

Appendix A

Environment Canada Functional Program

EC + DFO - Functional Programs

For:

Environment Canada & Department of Oceans and Fisheries

Fresh Water Institute (FWI)

Winnipeg, Manitoba

Project No. R.075255

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Figure 1: FWI, Admin/ Lab Courtyard

Appendix A - Environment Canada Functional Program

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1.0 Introduction

1.1 ENVIRONMENT CANADA (EC) GENERAL REQUIREMENTS

- .1 EC currently has two sites in Winnipeg:
 - .1 123 Main Street housing general administrative offices (located on 3 levels) and special purpose space. Outdoor parking is provided for (oversized) fleet vehicles (approx 35).
 - .2 1821 Wellington Avenue (adjacent to Winnipeg International Airport) comprised of a heated warehouse (storage of equipment and includes workshops for repair and calibration of instruments), an unheated warehouse (storage of large or expensive equipment including ATV's, boats, etc) and an outdoor storage compound for storage of equipment and vehicles.
- .2 This co-location project was originally intended to relocate EC's operations at 123 Main Street and 1821 Wellington Avenue to the FWI. After review during the pre-design phase, it was determined that the existing Dive Locker, Solar Warehouse, Secure Storage Garage are at 100% capacity and it is not possible for EC to locate their 1500m² warehouse storage, 300m² cold storage and 1200m² yard storage at FWI without considerable downsizing of DFO and EC. Therefore, only operations at 123 Main Street will be accommodated at the FWI.
- .3 EC requires office space for 168 employees + special purpose space (SPS). SPS requirements have been defined by EC and are provided in further detail in this report.

2.0 Space Requirements

2.1 STAFF LIST

- .1 The following are staffing requirements at the FWI. As per WP2.0, all workstations are allotted an area of 4.5m² and offices an area of 10m².

Environment Canada Space Summary Sheet					
Staff Lists					
		Workstations	Offices	Total Occupants	Total m ²
BRANCH					
Communications	Comms	2		2	9
Coporate Services Branch	CSB	7		7	31.5
Environmental Branch					
Environmental Enforcement Branch	EED	9		9	40.5
Wildlife Enforcement	WED	5		5	22.5
Environmental Stewardship Branch					
Environmental Protection Operations	EPOD	10		10	45
Canadian Wildlife Services	CWS	8		8	36
Human Resources	HR	11		11	49.5
Meteorological Service of Canada					
Atmospheric Monitoring Section	AMS	22		22	99
Prairie and Arctic Storm Prediction	PASPC	22		22	99
Water survey of Canada	WSC	27		27	121.5
Services Division	SD	6	1	7	37
Regional Director General's Office	RDGO	12		12	54
Science & Technology	S&T	9		9	40.5
Shared Services Canada	SSC	6	1	7	37
Future Growth		10		10	45
Total		166	2	168	767

2.2 PWGSC WP 2.0 SPACE CALCULATOR

- .1 Based upon the staffing requirements, the PWGSC WP2.0 space calculator was used to determine the amount of designated, undesignated and open support space allotted for EC (sections 1, 2 & 3). The calculator also provides an area for circulation and design contingency plus an additional allowance for additional open area support space (sections 4 & 5). The following are the results from the PWGSC WP 2.0 space calculator based upon 168 FTEs on 4 floors.

Environment Canada Workplace2.0: Fit-up Standards Space Requirements Summary

Do not insert information into the grey cells

Quantity	Space m ² u	Totals
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Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

Minister (48 m ² u max) + (9m m ² u washroom)	0	0.00	
Deputy Minister (37 m ² u max) + (9m m ² u washroom)	0	0.00	
Associate Deputy Minister (37 m ² u max)	0	0.00	
Offices for Ministerial Exempt Staff (10 m ² u max)	0	0.00	
Call/Contact Supervisors and equivalents (5.9 m ² u max)	0	0.00	
Call/Contact Agents (3.7 m ² u max)	0	0.00	
Leadership EX 4- EX 5 (18.5 m ² u max)	0	0.00	
Leadership EX 2 - EX 3 (14 m ² u max)	0	0.00	
Leadership EX 1 - 3 levels below the DM (14 m ² u max)	0	0.00	
Leadership EX 1 - 10 or more funded reports (10 m ² u max)	1	10.00	
Leadership EX 1 - less than 10 funded reports (4.5 m ² u max)	0	0.00	
Governor in Council Appointees (14 m ² u max)	0	0.00	
Fixed (4.5 m ² u max)	165	742.50	
Flex (3.0 m ² u max)	0	0.00	
Free Address (1.5 m ² u max)	0	0.00	
SPS FTE (0m ² u)	0	0.00	
Total Office and Workstation Space m²u	0	752.50	Error Messages:
Total Population		166.00	Population is equal to Step 1
			Population is within Support Space tables

Section 2: Designated Support Space

[View National Fit-up Standards](#)

Description

Ministerial Only	Deputy Head Kitchenettes (20 m ² u per suite)	0	0
	Deputy Head Medium Meeting Room @ 30 m ² u - seats 12	0	0
Quasi Judicial Only	Employee Washrooms	0	0
	Reception and Waiting Areas	0	0
	Waiting/Detention Rooms	0	0
	Council Rooms/Interview Rooms (max 14m ² u)	0	0
	Small Work Room @ 14 m ² u - seats 6	0	0
	Medium Work Room @ 30 m ² u - seats 12	0	0
	Large Work Room @ 60 m ² u - seats 20+	0	0
	1 Quiet/Touchdown Room for every 45 FTE at 5 m ² u	4	20
	Small Meeting Room @ 14 m ² u - seats 6	4	56
	Medium Meeting Room @ 30 m ² u - seats 12	4	120
	Large Meeting Room @ 60 m ² u - seats 20+	0	0
	Kitchenette	2	80
	Shared Equipment Area	4	40
	Telecommunications Room	4	33
	Total Standard Support Space m²u		349.00

Section 4: Open Area Support Space

Description

Printer Stations (1.3 m ² u) one for every 20-30 FTE's	4	5.2
Visitor Coat Storage (1.5 m ² u) accommodates 15	0	0
Secondary Reception Waiting Areas (7.4 m ² u) optionally one per floor	0	0
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	218.52
Total Open Area Support Space m²u	223.72	

Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	566.55
Design Contingency (0% to 10%)	0%	0.00
Total Circulation and Design Space m²u	566.55	

Totals

Description

Section 1: Office and Workstation Space	752.50	767 (1 office and WS added, +14.5)
Section 2: Designated Support Space	349.00	
Section 2: Call Center Support Space	0.00	
Section 2: Public Contact Support Space	0.00	
Section 3: Undesignated Support Space	40.00	
Section 4: Open Area Support	223.72	
Section 5: Circulation and Design Contingency	566.55	
Total Fit-up Standards Space Requirements	2485.25	2200 (1 office and WS added, +14.5)
Space Utilization Rate m² usable per FTE /non-FTE	13.16	
Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS	253.48	Meets Standards

2.3 EC SPACE SUMMARY SHEET

- .1 In addition to the results from the PWGSC WP 2.0 space calculator (100s to 500s), EC identified Special Purpose Space (SPS) requirements which have been numbered as 600s for Office SPS & 700s for Field SPS.
- .2 The following is a summary of the space requirements for EC. Sections (1-5) are numbered to follow the same numbering format as the PWGSC WP2.0 space calculator. A detailed list of space types and quantities is provided in the section of this report.

Environment Canada				
Space Summary Sheet				
			m ²	m ²
100s	Section 1 Office and Workstation Space		767.0	
200s	Section 2 Designated Support Space		354.2	
300s	Section 3: Undesignated Support Space		40.0	
400s	Section 4: Open Area Support Space		223.7	
500s	Section 5: Circulation and Design Contingency		566.6	
	Sub-Total		1951.5	1951.5
	<i>Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS</i>		253.5	
	Sub-Total		253.5	2205.0
	Special Purpose Space			
600s	Office Space - Special Purpose / Non Compliant		517.0	
700s	Field Space - Special Purpose / Non Compliant		451.0	
	Sub-Total		968.0	3173.0
	Space Allocation			Total
Level	Renovation zones			m ²
1	445			445
2	1250			1250
3	555			555
4	700			700
5	0			0
				2950
	Difference: 3173 (Required) - 2950 (Provided) =			223

- .3 It is important to note that the space provided for EC at the FWI is approximately 223m² less than the space that is allotted by PWGSC WP2.0 space calculator. Therefore, in order to fully support optimum work productivity, the reduction in space is discussed in more detail in section 2.5 of the program.

2.4 EC DETAILED SPACE SUMMARY SHEET

- .1 The following is a list of the various types and quantities of spaces required by EC. The sections are numbered to follow the same numbering format as the PWGSC WP2.0 Space Calculator.

100s Section 1 Office and Workstation Space					
	Space	QTY	Unit m ²	Total m ²	Comments
101	Workstation	166	4.5	747	
102	Office	2	10	20	
Sub-Total				767	
200s Section 2 Designated Support Space					
	Space	QTY	Unit m ²	Total m ²	Comments
201	Meeting, Small	4	14	56	
202	Meeting, Medium	4	30	120	
203	Quiet Room	5	5	25	CSB SDDC (1) + EB (1)
204	Kitchenette	2	40	80	
205	Shared Equipment Areas	4	10	40	
206	Telecommunications	4	8.3	33.2	
Sub-Total				354.2	
300s Section 3: Undesignated Support Space					
	Space	QTY	Unit m ²	Total m ²	Comments
301	Computer Set Up	1	10	10	SSC
302	Secure Storage Room	1	10	10	CSB/SDDC
303	Case Preparation	1	10	10	EB-EED/WED
304	Testing Station	1	10	10	MSC-WSC
Sub-Total				40	

400s	Section 4: Open Area Support Space				
	Space	QTY	Unit m ²	Total m ²	Comments
401	Collaborative Spaces	1	113.5	113.5	
402	Printer Stations	4	1.3	5.2	
403	Electronics Charging	1	5	5	<i>EB-EED</i>
404	Electronics Charging	1	5	5	<i>EB-WED</i>
405	Active Records storage	1	30	30	<i>MSC-WSC</i>
406	Pre-Archiving Storage	1	20	20	<i>RDGO FP</i>
407	Computer Set Up	1	15	15	<i>SDDC/SSC</i>
408	Emergency Supplies Storage	1	10	10	<i>MSC-PASPC</i>
409	Environmental Assessment	1	20	20	<i>EPOD</i>
	Sub-Total			223.7	
500s	Section 5: Circulation and Design Contingency				
	Space	QTY	Unit m ²	Total m ²	Comments
	Standard Circulation (fixed amount based on SAS) @ 35%	1	566.55	566.55	
	Sub-Total			566.55	
	<i>Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS</i>			253.5	

Special Purpose Space					
600s	Office Space - Special Purpose / Non Compliant				
			Unit	Total	
	Space	QTY	m ²	m ²	Comments
601	Mail Staging	1	14	14	CSB - ARPSD
602	Secure Intelligence	1	10	10	EB-EED/WED
603	Evidence Storage Documents	1	20	20	EB-EED
604	Evidence Storage Documents	1	10	10	EB-WED
605	Interview	1	12	12	EB-EED/WED
606	Secure Quiet	1	5	5	EB-EED/WED
607	Barometry Lab	1	50	50	MSC-AMS
608	Forecast Operations	1	112	112	MSC-PASPC
609	Contingency Backup Office	1	56	56	MSC-PASPC
610	Media Relations	1	16	16	MSC-PASPC
611	Forecaster Lockers	1	30	30	MSC-PASPC
612	Dissemination Equipment	1	15	15	MSC-SD
613	Instrumentation Lab	1	60	60	MSC-WSC
614	Emergency Operations Centre	1	30	30	MSC-PASPC
615	PASPC Server Room	1	30	30	MSC-PASPC
	plus 10% circulation	1	47	47	
	Sub-Total			517	

Special Purpose Space					
700s	Field Space - Special Purpose / Non Compliant				
	Space	QTY	Unit m ²	Total m ²	Comments
701	Evidence Storage Biologicals	1	30	30	EB-EED
702	Evidence Storage Biologicals	1	20	20	EB-WED
703	Locker/ Shower	1	40	40	EB-EED/WED
704	Fire Arms Storage/ Mntnce Enfrcmnt	1	10	10	EB-WED
705	Wet Lab	1	20	20	EB-EED/WED
706	Equipment Storage	1	30	30	EB-EED/WED
707	Firearms Storage NON- Enforcement	1	10	10	CWS (ALL)
708	Lab Biologicals	1	30	30	ESB-CWS
709	Field Equipment	1	20	20	S&T-WQMSD
710	S&T Lab	1	75	75	S&T-WQMSD
711	Instrumentation Lab	1	110	110	MSC-WSC
712	Computer Set Up	1	15	15	SSC
	plus 10% circulation	1	41	41	
	Sub-Total			451	
	Grand Total			3173	<i>required space</i>
				2950	<i>provided space</i>
				-223	<i>space difference</i>

2.5 EC SPACE REQUIREMENT SHORTFALL AND FWI SPACE ALLOCATION

- .1 Based upon the WP 2.0 space allocation, the current areas assigned to EC operations at the FWI is short approximately 223m². The space allocation at FWI is 2950m² and the required space is 3173m².
- .2 A basic assumption of the WP 2.0 space allocation is consistency and equitability. At this time, the required space has not been provided in the current option for the co-location at FWI. The maximum space allocation for EC as per WP 2.0 exceeds the total area of the floor areas as agreed by PWGSC, EC and DFO. In order to rectify this shortfall situation, the following options should be considered in future design phases of this co-location project:
 - .1 Accept the shortfall:
 - .1 Future design phases of the co-location project will need to incorporate efficient use of the circulation and design contingencies during the design phase.
 - .2 Share some of the support spaces between EC and DFO including designated, undesignated and open support space. Spaces would include
 - .1 meeting rooms,
 - .2 quiet rooms,
 - .3 kitchenettes,
 - .4 shared equipment areas,
 - .5 collaborative spaces
 - .6 printer stations
 - .7 circulation areas
 - .2 Provide additional FWI space to EC to make up for the shortfall
 - .1 Future design phases and agreements between the departments should set aside an additional 223m² for EC space requirements. Potential space that could be considered include:
 - .1 Service Block areas
 - .2 North west quadrant of Level 1
 - .3 North west and south west quadrants of Level 3
 - .3 Locate a portion of DFO office environment space to the Annex. This would “free-up” space in the Lab Block and allow EC to occupy additional FWI space including:
 - .1 Level 5 quadrants – one of these quadrants could be used by EC.
 - .4 Decrease functional program spatial requirements at FWI:
 - .1 Decrease sizes of SPS, quantity of staff by 223m²

3.0 Branches

3.1 COMMUNICATIONS - COMMS

- .1 Summary
 - .1 2 FTEs working at 2 workstations.
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 No SPS is required
- .4 Location
 - .1 Level 2 SE quadrant, located with SSC, CSB, HR and RDGO –office-type environments

3.2 CORPORATE SERVICES BRANCH – CSB

As the Client Services section, CSB provides services to EC staff including mail (incoming/outgoing), arranging couriers, issuing Departmental identification cards, secure access cards and keys.

