

Appendix B

Department of Fisheries and Oceans 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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Appendix B - Department of Fisheries and Oceans Functional Program

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1.0 Introduction

1.1 DEPARTMENT OF FISHERIES AND OCEANS GENERAL REQUIREMENTS

- .1 DFO currently occupies the entire FWI as the sole tenant.
- .2 DFO requires office space for 286 employees + special purpose space (SPS). SPS requirements for DFO include a Finance Archive area; and Fisheries Management Interview Room and Firearms Storage Area. In addition to these spaces, labs are a significant requirement for the Science branches of DFO. DFO indicated that existing lab usage is not efficient as per a 2009 Lab Utilization report and is committed to reducing the number of labs by optimizing their usage. With the results of the functional programming process, DFO will internally assess and re-organize the usage of labs. Many labs are currently used as office space and storage space but will be re-purposed to labs in this co-location project. Program groups are scattered over several levels at the FWI resulting in:
 - .1 Unnecessarily high operating costs
 - .2 Non-conformance with Federal fit-up standards
 - .3 Minimizing staff interaction; excessive travel distances within program groups
 - .4 Unhealthy work environment (no access to views or daylight)
 - .5 Space shortage (there is a lack of available lab and office space)

DFO confirmed labs that could not be relocated as follows:

- 1. Level 1 – 0 labs
- 2. Level 2 – 8 labs
- 3. Level 3 – 6 labs
- 4. Level 4 – 13 labs
- 5. Level 5 – 2 labs

These labs are to remain. In addition, with the re-organization of DFO groups, existing labs will be re-purposed as required by DFO to accommodate SPS needs. DFO will internally assess the lab needs of various groups.

Types and locations of existing and proposed labs are presented in section 3.15 of the functional program.

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.

Department of Fisheries and Oceans					
Staff Lists					
		Workstations	Offices	Total Occupants	Total m ²
BRANCH					
Communications	COMMS	8		8	36
Ecosystems Management	EM	63	2	65	303.5
Finance	FIN	7		7	31.5
Fisheries Management	FM	28		28	126
Material & Procurement Services	MPS	8		8	36
Policy & Economics	P&E	13		13	58.5
Real Property, Safety & Security	RPSS	7		7	31.5
Science					
Science - Aquatic Research Division	AARD	8		8	36
Science - Aquatic Research Division Div	AARD DM	11	1	12	59.5
Science - Ecosystem Impacts	EI	44	3	47	228
Science - Fisheries Ecology	FE	11		11	49.5
Science - National Aquatic Animal Health	NAAHP	13			58.5
Science - Regional Director of Science C	RDSO	5	1	6	32.5
Science - Stock Assessment	SA	50	3	53	255
Future growth included in staff numbers					
Total		276	10	286	1342

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 DFO (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.

Department of Fisheries and Oceans

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)	10	100.00
Leadership EX 1 - less than 10 funded reports (4.5 m ² u)	0	0.00
Governor in Council Appointees (14 m ² u max)	0	0.00
Fixed (4.5 m ² u max)	276	1242.00
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	1342.00
Total Population		286.00

Error Messages:

Population is equal to Step 1

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	9	45
	Small Meeting Room @ 14 m ² u - seats 6	5	70
	Medium Meeting Room @ 30 m ² u - seats 12	6	180
	Large Meeting Room @ 60 m ² u - seats 20+	1	60
	Kitchenette	5	150
	Shared Equipment Area	6	88
	Telecommunications Room	6	42.9
Total Standard Support Space m²u			635.90

Population is within Support Space tables

Section 4: Open Area Support Space

Description

Printer Stations (1.3 m ² u) one for every 20-30 FTE's	6	7.8
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%	371.61
Total Open Area Support Space m²u	379.41	

Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	963.45
Design Contingency (0% to 10%)	0%	0.00
Total Circulation and Design Space m²u	963.45	

Totals

Description

Section 1: Office and Workstation Space	1342.00
Section 2: Designated Support Space	635.90
Section 2: Call Center Support Space	0.00
Section 2: Public Contact Support Space	0.00
Section 3: Undesignated Support Space	80.00
Section 4: Open Area Support	379.41
Section 5: Circulation and Design Contingency	963.45
Total Fit-up Standards Space Requirements	3716.15
Space Utilization Rate m² usable per FTE /non-FTE	12.99
Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS	315.39
	Meets Standards

2.3 DFO SPACE SUMMARY SHEET

- .1 In addition to the results from the PWGSC WP 2.0 space calculator (100s to 500s), DFO identified Special Purpose Space (SPS) requirements which have been numbered as 600s for Office SPS. Field SPS was not identified but is assumed to be accounted for at FWI. All SPS will need to be confirmed in future design phases when the information is further refined and provided by DFO.
- .2 The following is a summary of the space requirements for DFO. 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.

Department of Fisheries and Oceans			
Space Summary Sheet			
		m ²	m ²
100s	Section 1 Office and Workstation Space	1387.0	
200s	Section 2 Designated Support Space	635.8	
300s	Section 3: Undesignated Support Space	80.0	
400s	Section 4: Open Area Support Space	379.4	
500s	Section 5: Circulation and Design Contingency	963.5	
	Sub-Total	3445.7	3445.7
	<i>Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS</i>	331.8	
	Sub-Total	331.8	3777.5
	Special Purpose Space		
600s	Office Space - Special Purpose / Non Compliant	78.0	
700s	Field Space - Special Purpose / Non Compliant	0.0	
	Sub-Total	78.0	3855
	Space Allocation		Total
Level	Renovation zones		m ²
1	320+85+225		630
2	90+35+240		365
3	50+50+15+60+200+360		735
4	140+25+270		435
5	340+340+360+360		1400
			3565
	Difference: 3921 (Required) - 3565 (Provided) =		290

