

A3.3 Fit-up Components and Funding Accountabilities

The following chart identifies components that may be part of a fit-up project. Funding accountabilities for the components are as follows:

- Base building components are funded by PWGSC;
- *Workplace 2.0 Fit-up Standards* components for non-reimbursing clients are funded by PWGSC;
- *Workplace 2.0 Fit-up Standards* components for reimbursing clients and Expansion Control Framework are funded by the client department or agency;
- Other components, including security requirements, are funded by the client department or agency, including all related commissioning, testing and ongoing maintenance.

Alterations to existing accommodation carried out during the term of an occupancy (i.e., tenant services), are funded by the client department.

Note: If a client department continues to occupy the same space after renewal of an occupancy instrument or lease, fit-up activities would not be undertaken. Any alterations required at that time to meet changes to the client's operational requirements would be provided as a tenant service. However, standard finishes (e.g., carpet, screen fabric, painted surfaces) may be replaced, repaired or refreshed at PWGSC cost if required as a result of normal wear and tear – generally after a period of 10 to 12 years.

Components		Base Building	Fit-up Standards	Other
A	Building Site Work			
	(a) Site preparation, site improvements, utility tunnels, site utilities (including communication media access).	Yes		
	(b) Primary identification signage (building), flagpole and base.	Yes		
	Additional site work and site improvements increased utility requirements, etc.			Yes ¹
B	Substructure			
	1. Foundations and basements including slab on grade	Yes		
	Alteration to suit client requirements (e.g., addition of window wells).			Yes ¹
C	Shell			
	1. Suspended floor slabs and roof structure	Yes		
	Alteration to suit client requirements (e.g., to increase loading capacity, add stairs).			Yes ¹
	2. Exterior closure, including walls, windows, doors and roofing	Yes		
	Alteration to suit client requirements.			Yes ¹

Components		Base Building	Fit-up Standards	Other
D	Interior Construction			
	1. Walls			
	(a) Building core, shear and shaft walls (stairwells, utility spaces).	Yes		
	(b) Demising walls, multiple-tenant floors and crossover floors – constructed to meet current Building Code requirements.	Yes		
	Additional demising wall treatments to meet client security requirements (e.g., wire mesh, security grills in ductwork) and related ongoing maintenance.			Yes ²
	(c) Partition walls – in addition to traditional metal or wood frame construction, reusable partition systems (e.g., movable, demountable) are acceptable within the Workplace 2.0 Fit-up Standards and, as such, can be used to provide enclosed office and support space. These systems need to be reusable and flexible (e.g., capacity to modify one element with minimal disruption to the rest of the wall system). Such systems shall be considered as an option for partitions when they can meet client program requirements and provide the best environmental and economic value to the Crown. (See part F for furniture screens/panels)			
	(i) Closed offices <ul style="list-style-type: none"> Director, DG and ADM level – slab to underside of ceiling with insulation and plenum barriers (enhanced speech privacy, approximates STC 45³). 		Yes	
	<ul style="list-style-type: none"> All other closed offices, e.g., senior departmental representative in regional offices – slab to underside of ceiling with insulation and plenum barriers (enhanced privacy, approximates STC 45). 		Yes	
	<ul style="list-style-type: none"> ADM offices requiring secure speech privacy, as determined by a Threat and Risk Assessment (TRA) – slab-to-slab construction with insulation, (approximates STC 52). 			Yes ²
	(ii) Support spaces <ul style="list-style-type: none"> Storage rooms, shared equipment areas, kitchenettes and similar functions – slab to underside of ceiling with insulation (standard speech privacy approximates STC 35). 		Yes	
	<ul style="list-style-type: none"> Meeting, training, quiet rooms and similar functions – slab to underside of ceiling with insulation and plenum barriers (enhanced speech privacy, approximates STC 45). 		Yes	
	<ul style="list-style-type: none"> Telecommunications rooms – slab to underside of ceiling with insulation and plenum barriers (see A4.1). 	Yes		
	<ul style="list-style-type: none"> Retractable or folding partition walls to create two medium meeting rooms from one large meeting room (see A6.2). 		Yes	
	<ul style="list-style-type: none"> Other retractable or folding partition walls Note: The project team technical experts should ensure due diligence with regards to product selection and advise the client accordingly of the pros and cons to consider. 			Yes ²
	(iii) Glazing treatments <ul style="list-style-type: none"> Treated sidelights and clerestory glazing (single pane) with optional film as illustrated in A6.3. 		Yes	
	<ul style="list-style-type: none"> Glazing in reusable partition systems where there is no additional cost. Note: Glazing treatments are not recommended when speech privacy is a priority. 		Yes	