- .1 Summary
 - .1 7 FTEs working at 7 workstations.
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Mail (incoming/outgoing), arranging couriers, issuing Departmental identification cards, secure access cards and keys.
 - .3 Arrange for maintenance, signage, providing liaison with EC managers and Building Property Managers to arrange for minor building construction and responding to facility issues within EC space.
- .3 SPS
 - .1 301 – Computer Set-up (WP2.0 undesignated support space)
 - .2 302 – Secure Storage (WP2.0 undesignated support space)
 - .3 407 – Computer Set-up (WP2.0 undesignated support space)
 - .4 601 - Mail
- .4 Location
 - .1 Level 2 SE quadrant, located with SSC, Comms, HR and RDGO –office-type environments. In the test plan, all SPS is located with the branch.

- .2 Currently, CSB uses the 1821 Wellington Avenue location for general storage.

3.3 **ENVIRONMENTAL ENFORCEMENT DIRECTORATE – EB-EED**

Environmental enforcement officers enforce federal legislation that deals with different risks to the environment and its biodiversity.

- .1 Summary
 - .1 9 FTEs working at workstations in a secure, separate secure suite (shared with EB-WED).
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Conducting inspection and investigations to determine compliance with federal environmental legislation (confidential in nature). This includes planned activities as well as monitoring and responding to environmental incidents on a 24/7 basis.
 - .3 Field inspections/investigations of a variety of sites including mines, pulp and paper mills, industrial facilities etc.
 - .4 Legal Sampling
 - .5 Interviewing witnesses
 - .6 Handling and securing evidence as per the Canada Evidence Act
 - .7 Storing CPIC records (RCMP level II requirements)
 - .8 Analytical work involved in assessing the information/evidence gathered
 - .9 Preparing legal documents such as search warrants, court briefs, warning letters.
 - .10 Forensic auditing of documentation required by statute or secured by warrant
 - .11 Receiving and reviewing complaints, enquiries and requests for information
 - .12 Day to day administrative requirements as well as administrative requirements of the legal system and the judiciary
 - .13 Maintaining and updating entries in the Enforcement Database
 - .14 24/7 response to environmental incidents
- .3 SPS
 - .1 303 – Case Preparation (from Section 3: undesignated support space)
 - .2 403 – Electronics Charging (from Section 4: open area support space)
 - .3 602 – Secure Intelligence (shared with EB-WED)
 - .4 603 – Evidence Storage
 - .5 605 – Interview (shared with EB-WED)
 - .6 606 – Secure Quiet (shared with EB-WED)
 - .7 701 – Evidence Storage Biologicals
 - .8 703 – Locker/ Shower (shared with EB-WED)
 - .9 705 – Wet Lab (shared with EB-WED)
 - .10 706 – Equipment Storage (shared with EB-WED)

- .4 Location
 - .1 Level 2 SW quadrant, located in a secure suite with EB-WED. Although this location does not provide any natural daylight, it is the only available place to locate this branch based upon EC requirements.
 - .2 Currently, EB-EED uses the 1821 Wellington Avenue location for secure storage of evidence and files; and a small workshop.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating this security suite to Level 1 Administration – this would allow for some natural daylight into the office area; provide adequate opportunities to arrange a secure suite; and provide security and privacy from the exterior and interior. Locating the EB-EED/ WED security suite was explored as an option during the programming stage but EC preferred to not accommodate FTEs in Level 1 Administration as it was deemed to be an unsuitable location for any type of an office environment.
 - .2 In the test plan, the current proposal is to accommodate “labs” in the Level 1 Administration area. This is not recommended. Labs should be located in the Lab Block along the central service shaft. This will reduce costly construction costs; eliminate the need to jack-hammer the slab on grade; and provide some daylight to the FTEs of EB-EED.

3.4 **WILDLIFE ENFORCEMENT DIRECTORATE – EB-WED**

Wildlife enforcement officers enforce Canadian wildlife legislation which protects plant and animal species in Canada including migratory birds.

- .1 Summary
 - .1 5 FTEs working at workstations in a secure, separate suite (shared with EB-EED).
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Conducting inspection and investigations to determine compliance with federal environmental legislation (confidential in nature). This includes planned activities as well as monitoring and responding to environmental incidents on a 24/7 basis.
 - .3 Field inspections/investigations of a variety of sites including mines, pulp and paper mills, industrial facilities etc.
 - .4 Legal Sampling
 - .5 Interviewing witnesses
 - .6 Handling and securing evidence as per the Canada Evidence Act
 - .7 Storing CPIC records (RCMP level II requirements)
 - .8 Analytical work involved in assessing the information/evidence gathered
 - .9 Preparing legal documents such as search warrants, court briefs, warning letters.
 - .10 Forensic auditing of documentation required by statute or secured by warrant
 - .11 Receiving and reviewing complaints, enquiries and requests for information

- .12 Day to day administrative requirements as well as administrative requirements of the legal system and the judiciary
- .13 Maintaining and updating entries in the Enforcement Database
- .14 24/7 response to environmental incidents
- .3 SPS
 - .1 303 – Case Preparation (from Section 3: undesignated support space)
 - .2 404 – Electronics Charging (from Section 4: open area support space)
 - .3 602 – Secure Intelligence (shared with EB-EED)
 - .4 604 – Evidence Storage
 - .5 605 – Interview (shared with EB-EED)
 - .6 606 – Secure Quiet (shared with EB-EED)
 - .7 702 – Evidence Storage Biologicals
 - .8 703 – Locker/ Shower (shared with EB-EED)
 - .9 705 – Wet Lab (shared with EB-EED)
 - .10 706 – Equipment Storage (shared with EB-EED)
- .4 Location
 - .1 Level 2 SW quadrant, located in a secure suite with EB-EED. Although this location does not provide any natural daylight, it is the only available place to locate this branch based upon EC requirements.
 - .2 Currently, EB-WED uses the 1821 Wellington Avenue location for secure storage of evidence and files; and a small workshop.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating this security suite to Level 1 Administration – this would allow for some natural daylight into the office area; provide adequate opportunities to arrange a secure suite; and provide security and privacy from the exterior and interior. Locating the EB-EED/ WED security suite was explored as an option during the programming stage but EC preferred to not accommodate FTEs in Level 1 Administration as it was deemed to be an unsuitable location for any type of an office environment.
 - .2 In the test plan, the current proposal is to accommodate “labs” in the Level 1 Administration area. This is not recommended. Labs should be located in the Lab Block along the central service shaft. This will reduce costly construction costs; eliminate the need to jack-hammer the slab on grade; and provide some daylight to the FTEs of EB-EED.

3.5 ENVIRONMENTAL PROTECTION OPERATIONS – ESB-EPOD

Responsible for the delivery of the following programs: environmental technical and scientific advice in support of environmental assessments and environmental emergencies; federal contaminated sites; disposal at sea permitting; and legislative and regulatory compliance promotion.

- .1 Summary
 - .1 10 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Individual work; analytical, customer service, often confidential
- .3 SPS
 - .1 409 – Environmental Assessment (from Section 4: open area support space)
- .4 Location
 - .1 Level 3 Administration, located with AMS, CWS & WSC – office-type environments.
 - .2 Currently, ESB-EPOD uses the 1821 Wellington Avenue location for storage of outdoor equipment and vehicles.

3.6 CANADIAN WILDLIFE SERVICES ESB-CWS

Focal point for expertise on the use of the department’s legislation, regulatory and other tools to influence the behaviour of Canadians to improve the quality of Canada’s natural environment. Leads on wildlife matters that are the responsibility of the federal government. This includes management of migratory birds; protected areas which are nationally important wildlife habitat; and of species at risk.

- .1 Summary
 - .1 8 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Field-based wildlife population monitoring, Migratory Birds Hunting Regulations, wildlife and habitat management activities associated with migratory birds, species at risk and Federal protected areas
 - .3 Work primarily group-based
 - .4 The majority of field work SPS will be provided at the 1821 Wellington Avenue location.
- .3 SPS
 - .1 707 – Gun & Ammunition Storage
 - .2 708 – Lab

- .4 Location
 - .1 Level 3 Administration, located with AMS, EPD & WSC –office-type environments
 - .2 Gun Storage and Lab located on Level 1 Administration
 - .3 Currently, ESB-CWS uses the 1821 Wellington Avenue location for storage of outdoor equipment and vehicles; indoor equipment; and minor repair workshop.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating the Lab (708) to the Lab Block. This would “free-up” more office space for collaboration and support areas.

3.7 **HUMAN RESOURCES – HR**

Responsible for the development and implementation of an integrated framework of human resources strategies, policies, programs and advisory services; for identifying Environment Canada’s needs with regard to human capital and for the development of associated learning and recruitment strategies and initiatives to enable the Department to recruit, develop and retain the representative, competent and motivated workforce required to fulfill its mandate and deliver expected business results.

- .1 Summary
 - .1 11 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 No SPS is required.
- .4 Location
 - .1 Level 2 SE quadrant, located with SSC, CSB, COMMS and RDGO – office-type environments.
- .5 Recommendations:
 - .1 HR has a need to conduct confidential business interactions and therefore a quiet room should be designated and located near this business unit.

3.8 **ATMOSPHERIC MONITORING SECTION MSC – AMS**

Installation, maintenance and repair of automated and manned weather stations/ observations including surface weather, aerology, radar, marine, lightning and the collection and initial quality assurance of data all in support of forecast operations (nationally and internationally) aviation (Navcan) and climate services. The work unit also administers the contracts of the Aerological stations in the region and the logistics of the High Arctic Weather Stations. Small support group provides office and training support and OSH support.

- .1 Summary

- .1 22 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Maintenance, installation, remote monitoring and repair of sensors and systems. Documentation of work performed through network connections. Preparation and organize for travel trips. Field work is generally with 2 person teams. Work is a combination of analytical, clerical, customer service.
 - .3 The majority of field work SPS will be provided at the 1821 Wellington Avenue location.
- .3 SPS
 - .1 607 – Barometry Lab
- .4 Location
 - .1 Level 3 Administration, located with CWS, WSC and EPOD – office-type environments.
 - .2 Barometry Lab (607) is also located on Level 3 Administration.
 - .3 Currently, MSC-AMS uses the 1821 Wellington Avenue location for storage of outdoor equipment and vehicles; indoor equipment; minor repair workshop; and electronics repair & storage.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating the Lab (607) to the Lab Block. This would “free-up” more office space for collaboration and support areas.

3.9 PRAIRIE AND ARCTIC STORM PREDICTION – MSC-PASPC

One of Environment Canada’s 7 weather centres. Half of its staff is in Edmonton and the other half is in Winnipeg. It is one of EC’s mission-critical operations and operates 24/7/365. Its primary mandate is to provide weather forecasts and warnings for Canadians living in the three Prairie Provinces, the Northwest Territories and Nunavut. It also provides marine forecasts and warnings for domestic and international waters in the Arctic, Hudson Bay/James Bay and their approaches, and for major inland lakes. The PASPC also provides Air Quality forecasts, as well as weather support for Emergency Measures Organizations (EMOs) during environmental emergencies anywhere within the PASPC’s area of responsibility (which represents over half of Canada). The two PASPC offices mutually back each other up. They also provide backup support for the Pacific Storm Prediction Centre (Vancouver).

- .1 Summary
 - .1 22 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions

- .2 Weather forecasting: a dynamic, high tech, 24/7 operational environment utilizing a team approach. The work is mainly analysis, assessment and product production. The operations also work collaboratively with other weather centres in Canada and the U.S. on a daily basis.
- .3 Training - all staff are involved in performance-related training. A significant proportion of staff's non-operational time will be used to hone their skills through both group and self-directed training. This work is expected to increase and become more sophisticated over time.
- .3 SPS
 - .1 408 – Emergency Supplies Storage (from Section 4: open area support space)
 - .2 608 – Forecast Operations
 - .3 609 – contingency Backup Office
 - .4 610 – Media Relations
 - .5 611 – Forecaster Lockers
 - .6 614 – Emergency Operations Centre
 - .7 615 – PASPC Server Room
- .4 Location
 - .1 Level 4 NE and NW quadrants, located with SD, – office-type environments
 - .2 In the test plan, the server room is located on Level 3 SW in the area of the existing servers at the FWI.

3.10 WATER SURVEY OF CANADA – MSC-WSC

The national authority responsible for the collection, interpretation and dissemination of standardized water resource data and information in Canada. In partnership with the provinces, territories and other agencies, WSC operates over 2500 active hydrometric gauges across the country.

- .1 Summary
 - .1 27 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 60% - office work 40% - field/warehouse
 - .3 A typical cycle would include the following and would occur likely 10-13 times per year (more frequently in spring):
 - .1 Pre field:
 - .1 Review data in office
 - .2 Testing Equipment
 - .3 Test/troubleshoot instrumentation
 - .4 Review safety/operational procedures
 - .5 Load truck

- .6 Field trip: Out of office for 5-7 days.
- .2 Post Field:
 - .1 Unload truck
 - .2 Clean and dry equipment
 - .3 Return any unused eq to stores and re-inventory/sign in.
 - .4 Re-stock truck
 - .5 Test any removed equipment
 - .6 Return any eq. for repair
 - .7 Download data
- .4 The majority of field work SPS will be provided at the 1821 Wellington Avenue location.
- .3 SPS
 - .1 304 – Testing Station (from Section 3: undesignated support space)
 - .2 405 – Active Records Storage (from Section 4: open area support space)
 - .3 613 – Instrumentation Lab
 - .4 711 – Instrumentation lab
- .4 Location
 - .1 18 FTEs are located on Level 2 Administration, with S&T – office-type environments
 - .2 9 FTEs are located on Level 3 Administration, with AMS, CWS and EPOD – office-type environments.
 - .3 Instrumentation Lab (613) is located on Level 3 Administration.
 - .4 Instrumentation Lab (711) is located on Level 1 Administration.
 - .5 Currently, MSC-WSC uses the 1821 Wellington Avenue location for storage of outdoor equipment and vehicles; indoor equipment; minor repair workshop; equipment testing; facilities workshop; facilities storage; and general storage.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating the Labs (613 & 711) to the Lab Block. This would “free-up” more office space for collaboration and support areas.

3.11 SERVICES DIVISION – MSC-SD

The tail end of the MSC Operations, we make sure that the products and services make their way out to the public and our clients. We are in-charge of making sure that the forecasts produced by the PASPC go out on Automatic telephone Answering Devices (ATADs) and Weatheradios. We also provide support and training to clients related to severe weather preparedness. Two of our focused clients are the federal, provincial and municipal emergency measures organizations and the media. We also provide support to other organizations on an as required basis. We work closely with the PASPC. The Services aspect of the MSC is the key to the future and is in expansion mode.

- .1 Summary
 - .1 6 FTEs working at workstations and 1 FTE in an office
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 203 – Quiet Room (from Section 2: designated support space)
 - .2 302 – Secure Storage (from Section 3: undesignated support space)
 - .3 407 – Computer Set Up (from Section 4: open area support space, shared with SSC)
 - .4 612 – Dissemination Equipment
- .4 Location
 - .1 Level 4 NW & NE quadrants, located with PASPC – office-type environments.
 - .2 Secure storage (302) and Computer Set Up (407) are located on Level 2 SE with CSB.

3.12 REGIONAL DIRECTOR GENERAL'S OFFICE – RDGO

We provide funding to NGO / community based applicants for three different funding programs (EcoAction, EDF, Ecosystem Initiatives). We work closely with other funding program groups such as Lake Winnipeg Basin Initiative.

- .1 Summary
 - .1 12 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 406 – Pre-Archiving Storage (from Section 4: open area support space)
- .4 Location
 - .1 Level 2 SE quadrant, located with SSC, HR, CSB and COMMS – office-type environments
 - .2 406 – Pre-Archiving Storage is located on the same floor: Level 2 SW.