- .3 It is important to note that the space provided for DFO at the FWI is approximately 290m² 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 DFO DETAILED SPACE SUMMARY SHEET

- .1 The following is a list of the various types and quantities of spaces required by DFO. 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	286	4.5	1287		
102	Office	10	10	100		
	Sub-Total			1387		
200s	Section 2 Designated Support Space					
	Space	QTY	Unit m ²	Total m ²	Comments	
201	Meeting, Small	5	14	70		
202	Meeting, Medium	6	30	180		
203	Quiet Room	9	5	45		
204	Kitchenette	5	30	150		
205	Shared Equipment Areas	6	14.7	88.2		
206	Telecommunications	6	7.1	42.6		
207	Meeting, Large	1	60	60		
	Sub-Total			635.8		
300s	Section 3: Undesignated Support Space					
	Space	QTY	Unit m ²	Total m ²	Comments	
301	Undesignated Hard Wall Space	7	10	70		
302	Supplies and Files - Finance	1	10	10	Finance	
	Sub-Total			80		

400s	Section 4: Open Area Support Space					
				Unit	Total	
	Space	QTY		m ²	m ²	Comments
401	Collaborative Spaces	1		371.61	371.61	
402	Printer Stations	6		1.3	7.8	
	Sub-Total				379.41	
500s	Section 5: Circulation and Design Contingency					
				Unit	Total	
	Space	QTY		m ²	m ²	Comments
	Standard Circulation (fixed amount based on SAS) @ 35%	1		963.45	963.45	
	Sub-Total				963.45	
	<i>Total Remainder for Additional Open Area Support allocated in Step 3 non-compliance within the FUS</i>				331.8	

	Special Purpose Space				
600s	Office Space - Special Purpose / Non Compliant				
	Space	QTY	Unit m ²	Total m ²	Comments
601	Archive Storage - Finance	1	35	35	<i>Finance</i>
602	Interview Room - FM	1	6	6	<i>FM</i>
603	Firearms Storage - FM	1	30	30	<i>FM</i>
	plus 10% circulation	1	7	7	
	Sub-Total			78	
	<i>Note: Existing SPS to remain to the greatest extent possible</i>				
	Special Purpose Space				
700s	Field Space - Special Purpose / Non Compliant				
	Space	QTY	Unit m ²	Total m ²	Comments
701	<i>Existing to remain</i>				
	plus 10% circulation	1	0	0	
	Sub-Total			0	
	<i>Note: Existing SPS to remain to the greatest extent possible</i>				
	Grand Total			3855	<i>required space</i>
				3565	<i>provided space</i>
				-290	<i>space difference</i>

2.5 **DFO SPACE REQUIREMENT SHORTFALL AND FWI SPACE ALLOCATION**

- .1 Based upon the WP 2.0 space allocation, the current areas assigned to DFO operations at the FWI is short approximately 290m². The space allocation at FWI is 3565m² and the required space is 3855m².
- .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 DFO as per WP 2.0 exceeds the total area of the floor areas. The main reason for this shortfall is due to the requirement to keep as many existing labs as possible. 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 Convert an additional 290m² of existing labs to office area
 - .3 Locate a portion of DFO office environment space to the Annex. This would “free-up” space in the Lab Block and allow DFO to occupy additional FWI space including:
 - .1 Level 5 quadrants – if a portion of DFO was located in the Annex, areas on Level 5 could be used by DFO.
 - .4 Decrease functional program spatial requirements at FWI:
 - .1 Decrease sizes of SPS, quantity of staff by 290m²

3.0 Branches

3.1 COMMUNICATIONS – COMMS

Communications offers advice and support to senior management and program sectors on issues related to media relations, issues management, event management and support. Communications is responsible for drafting responses to media requests, supporting sector staff in responding to media and providing coordination of media interviews, press conferences and ministerial announcement events.

.1 Summary

.1 8 FTEs working at 8 workstations.

.2 Nature of work

.1 Includes typical office functions

.3 SPS

.1 No SPS has been identified.

.4 Location

.1 Level 5 SE quadrant, located with P&E, SCI RDSO, EM – office-type environments

3.2 ECOSYSTEMS MANAGEMENT - EM

FPP: The mandate of the Fisheries Protection Program is to maintain the sustainability and ongoing productivity of commercial, recreational and Aboriginal fisheries. This is achieved primarily through managing threats to these fish by implementation of Section 35 of the Fisheries Act.

FCSAP: The primary objective of this program is to reduce environmental and human health risks from known DFO contaminated sites and associated financial liabilities.

Oceans: Implementation of the Oceans Act and in particular the development of Marine Protected Areas.

SARA: Implementation of the Species at Risk Act including deciding to list species, development of recovery documents and implementation of protection and recovery actions for aquatic species at risk.

.1 Summary

.1 65 FTEs working at 63 workstations and 2 offices.

.2 Nature of work

.1 Includes typical office functions

.2 Plotting and large format documents for geomatics

.3 SPS

.1 No SPS has been identified.

- .4 Location
 - .1 Level 5 SE quadrant, located with COMMS and P&E – office-type environments
 - .2 Level 5 NE quadrant, located independently – office-type environments
- .5 Recommendations:
 - .1 At this time, it is recommended that DFO consider locating EM to the Annex. This would “free-up” more office space for collaboration and support areas for DFO and accommodate shortfalls. EM has been identified as the single largest branch with 4 divisions and 65 FTEs. The nature of work for EM has been identified as office-related which would be a suitable function for the Annex.

3.3 **FINANCE - FIN**

Finance is a dedicated team of financial planning analysis and reporting professionals committed to understanding our clients’ business and providing expert advice and guidance to enable excellence in the operation and management of the department’s business.