Components		Base Building	Fit-up Standards	Other
	Additional partition walls to create separate secure zones or additional partition wall treatments (e.g., wire mesh, security grills in ductwork) to meet client security requirements, and related ongoing maintenance. Note: This does not include the creation of additional individual closed offices or support spaces.			Yes ²
	Other additional partition walls or special construction and related maintenance, e.g., slab-to-slab construction for meeting rooms equipped with video conference systems.			Yes ¹
2. Doors and frames				
	(a) <i>Demising wall doors (e.g., suite entry/egress door) – partially glazed to facilitate orientation and safe movement.</i>	Yes		
	(b) <i>Partition wall doors</i> (i) Flush solid core wood doors – standard height and width (6'-8" or 7'-0" x 3'-0") wood veneer or paint finish. (Transfer grills are provided on telecommunication room doors if required.)		Yes	
	(ii) Wood or steel frames – natural (stain) or paint finish. Note: Where security is a factor, pressed steel frames are recommended, e.g., telecommunications rooms		Yes	
	(iii) "Vision ports" or glazing inserts in doors.		Yes	
	(iv) Fire-rated doors and frames as required by code.		Yes	
	(v) Sliding doors – may be acceptable where there is no additional cost. Sliding doors must meet National Building Code requirements to ensure safe egress from enclosed spaces without restricting access to exits.		Yes	
	(vi) Dutch doors – to address special requirements for service counters, cashier's offices, etc. The height of the separation between the upper and lower doors must be between 730 mm – 860 mm to meet accessibility requirements.			Yes ²
	Additional door and frame types or treatments to meet client security requirements.			Yes ²
	Other door and frame sizes or types or additional treatments to suit client requirements.			Yes ¹
3. Door hardware				
	(a) <i>Mortise (keyed) lock set (with two sets of reproducible keys) and lever trim (handle) on suite entry doors.</i>		Yes	
	(b) <i>Cylinder latch or keyed lock set (with two sets of reproducible keys) and lever trim (handle) on all other room doors.</i>		Yes	
	(c) <i>Dummy levers on closet doors.</i>		Yes	
	(d) <i>Door closers as required by building code.</i>		Yes	
	(e) <i>Additional hardware, as required, for durability in high traffic areas, e.g., push/pull and kick plates.</i>		Yes	
	(f) <i>Accessibility hardware on base building doors to meet CAN/CSA B651 04 (or latest version) Technical Standard.</i>	Yes		
	Additional accessibility (Duty to Accommodate) or security hardware and related ongoing maintenance.			Yes ²
	Additional door hardware and related ongoing maintenance.			Yes ¹

Components		Base Building	Fit-up Standards	Other
4. Interior specialties				
(a) <i>Washrooms</i>				
(i) Core washroom fixtures, compartments, counters and dispensing accessories to meet base building standards.		Yes		
(b) <i>Cabinetry and millwork</i>			Yes	
(i) Counters and/or storage cabinets in kitchenettes and shared equipment areas as allocated in A3.4 and illustrated in A6.2 – custom grade construction or modular units (at comparable cost). Finishes to suit application and respect criteria outlined in A7.1.				
(ii) Service counters and carrels in public contact spaces only (construction and finishing as above).				Yes ²
(iii) Kiosks for public contact spaces.				Yes ²
(iv) Primary reception counter.				Yes ²
(v) Coat closet – rods and shelves as allocated in A3.4.			Yes	
(vi) Storage shelving, etc., (including high-density mobile systems).				Yes ²
Additional interior specialties and related ongoing maintenance (e.g., additional millwork, modifications to base building washrooms).				Yes ¹
5. Interior finishes (see A7)				
(a) <i>Building core areas</i>				
(i) Wall, floor, ceiling and base treatments to core areas, main entrance, lobbies and other base building support areas.		Yes		
(b) <i>Office and support areas</i>				
(i) Ceiling finishes		Yes		
<ul style="list-style-type: none"> Base building standard (typically acoustic tile). 				
<ul style="list-style-type: none"> Bulkheads as required to suit mechanical design or other site constraints. 		Yes	Yes	
(ii) Floor finishes		Yes		
<ul style="list-style-type: none"> Typically carpet (rolled goods or carpet tile), resilient sheet or tile, ceramic tile or “unfinished” (sealed concrete) to suit function of space. 				
<ul style="list-style-type: none"> Modifications to base building floor finishes to enhance way finding and durability in major circulation paths (carpet inserts) maximum 10% of floor area unless using carpet tile. 			Yes	
<ul style="list-style-type: none"> Antistatic floor treatments in LAN rooms. 				Yes ²
<ul style="list-style-type: none"> Raised floor systems and ramps, epoxy or other special treatments to suit client requirements. 				Yes ²
(iii) Wall/base finishes		Yes		
<ul style="list-style-type: none"> Exterior perimeter walls and columns (to meet base building standard). 				
<ul style="list-style-type: none"> Partitions (paint or unfinished to suit performance requirements and substrate, limited use of wall coverings as required in high traffic areas only). 			Yes	
<ul style="list-style-type: none"> Wall base treatment to suit flooring. 		Yes	Yes	
<ul style="list-style-type: none"> Tackable/acoustical wall treatment on interior of meeting rooms. 				Yes ²
Additional finishes and related ongoing maintenance.				Yes ¹