3.13 SCIENCE & TECHNOLOGY – S&T

The Fresh Water Quality Monitoring & Surveillance Division – Hudson Bay focuses on regular monitoring, surveillance and reporting on fresh water quality, and aquatic ecosystem status and trends of waters under federal jurisdiction or responsibility.

- .1 Summary
 - .1 9 FTEs working at workstations

- .2 Nature of work
 - .1 Includes typical office functions
 - .2 The majority of field work SPS will be provided at the 1821 Wellington Avenue location.
- .3 SPS
 - .1 709 – Field Equipment
 - .2 710 – S&T Lab
- .4 Location
 - .1 Level 2 Administration, located with WSC – office-type environments
 - .2 710 – S&T Lab is located on Level 1 Administration.
 - .3 Currently, S&T uses the 1821 Wellington Avenue location for storage of outdoor equipment and vehicles; and indoor equipment.
- .5 Recommendations:
 - .1 At this time, it is recommended that EC consider locating 710 – S&T Lab to the Lab Block. This would “free-up” more office space for collaboration and support areas. This lab requires full mechanical and electrical services which can be provided in the Lab Block. Jack-hammering the existing concrete slab on grade would also not be required if the lab was located in the Lab Block.

3.14 **SHARED SERVICES CANADA - SSC**

The Supercomputing Directorate is responsible for developing and documenting standards for supercomputing infrastructure and its ancillaries, establishing Service Roadmaps, as well as the design and deployment phases of supercomputing projects and activities. The Supercomputing Directorate is also responsible for data acquisition and distribution to facilitate collaboration of scientists both within the Government of Canada (GC) and outside GC as well as all aspects required to manage, configure, operate and optimize advanced computing technologies.

- .1 Summary
 - .1 6 FTEs working at workstations and 1 in an office
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 301 – Computer Set Up (from Section 3: undesignated support space)
 - .2 712 – Computer Set Up
- .4 Location
 - .1 Level 2 SE quadrant, located with CSB, COMMS HR and RDGO – office-type environments

4.0 Test Plan

4.1 TEST PLAN SUMMARY

- .1 Based upon an in-depth analysis and review with EC, a series of test plans were developed to accommodate EC spatial requirements at FWI. The final test plan is based upon the agreement by PWGSC, EC and DFO to allocate the following spaces to EC:

.1	Level 1 Admin -----	445m ²
.2	Level 2 Admin -----	455m ²
.3	Level 2 Lab Block South side-----	795m ²
.4	Level 3 Admin -----	525m ²
.5	Level 3 Lab Block EC Data Centre to be located adjacent to DFO IT Space on the -----	30m ²
.6	Level 4 Lab Block North side-----	700m ²

Total ----- 2950m²

As noted earlier, this allotted space provides a shortfall of approximately 223m².

4.2 TEST PLAN COMMENTARY & RECOMMENDATIONS

- .1 Level 1 Admin
- .1 In the test plan, this area is designated for all Field functions to support EC Field staff.
WP2.0 support space is not provided for these SPSs.
- .2 The main concern with providing these functions in this area is the need to add mechanical services to the various spaces. Showers/ toilets will need plumbing which will need to be installed below the existing slab-on-grade by jack-hammering and installing new services. Labs will require plumbing and fume hoods which will require slab demolition and installation of mechanical air systems to the exterior of the building.
- .3 **It is recommended** that EC consider relocating a majority of these spaces to the SW quadrant of Level 2 Lab Block. This would support the intended “field” functions as the spaces would be located adjacent to the main staff entry on west side of the building; the nearest entrance to the Fleet vehicles. In addition, all mechanical plumbing and air requirements would be provided in a more efficient manner by connecting directly to the Service Shaft.
- .4 **It is recommended** that the existing telephone room and equipment (1-106) located in this area be further assessed to determine if it will remain at this location and how much space it will occupy.

- .5 **It is recommended** that EC consider utilizing this area for the Enforcement Branch security suite instead of “field” support space. This would allow for some daylight to the 14 workstations through the 2 existing windows and provide higher levels of privacy for confidential operations of this Branch. Currently, the EB suite does not have any direct daylight in Level 2 SW quadrant.
 - .6 **It is recommended** that additional windows be installed as required to increase the amount of natural daylight into the space. Currently the area has 2 windows on the west side.
- .2 Level 2 Admin
- .1 In the test plan, this area is designated as a typical office environment for WSC and S&T. Two “on-floor” Labs provide support to each branch in this area. WP2.0 support space is directly provided in the area.
 - .2 **It is recommended** that EC consider re-locating these Labs to Level 2 SW quadrant. This would free-up more “office-environment” space and provide greater flexibility to EC in organizing staff throughout the FWI.
 - .3 **It is recommended** that additional windows be installed on the south side to increase the amount of natural daylight into the office space. Currently the area has windows on the east and west side.
- .3 Level 2 Lab Block South Side
- .1 In the test plan, the SE quadrant area is designated as a typical office environment for COMMS, CSB, HR, SSC and RDGO. Support spaces for SSC and CSB have been provided “on-floor”. Due to space limitations, there is little open area support space or collaborative space in this area. WP2.0 support space is indirectly provided in the SW quadrant. **It is recommended** that EC consider relocating one of these branches to the Admin Block; this will allow some support space to be provided “on-floor” for these branches.
 - .2 In the test plan, the SW quadrant area is designated as the Enforcement Branch security suite. There is no natural daylight in this area for the 14 staff. In addition to the EB suite, various support spaces are provided in this area. **It is recommended** that EC consider relocating this branch to Level 1 Admin. If the security suite was re-assigned to Level 1 Admin, spaces that could be in this quadrant include: 613 Lab, 701 Bio Storage, 703 Showers, 705 Lab, 707 Firearms, 708 Lab, 709 Equipment, 710 Lab, 711 Lab. These spaces do not require natural daylight.
- .4 Level 3 Admin
- .1 In the test plan, Level 3 Admin is designated as a typical office environment for AMS, CWS, WSC and EPOD. WP2.0 support space is directly provided in the area.

Support spaces for AMS and EPOD have been provided “on-floor”. Due to space limitations, there is little open area support space or collaborative space in this area.

It is recommended that EC consider relocating Lab 607 to another location in the building; this will allow additional support space or collaborative space in this area.

- .2 **It is recommended** that additional windows be installed on the south side to increase the amount of natural daylight into the office space. Currently the area has windows on the east and west side.

.5 Level 3 Lab Block EC Data Centre

- .1 The weather office data centre is to be located on Level 3 SW quadrant adjacent to existing DFO data functions. The exact location of the data centre will need to be confirmed during design.

WP2.0 support space is not provided for this SPS.

.6 Level 4 Lab Block North Side

- .1 This area includes the entire north side of Level 4. The weather office and all related support space are to be located in the NE quadrant. The NW quadrant is designated as a typical office environment for PASPC and SD.

WP2.0 support space is directly provided in the quadrants.

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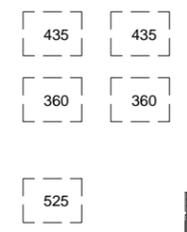
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2115m² USABLE AREA
3RD FLOOR



EXISTING LAB SPACE

- A** ANCILLARY LAB SPACE
- F** ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/FREEZER
- W** WET LAB
- C** CONTROLLED LAB
- R** REGULAR WET/ DRY LAB
- D** DRY LAB
- B** BIOCONTAINMENT LAB
- ###** UN-USED EXISTING LAB SPACE

EXISTING OFFICE SPACE

- COMMS** COMMUNICATIONS
- EM** ECOSYSTEMS MANAGEMENT
- FIN** FINANCE
- FM** FISHERIES MANAGEMENT
- MPS** MATERIAL & PROCUREMENT SERVICES
- P&E** POLICY & ECONOMICS
- RPSS** REAL PROPERTY, SAFETY & SECURITY
- SCI AARD** SCIENCE - AQUATIC RESEARCH DIVISION
- SCI AARD DM** SCIENCE - AQUATIC RESEARCH DIVISION DIVISIONAL MANAGER
- SCI EI** SCIENCE - ECOSYSTEM IMPACTS
- SCI FE** SCIENCE - FISHERIES ECOLOGY
- SCI NAAHP** SCIENCE - NATIONAL AQUATIC ANIMAL HEALTH PROGRAM
- SCI RDSO** SCIENCE - REGIONAL DIRECTOR OF SCIENCE OFFICE
- SCI SA** SCIENCE - STOCK ASSESSMENT

UN-USED EXISTING OFFICE SPACE



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1400m² USABLE AREA
4TH FLOOR



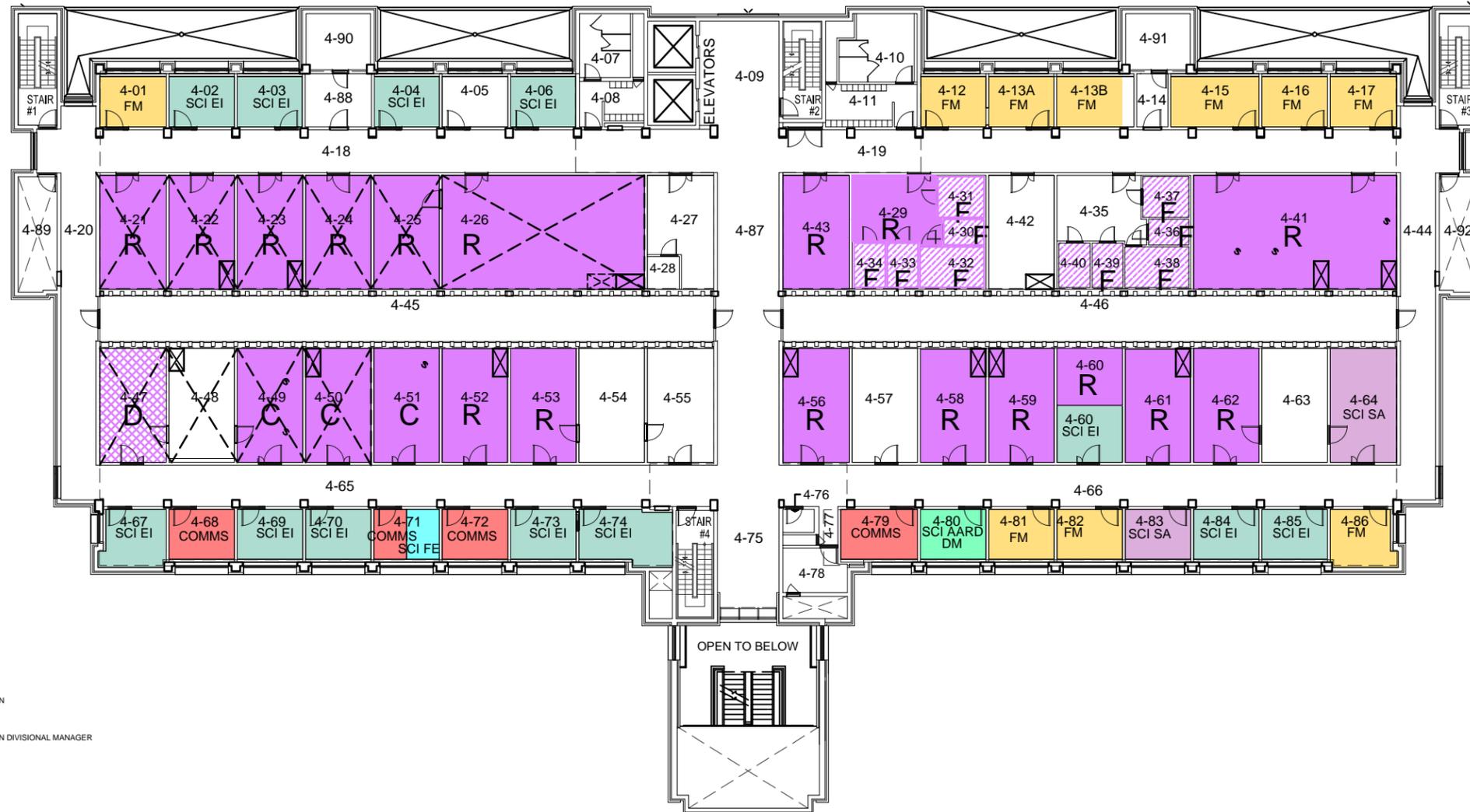
EXISTING LAB SPACE

- A** ANCILLARY LAB SPACE
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- SCI RDSO** SCIENCE - REGIONAL DIRECTOR OF SCIENCE OFFICE
- SCI SA** SCIENCE - STOCK ASSESSMENT

UN-USED EXISTING OFFICE SPACE



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Page 31 of 138

1400m² USABLE AREA
4TH FLOOR



- EXISTING LAB SPACE**
- A** ANCILLARY LAB SPACE
 - F** ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/FREEZER
 - W** WET LAB
 - C** CONTROLLED LAB
 - R** REGULAR WET/ DRY LAB
 - D** DRY LAB
 - B** BIOCONTAINMENT LAB
 - ###** UN-USED EXISTING LAB SPACE

- EXISTING OFFICE SPACE**
- COMMS** COMMUNICATIONS
 - EM** ECOSYSTEMS MANAGEMENT
 - FIN** FINANCE
 - FM** FISHERIES MANAGEMENT
 - MPS** MATERIAL & PROCUREMENT SERVICES
 - P&E** POLICY & ECONOMICS
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 - SCI RDSO** SCIENCE - REGIONAL DIRECTOR OF SCIENCE OFFICE
 - SCI SA** SCIENCE - STOCK ASSESSMENT
 - ###** UN-USED EXISTING OFFICE SPACE



1 LEVEL 5
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- EXISTING LAB SPACE**
- A** ANCILLARY LAB SPACE
 - F** ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/FREEZER
 - W** WET LAB
 - C** CONTROLLED LAB
 - R** REGULAR WET/ DRY LAB
 - D** DRY LAB
 - B** BIOCONTAINMENT LAB
 - ###** UN-USED EXISTING LAB SPACE

- NEW EC SPACE**
- COMMS** COMMUNICATIONS
 - CSB** Corporate Services Branch
 - EB/EED** Environmental Enforcement Branch
 - EB/WED** Wildlife Enforcement
 - EPOD** Environmental Protection Operations
 - CWS** Canadian Wildlife Services
 - HR** Human Resources
 - AMS** ATMOSPHERIC MONITORING SECTION
 - PASPC** PRAIRIE & ARCTIC STORM PREDICTION
 - WSC** WATER SURVEY OF CANADA
 - SD** SERVICES DIVISION
 - RDGO** REGIONAL DIRECTOR GENERAL'S OFFICE
 - S&T** SCIENCE & TECHNOLOGY
 - SSC** SHARED SERVICES CANADA

- NEW EC SUPPORT SPACE
- DFO RENOVATION
- LAB TO REMAIN

1 LEVEL 2
1:300

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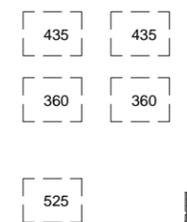
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EC 3 0

2115m² USABLE AREA
3RD FLOOR



- EXISTING LAB SPACE**
- A** ANCILLARY LAB SPACE
 - F** ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/FREEZER
 - W** WET LAB
 - C** CONTROLLED LAB
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 - #-##** UN-USED EXISTING LAB SPACE

- NEW EC SPACE**
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 - WSC** WATER SURVEY OF CANADA
 - SD** SERVICES DIVISION
 - RDGO** REGIONAL DIRECTOR GENERAL'S OFFICE
 - S&T** SCIENCE & TECHNOLOGY
 - SSC** SHARED SERVICES CANADA