- .1 Summary
 - .1 7 FTEs at 7 workstations.
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 601 – Archive Storage
- .4 Location
 - .1 Level 5 NW quadrant, located with RPSS and SCI FE – office-type environments

3.4 **FISHERIES MANAGEMENT - FM**

The Fisheries Management Directorate is responsible for resource management, Aboriginal affairs in relation to resource management, conservation and protection and aquaculture programs in the Central & Arctic Region.

- .1 Summary
 - .1 28 FTEs at 28 workstations
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 602 – Interview Room
 - .2 603 – Firearms & Ammunition Storage (existing 1-57A/B/C)
- .4 Location
 - .1 Level 1 NE quadrant, located independently – office-type environments

- .2 Currently FM has a secure set of spaces in this area for firearms, ammunition and evidence storage (existing rooms 1-57A/B/C)

3.5 **MATERIAL & PROCUREMENT SERVICES - MPS**

MPS provides professional advice, services and information in the areas of Procurement, Materiel Management and Asset & Fleet Management. We are a dedicated materiel management and fleet management community who support government's and department's initiatives under the Chief Financial Officer organization. We organize and oversee provision of services related to Materiel Management and Fleet Management, in particular management of assets, warehousing and inventory, and provide advice and guidance to both CCG and DFO clients.

- .1 Summary
 - .1 8 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Individual work; analytical, customer service, often confidential
- .3 SPS
 - .1 The following SPS are currently located in the Service Block at FWI and are to remain as is. These SPS's have little impact on the co-location project and have not been included in the space sheets or test plan:
 - .1 Space for archived contract files, vehicle files, and general materiel and procurement files
 - .2 Space for warehousing and assets
 - .3 Space for shipping/receiving
 - .4 Space for storage of supplies
 - .5 Space for mail receiving/sorting
 - .6 Space for reception
- .4 Location
 - .1 Level 1 SW quadrant and Service Block.

3.6 **POLICY & ECONOMICS – P&E**

Direct, plan, develop and deliver complex ongoing research into sustainable socio-economic development, economic, social, scientific, and resource policies, program, legislation and regulatory performance, and developments in the region. Consult, coordinate informational notes such as scenario notes, briefing notes, etc. As well as bi-lateral jurisdictional meetings. Stakeholder engagements, both internal and external. Provide guidance and represent the region/department at multi stakeholder meetings.

- .1 Summary
 - .1 13 FTEs working at workstations

- .2 Nature of work
 - .1 Includes typical office functions
 - .2 Staff have secret clearance and deal with confidential material.
- .3 SPS
 - .1 No SPS has been identified.
- .4 Location
 - .1 Level 5 SE quadrant, located with COMMS & EM – office-type environments
- .5 Recommendations:
 - .1 Although no physical separation barriers have been identified, this may be required if DFO deems the nature of the work to be “secret” or confidential. This will need to be confirmed in future design phases.

3.7 REAL PROPERTY, SAFETY & SECURITY - RPSS

The RPSS Directorate plays a significant role in providing Departmental infrastructure, accommodations, property, environmental and safety, security and emergency services to enable clients to effectively deliver Departmental programs and services.

- .1 Summary
 - .1 7 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 No SPS has been identified.
- .4 Location
 - .1 Level 5 NW quadrant, located with FIN & SCI FE – office-type environments

3.8 SCIENCE – AQUATIC RESEARCH DIVISION - AARD

Arctic and Aquatic Research Division (AARD), is a full Science Division based out of FWI. It is subdivided into three sections: Aquatic Animal Health (NAAHP); Stock Assessment (Stock Ass.); and Ecosystem Impacts (EI).

Field work is conducted from northern Ontario to Alberta and across the Arctic (NWT and Nunavut) based either out of northern communities or at remote field sites.

- .1 8 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes

specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.

- .3 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.
- .4 SPS
 - .1 The most significant need is the laboratory space. DFO is internally assessing which lab spaces are under-utilized (used for storage; used for office space; or not used at all). These under-utilized labs will then be re-assigned to various Science divisions based upon proximity to proposed office areas.
- .5 Location
 - .1 Level 2 NE quadrant, located with SCI NAAHP – office-type environments with lab SPS space.

3.9 SCIENCE – AQUATIC RESEARCH DIVISION DIVISIONAL MANAGER – AARD DM

Arctic and Aquatic Research Division (AARD), is a full Science Division based out of FWI. It is subdivided into three sections: Aquatic Animal Health (NAAHP); Stock Assessment (Stock Ass.); and Ecosystem Impacts (EI).

- .1 Summary
 - .1 12 FTEs working at 11 workstations and 1 office
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 No SPS has been identified.
- .4 Location
 - .1 Level 5 SW quadrant, located with RDSO – office-type environments

3.10 SCIENCE – ECOSYSTEMS IMPACT - EI

EI is a division of the Arctic and Aquatic Research Division (AARD). We conduct both field and laboratory based research and provide science advice to internal and external clients under all these business lines.

Field work is conducted from northern Ontario to Alberta and across the Arctic (NWT and Nunavut) based either out of northern communities or at remote field sites.

- .1 Summary
 - .1 47 FTEs working at 44 workstations and 3 offices
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.
- .3 SPS
 - .1 The most significant need is the laboratory space. DFO is internally assessing which lab spaces are under-utilized (used for storage; used for office space; or not used at all). These under-utilized labs will then be re-assigned to various Science divisions based upon proximity to proposed office areas.
 - .2 No additional SPS has been identified.
- .4 Location
 - .1 17 FTEs - Level 1 SE quadrant, located independently – office-type environments with lab SPS space.
 - .2 18 FTEs - Level 4 SE quadrant, located independently – office-type environments with lab SPS space.
 - .3 12 FTEs - Level 4 SE quadrant, located independently – office-type environments with lab SPS space.

