
 - .3 Filing (Freestanding bookcases, file cabinets)
 - .4 Tables (work tables and meeting tables- part of the systems line)
- .3 AI will assess needs and approve all furniture acquisitions to ensure compliance with GoA standards, guidelines and standing offer agreements.
- .4 AI will maximize the use of existing inventory and recycled furniture, and work towards gradual harmonization and integration of furniture products.
- .5 Specific information on the current standing offers can be obtained through the Technical Services Branch.
- .6 To access the GoA Standing Offer Catalogue, go into **MyAgent** and select “Purchasing Site”. There may be some products shown in the vendor catalogues that have not been publicly tendered, therefore, they are not on the GoA standing offer.

Furniture Timelines

- .1 Furniture deadlines: Furniture must be delivered to the site on or prior to March 31st of the fiscal year.
- .2 Furniture timelines: Typically new furniture lead times vary from 6 to 8 weeks. Lead times vary depending on the manufacturer.

Equipment

- .1 Appliances and program specific equipment are considered fixed assets and are purchased by the user from their operating budgets.

End of Accommodation Standards