- NEW EC SUPPORT SPACE
- DFO RENOVATION
- 1 LEVEL 3**
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AMS 22WS
CWS 8WS
WSC 9WS

EPOD 10WS

EC 555M²
RENOVATION AREA



PRELIMINARY
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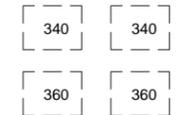
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1400m² USABLE AREA
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EXISTING LAB SPACE

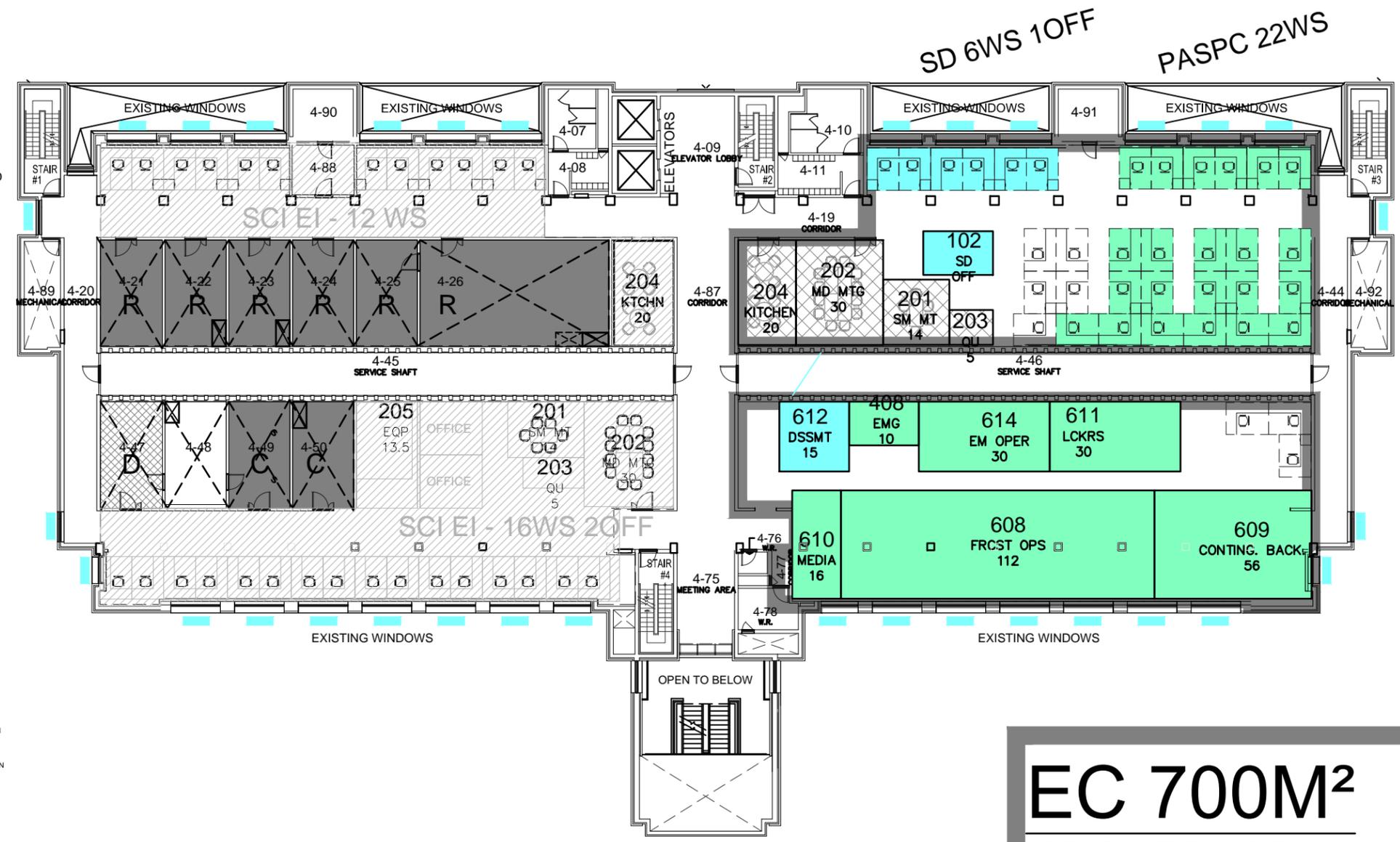
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- #-##** UN-USED EXISTING LAB SPACE

NEW EC SPACE

- COMMS** COMMUNICATIONS
- CSB** Corporate Services Branch
- EB/EED** Environmental Enforcement Branch
- EB/WED** Wildlife Enforcement
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- WSC** WATER SURVEY OF CANADA
- SD** SERVICES DIVISION
- RDGO** REGIONAL DIRECTOR GENERAL'S OFFICE
- S&T** SCIENCE & TECHNOLOGY
- SSC** SHARED SERVICES CANADA

- NEW EC SUPPORT SPACE
- DFO RENOVATION
- LAB TO REMAIN

1 LEVEL 4
1:300



EC 700M²
RENOVATION AREA

PRELIMINARY
NOT FOR CONSTRUCTION



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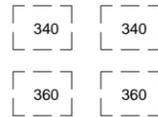
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1400m² USABLE AREA
4TH FLOOR



EXISTING LAB SPACE

- A** ANCILLARY LAB SPACE
- F** ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/FREEZER
- W** WET LAB
- C** CONTROLLED LAB
- R** REGULAR WET/ DRY LAB
- D** DRY LAB
- B** BIOCONTAINMENT LAB
- ###** UN-USED EXISTING LAB SPACE

NEW EC SPACE

- COMMS** COMMUNICATIONS
- CSB** Corporate Services Branch
- EB/EED** Environmental Enforcement Branch
- EB/WED** Wildlife Enforcement
- EPOD** Environmental Protection Operations
- CWS** Canadian Wildlife Services
- HR** Human Resources
- AMS** ATMOSPHERIC MONITORING SECTION
- PASPC** PRAIRIE & ARCTIC STORM PREDICTION
- WSC** WATER SURVEY OF CANADA
- SD** SERVICES DIVISION
- RDGO** REGIONAL DIRECTOR GENERAL'S OFFICE
- S&T** SCIENCE & TECHNOLOGY
- SSC** SHARED SERVICES CANADA

- NEW EC SUPPORT SPACE
- DFO RENOVATION
- LAB TO REMAIN

1 LEVEL 5
1:300



EC 0 M²
RENOVATION AREA

5.0 Room Data Sheets

5.1 Office and Workstation Space Data Sheets (100s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

101 Open Workstation, Fixed

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Typical office activities like reading, writing and computer work. • Flexibility in the office environment is to be facilitated through the use of modular partition and furnishing systems with integrated services. • clerical, customer service and the handling of confidential files. • knowledge work that is fairly equally divided between working in groups / teams and working as an individual
Adjacencies	
Dimensions	4.5m ² - (6'-0" x 8'-0")
Access	<ul style="list-style-type: none"> • Card Access for FTEs to Workstation floor area and any suites.
Acoustics	<ul style="list-style-type: none"> • Recommend a 40dBA target
Partitions	MP
Wall Finishes	MP
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	YES
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Typical office equipment
Furniture	<ul style="list-style-type: none"> • Task chairs • Workstations • Pedestals
Other	<ul style="list-style-type: none"> • The number, orientation and height of screens (maximum 1.37 m (54")), varies to suit the functional requirements of occupants. • Note: Workstations should be removed slightly from the windows where possible for better air circulation and to further increase the transfer of daylight.

101	Open Workstation, Fixed		
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 3 standard electrical duplex receptacles (1 circuit per 2 workstations)
Lighting	<ul style="list-style-type: none"> • Base building lighting on a separate switch/lighting control
Communication	<ul style="list-style-type: none"> • 1 image/voice/data outlet
Security	
Other	<ul style="list-style-type: none"> • Soundmasking

102 Enclosed Office

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Typical office activities like reading, writing and computer work. • Offices accommodate average requirements for work surfaces, shelving, storage and filing.
Adjacencies	<ul style="list-style-type: none"> • Offices are to be located on the interior unless building conditions do not allow. • Hard walled offices and support spaces are located adjacent to the core in order to maximize natural light on the floor, and the spaces are provided with glazing (for reusable partition systems) or sidelights or clerestory glazing, where appropriate.
Dimensions	10m ²
Access	<ul style="list-style-type: none"> • Card Access for FTEs to Workstation floor area and any suites.
Acoustics	<ul style="list-style-type: none"> • STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	YES, could be borrowed from transfer of natural light across open workstations
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Typical office equipment
Furniture	<ul style="list-style-type: none"> • 1 office chair • 1 task chair • 1 workstation • 1 pedestal • 1 filing cabinet

102	Enclosed Office		
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Mechanical

HVAC	<p>Interior zone:</p> <ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Transfer return air fan c/w on/off switch for full height partitions. <p>Perimeter zone:</p> <ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc) and perimeter heating (convector, baseboard radiation, etc.). • Supply and Return air diffuser(s)/grille(s). • Transfer return air fan c/w on/off switch for full height partitions. • Noise abatement as required.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 3 standard electrical duplex receptacles (2 circuits)
Lighting	<ul style="list-style-type: none"> • Base building lighting with 1 separate switch/light control motion sensor
Communication	<ul style="list-style-type: none"> • 2 image/voice/data outlets
Security	
Other	

5.2 Designated Support Space Data Sheets (200s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

201 Meeting, Small

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Meeting room provides enclosed spaces for meetings, presentations and collaborative work. Support spaces like washrooms and wider corridors will be required to host these assembly type spaces. Technological equipment and wall space will be required for proper operation of presentation equipment. Accommodate a meeting table, chairs for 6 people
Adjacencies	<ul style="list-style-type: none"> Locate meeting rooms in a central location Meeting rooms should be located adjacent to each other, wherever possible, to provide convenience and to allow greater flexibility in the current and future use of the space Hard walled support spaces are located adjacent to the core in order to maximize natural light on the floor, and the spaces are provided with glazing (for reusable partition systems) or sidelights or clerestory glazing, where appropriate.
Dimensions	14m ²
Access	<ul style="list-style-type: none"> Card Access for FTEs from common corridors Direct access from office space
Acoustics	<ul style="list-style-type: none"> Provision of sound privacy construction to meet an overall sound attenuation rating of STC 46.
Partitions	GB/GZ
Wall Finishes	PT, WP
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	Not required
Equipment	<ul style="list-style-type: none"> Audiovisual board, Videoconferencing Monitors video conferencing capabilities. Based on SSC standards
Furniture	<ul style="list-style-type: none"> 6 chairs smaller modular tables put together to maximize functionality.

201	Meeting, Small		
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s). Transfer return air fan c/w on/off switch for full height partitions. Noise control to maintain required noise rating. Sound isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> 3 standard electrical duplex receptacles (2 circuits)
Lighting	<ul style="list-style-type: none"> Base building lighting with separate switch/ light control and motion sensor 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
Communication	<ul style="list-style-type: none"> 2 image/voice/data outlets
Security	<ul style="list-style-type: none"> Card Access reader
Other	

202 Meeting, Medium

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Meeting room provides enclosed spaces for meetings, presentations and collaborative work. Support spaces like washrooms and wider corridors will be required to host these assembly type spaces. Technological equipment and wall space will be required for proper operation of presentation equipment. Accommodate a meeting table, chairs for 12 people The room size should allow for comfortable circulation space and room for a presenter to function comfortably at one end.
Adjacencies	<ul style="list-style-type: none"> Locate meeting rooms in a central location Meeting rooms should be located adjacent to each other, wherever possible, to provide convenience and to allow greater flexibility in the current and future use of the space Hard walled support spaces are located adjacent to the core in order to maximize natural light on the floor, and the spaces are provided with glazing (for reusable partition systems) or sidelights or clerestory glazing, where appropriate.
Dimensions	30m ²
Access	<ul style="list-style-type: none"> Card Access for FTEs from common corridors Direct access from office space
Acoustics	<ul style="list-style-type: none"> Provision of sound privacy construction to meet an overall sound attenuation rating of STC 46.
Partitions	GB/GZ
Wall Finishes	PT, WP
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	Lower cabinet
Equipment	<ul style="list-style-type: none"> Audiovisual board, Videoconferencing Monitors video conferencing capabilities. Based on SSC standards
Furniture	<ul style="list-style-type: none"> 12 chairs smaller modular tables put together to maximize functionality.

202	Meeting, Medium		
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s). Transfer return air fan c/w on/off switch for full height partitions. Extra cooling unit, if required. Extra ventilation to meet ventilation demand c/w CO2 control monitoring, if applicable. Noise control to maintain required noise rating. Sound isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	

Electrical

Power	<ul style="list-style-type: none"> 4 standard electrical duplex receptacles (2 circuits); 1 only floor mounted
Lighting	<ul style="list-style-type: none"> Base building lighting with motion sensor 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
Communication	<ul style="list-style-type: none"> 3 image/voice/data outlets; 1 only floor mounted
Security	<ul style="list-style-type: none"> Card Access reader
Other	

203 Quiet Room

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Intended for the shared use of personnel who normally occupy open workstations (fixed or free address). Provide an enhanced acoustical environment for a private telephone call, to support work requiring a high level of concentration, or similar functions. Accommodate freestanding work surfaces suitable for a computer and telephone and should be barrier free.
Adjacencies	<ul style="list-style-type: none"> Locate near open workstations
Dimensions	5m ²
Access	<ul style="list-style-type: none"> Direct access from office space
Acoustics	<ul style="list-style-type: none"> Provision of sound privacy construction to meet an overall sound attenuation rating of STC 46.
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	TBD
Equipment	N/A
Furniture	Chair, table, sofa (various combinations as per WP 2.0).