3.11 SCIENCE – FISHERIES ECOLOGY - FE

FE is a part of a section linked to the other core Science division (Great Lakes Laboratory for Fisheries and Aquatic Sciences). FE reports to a Section Head in Sault Ste. Marie.

Field work is conducted from northern Ontario to Alberta and across the Arctic (NWT and Nunavut) based either out of northern communities or at remote field sites.

- .1 Summary
 - .1 11 FTEs working at workstations
- .2 Nature of work

- .1 Includes typical office functions
- .2 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.
- .3 SPS
 - .1 The most significant need is the laboratory space. DFO is internally assessing which lab spaces are under-utilized (used for storage; used for office space; or not used at all). These under-utilized labs will then be re-assigned to various Science divisions based upon proximity to proposed office areas.
 - .2 No additional SPS has been identified.
- .4 Location
 - .1 Level 5 NW quadrant, located with RPSS & FIN – office-type environments with lab SPS space (freezer/ refrigerators).

3.12 SCIENCE – NATIONAL AQUATIC ANIMAL HEALTH PROGRAM - NAAHP

NAAHP is a division of the Arctic and Aquatic Research Division (AARD). We conduct both field and laboratory based research and provide science advice to internal and external clients under all these business lines.

Field work is conducted from northern Ontario to Alberta and across the Arctic (NWT and Nunavut) based either out of northern communities or at remote field sites.

- .1 Summary
 - .1 13 FTEs working at workstations
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.
- .3 SPS
 - .1 The most significant need is the laboratory space. DFO is internally assessing which lab spaces are under-utilized (used for storage; used for office space; or not used at all). These under-utilized labs will then be re-assigned to various Science divisions based upon proximity to proposed office areas.
 - .2 No additional SPS has been identified.
- .4 Location

- .1 Level 2 SE quadrant, located with SCI AARD – office-type environments with lab SPS space.

3.13 SCIENCE – REGIONAL DIRECTOR OF SCIENCE OFFICE - RDSO

- .1 RDSO is based at FWI.
 - .1 6 FTEs working at workstations and 1 in an office
- .2 Nature of work
 - .1 Includes typical office functions
- .3 SPS
 - .1 No SPS has been identified.
- .4 Location
 - .1 Level 5 SW quadrant, located with SCI AARD DM – office-type environments

3.14 SCIENCE – STOCK ASSESSMENT - SA

SA is a division of the Arctic and Aquatic Research Division (AARD). We conduct both field and laboratory based research and provide science advice to internal and external clients under all these business lines.

Field work is conducted from northern Ontario to Alberta and across the Arctic (NWT and Nunavut) based either out of northern communities or at remote field sites.

- .1 Summary
 - .1 53 FTEs working at 50 workstations and 3 offices
- .2 Nature of work
 - .1 Includes typical office functions
 - .2 The majority of the group includes staff that work in labs, the field (including the north) and a mix of lab and field. Staff work in small groups – linked under a research scientist, but also work in larger cross-linked groups. Lab work includes specimen preparation (dissections, preparations) analysis using various specialized analytical equipment as well as computer based analysis and writing. Some staff have clerical / administrative duties conducted at desks.
- .3 SPS
 - .1 The most significant need is the laboratory space. DFO is internally assessing which lab spaces are under-utilized (used for storage; used for office space; or not used at all). These under-utilized labs will then be re-assigned to various Science divisions based upon proximity to proposed office areas.
 - .2 No additional SPS has been identified.
- .4 Location
 - .1 Level 3 SE and SW quadrants, located independently – office-type environments with lab SPS space.

3.15 SCIENCE – EXISTING LAB AND PROPOSED LAB SUMMARY

As indicated, a major component of SPS for DFO Science groups is lab spaces. With the co-location project, a significant portion of lab space will become EC space or DFO office space. Below is a summary of existing lab space compared to the proposed lab space in the Test Plan:

Department of Fisheries Lab Summary					
Level	Type	Existing Area (m ²)	New Area (m ²)	Difference (m ²)	Retained (%)
1		430.4	408.1	-22.3	95%
2		1394.3	1033	-361.3	74%
3		520.5	509.5	-11	98%
4		623.2	244.9	-378.3	39%
5		407.5	89	-318.5	22%
Total		3375.9	2284.5	-1091.4	68%
	A	159.2	159.2	0	100%
	F	393.5	288.7	-104.8	73%
	W	382.4	363.4	-19	95%
	C	474.4	452.1	-22.3	95%
	R	1767.4	899.5	-867.9	51%
	D	166	88.6	-77.4	53%
	B	33	33	0	100%
		3375.9	2284.5		
Legend					
	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			

Conclusions:

- .1 Levels 1 & 3: Almost all lab space is retained.
- .2 Level 2: Lab space is turned over to EC operations; and converted to DFO WP2.0 support space.
- .3 Level 4: Lab space is turned over to EC operations; and converted to DFO WP2.0 support space.
- .4 Level 5: Lab space is converted to DFO WP2.0 office space and support space.