Components		Base Building	Fit-up Standards	Other
E	Services			
	1. Conveying systems			
	(a) Vertical transportation, finished elevators and escalators (if existing in building).	Yes		
	(b) Keyed access, additional doors, private elevators.			Yes ¹
	Additional systems or modifications and related ongoing maintenance.			Yes ¹
	2. Plumbing systems			
	(a) Basic building and core area services, including regular and accessible plumbing fixtures, drinking fountains, domestic water, sanitary waste and rainwater systems (does not include hard plumbed water coolers).	Yes		
	(b) Stainless steel sink(s) in kitchenettes complete with hot and cold water, insulation, drain and vent piping.		Yes	
	(c) Washrooms (in addition to base building washrooms) for the exclusive use of the client, including all related fixtures and services.			Yes ¹
	(d) Washrooms/showers required as part of TBS approved departmental program requirement only – fixtures to match base building quality.			Yes ²
	(e) Common shower facilities (TB Workplace Fitness Policy applies).			Yes ²
	(f) Relocate/add drinking fountains to suit planning requirements.		Yes	
	Additional systems and related ongoing maintenance.			Yes ¹
	3. Heating, ventilation and air-conditioning systems			
	(a) Basic building and core area systems, including fuel supply, heat generation, rejection, distribution and transfer systems, controls, testing and balancing.	Yes		
	(b) Main trunk ductwork, branch ductwork, base building terminal units, controls and base building distribution.	Yes		
	(c) Relocate and/or add, ductwork, terminal units (VAV boxes, fan coil units, etc.), diffusers, controls, including systems testing and balancing (to meet latest ASHRAE standards 55 and 62) (see A.6 for thermostat control).		Yes	
	(d) Meeting/training rooms, public service area, kitchenette and shared equipment area ventilation – add/relocate terminal units (VAV boxes, fan coil units) recirculating fans or A/C units including associated controls (see A.6).		Yes	
	(e) Separate continuous 24/7 cooling in telecommunications rooms and equipment room to meet environmental conditions specified in TIA-569-B (for new major retrofit or new construction or new major lease buildings) (see A.4).	Yes		
	(f) Controls and monitoring – relocate and/or add thermostats, valves, sensors, terminal unit controller (VAV boxes, fan coil units control) control points, etc.		Yes	
	Additional systems and related ongoing maintenance (e.g., additional or separate air conditioning for server or UPS rooms).			Yes ¹
	4. Fire protection systems			
	(a) Sprinkler, standpipe and hose systems (all areas), fire extinguishers.	Yes		
	(b) Relocate/add sprinkler heads and hose systems to suit layout.		Yes	
	(c) Heat detectors, smoke detectors as required by code.		Yes	

Components		Base Building	Fit-up Standards	Other
	(d) Additional fire extinguishers as required by code.		Yes	
	Additional fire protection systems and related ongoing <i>maintenance</i> (e.g. <i>electronic card swipe entry systems</i>).			Yes ¹
5. Electrical systems				
	(a) <i>Power</i>			
	(i) Service, distribution and emergency (life safety) building power (including main and floor level electrical rooms).	Yes		
	(ii) Relocate/add power circuits (typically one-circuit/two workstations) receptacles, conduits and raceways to suit function and layout (to meet the standards outlined in the "Design Guideline – Powering General Office Spaces").		Yes	
	(iii) Dedicated circuits and other specific requirements in support spaces as illustrated in A6.2.		Yes	
	(iv) UPS, "clean" power and other dedicated circuits for client operational requirements.			Yes ²
	(v) Generator for client's operational requirements.			Yes ²
	(vi) Enhanced accessibility measures (e.g., visual alarm systems, etc.) – Duty to Accommodate.			Yes ²
	(b) <i>Lighting</i>			
	(i) Lighting and power distribution to core and open office areas.	Yes		
	(ii) Modifications to base building fixtures.			Yes ¹
	(iii) Relocate/add base building lighting to suit function and layout.		Yes	
	(iv) Lighting modifications to suit meeting room functions as illustrated in A6.2.		Yes	
	(v) Task lighting.			Yes ²
	(vi) Additional lighting and power for special client needs including video conference services, etc.			Yes ¹
	(c) <i>Controls and monitoring</i>	Yes		
	(i) Controls and instrumentation (e.g., computerized switching, energy monitoring and control systems).			
	(ii) Modify controls and/or instrumentation to suit layout or monitoring requirements (e.g., separate switching of closed offices, meeting rooms etc. or monitoring the energy consumption of a particular function or group). The use of motion sensor lighting controls is required.		Yes	
	(iii) Critical level and advanced controls for special client requirements (e.g., specialized control systems for computer room).			Yes ²
	(d) <i>Fire alarm systems</i>			
	(i) Fire alarm with detectors, bells, pull stations, voice communication and annunciators.	Yes		
	(ii) Relocate/add fire alarm points to suit office layout.		Yes	
	(e) <i>Sound masking systems</i>			
	(i) Sound masking system to suit office layout.		Yes	
	Additional electrical systems, infrastructures and related ongoing maintenance.			Yes ¹