203	Quiet Room		
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Mechanical

HVAC	<ul style="list-style-type: none"> Supply and Return air diffuser(s)/grille(s). Noise attenuation and sound isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> 2 standard electrical duplex receptacles (1 circuit)
Lighting	<ul style="list-style-type: none"> Base building lighting (may be relocated) with 1 separate switch/light control (task lighting recommended) and motion sensor
Communication	<ul style="list-style-type: none"> 1 image/voice/data outlet
Security	
Other	

204 Kitchenette

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> The kitchenette accommodates average storage requirements, recycling centre and trash as well as a full size fridge and countertop appliances Design allows for barrier-free access to sink. Shall be designed to accommodate multiple functions and shall be usable as informal meeting, work or resource areas as well as coffee/lunch facilities and recycling centres. (Kitchenette areas may be open or semi-enclosed but entrance doors are not provided.
Adjacencies	<ul style="list-style-type: none"> Kitchenettes should be located to concentrate noisier activities away from the workstation area, and minimize disruption for occupants. Hard walled support spaces are located adjacent to the core in order to maximize natural light on the floor, and the spaces are provided with glazing (for reusable partition systems) or sidelights or clerestory glazing, where appropriate.
Dimensions	varies
Access	<ul style="list-style-type: none"> Direct access from office space
Acoustics	<ul style="list-style-type: none"> STC 46
Partitions	GB/GZ
Wall Finishes	PT, CT
Floor Finishes	RF or CT
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	Upper and lower cabinets
Equipment	<ul style="list-style-type: none"> Fridge Microwave
Furniture	<ul style="list-style-type: none"> Chairs Tables

204	Kitchenette		
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Mechanical

HVAC	<ul style="list-style-type: none"> Supply and Return air diffuser(s)/grille(s). Return air isolated from the base building system. Kitchen exhaust fan w/ on/off switch (exhaust to outdoors if economical and feasible).
Plumbing Fixtures	Kitchen sink
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> 2 standard dedicated circuit duplex receptacles (microwave and fridge) 2 standard split circuit duplex receptacles for other countertop appliances (additional receptacle may be provided if required)
Lighting	<ul style="list-style-type: none"> Base building lighting with motion sensor 1 separate switch/light control for under cabinet lighting
Communication	
Security	
Other	

205 Shared Equipment Areas

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Storage, photocopier, printer and fax. Shared equipment areas may be open or semi-enclosed but entrance doors are not provided. Document assembly includes various binding units and ample layout space for documents
Adjacencies	<ul style="list-style-type: none"> Locate in central location in the office area Near the reception area
Dimensions	10m ² (varies)
Access	<ul style="list-style-type: none"> Card Access for FTEs from common corridors (may be required) Direct access from office space
Acoustics	<ul style="list-style-type: none"> STC 46
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	<ul style="list-style-type: none"> Lower cabinets for storage
Equipment	<ul style="list-style-type: none"> Large multifunction printer/ copy/ scanner units IT equipment, printers, multi-functional printers, fax machines
Furniture	<ul style="list-style-type: none"> Tables for assembly of documents

205	Shared Equipment Areas		
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Mechanical

HVAC	<ul style="list-style-type: none"> Supply and Return air diffuser(s)/grille(s). Exhaust for photocopier to outdoors.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> 3 electrical duplex receptacles to meet specific equipment needs 20 amp standard duplex receptacle for multi-function printer/ scanner/ copier unit (1 dedicated circuit)
Lighting	<ul style="list-style-type: none"> Base building lighting with motion sensor
Communication	<ul style="list-style-type: none"> 3 image/voice/data outlets
Security	<ul style="list-style-type: none"> Card Access reader
Other	

5.3 Undesignated Support Space Data Sheets (300s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

301	Computer Setup Lab	CSB – SDDC & SSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Workspace to configure, repair test and store desktops and laptop computers before they are provided to the end user • Includes space for the storage of computers awaiting configurations; for items awaiting disposal; and for the storage of ancillary IT equipment and tools • various kinds of equipment needing storage that would need to be inaccessible to the office • Equipment in circulation, items being worked on, items being setup, and client equipment are always in our possession and are worked on at our desks. • A process, procedure, fix could take hours or days to complete so it would not be possible to remove these items from our desk if we were to step away. • a locked, enclosed work space would provide the security required.
Adjacencies	<ul style="list-style-type: none"> • Near SDDC & SSC work areas
Dimensions	Refer to space summary sheet
Access	Card Access for IT FTEs only
Acoustics	STC 45 - The equipment noise could also be a concern.
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	NA
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Typical office equipment • Additional computers, monitors, accessories
Furniture	<ul style="list-style-type: none"> 1 task chair 1 workstation 1 pedestal 1 filing cabinet 1 shelf for IT equipment storage 1 workbench to configure laptops/ desktops

301	Computer Setup Lab	CSB - SDDC	
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> Workstations / setup areas should have additional power and LAN access to accommodate multiple computer/workstation setups. 6 standard electrical duplex receptacles (3 circuits)
Lighting	Base building lighting with motion sensor
Communication	6 image/voice/data outlets image/voice/data outlets to support program equipment requirements
Security	Card Access reader for IT FTEs only
Other	

302	Secure Storage Room	CSB - SDDC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Secure storage area for CSB - SDDC
Adjacencies	TBD
Dimensions	Refer to space summary sheet
Access	TBD
Acoustics	<ul style="list-style-type: none"> • STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	NA
Millwork	Not Required
Equipment	TBD
Furniture	TBD

302	Secure Storage Room	CSB - SDDC	
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Mechanical

HVAC	<ul style="list-style-type: none"> individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> 3 standard electrical duplex receptacles (2 circuits)
Lighting	<ul style="list-style-type: none"> Base building lighting with 1 separate switch/light control motion sensor
Communication	<ul style="list-style-type: none"> 2 image/voice/data outlets
Security	
Other	

303	Case Preparation	EB-EED/WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Secure Room 2 as per the RCMP Standard G1-029 -Secure Rooms. • This is a secure windowless room where documents, charts, etc can be laid out as a case, search warrant or probe is developed and worked on. It is essentially a secure board room with computer access. • Walls usually have ample white board and flip chart holders. This is where officers would take several boxes of evidence to be sorted and analyzed as part of an investigation. • space where all documents dealing with a particular case requires a specific degree of separation, isolation and/or secure storage and the provision of a work area for multiple staff in order to analyse the material and prepare a given action • This room often required for extended periods of time • to house files in the room for an extended period in cabinets • have table top workspace to allow for the spreading out of maps/evidence • consult with witnesses and experts • allow more than one employee to work in the case prep room at one time. • also be used for meetings and training • to support multiple laptops at any given time. WiFi connectivity will be essential. • There are requirements when developing a case where it is necessary to 'fill the walls' with charts, notes, evidence links and suspect names/associates as officers develop a case or prosecution. • The room must be secure so that material can be left overnight so that continuity is maintained (Protected B and C documents) and restricted to "need to know" personnel. A case room may be assigned to a file for a few days or a few weeks.
Adjacencies	<ul style="list-style-type: none"> • In secure EB office area.
Dimensions	Refer to space summary sheet
Access	As per G1-029
Acoustics	As per G1-029
Partitions	As per G1-029
Wall Finishes	As per G1-029
Floor Finishes	As per G1-029
Ceiling Finishes	As per G1-029
Daylight	As per G1-029
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Audiovisual board, Videoconferencing Monitors • video conferencing capabilities. • Based on SSC standards
Furniture	<ul style="list-style-type: none"> • 6 chairs • smaller modular tables put together to maximize functionality.

303	Case Preparation	EB-EED/WED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Transfer return air fan c/w on/off switch. • Noise control to maintain required noise rating and isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 3 standard electrical duplex receptacle (2 circuit) for general use • Workstations / setup areas should have additional power and LAN access to accommodate multiple computer/workstation setups.
Lighting	Base Building lighting with separate switch/ lighting control and motion sensor
Communication	2 Image/voice/data outlets
Security	
Other	

304	WSC Testing Station	MSC-WSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • This Room could be combined with 613 Instrumentation Lab • Calibrating special equipment • Testing equipment and instrumentation. •
Adjacencies	<ul style="list-style-type: none"> • Near MSC-WSC work stations and adjacent to MSC AMS Barometry Lab • wider corridors will be required to host these type spaces
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Closed/ direct access. This area will have OSH hazards involved – not in general office space.
Acoustics	<ul style="list-style-type: none"> • STC 46
Partitions	CB
Wall Finishes	PT
Floor Finishes	RF/ CONC
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	<ul style="list-style-type: none"> • Work benches (length to be confirmed)
Equipment	<ul style="list-style-type: none"> • General storage shelves (racking) with electrical outlets and direct lighting.
Furniture	Not required

304	WSC Testing Station	MSC-WSC
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc) • Supply and Return air diffuser(s)/grille(s). • Noise control to maintain required noise rating and isolation. • Standard temperature range • Warehouse style HVAC system • Baseboard radiation at exterior walls/windows • Transfer fan complete with on/off switch and CO2 controller to exhaust to outdoors • Return Air isolated from the base building system • Noise control to maintain required noise rating • Additional cooling unit maybe required • Vent hood for soldering station. •
Plumbing Fixtures	<ul style="list-style-type: none"> • Extra Large industrial double sink with hot / cold water
Plumbing Services	<ul style="list-style-type: none"> • Cold water, hot water, drain and vent piping. • Contained area 3'x3' with floor drain and vent piping as required.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet equipment/activity needs • Additional power for charging and calibrating small electronic equipment • Electrical connections to accommodate current Electrical Testing station desks as per current warehouse.
Lighting	<ul style="list-style-type: none"> • Base building lighting with separate switch/light control and motion sensor • 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
Communication	Image/voice/data
Security	Card reader
Other	<ul style="list-style-type: none"> • Cable conduit to roof for testing_ of GOES cable/cellular booster/ GPS booster • Access to roof for testing antennas

5.4 Open Area Support Space Data Sheets (400s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

401 Collaborative Spaces

Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Collaborative spaces vary in size and quantity depending on the floor layout, function and space available. • Collaborative spaces create environments to help people connect and communicate freely, and encourage teamwork and idea sharing. • With the changing nature of work and the continued importance of team-based activities and projects, the inclusion of collaborative spaces is a very important element to encourage teamwork and idea sharing. • Collaborative spaces provide a place to go for quick informal or team meetings, brainstorming and problem solving sessions without having to book a meeting room, thereby saving time and increasing productivity. • Collaborative spaces can also provide touch down spots for clients and teleworkers or just an area for employees to socialize.
Adjacencies	• Location of collaborative space should be explored during future design phases
Dimensions	Refer to space summary sheet
Access	• Open
Acoustics	• Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	Not required
Equipment	N/A
Furniture	<ul style="list-style-type: none"> • A variety of furniture can be provided to suit the function of the collaborative space such as tablet chairs, soft seating, mobile tables and other flexible furniture that can be arranged in various configurations. White boards and other display options should also be included. • Collaborative spaces can include flexible furniture that can be arranged in any required configuration and more than one team can use the space at the same time.

401	Collaborative Spaces		
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Mechanical

HVAC	<ul style="list-style-type: none"> Thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). For open office, maximum 45 m2 per temperature control zone. Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	3 standard electrical duplex receptacles (floor or wall mounted on 2 circuits) per 15m ²
Lighting	Base building lighting
Communication	2 image/voice/data outlets per 15 ²
Security	
Other	

402	Printer Stations	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Typical office printing/ scanning stations
Adjacencies	<ul style="list-style-type: none"> • Locations should be evenly spread out throughout the office areas
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Open
Acoustics	<ul style="list-style-type: none"> • Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Lower/ Upper cabinets
Equipment	Printer/ Scanner
Furniture	NA

402	Printer Stations		
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Mechanical

HVAC	<ul style="list-style-type: none"> Supply and Return air diffuser(s)/grille(s). Exhaust for photocopier to outdoors.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	1 Electrical duplex receptacle to meet specific equipment needs
Lighting	Base building lighting
Communication	1 image/voice/data outlet to meet specific equipment needs
Security	
Other	

403	Electronics Charging	EB-EED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • A security zone is needed so that rechargeable devices can be charged and made ready for field use. • Charging of digital duty gear: mobile phone, GPS, satellite phones, etc...All items are on personal inventory • Items are needed on a regular basis requiring ongoing overnight charging and others requiring to be charged the day before planned use. • Based upon ~ 10 officers (5m² for 5 officers, addition 1m² for each additional officer)
Adjacencies	<ul style="list-style-type: none"> • In secure EB office area.
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Card access
Acoustics	<ul style="list-style-type: none"> • Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Counter, upper cabinets, lower cabinets
Equipment	NA
Furniture	NA

403	Electronics Charging	EB-EED
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Mechanical

HVAC	Minimum requirement: Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Electrical duplex receptacles to meet specific equipment needs
Lighting	Base building lighting with 1 separate switch/light control and motion sensor
Communication	Image/voice/data outlet to meet specific equipment needs
Security	Card reader not required this is an open support space
Other	

404	Electronics Charging	EB-WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • A security zone is needed so that rechargeable devices can be charged and made ready for field use. • Charging of digital duty gear: mobile phone, GPS, satellite phones, etc...All items are on personal inventory • Items are needed on a regular basis requiring ongoing overnight charging and others requiring to be charged the day before planned use. • Based upon ~ 5 officers (5m² for 5 officers, addition 1m² for each additional officer)
Adjacencies	<ul style="list-style-type: none"> • In secure EB office area.
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Card access
Acoustics	<ul style="list-style-type: none"> • STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Counter, upper cabinets, lower cabinets
Equipment	NA
Furniture	NA

404	Electronics Charging	EB-WED
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Mechanical

HVAC	Minimum requirement: Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Electrical duplex receptacles to meet specific equipment needs
Lighting	Base building lighting with 1 separate switch/light control and motion sensor
Communication	Image/voice/data outlet to meet specific equipment needs
Security	Card reader not required this is an open support space
Other	

405	Active Records Storage	MSC-WSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> For the archiving of files from 220 active stations as well as supporting documentation, technical and administrative information is required. This room will need to have a desk/table with chairs allowing staff/clients to review files without removing from premises.
Adjacencies	<ul style="list-style-type: none"> Near MSC-WSC office area
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Open
Acoustics	<ul style="list-style-type: none"> STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	NA
Equipment	NA
Furniture	<ul style="list-style-type: none"> Table for reviewing records including Hydrographs, Charts, visit notes etc.... Table to be 1800 long in order to view charts. 4 chairs for clients to review

405	Active Records Storage	MSC-WSC	
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Mechanical

HVAC	Minimum requirement: Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Standard electrical duplex receptacle for general use.
Lighting	Base building lighting on a separate switch/light control and motion sensor
Communication	Image/voice/data outlet for general use
Security	
Other	

406	Pre-Archiving Storage	RDGO-FP	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Storage of 40-50 boxes of files pre-archiving (no disposition authority) This will potentially increase with reduced service from national Archiving program Storage is shared between FP and LWBO
Adjacencies	<ul style="list-style-type: none"> Near RDGO-FP office area or in another secure area in the building
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Storage as per Protected B requirements with program staff access only Card Access
Acoustics	<ul style="list-style-type: none"> Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	NA
Equipment	<ul style="list-style-type: none"> Shelving to accommodate 50 legal size filing boxes – no drawer required
Furniture	<ul style="list-style-type: none"> 1 table or cabinet for 2 boxes to be prepared

406	Pre-Archiving Storage	RDGO-FP	
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Mechanical

HVAC	Minimum requirement: Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Standard electrical duplex receptacle for general use.
Lighting	Base building lighting on a separate switch/light control and motion sensor
Communication	Image/voice/data outlet for general use
Security	Card reader required
Other	

407	Computer Setup Lab	SDDC/SSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> perform set up, repair and testing of computers, servers and file servers A set up area with proper work bench Workspace to configure desktops and laptop computers before they are provided to the end user Includes space for the storage of computers awaiting configurations; for items awaiting disposal; and for the storage of ancillary IT equipment and tools various kinds of equipment needing storage that would need to be inaccessible to the office Equipment in circulation, items being worked on, items being setup, and client equipment are always in our possession and are worked on at our desks. A process, procedure, fix could take hours or days to complete so it would not be possible to remove these items from our desk if we were to step away. a locked, enclosed work space would provide the security required.
Adjacencies	<ul style="list-style-type: none"> Locate with other computer
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Card Access for IT FTEs only
Acoustics	<ul style="list-style-type: none"> STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	NA
Equipment	<ul style="list-style-type: none"> Typical office equipment Additional computers, monitors, accessories
Furniture	<ul style="list-style-type: none"> 1 task chair 1 workstation 1 pedestal 1 filing cabinet 1 shelf for IT equipment storage 1 workbench to configure laptops/ desktops

407	Computer Setup Lab	SDDC/SSC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	3 standard electrical duplex receptacles to meet specific equipment needs
Lighting	Base building lighting with 1 separate switch/light control
Communication	3 image/voice/data outlets
Security	Card reader required
Other	