Department of Fisheries Lab Summary - Level 1				
Room #	Type	Existing Area (m ²)	New Area (m ²)	Difference (m ²)
1-16A	A	11.4	11.4	0
1-16B	A	39.8	39.8	0
1-16C	A	37	37	0
1-22	C	29	29	0
1-23	R	22.3	22.3	0
1-24	D	22.3	22.3	0
1-25	R	22.3	22.3	0
1-26	R	22.3	22.3	0
1-56	R	22.3	0	-22.3
1-62A	W	44.4	44.4	0
1-62B	R	22.2	22.2	0
1-63	D	22.2	22.2	0
1-70	F	25.5	25.5	0
1-71	F	4.9	4.9	0
1-72	F	16.8	16.8	0
1-73	F	19.7	19.7	0
1-75	F	23	23	0
1-76	F	23	23	0
Total		430.4	408.1	-22.3
	A	88.2	88.2	0
	F	112.9	112.9	0
	W	44.4	44.4	0
	C	29	29	0
	R	111.4	89.1	-22.3
	D	44.5	44.5	0
	B	0	0	0

Department of Fisheries Lab Summary - Level 2				
Room #	Type	Existing Area (m ²)	New Area (m ²)	Difference (m ²)
2-53	R	22	0	-22
2-57	D	22.3	0	-22.3
2-58	R	44.5	0	-44.5
2-59	R	22.3	0	-22.3
2-60	R	22.3	0	-22.3
2-61	D	22	0	-22
2-62	R	18.4	18.4	0
2-63	R	33.4	33.4	0
2-64	R	22.8	22.8	0
2-65	R	40	40	0
2-68	R	33.4	33.4	0
2-74	R	18.4	0	-18.4
2-75	R	44.5	0	-44.5
2-76	W	19	0	-19
2-77	R	37	0	-37
2-78	R	37	0	-37
2-82	C	37	37	0
2-83	F	19	19	0
2-84	R	19	19	0
2-85	B	33	33	0
2-86	A	33	33	0
2-87	R	33	33	0
2-95	F	4	0	-4
2-96	F	9	0	-9
2-97	F	6	0	-6
2-98	F	4	0	-4
2-99	F	5	0	-5
2-102	F	22	0	-22
2-118A	W	300	300	0
2-118-B	C	5	5	0
2-123	F	48	48	0
2-126	A	5	5	0
2-127	A	16	16	0
2-129A	A	17	17	0
2-129B	C	12	12	0
2-131	C	32	32	0
2-132	C	22	22	0
2-135A	C	27	27	0
2-135B	C	56	56	0
2-135C	C	28	28	0
2-135D	C	16	16	0
2-135E	C	15	15	0
2-142A	C	112	112	0
Total		1394.3	1033	-361.3
	A	71	71	0
	F	117	67	-50
	W	319	300	-19
	C	362	362	0
	R	448	200	-248
	D	44.3	0	-44.3
	B	33	33	0

Department of Fisheries Lab Summary - Level 3				
Room #	Type	Existing Area (m ²)	New Area (m ²)	Difference (m ²)
3-21	C	16.5	16.5	0
3-31	R	37	37	0
3-36	R	37	37	0
3-37	R	22	22	0
3-39	R	18	18	0
3-40	F	4	4	0
3-41	F	4	4	0
3-42	F	4	4	0
3-43	F	4	4	0
3-44	W	19	19	0
3-45	R	37	37	0
3-46	D	22	22	0
3-47	F	19	19	0
3-48	R	33	33	0
3-49	R	37	37	0
3-54	D	11	0	-11
3-60	R	40	40	0
3-61	R	19	19	0
3-62	R	37	37	0
3-63	F	19	19	0
3-64	R	37	37	0
3-65	R	22	22	0
3-66	R	22	22	0
Total		520.5	509.5	-11
	A	0	0	0
	F	54	54	0
	W	19	19	0
	C	16.5	16.5	0
	R	398	398	0
	D	33	22	-11
	B	0	0	0

Department of Fisheries Lab Summary - Level 4				
Room #	Type	Existing Area (m ²)	New Area (m ²)	Difference (m ²)
4-21	R	22.1	22.1	0
4-22	R	22.3	22.3	0
4-23	R	22.3	22.3	0
4-24	R	22.3	22.3	0
4-25	R	22.3	22.3	0
4-26	R	66.9	66.9	0
4-29	R	17.1	0	-17.1
4-30	F	3.5	0	-3.5
4-31	F	6.2	0	-6.2
4-32	F	8.5	0	-8.5
4-33	F	4.4	0	-4.4
4-34	F	4.8	0	-4.8
4-35	R	17.1	0	-17.1
4-36	F	3.5	0	-3.5
4-37	F	6.2	0	-6.2
4-38	F	8.5	0	-8.5
4-39	F	4.4	0	-4.4
4-40	F	4.8	0	-4.8
4-41	R	66.7	0	-66.7
4-43	R	22.1	0	-22.1
4-47	D	22.1	22.1	0
4-49	C	22.3	22.3	0
4-50	C	22.3	22.3	0
4-51	C	22.3	0	-22.3
4-52	R	22.3	0	-22.3
4-53	R	22.3	0	-22.3
4-56	R	22.1	0	-22.1
4-58	R	22.3	0	-22.3
4-59	R	22.3	0	-22.3
4-60	R	22.3	0	-22.3
4-61	R	22.3	0	-22.3
4-62	R	22.3	0	-22.3
Total		623.2	244.9	-378.3
	A	0	0	0
	F	54.8	0	-54.8
	W	0	0	0
	C	66.9	44.6	-22.3
	R	479.4	178.2	-301.2
	D	22.1	22.1	0
	B	0	0	0

Department of Fisheries Lab Summary - Level 5				
Room #	Type	Existing Area (m²)	New Area (m²)	Difference (m²)
5-21	R	22.3	0	-22.3
5-22	R	22.3	0	-22.3
5-24	R	17.1	17.1	0
5-25	F	3.5	3.5	0
5-26	F	6.2	6.2	0
5-27	F	8.5	8.5	0
5-28	F	4.4	4.4	0
5-29	F	4.8	4.8	0
5-34	R	22.1	0	-22.1
5-36	D	22.1	0	-22.1
5-40	R	11	0	-11
5-42	R	17.1	17.1	0
5-43	F	3.5	3.5	0
5-44	F	6.2	6.2	0
5-45	F	8.5	8.5	0
5-46	F	4.4	4.4	0
5-47	F	4.8	4.8	0
5-48	R	22.3	0	-22.3
5-49	R	18.6	0	-18.6
5-57	R	22.3	0	-22.3
5-61	R	22.1	0	-22.1
5-62	R	22.1	0	-22.1
5-63	R	22.3	0	-22.3
5-67	R	22.3	0	-22.3
5-68	R	22.3	0	-22.3
5-69	R	22.3	0	-22.3
5-70	R	22.1	0	-22.1
Total		407.5	89	-318.5
	A	0	0	0
	F	54.8	54.8	0
	W	0	0	0
	C	0	0	0
	R	330.6	34.2	-296.4
	D	22.1	0	-22.1
	B	0	0	0