Components		Base Building	Fit-up Standards	Other
6. Telecommunications Systems (see A4.1)				
<i>(a) Spaces and pathways</i>				
(i) Shared Entrance Room, Common Equipment Room, Equipment Room and Telecom Rooms.		Yes		
(ii) In leased buildings also housing non-GC occupants, Common Telecommunications Rooms as required.		Yes		
(iii) Dedicated Equipment Room or Telecom Room.				Yes ¹
(iv) Generic backbone (also called "vertical" or "riser"), pathways (such as conduit, cable tray and sleeves) connecting Telecom Room(s) on each floor to the Equipment Room and connecting the Equipment Room to the Entrance Room and/or Common Equipment Room.		Yes		
(v) Dedicated backbone pathways requested by the client.				Yes ¹
(vi) Generic horizontal raceways (such as cable tray or conduit) from Telecom Room(s) on each floor. "J-hooks" may be used when the Crown has only a short-term interest in the space.		Yes		
(vii) Service poles for workstations and conduit in partitions for image, voice and data outlets. Note: Separate poles may be required for voice and data.			Yes	
(viii) Additional telecommunications infrastructure.				Yes ¹
<i>(b) Cabling</i>				
(i) Generic backbone cabling (vertical and to connect multiple telecommunications rooms on the same floor).		Yes		
(ii) Horizontal cabling and jacks for voice, data, image.				Yes ²
Telecommunication equipment such as rooftop dishes, satellite or microwave and antennas.				Yes ²
Additional telecommunications systems and infrastructures.				Yes ¹
7. Security				
<i>(a) Base building security (lockable exterior entrances, perimeter and vehicle controls if applicable, main level entry control).</i>		Yes		
Additional security systems including infrastructure and related ongoing maintenance.				Yes ²
F Furnishings and Equipment				
<i>(a) Window coverings</i>		Yes		
(i) Exterior window coverings (to base building specification).				Yes ²
(ii) Security film to exterior windows.				Yes ¹
(iii) Additional treatments to exterior windows.				Yes ¹
(iv) Treatments to interior glazing (e.g., blinds and drapes) other than as illustrated in drawing examples (film) and noted in part D1C (iii).				Yes ¹
<i>(b) Furniture and equipment</i>			Yes	
(i) Panels or screens complete with service poles (midrange quality component system, non-acoustic class with power or data capability) (see A3.5).				
(ii) Integrated and mobile furnishings including horizontal components (work surfaces, tables, cabinets, storage pedestals), personal storage towers dividers, chairs, task lights, etc.				Yes ²

Components		Base Building	Fit-up Standards	Other
	(iii) Telephone equipment, computers, photocopiers, fax machines, etc.			Yes ²
	(iv) Visual aid boards including white boards, bulletin boards etc. (including installation).			Yes ²
	(c) <i>Signage and accessories</i>	Yes		
	(i) Common use signs including the main (lobby area) directory, fire exiting routes, etc.			
	(ii) Operational signage based on the operational requirements of the client including directional and location signs, name plates, informational signs, etc.			Yes ²
	(iii) Plants, planters and related ongoing maintenance.			Yes ²
	(iv) Artwork.			Yes ²

¹ Client cost – subject to the non-compliance approval process (see A2).

² Client cost – NOT subject to the non-compliance approval process. Security requirements must be based on a Threat and Risk Assessment (TRA), Security Design Brief or Security Site Brief, signed off by the Departmental Security Office (DSO) and properly documented on the project file.

³ The Sound Transmission Class (STC) rating is a single-number rating of an assembly's ability to resist airborne sound transfer. STC ratings are based on a laboratory test that does not take into consideration weak points or penetrations. Site conditions may make it difficult to achieve the complete rating.