408	Emergency Supplies Storage	MSC-PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> This space is intended to be a designated storage room for emergency supplies for forecasters in the event of a disaster Forecasting operations requires 24/ 7/ 365 operations and must remain functional in a post-disaster situation Provisions will be stored in this room and may include: Food, water, clothes, medicine, etc.. In addition to forecasting, emergency supplies for a catastrophic event like tornadoes, floods, etc.. will be stored in this room.
Adjacencies	<ul style="list-style-type: none"> Near Forecast Operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Direct access from Forecast Operations
Acoustics	<ul style="list-style-type: none"> STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	NA
Equipment	NA
Furniture	Shelves

408	Emergency Supplies Storage	MSC-PASPC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	
Lighting	1 standard electrical duplex receptacle
Communication	Base building lighting with separate switch/light control and motion sensor
Security	
Other	

409	Environmental Assessment	EPOD
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Area for storage of technical manuals and project manuals for Environmental Assessment and Compliance Promotion
Adjacencies	<ul style="list-style-type: none"> EPOD office area
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Open
Acoustics	<ul style="list-style-type: none"> STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Work counter
Equipment	NA
Furniture	<ul style="list-style-type: none"> Shelves for technical manuals, project manuals, EA and compliance promotion materials 4 filing cabinets (3 drawer)

409	Environmental Assessment	EPOD
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Mechanical

HVAC	Minimum requirement: Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Standard electrical duplex receptacle for general use.
Lighting	Base building lighting on a separate switch/light control and motion sensor
Communication	Image/voice/data outlet for general use
Security	Card reader required
Other	

5.6 Office Space – Special Purpose/ Non Compliant Data Sheets (600s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

601	Mail Staging	CSB-ARPSD
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • mail and reception services to all employees • courier • security screening of incoming mail and parcels • The staff working in the mail room provide some security services, issuing swipe cards, signing in visitors and providing visitor passes. • Storage of incoming/ outgoing parcels • Storage of coolers • May require mail slots as mail is not delivered to branches • ID photography is conducted in this area – a white wall is required • Recycling area is located in this area
Adjacencies	Near reception
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Card Access
Acoustics	STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	YES, could be borrowed from transfer of natural light across open workstations
Millwork	<ul style="list-style-type: none"> • Upper and lower cabinets
Equipment	<ul style="list-style-type: none"> • Table top Mail sorting machine, postage meter and scale • Fax, scan/printer unit
Furniture	2 small desks 2 chairs surface for packaging

601	Mail Staging	CSB-ARPSD	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 3 standard electrical duplex receptacles (1 circuit) for general use • Standard electrical duplex receptacle to meet specific equipment needs
Lighting	Base building lighting with separate switch/light control
Communication	Image/voice/data to meet specific equipment needs
Security	Card reader
Other	

602	Secure Intelligence	EB-EED/WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Secure Room 2 as per the RCMP Standard G1-029 -Secure Rooms. • Room must meet construction requirements of a Secure Room 1 as per RCMP Guideline G1-029 - Secure Rooms and pass an RCMP physical security assessment. • Enclosed secure room with a computer work station, printer and shredder. • Access can include CPIC, preparing search warrants, gathering intelligence on known or suspected violators, and is integral to intelligence, investigative and inspection processes.
Adjacencies	In secure EB office area.
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Card Access
Acoustics	As per G1-029
Partitions	As per G1-029
Wall Finishes	As per G1-029
Floor Finishes	As per G1-029
Ceiling Finishes	As per G1-029
Daylight	As per G1-029
Millwork	Not required
Equipment	Computer Printer Shredder Secure FAX
Furniture	<ul style="list-style-type: none"> • 1 office chair • 1 task chair • 1 workstation • 1 pedestal • 1 filing cabinet

602	Secure Intelligence	EB-EED/WED
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	3 standard electrical duplex receptacles (2 circuit)
Lighting	Base building lighting with 1 separate switch/ lighting control and motion sensor
Communication	2 image/voice/data outlets
Security	Card reader
Other	

603	Evidence Storage Documents	EB-EED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Room to be designed to Type 2 RCMP Exhibit Room Security standards • Evidence room for storage of samples and files. This needs to be a separate Environmental Enforcement space that is not shared with any other group in order to ensure proper chain of custody as per the Canada Evidence Act. • This room will be used as a file room where additional safeguards are incorporated to protect information. Classification of documents requires additional security measures. • used for the storage and processing of classified information • Rules associated with evidence handling require that hard copies and original documents be kept rather than being scanned, e-filed and destroyed so there will always be a need for hard copy secure file storage. • Enclosed secure room that is used to store documents that have been obtained via search warrant or other legal means so that the documents are considered as evidence. • Typically banker boxes are used and a means must exist so that boxes from the same file or officer are accessible and identifiable. • Options include large heavy duty shelving to individually assigned large storage cabinets or case specific cabinets. • Documentary evidence must be stored in a secure dry area to ensure document preservation and continuity of evidence. • Evidence cannot be stored with general supplies and officers need to be able to keep evidence secure in a restricted access area. • Evidence rooms have a sign in/ out ledger so that access can be verified and justified in court. • Based upon ~ 10 officers (20m² for 5 officers, addition 2m² for each additional officer)
Adjacencies	In secure EB office area.
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB – sheet steel welded to studs
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT and GB
Daylight	NA
Millwork	Not required
Equipment	NA
Furniture	Heavy duty shelving

603	Evidence Storage Documents	EB-EED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2 standard electrical duplex receptacles for general use
Lighting	Base building lighting with 1 separate switch/ light control
Communication	1 image/voice/data outlet
Security	Card reader
Other	

604	Evidence Storage Documents	EB-WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Room to be designed to Type 2 RCMP Exhibit Room Security standards • Evidence room for storage of samples and files. This needs to be a separate Environmental Enforcement space that is not shared with any other group in order to ensure proper chain of custody as per the Canada Evidence Act. • This room will be used as a file room where additional safeguards are incorporated to protect information. Classification of documents requires additional security measures. • used for the storage and processing of classified information • Rules associated with evidence handling require that hard copies and original documents be kept rather than being scanned, e-filed and destroyed so there will always be a need for hard copy secure file storage. • Enclosed secure room that is used to store documents that have been obtained via search warrant or other legal means so that the documents are considered as evidence. • Typically banker boxes are used and a means must exist so that boxes from the same file or officer are accessible and identifiable. • Options include large heavy duty shelving to individually assigned large storage cabinets or case specific cabinets. • Documentary evidence must be stored in a secure dry area to ensure document preservation and continuity of evidence. • Evidence cannot be stored with general supplies and officers need to be able to keep evidence secure in a restricted access area. • Evidence rooms have a sign in/ out ledger so that access can be verified and justified in court. • Based upon ~ 5 officers (20m² for 5 officers, addition 2m² for each additional officer)
Adjacencies	In secure EB office area.
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB – sheet steel welded to studs
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT and GB
Daylight	NA
Millwork	Not required
Equipment	NA
Furniture	Heavy duty shelving

604	Evidence Storage Documents	EB-WED
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2 standard electrical duplex receptacles for general use
Lighting	Base building lighting with 1 separate switch/ light control
Communication	1 image/voice/data outlet
Security	Card reader
Other	

605	Interview	EB-EED/WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Interview room with audio/video recording capacity for taking statements. The interview room should be equipped with camera and dedicated computer to record the video to. • All officers require access to a secure walled area where suspect/ witness interviews can be undertaken. The room should have a minimum of one video camera with external control and sufficient space for 2 to 3 officers, the interviewee and their counsel. • Suspect/ witness interviews and statements are to be completed private and secure areas to ensure privacy and integrity of statements. • Primary activities are: <ul style="list-style-type: none"> • 1. Interviewing • 2. Photography • 3. Fingerprinting • Require 1 way glazing between Interview and Remote Interview for observation • Construction specifications to be based on RCMP requirements
Adjacencies	<ul style="list-style-type: none"> • The interview room should be away from the general workspace area so that interviewees can come and go discreetly • Close to EB entrance • In secure EB office area.
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 50
Partitions	GB/GZ
Wall Finishes	PT/ AP
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	NA
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Wall mounted telephone for suspects to discuss privately with legal counsel • "Room in use" light
Furniture	4 chairs 1 interview table 1 fingerprinting table

605	Interview	EB-EED/WED
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Noise control to maintain required noise rating. • Sound isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 1 standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet specific equipment needs
Lighting	Base building lighting with 1 separate switch/ light control
Communication	<ul style="list-style-type: none"> • 1 image/voice/data outlet
Security	Card reader
Other	

606	Secure Quiet	EB-EED/WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Conversations regarding investigations, court proceedings, media interviews, discussions with the Crown or Defence must be held in private for confidentiality purposes. • Within enforcement there is the need to speak to clients, informants, or witnesses on the phone. • Any situation of annual appraisals, discipline or other supervisor-subordinate or HR issues must take place in private. • Access is usually through a reservation process. • This smaller room may serve a secondary "interview room" as there may be a requirement to interview multiple suspects or witnesses. • This room may also serve for sensitive teleconferences or phone conversations, supervisor-subordinate meetings, or sensitive face to face meetings. • Portable camera may be used as needed when used for interview purposes.
Adjacencies	<ul style="list-style-type: none"> • Locate near open workstations • In secure EB office area.
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	Provision of sound privacy construction to meet an overall sound attenuation rating of STC 50.
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	TBD
Equipment	N/A
Furniture	1 table 2 chairs

606	Secure Quiet	EB-EED/WED
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Noise control to maintain required noise rating. • Sound isolation.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2 standard electrical duplex receptacles (1 circuit)
Lighting	Base building lighting with 1 separate switch/light control (task light recommended) and motion sensor
Communication	1 image/voice/data outlet
Security	Card reader
Other	

607	Barometry Lab	MSC-AMS
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Workshop/lab space for minor/small instrument repairs and calibration • equipment/sensor storage area • The lab area needs to have one or more soldering stations with portable fume handlers. It would be beneficial to have an industrial sink with hot and cold running water. • Cleaning of small parts in the field (double stainless steel sink)
Adjacencies	<ul style="list-style-type: none"> • Near MSC-AMS workstations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Direct access
Acoustics	STC 45
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Lab work benches – 16,000mm in length
Equipment	Fume hood
Furniture	<ul style="list-style-type: none"> • Chairs • 6000mm of shelving

607	Barometry Lab	MSC-AMS	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • General exhaust fan w/ on/off switch to exhaust to outdoors.
Plumbing Fixtures	Stainless steel double sink for cleaning small parts from the field
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 20 standard electrical duplex receptacles for general use (1 for every 1500mm on workbench, 8 below work bench) • Standard electrical duplex receptacles to meet equipment/activity needs • Equipment connections
Lighting	<ul style="list-style-type: none"> • Base building lighting with 1 separate switch/light control (task light recommended) and motion sensor • Task light above work bench
Communication	6 image/voice/data outlet
Security	
Other	

608	Forecast Operations	MSC-PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> the weather centre is a 24/7/365 operation. There are 6 large forecaster workstations that are physically connected to effectively use space and to foster team collaboration. Large operational workstations with a minimum of 4 computer screens per station. Desks will be large and will be height adjustable Four desks form the primary operational space while the other two are workstation “hot backups”, that are also used to support BCP responsibilities and operational support during critical weather situations. An additional, smaller workstation is used for CANWARN personnel during critical weather situations. A specialized plotter for creating large weather maps is part of this space as is a large format scanner, a 4-in-1 photocopier, and an 11-18” colour printer for addition special weather maps and documents. Forecast operations uses six large (40” or larger) wide screen monitors, suspended from the ceiling to monitor a wide variety of weather information across the office’s significant area of responsibility. This special purpose space also has a raised floor to house the extensive network of wiring required for all of this equipment. very large collaboration screen on one wall HVAC demands due to equipment and for 24 hour work are high. The space is mission-critical for the government. Uninterruptable power (short and long term) for mission-critical systems, lighting and HVAC, are required Significant power and uninterruptable power backup capacity that can sustain the entire operational setup. There would be extensive wiring requiring special accommodation such as elevated floors, wiring/power posts, etc. There will be a minimum of five forecast and service desks. Additional desks may be required as “hot backups” and for business continuity capacity The space will foster team collaboration. A large collaborative screen will be visible to all desks. A number of large 40”-50” screens, displaying weather data, etc., will hang from the ceiling to enhance team situational awareness
Adjacencies	<ul style="list-style-type: none"> Windows are preferred for forecasters to assess the sky as some client requirements are local to the city area. Not near a major corridor to reduce any disruptions
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> The 24/7 space will be secure while having enhanced some accessibility for clients during regular business hours.
Acoustics	<ul style="list-style-type: none"> Acoustic panels to absorb sound Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT/ AP

Floor Finishes	AF – Access Flooring for cables RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Yes with window coverings
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Plotters • Monitors • printer/ scanners • A series of large collaborative screens will be visible to all desks. These screens, hung from the ceiling or mounted to the walls, will display weather data, social media feeds (such as Twitter), etc. to enhance team situational awareness.
Furniture	Book shelves 6 large workstations 1 smaller workstation 7 task chairs Stationery storage

608	Forecast Operations	MSC-PASPC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Additional cooling if required. • Copier exhaust fan w/ on/off switch to exhaust to outdoors.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Significant power and uninterruptable power backup capacity that can sustain the entire operational setup will be required. • Emergency power is mandatory to ensure 24/7/365 weather centre operation. • Standard electrical duplex receptacles for general use • Provide standard electrical duplex receptacles to meet workstations needs such as 4 screens per work stations, height adjustable and ancillary devices, refer to activity /design guidelines for this space • Provide electrical connection to meet specific equipment needs
Lighting	Base building lighting
Communication	Image/voice/data outlets to meet specific equipment and activity/design guideline needs, refer to activity/design guidelines for this space
Security	
Other	Provide cable tray or suitable raceway under raised floor

609	CONTINGENCY BACKUP OFFICE	MSC-PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • this multi-use space is a somewhat smaller version of the Forecast Operations area. • It mirrors the functionality of the primary operational area and is used as a backup facility for contingency purposes, both for the office and for the Ontario Storm Prediction Centre. • Four forecaster workstations, with the same specialized furniture are used in this space. • Two large overhead 40"+ situational awareness monitors are used. • This space is also a highly specialized training area, whose capabilities will be further enhanced in the future. • This space is designed to train meteorologists on operational techniques, new science applications, and weather event simulation. • The area is designed to provide collaborative work between offices for both operational and training purposes. • Two more workstations are positioned adjacent to this space to provide a larger training venue as required. • All six workstations can also be used for specialized project work. • Additional workstation (PC-based) is used to graphics, video, and presentation development. It can also be used to support the situation awareness monitors and to support virtual training sessions.
Adjacencies	<ul style="list-style-type: none"> • Locate on the opposite side of Forecast Operations – on the same floor
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • The 24/7 space will be secure while having enhanced some accessibility for clients during regular business hours. • Recommend a 40dBA target
Acoustics	Acoustic panels to absorb sound
Partitions	GB/GZ
Wall Finishes	PT/ AP
Floor Finishes	AF – Access Flooring for cables RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Yes with window coverings
Millwork	Not required
Equipment	Plotters Monitors printer/ scanners
Furniture	Book shelves 6 large workstations 1 smaller workstation 7 task chairs Stationery storage

609	CONTINGENCY BACKUP OFFICE	MSC-PASPC	
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> Significant power and uninterruptable power backup capacity that can sustain the entire operational setup will be required. Emergency power is mandatory to ensure 24/7/365 weather centre operation. Standard electrical duplex receptacles for general use Provide standard electrical duplex receptacles to meet workstations needs such as 4 screens per work stations, height adjustable and ancillary devices, refer to activity /design guidelines for this space Provide electrical connection to meet specific equipment needs
Lighting	Base building lighting
Communication	Image/voice/data outlets to meet specific equipment and activity/design guideline needs, refer to activity/design guidelines for this space
Security	
Other	Provide cable tray or suitable raceway under raised floor