4.0 Test Plan

4.1 TEST PLAN SUMMARY

- .1 Based upon information provided by DFO, a series of test plans were developed to accommodate DFO spatial requirements at FWI. The final test plan is based upon the agreement by PWGSC, EC and DFO to renovate the following zones for DFO to comply with WP 2.0 and accommodate the spatial needs of EC:

.1	Level 1 SE, NE & NW Lab Block-----	630m ²
.2	Level 2 NE & NW Lab Block -----	365m ²
.3	Level 3 SE, NE, NW & SW Lab Block-----	735m ²
.4	Level 4 SE & SW Lab Block -----	435m ²
.5	Level 5 SE, NE, NW & SW Lab Block-----	1400m ²

Total ----- 3565m²

As noted earlier, this allotted space provides a shortfall of approximately 290m².

4.2 TEST PLAN COMMENTARY & RECOMMENDATIONS

- .1 Level 1 Lab Block Commentary
- .1 Currently, EI FTEs are located from levels 2 to 4 of the FWI. In terms of FTEs, EI is the second largest science group. In the test plan, 17 FTEs will be consolidated and co-located on Level 1 and 30 FTEs on Level 4.
- .2 The SE quadrant has been assigned to 17 FTEs of EI. The quadrant has direct access to 5 functioning labs. In addition, a variety of functioning labs are available for use in the SW and NW quadrants.
- WP2.0 support space is directly provided in the quadrant in addition to elsewhere on Level 1.
- .3 The NE quadrant has been assigned to the entire FM branch. Currently FM has an existing Firearms, Ammunition and Evidence storage area in this quadrant. Support space is directly provided in the quadrant in addition to elsewhere on Level 1.
- WP2.0 support space is indirectly provided in the SW quadrant.
- .4 The SW quadrant and Service block has been assigned to MPS. Existing office space, support space and SPS is to remain as is.
- .2 Level 2 Lab Block Commentary
- .1 The NE quadrant has been assigned to the entire NAAHP group plus the AARD group. Currently, NAAHP is located in this quadrant utilizing the labs; and DFO

confirmed that sensitive equipment in existing lab spaces would be difficult to relocate.

WP2.0 support space is directly and indirectly provided in the NE and NW quadrants.

.3 Level 3 Lab Block Commentary

- .1 Currently, SA FTEs are located on all 5 levels of the FWI. In terms of FTEs, SA is the largest science group. The SE and NE quadrants have been assigned to the entire SA division. In the proposed test plan, all SA FTEs will now be consolidated and co-located on Level 3. Although NAHHP uses the Fatty Isotope Labs (3-60, 3-64 & 3-65), a variety of functioning labs are available throughout Level 3 for the use of SA.

WP2.0 support space is directly provided in each of the quadrants in addition to elsewhere on Level 3.

.4 Level 4 Lab Block Commentary

- .1 Currently, EI FTEs are located from levels 2 to 4 of the FWI. In terms of FTEs, EI is the second largest science group. In the proposed test plan, 17 FTEs will be consolidated and co-located on Level 1 and 30 FTEs on Level 4.

- .2 The SE and SW quadrants have been assigned to 30 FTEs of EI. The quadrants have direct access to 10 functioning labs. A majority of these labs are currently being used by EI according to information provided.

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

.5 Level 5 Lab Block EC Commentary

- .1 In the test plan, the entire Level 5 is to be converted to an office environment for COMMS, P&E, EM, FIN, RPSS, SCI FE, SCI RDSO and SCI AARD DM, with the exception of 2 lab freezer/ refrigerator spaces.

WP2.0 support space is directly provided throughout Level 5.

- .2 The 2 lab freezer/ refrigerator spaces were identified by DFO as spaces that were not to be re-located. However, lab freezer/ refrigerator spaces can be provided in other areas of the Science groups (Levels 1 to 4) as required to meet specific needs of each group.

It is recommended that DFO consider providing lab freezer/ refrigerator spaces on Levels 1 to 4 where the Science groups are to be located. It is important to note that a large bank of lab freezer/ refrigerators currently existing on Level 1 NW quadrant and could provide ample space for all of DFOs requirements. In addition, 2 lab freezer/ refrigerator spaces currently exist on Level 2 and 3.

PRELIMINARY
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PWGSC, Architectural and Engineering Resources Manager

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28 of 69



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LEVEL 1
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30 of 69

2115m² USABLE AREA
3RD FLOOR

435	435
360	360

525

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
-----	-------------------------------



1 LEVEL 3
1:300

1400m² USABLE AREA
4TH FLOOR

340	340
360	360



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Canada

Travaux publics et
Services gouvernementaux
Canada

REAL PROPERTY SERVICES
Western Region

PRELIMINARY
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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