610	Media Relations Room	MSC-PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • A media briefing area will be located adjacent to this operation workspace. It will be enclosed, have its own workstation with up to three screens, have flexible lighting for television interviews, windows overlooking the forecast operations, and will extra sound-proofing. • This area is a semi enclosed area that serves as a place for media briefings in case of severe or significant weather events. • It also includes the equipment racks that house the automated telephone answering devices which provide telephone recordings of current weather, forecasts and warnings in for public callers. • Finally in this area is the weather radio monitoring equipment. • All the functions and equipment are in support of the provision of weather information to Canadians. • multiple media outlets to receive weather information.
Adjacencies	<ul style="list-style-type: none"> • Near Forecast Operations • windows overlooking the forecast operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Direct access
Acoustics	<ul style="list-style-type: none"> • Acoustic panels to absorb sound • Recommend a 40dBA target
Partitions	GB/GZ
Wall Finishes	PT/ AP
Floor Finishes	AF – Access Flooring for cables RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	3 screens
Furniture	Workstation Chair Federal and Provincial flags

610	Media Relations Room	MSC-PASPC	
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Mechanical

HVAC	<ul style="list-style-type: none"> Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> Emergency power is mandatory to ensure 24/7/365 weather centre operation. Standard electrical duplex receptacles for general use Provide standard electrical duplex receptacles to meet workstations needs such as 4 screens per work stations, height adjustable and ancillary devices, refer to activity /design guidelines for this space <p>Provide electrical connection to meet specific equipment needs</p>
Lighting	<ul style="list-style-type: none"> Special lighting for media Flexible lighting
Communication	Image/voice/data outlets to meet specific equipment and activity/design guideline needs, refer to activity/design guidelines for this space
Security	
Other	

611	Forecaster Lockers	MSC-PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Forecasters require a separate storage area for personal items • Forecasters do not have designated workstation areas • Normal locker activities • Lockers for temporary use • Clean, sanitary, bright • Lockers: 20
Adjacencies	<ul style="list-style-type: none"> • Near Forecast Operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Direct access
Acoustics	STC 45
Partitions	GB/GZ
Wall Finishes	PT/ AP
Floor Finishes	AF – Access Flooring for cables RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	Not required
Furniture	Lockers Benches Coat hooks

611	Forecaster Lockers	MSC-PASPC
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet equipment/activity needs
Lighting	Base building lighting with motion sensor
Communication	Image/voice/data
Security	
Other	

612	Dissemination Equipment	MSC-SD
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • ATAD/Weatheradio telephone lines and monitoring equipment • Storage space for the dissemination equipment.
Adjacencies	<ul style="list-style-type: none"> • Near Forecast Operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Card access
Acoustics	STC 45
Partitions	GB/GZ
Wall Finishes	PT/ AP
Floor Finishes	AF – Access Flooring for cables RF or CPT
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Computer • Telephones/ lines • Shelves
Furniture	<ul style="list-style-type: none"> • Workstation • Chair

612	Dissemination Equipment	MSC-SD	
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet equipment/activity needs
Lighting	Base building lighting with motion sensor
Communication	Image/voice/data
Security	
Other	

613	Instrumentation Lab	MSC-WSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> This Room could be combined with 613 Instrumentation Lab Calibrating special equipment Testing equipment and instrumentation.
Adjacencies	<ul style="list-style-type: none"> Near MSC-WSC work stations and adjacent to MSC AMS Barometry Lab wider corridors will be required to host these type spaces
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> Closed/ direct access. This area will have OSH hazards involved – not in general office space.
Acoustics	<ul style="list-style-type: none"> STC 46
Partitions	CB
Wall Finishes	PT
Floor Finishes	RF/ CONC
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	<ul style="list-style-type: none"> Work benches (length to be confirmed)
Equipment	<ul style="list-style-type: none"> General storage shelves (racking) with electrical outlets and direct lighting.
Furniture	Not required

613	Instrumentation Lab	MSC-WSC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • This Room could be combined with 613 Instrumentation Lab • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc) • Supply and Return air diffuser(s)/grille(s). • Noise control to maintain required noise rating and isolation. • Standard temperature range • Warehouse style HVAC system • Baseboard radiation at exterior walls/windows • Transfer fan complete with on/off switch and CO2 controller to exhaust to outdoors • Return Air isolated from the base building system • Noise control to maintain required noise rating • Additional cooling unit maybe required • Vent hood for soldering station. •
Plumbing Fixtures	<ul style="list-style-type: none"> • Extra Large industrial double sink with hot / cold water
Plumbing Services	<ul style="list-style-type: none"> • Cold water, hot water, drain and vent piping. • Contained area 3'x3' with floor drain and vent piping as required.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • This Room could be combined with 613 Instrumentation Lab • Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet equipment/activity needs • Additional power for charging and calibrating small electronic equipment • Electrical connections to accommodate current Electrical Testing station desks as per current warehouse.
Lighting	<ul style="list-style-type: none"> • Base building lighting with separate switch/light control and motion sensor • 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
Communication	Image/voice/data
Security	Card reader
Other	<ul style="list-style-type: none"> • Cable conduit to roof for testing_ of GOES cable/cellular booster/ GPS booster • Access to roof for testing antennas

614	Emergency Operations Centre	MSC- PASPC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Collaborative space in the weather centres. • Ad hoc collaboration between SPCs (through teleconferences) • In the future, it is anticipated that this will expand to include other work units from MSC (Client Services, Science), as well as other external partners. • External partners who are either currently or anticipated to be and increasing part of this collaboration are from the Provincial Government (such as: Emergency Management Organizations, Flood Forecast Centres), Municipalities, and Non-Governmental Organizations whose mandate includes public safety (such as: Utility companies, public transportation authorities). • These partners are all, to a certain degree, dependent upon weather information, which is one of our primary outputs, so we may need to host meetings both virtually and in person to support them. • The proposed Emergency Operations Centre is distinct from operational collaboration. • This space will be used for the strategic management of resources to meet weather threats including collaborative decision support with partners and the coordination and management of programs that are distributed across the region. <p>The time scale for such collaboration is beyond the 24 to 48 hour period defined in the Prediction and Services Operations space.</p>
Adjacencies	Near Forecast Operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • The 24/7 space will be secure while having enhanced some accessibility for clients during regular business hours. • Recommend a 40dBA target
Acoustics	Acoustic panels to absorb sound
Partitions	GB/GZ
Wall Finishes	PT, WP
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	Preferred, could be borrowed from transfer of natural light across open workstations
Millwork	Lower cabinet
Equipment	<ul style="list-style-type: none"> • Audiovisual board, Videoconferencing Monitors • video conferencing capabilities. • Based on SSC standards
Furniture	<ul style="list-style-type: none"> • 12 chairs • smaller modular tables put together to maximize functionality.

614	Emergency Operations Centre	MSC- PASPC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Emergency power is mandatory to ensure 24/7/365 weather centre operation. • 4 standard electrical duplex receptacles (2 circuits); 1 only floor mounted • Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles to meet equipment/activity needs
Lighting	<ul style="list-style-type: none"> • Base building lighting with motion sensor • Direct/indirect suspended luminaire(s) to suit meeting (table) function on a separate switch/light control and motion sensor, NOTE this space typically has movable furniture to suit multiple configuration • Dimmable perimeter/accent lighting to support presentation function on a separate switch/light control and motion sensor
Communication	<ul style="list-style-type: none"> • 3 image/voice/data outlets; 1 only floor mounted
Security	<ul style="list-style-type: none"> • Card Access reader
Other	

615	PASPC Server Room	MSC- PASPC/ SSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • higher concentration of electrical and network connections and work surface to accommodate multiple computer components. • A stand alone, functioning forecaster workstation is required for testing new applications and hardware. • At this time, the computer room will require six 42U server racks as well as two 42U relay racks for networking equipment. • Each rack will require two 30 amp 208V electrical circuits fed from separate electrical panels. • An additional two 20 amp 120V electrical circuits is also required for each rack fed from separate electrical panels. • Adequate space is required in front of and behind the racks to install servers. A minimum of 5 ft is required in front of the racks and 3 feet behind the racks is required. • An area is also required to house two air conditioning units to support the cooling requirements for the computer room. Two a/c units are required as one acts as a backup unit. • An area is also required for an Uninterruptible Power Supply (UPS) unit that has sufficient clearance around it as per manufacturer’s recommendations. The UPS is required to supply power to the computer room, LAN closets and the Prairie and Arctic Storm Prediction Centre forecast operations area and project area (acts as a backup forecast centre). The UPS needs to be powered by a generator with at least 24 hour fuel capacity. • The computer room will also require raised flooring for wiring and/or cooling. • Depending on the floor layout and type of telecommunication wiring that is installed in the building, additional relay racks may be required for patch panels in the computer room and any additional LAN closets.
Adjacencies	Near Forecast Operations
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • The 24/7 space will be secure
Acoustics	STC 45
Partitions	GB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	NA
Millwork	NA
Equipment	<ul style="list-style-type: none"> • Computer racking
Furniture	<ul style="list-style-type: none"> • Chair and desk

615	PASPC Server Room	MSC- PASPC/ SSC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Additional cooling.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Emergency power is mandatory to ensure 24/7/365 weather centre operation. Ensure minimum 24 hour fuel capacity. • UPS power distribution system to be powered by Emergency Generator. UPS power feed computer room, LAN closets and forecast operation area and project area. • Refer to Activity/Design Guidelines • Provide standard electrical duplex receptacles form computer stations. Provide several receptacles per computer station to accommodate additional computer components • 2-30amp, 208 volt electrical circuits fed from separate electrical panels required for each rack • 2-20amp, 120 volt circuits fed from separate electrical panels required for each rack • Power for 2 large AC units, one is to act as back-up. • Standard electrical duplex receptacles for general use at 5 foot interval for the perimeter of the room. • Standard electrical duplex receptacles to meet equipment/activity needs
Lighting	<ul style="list-style-type: none"> • Provide general lighting with occupancy sensor. Ensure reasonable lighting levels at front and rear of rack when working. • Provide task lighting at work bench with local switching • Provide emergency DC lighting battery lighting
Communication	<ul style="list-style-type: none"> • Provide 6 42U server racks and 2 42U network racks. Racks to have full length power bar and cable management. • Provide multiple data outlets at computer work station
Security	Card Access Reader
Other	<p>Provide grounding bar on perimeter of room connect to main bus. Provide cable tray around perimeter of room and above all racks Provide fire alarm Horn/Strobe Note raised floor</p>

5.7 Field Space – Special Purpose/ Non Compliant Data Sheets (700s)

- .1 Legend for room data sheets:
 - .1 Partitions
 - .1 GB – Standard Gypsum Board Steel Stud
 - .2 GZ – Glazed partition
 - .3 MP – Movable partition, glazed on top, 1370 high
 - .2 Wall Finishes
 - .1 PT – Paint
 - .2 WP – Wood Panelling
 - .3 CT – Ceramic Tile
 - .4 AP – Acoustic Panels for sound absorbing
 - .3 Floor Finishes
 - .1 CPT - Carpet
 - .2 CT – Ceramic Tile
 - .3 RF – Rubber Floor (sheet product)
 - .4 AF – Access Flooring
 - .4 Ceiling Finishes
 - .1 ACT – Acoustic Ceiling Tile
 - .2 GB – Gypsum Board
 - .3 PT – Paint

701	Evidence Storage – Biologicals	EB-EED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Evidence room for storage of samples before it is used in court • Evidence collected can include effluent samples, chemical products, dangerous goods samples, fish or biological samples from fish kills, seized waterfowl (dead), live animals, plant or animal products. • In some instances samples must be held for a day or two until they can be transported to a laboratory for analysis. In other instances sample may require to be frozen in secure rooms. • With some live evidence it may be necessary to provide short term animal care and husbandry until a long term home is found for a live animal(s). • Temperature control is critical as live animals and plants may need to be kept at warm temperatures; effluent samples at 4 °C and frozen samples at -1 °C to -20°C. • In some cases off-site temporary secure storage may be required (e.g. 20,000 lbs or 8,000 kg container of frozen conch meat). • Continuity of evidence must be maintained for all biological material that is collected as evidence. • Seized material may need to be held for 90 days prior to forfeiture. • Live animals cannot be exposed to toxic substances and must be stored separately (may be a separate area within a larger evidence storage room). • Potentially toxic substances must be kept secure to ensure they do not pose a risk to anyone. • Evidence rooms have a sign in/ out ledger so that access can be verified and justified in court. • Refrigerators or freezers may be needed. In some cases a walk-in cooler/freezer may be needed. • EED: short term secure storage of effluent samples prior to transport to the laboratory; long term storage of dead fish or other biologicals; storage of containers containing chemicals such as ODS and other dangerous goods; small engines, or other tangible goods seized during investigations • WED: oil or other samples frozen waterfowl carcasses; live animals; dry seizures (traditional Asian medicines, skins/ pelts, taxidermy items; mounted trophies due to preservatives; potential pathogens should be stored in area not inhabited • Seized property • Evidence is tagged, ,logged, barcoded, etc.... must be handled by certain individuals in order to preserve chain of custody • Temporary holding of live plants and animals • Additional ventilation required
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB

Daylight	Not required
Millwork	Not required
Equipment	Individual officer cages freezers Walk-in cooler – 1500 x 3050
Furniture	Not required

701	Evidence Storage – Biologicals	EB-EED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Additional cooling if required. • General exhaust fan w/ on/off switch to exhaust to outdoors. • Negative pressure with respect to adjacent spaces.
Plumbing Fixtures	Stainless steel sink, emergency eye wash, floor drain.
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacle to meet specific equipment needs • Electrical connections for specific equipment listed in activities/design guidelines
Lighting	Base building lighting with 1 separate switch/lighting control and motion sensor
Communication	Image/voice/data outlet
Security	Card reader
Other	Freezers to be alarmed for low temp to security system dialer to contact designated person.

702	Evidence Storage – Biologicals	EB-WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Evidence room for storage of samples before it is used in court • Evidence collected can include effluent samples, chemical products, dangerous goods samples, fish or biological samples from fish kills, seized waterfowl (dead), live animals, plant or animal products. • In some instances samples must be held for a day or two until they can be transported to a laboratory for analysis. In other instances sample may require to be frozen in secure rooms. • With some live evidence it may be necessary to provide short term animal care and husbandry until a long term home is found for a live animal(s). • Temperature control is critical as live animals and plants may need to be kept at warm temperatures; effluent samples at 4 °C and frozen samples at -1 °C to -20°C. • In some cases off-site temporary secure storage may be required (e.g. 20,000 lbs or 8,000 kg container of frozen conch meat). • Continuity of evidence must be maintained for all biological material that is collected as evidence. • Seized material may need to be held for 90 days prior to forfeiture. • Live animals cannot be exposed to toxic substances and must be stored separately (may be a separate area within a larger evidence storage room). • Potentially toxic substances must be kept secure to ensure they do not pose a risk to anyone. • Evidence rooms have a sign in/ out ledger so that access can be verified and justified in court. • Refrigerators or freezers may be needed. In some cases a walk-in cooler/freezer may be needed. • EED: short term secure storage of effluent samples prior to transport to the laboratory; long term storage of dead fish or other biologicals; storage of containers containing chemicals such as ODS and other dangerous goods; small engines, ,or other tangible goods seized during investigations • WED: oil or other samples frozen waterfowl carcasses; live animals; dry seizures (traditional Asian medicines, skins/ pelts, taxidermy items; mounted trophies due to preservatives; potential pathogens should be stored in area not inhabited • Seized property • Evidence is tagged, ,logged, barcoded, etc... must be handled by certain individuals in order to preserve chain of custody • Temporary holding of live plants and animals • Additional ventilation required
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB

Daylight	Not required
Millwork	Not required
Equipment	Individual officer cages freezers Walk-in cooler – 1500 x 3050
Furniture	Not required

702	Evidence Storage – Biologicals	EB-WED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Additional cooling if required. • General exhaust fan w/ on/off switch to exhaust to outdoors. • Negative pressure with respect to adjacent spaces.
Plumbing Fixtures	Stainless steel sink, emergency eye wash, floor drain.
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacle to meet specific equipment needs • Electrical connections for specific equipment listed in activities/design guidelines
Lighting	Base building lighting with 1 separate switch/lighting control and motion sensor
Communication	Image/voice/data outlet
Security	Card reader,
Other	Freezers to be alarmed for low temp to security system dialer to contact designated person.