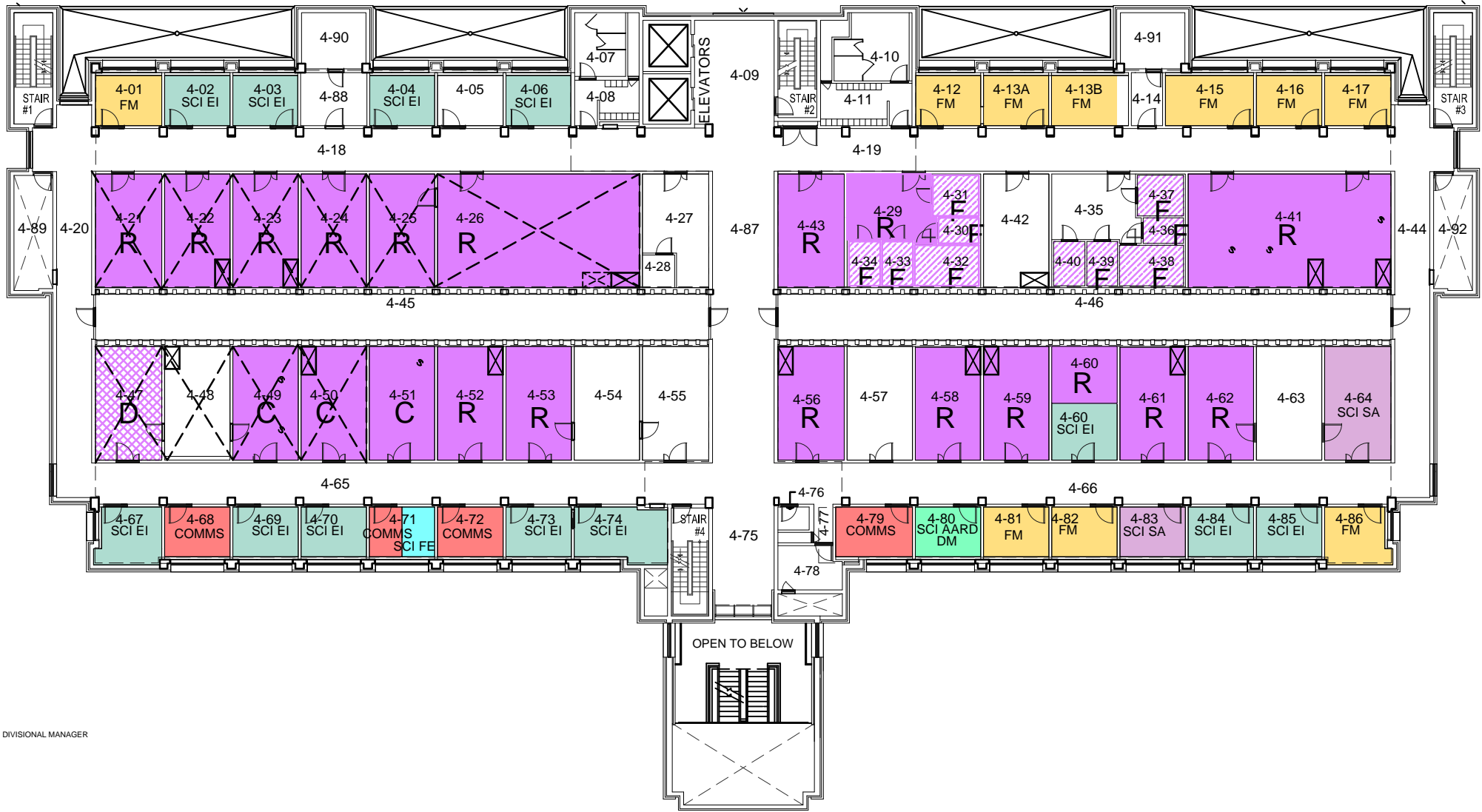
EXISTING OFFICE SPACE

	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



LAB TO REMAIN



1

LEVEL 4

1:300

1400m² USABLE AREA
4TH FLOOR

340	340
360	360



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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

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 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



LAB TO REMAIN

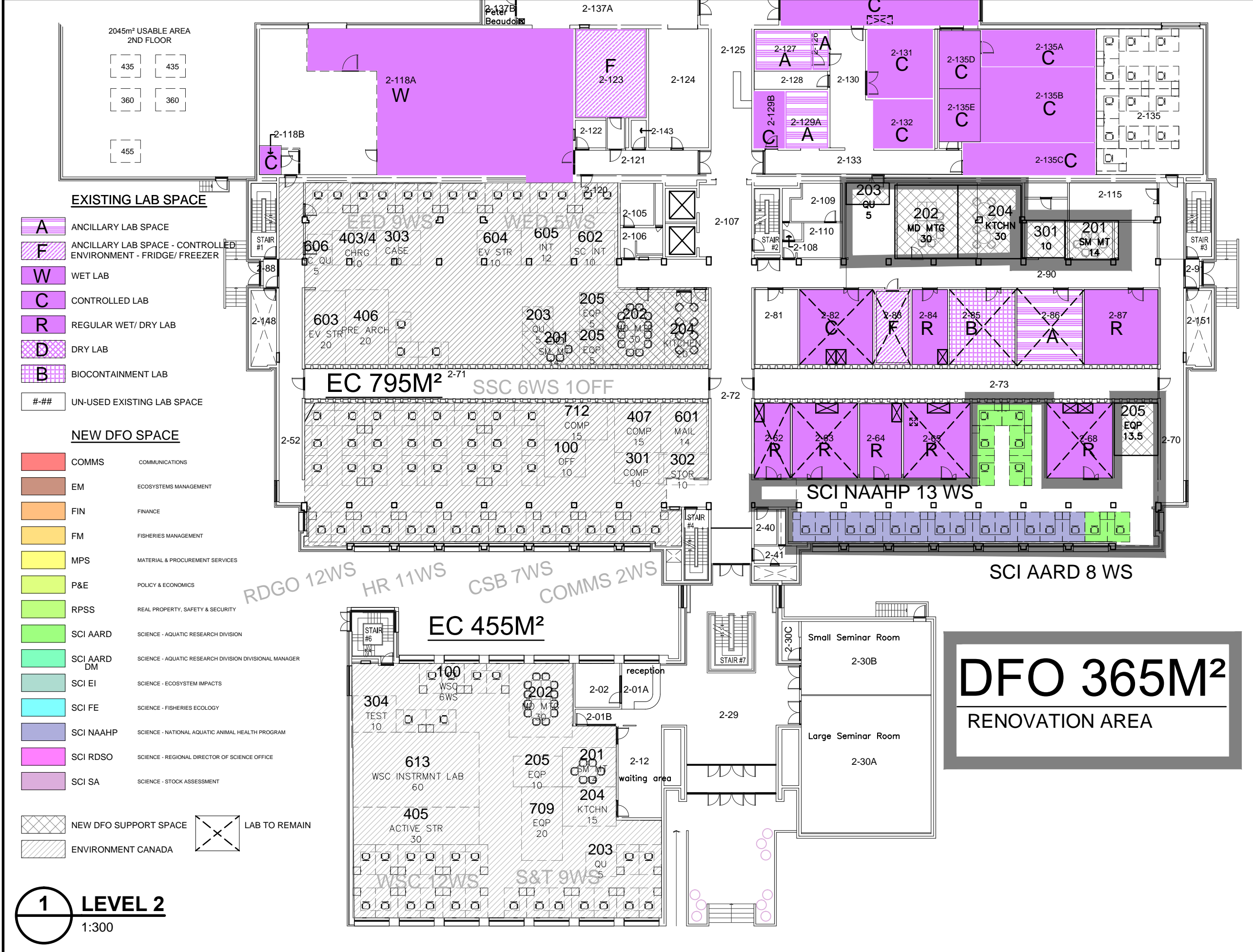
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LEVEL 5

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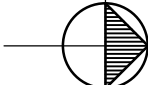


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Government Services
Canada

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Canada

REAL PROPERTY SERVICES
Western Region

PRELIMINARY
NOT FOR CONSTRUCTION

 NORTH

DO NOT SCALE DRAWINGS

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PRELIMINARY
NOT FOR CONSTRUCTION



DO NOT SCALE DRAWINGS

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ENVIRONMENT CANADA

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DFO 3 0

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35 of 69

2115m² USABLE AREA
3RD FLOOR

435 435
360 360

525

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 DFO 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

- NEW DFO SUPPORT SPACE
- ENVIRONMENT CANADA

AMS 22WS
CWS 8WS
WSC 9WS

EPOD 10WS

1 LEVEL 3

1:300

1400m² USABLE AREA
4TH FLOOR

340	340
360	360

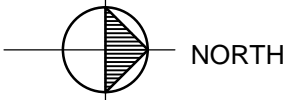


Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

REAL PROPERTY SERVICES
Western Region

PRELIMINARY
NOT FOR CONSTRUCTION



DO NOT SCALE DRAWINGS

5		
4		
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2		
1		
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revisions	description	date

Client

DEPT. OF FISHERIES & OCEANS

ENVIRONMENT CANADA

FRESHWATER INSTITUTE

project title

**WINNIPEG, MANITOBA
DFO TEST PLAN**

approved by

designed by

drawn by

PWGSC Project Manager

PWGSC, Architectural and Engineering Resources Manager

Client

drawing title

OPTION - FEB 10, 2017

project no.

sheet

revision no.

DFO 4

0

xx
36 of 69

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 DFO 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

NEW DFO SUPPORT SPACE

ENVIRONMENT CANADA

LAB TO REMAIN

1

LEVEL 4

1:300

1400m² USABLE AREA
4TH FLOOR

340	340
360	360

EXISTING LAB SPACE

A	ANCILLARY LAB SPACE
F	ANCILLARY LAB SPACE - CONTROLLED ENVIRONMENT - FRIDGE/ FREEZER
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SCI RDSO	SCIENCE - REGIONAL DIRECTOR OF SCIENCE OFFICE
SCI SA	SCIENCE - STOCK ASSESSMENT

NEW DFO SUPPORT SPACE	LAB TO REMAIN
ENVIRONMENT CANADA	

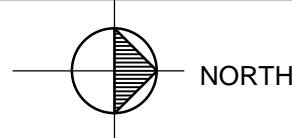
1 LEVEL 5
1:300



DFO 1400M²
RENOVATION AREA

REAL PROPERTY SERVICES
Western Region

PRELIMINARY
NOT FOR CONSTRUCTION



DO NOT SCALE DRAWINGS

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revisions	description	date

Client

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drawing title
OPTION - FEB 10, 2017

project no.	sheet	revision no.
	DFO 5	0
	xx	37 of 69

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

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	Undesignated Hard Wall Space	ALL	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> Other support functions to accommodate office, meeting or other functions either initially or in the future.
Adjacencies	<ul style="list-style-type: none"> Location to be determined
Dimensions	Refer to space summary sheet
Access	TBD
Acoustics	TBD
Partitions	GB/GZ
Wall Finishes	PT
Floor Finishes	CPT or RF
Ceiling Finishes	ACT/GB
Daylight	NA
Millwork	TBD
Equipment	TBD
Furniture	TBD

301	Undesignated Hard Wall Space	ALL	
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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	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	

302	Supplies and Files	FIN	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> accessible storage of supplies and current files.
Adjacencies	<ul style="list-style-type: none"> Near FIN 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	NA

302	Supplies and Files	FIN	
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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	

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	

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	Archive Storage	FIN
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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	Archive Storage	FIN	
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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	Interview	FM	
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Architectural

Activity/ Design Guidelines	<ul style="list-style-type: none"> A dedicated interview room to interview potential violators and witnesses as well as a secure and confidential phone line.
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
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"> secure and confidential phone line.
Furniture	4 chairs 1 interview table

602	Interview	FM	
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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	