703	Locker/ Shower Male/ Female	EB-EED/ EB-WED	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> This is a security zone accessible to officers where each officer would have a large locker for the storage of uniform and enforcement protective equipment such as their duty belt, accessories and other specialized equipment such as binoculars, spotting scopes, etc. which must be kept secure when off duty. Private change room where an officer may change from civilian to uniform attire Required for changing into uniforms Uniforms need to be kept at the work locale for wear while on duty and space needs to be set aside for the storage of uniforms and for the changing to and from uniform at start and finish of work periods. Officers are issued uniform clothing and protective equipment for 4 seasons and some of the items such as parkas, insulated coveralls, wind-pants, soft body armour, winter boots etc. require significant locker space. A shower is also required in the change rooms due to the exposure of contaminants and chemicals during inspections (OSH) PPE storage space – sufficient lockable storage for personal protective equipment (rubber boots, winter boots, safety vests, hard hat, safety goggles, coveralls, hip waders, ATV helmets etc.) and duty bag. These items must be stored such that they are ready to go in the event of an environmental incident requiring a rapid response time. Ideally this storage would be located in the same area as the change room.
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT/ CT
Floor Finishes	RF/ CT
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	Oversize lockers Benches Shelves
Furniture	



703	Locker/ Shower Male	EB-EED/ EB-WED	
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Mechanical

HVAC	
Plumbing Fixtures	
Plumbing Services	
Fire Protection	

Electrical

Power	
Lighting	
Communication	
Security	
Other	

704	Fire Arms Storage/ Mntnce Enforcement	EB-WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • loading/unloading, storage, cleaning area with venting, gun safe area – individual safes (pistol and long gun) • A secure room based on Storage and RCMP construction specifications for Secure Room is needed for the storage of Agency/Departmental firearms that are issued to officers and for "Protected" Firearms that are seized. • Agency Firearms are stored in separate safe from Protected firearms • Storage options may include individual safes to racks of individual strong boxes/gun lockers stored within a designated High Security Zone. • A secure container is also required to store ammunition seized ammunition. • Bullet trap/loading station for safety. • Firearms cleaning –firearms room should have a stainless steel workbench and exhaust system so that officers may clean their duty firearms and cleaning solvent vapours are removed. • Should have a bullet trap/loading station so that WED officers can load/unload their duty firearm in privacy. This is an Occupational Health and Safety issue for the officer and adjoining building tenants. • WED routinely seeks forfeiture of firearms and ammunition used in the commission of an offence so evidence storage must be adequate to hold several firearms for potential destruction.
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Stainless steel workbench
Equipment	Guns safes Gun lockers Secure container Bullet Trap
Furniture	Not required

704	Fire Arms Storage/ Mntnce Enforcement	EB-WED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Dedicated exhaust.
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2 –standard electrical duplex receptacles for general use
Lighting	Base building lighting with 1 separate switch/lighting control and motion sensor
Communication	1 – image/voice/data (is telephone required in this room)?????
Security	Card reader
Other	

705	Wet Lab	EB-EED/ EB-WED
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Lab in secure zone used for calibrating instruments, preparing sample preservatives and dissecting samples (fish, waterfowl). • Secure lab is required to ensure field instruments are calibrated and that evidence may be processed (dissecting fish, extracting pellets from waterfowl). • Officers are required to testify that equipment was calibrated and tested prior to field use. • Certified sample containers are stored in the wet lab area for immediate use. • Field testing equipment storage and charging area • Dual sinks with drainage area for cleaning and sanitizing of analytical equipment • Counter Space for calibrating equipment and preparing samples. • Chemical Storage Cabinet that complies with National Fire Code for storage of hazardous chemicals used as cleaners, standards and preservatives for legal samples/sampling. (ex. HNO₃, Na₂S₂O₃, H₂SO₄, NaOH, K₂Cr₂O₇) • Locked storage legal sampling equipment (various bottles, pipettes, carboys, pH meters, multi-gas meters – legal requirement to maintain chain of custody). • Space for Deionized Water machine. • Exhaust hood that complies with National Fire Code requirements • Eye wash and shower station • 2 small fridges for storing samples prior to shipment • Chest freezer for storing ice required for shipping samples • Ample shelving for coolers required for shipping samples (i.e. One LC50 bioassay sample required 6 large coolers each containing a 20L carboy) • Type 1 analytical grade Deionized Water System • Vented secure storage cabinet for hazardous chemicals used as cleaners, standards and preservatives for legal samples/sampling.
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Lab work benches
Equipment	Fume Hood
Furniture	Not required

705	Wet Lab	EB-EED/ EB-WED	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Additional cooling if required. • General exhaust fan w/ on/off switch to exhaust to outdoors. • Fume hood exhaust. • Negative pressure with respect to adjacent spaces.
Plumbing Fixtures	Stainless steel sinks (2), emergency eye wash/shower, floor drains.
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 1-Standard electrical duplex receptacles for general use • Standard electrical duplex receptacles for lab bench equipment location flexibility • Standard electrical duplex receptacle to meet specific equipment needs • Electrical connections for specific equipment listed in activities/design guidelines
Lighting	Base building lighting with 1 separate switch/lighting control and motion sensor
Communication	Image/voice/data outlet
Security	Card reader
Other	

706	Equipment Storage	EB-EED/ EB-WED	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> to house all the uniforms and personal inventory equipment issued to Wildlife Officers), including uniforms, jackets, kevlar vests, duty belts with prohibited/restricted weapons, camera, voice recorder, radios, infrared cameras, binoculars, spotting scopes, range finders, Trophy Shipment Equipment including PPE, face masks, drills);
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	Heavy duty shelving
Furniture	Not required

706	Equipment Storage	EB-EED/ EB-WED	
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2-standard electrical duplex receptacles for general use.
Lighting	Base building lighting with 1 separate switch/light control and motion sensor
Communication	
Security	Card reader
Other	

707	Firearms Storage NON-Enforcement	CWS	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Storage of non-restricted firearms for field staff • Firearms cleaning
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	Gun safe 1800 stainless steel workbench Lockable wall cabinets above workbench
Furniture	Not required

707	Firearms Storage NON-Enforcement	CWS	
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	2-standard electrical duplex receptacle for general use (on above workbench)
Lighting	Base building lighting with 1 separate switch/light control with motion sensor
Communication	
Security	Card reader
Other	

708	Lab Biologicals	ESB-CWS	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • to handle and process wildlife/biological samples; sort tail feathers and wings and other parts • CWS receives wildlife parts (migratory game bird wings and tail fans) annually as per responsibilities for sustainable harvest management. • CWS requires sufficient room for sorting of tail feathers and wings by four people, approximately 20m². • The room also requires appropriate counter top space and stainless steel sink with water. • Lab space is also used as a temporary staging area for seasonal field programs that require safe storage of equipment that cannot be left in vehicles overnight. • This is not an analytical lab. No reagents are used or stored. There is no requirement for a fume hood or ventilated cabinets. • Storage of field equipment, leg bands for birds, binoculars, spotting scopes • Stand up; reach-in freezer
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Lab upper cabinets
Equipment	<ul style="list-style-type: none"> • Stand up; reach-in freezer (2130 wide stand up; self contained freezer (70 cubic feet) • 6000 mm stainless steel countertops + double sink • Above counter shelving with under shelf task lighting
Furniture	Not required

708	Lab Biologicals	ESB-CWS	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Additional cooling if required. • General exhaust fan w/ on/off switch to exhaust to outdoors. • Negative pressure with respect to adjacent spaces.
Plumbing Fixtures	<ul style="list-style-type: none"> • 6000 mm stainless steel countertops + double sink
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • 3-Standard electrical duplex receptacle for general use • Standard electrical duplex receptacle for equipment listed above • 240 v plug on wall for freezer
Lighting	<ul style="list-style-type: none"> • Base building lighting with 1 separate switch/light control and motion sensor • Above counter shelving with under shelf task lighting
Communication	2-image/voice/data
Security	Card reader
Other	

709	Equipment Storage	S&T-WQMSD	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • to house all <ul style="list-style-type: none"> • OSH equipment • Life Jackets • Floater jackets • Winter Boots • Parkas • Coolers
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	Heavy duty shelving
Furniture	Not required

709	Equipment Storage	S&T-WQMSD	
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Mechanical

HVAC	Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Standard electrical duplex receptacle for general use
Lighting	Base building light with 1 separate switch/light control with motion sensor
Communication	
Security	Card reader
Other	

710	Lab	S&T-WQMSD
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Lab with cooler, fume hood, chemical storage • The lab is to be divided into 3 areas: <ul style="list-style-type: none"> • Wet/ Clean area • Dry/ Clean area • Dirty area • Science and Technology, Water Science has been tasked with working on the Lake Winnipeg rehabilitation project and the Oil Sands Monitoring Program. • The lab work includes preparation of sampling equipment, calibrates instrumentation, analysis of sediment and water samples, bacterial testing (no containment levels defined) nutrient testing. • Incorporate storage and 2 sq m walk in cooler to preserve samples. • Sinks: <ul style="list-style-type: none"> • Dual sinks with drainage are for cleaning and sanitizing of analytical equipment • Large sink to accommodate water sample filtration system • Small sink to accommodate DI system overflow, maintenance and tank purging • Stainless steel counter with integral sink for preparing fish samples and reducing potential for cross contamination • Counter space for calibrating equipment and preparing samples • Counter space for packing and shipping samples, separate from chemical area • Chemical storage cabinet: NFC compliance for storage of hazardous chemicals used as cleaners, standards and preservatives for samples • Deionized water system: small sink to accommodate DI system overflow, maintenance and tank purging • Incubators for bacterial testing • Sterilizer, Exhaust hood • Walk-in cooler for storing samples prior to shipment: 1200 x 1800 • Chest freezers for storing ice required for shipping samples • Storage: <ul style="list-style-type: none"> • Shelving for sample bottles, coolers and supplies required for shipping samples • Shelving for sampling and testing equipment (pH meters, multi-gas meters, turbidity meter, pipettes, filtration system, manuals etc... • PPE, WHMIS/MSDS information, first aid items
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access
Acoustics	STC 45
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required

Millwork	Lab upper and lower cabinets
Equipment	<ul style="list-style-type: none"> • Heavy duty shelving • Fume Hood
Furniture	Not required

710	Lab	S&T-WQMSD	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s). • Return air isolated from the base building system. • Additional cooling if required. • General exhaust fan w/ on/off switch to exhaust to outdoors. • Fume hood exhaust(s) to be confirmed. • Negative pressure with respect to adjacent spaces.
Plumbing Fixtures	Stainless steel sinks, emergency eye wash/shower, floor drain.
Plumbing Services	Cold water, hot water, drain and vent piping.
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Standard electrical duplex receptacle to meet specific equipment needs • Electrical connections for specific equipment listed in activities/design guidelines
Lighting	Base building lighting with 1 separate switch/lighting control and motion sensor
Communication	Image/voice/data outlet
Security	Card reader
Other	Freezers to be alarmed for low temp to security system dialer to contact designated person.

711	Instrumentation Lab	MSC-WSC
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • This Lab is used for preparing equipment and instrumentation for deployment to the field. • Large space for staging/trouble shooting of equipment/instrumentation. • Room will be equipped with large shelves and tables as per current WSC staging area. • Will also be used for performing two peg tests, and stringing orifice line.
Adjacencies	<ul style="list-style-type: none"> • Lower level adjacent to loading dock/ elevators for loading and unloading from trucks
Dimensions	Refer to space summary sheet
Access	<ul style="list-style-type: none"> • Direct access for WSC staff only • Require access with standard pallet jacks • Card access for FTEs
Acoustics	STC 45
Partitions	CB
Wall Finishes	PT
Floor Finishes	RF or CONC
Ceiling Finishes	ACT or GB
Daylight	Not required
Millwork	NA
Equipment	NA
Furniture	<ul style="list-style-type: none"> • Combination of general storage shelves (racking) and large tables with direct lighting • Lockable cage for inventory management

711	Instrumentation Lab	MSC-WSC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Standard temperature range • Warehouse style HVAC system • Baseboard radiation at exterior walls/windows • Dedicated thermostat control • Transfer fan complete with on/off switch and CO2 controller • Noise control to maintain required noise rating • Additional cooling unit maybe required
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	Standard electrical duplex receptacles (2 circuits)
Lighting	<ul style="list-style-type: none"> • Base building lighting with separate switch/light control and motion sensor • 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
Communication	2 image/voice/data outlets
Security	Card Access reader
Other	

712	Computer Setup Lab	CSB – SDDC & SSC	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> • Workspace to configure, repair test and store desktops and laptop computers before they are provided to the end user • Includes space for the storage of computers awaiting configurations; for items awaiting disposal; and for the storage of ancillary IT equipment and tools • various kinds of equipment needing storage that would need to be inaccessible to the office • Equipment in circulation, items being worked on, items being setup, and client equipment are always in our possession and are worked on at our desks. • A process, procedure, fix could take hours or days to complete so it would not be possible to remove these items from our desk if we were to step away. • a locked, enclosed work space would provide the security required.
Adjacencies	Main Floor (Level 2) near West Entrance
Dimensions	Refer to space summary sheet
Access	Card Access for IT FTEs only
Acoustics	STC 45 - The equipment noise could also be a concern.
Partitions	GB/ CB
Wall Finishes	PT
Floor Finishes	RF
Ceiling Finishes	ACT/GB
Daylight	Not required
Millwork	Not required
Equipment	<ul style="list-style-type: none"> • Typical office equipment • Additional computers, monitors, accessories
Furniture	<ul style="list-style-type: none"> 1 task chair 1 workstation 1 pedestal 1 filing cabinet 1 shelf for IT equipment storage 1 workbench to configure laptops/ desktops

712	Computer Setup Lab	CSB - SDDC	
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Mechanical

HVAC	<ul style="list-style-type: none"> • Individual thermostat control w/dedicated terminal unit (VAV, fan-coil, etc). • Supply and Return air diffuser(s)/grille(s).
Plumbing Fixtures	
Plumbing Services	
Fire Protection	Per building architectural code review.

Electrical

Power	<ul style="list-style-type: none"> • Workstations / setup areas should have additional power and LAN access to accommodate multiple computer/workstation setups. • 6 standard electrical duplex receptacles (3 circuits)
Lighting	Base building lighting with motion sensor
Communication	6 image/voice/data outlets image/voice/data outlets to support program equipment requirements
Security	Card Access reader for IT FTEs only
Other	