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# PEI GOCB Workplace 2.0 Capacity Study

## Daniel J MacDonald Building 161 Grafton Street, Charlottetown PEI



Prepared by: Nicole Coolen, Project Architect  
Date: March 2013



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## **PWGSC Feasibility Team**

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Greg Goodfellow / Janielle Furness: Asset Manager

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Townsend Wilson: Facilities Drawing Management Supervisor

Thierry Monard: Spatial Technologist

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## 1.0 Executive Summary

The objective of this report is to determine if applying the Workplace 2.0 Fit-up Standards to the Daniel J MacDonald Building will result in an increase in building capacity, and if an increase is achieved, assess the impacts related to building systems, washrooms, exiting and Class D costs. The current Occupancy Instrument (OI) for the Daniel J MacDonald identifies there are 700 full time employees (FTE's) in the building, although updated information from Veteran's Affairs Canada indicates that there are currently workstations and offices for 800 VAC staff, with 743 actual FTE's currently in the building. According to the current Building Management Report there are 12,236.9 usable square meters in the building.

The Workplace 2.0 Calculator resulted in an increase of full time employees from 743 to 900 in the DJM, therefore 157 additional FTE's could be accommodated in the building under Workplace 2.0.

The NBC maximum occupant load per floor for the DJM confirmed by the Fire Commissioners Office is a total of 2699 persons. Based on these numbers it appears the current DJM exiting is capable of accommodating the additional FTE's, provided none of the floors exceed the maximum allowable occupancy numbers identified above.

The DJM currently has 52 washroom fixtures in total (27 female and 24 male and 1 unisex), which exceeds the total number of 22 fixtures required by the National Building Code to accommodate 900 FTE's, therefore no additional washroom facilities would be required.

The DJM is serviced by three passenger elevators and one freight elevator all of which were found to be in good condition and able to accommodate the proposed increased load.

The Mechanical and Electrical systems in the Daniel J MacDonald Building were originally designed in the 1980's to accommodate 450 building occupants. The systems are now beyond capacity and require replacement to address the current deficiencies. It is recommended that there be further analysis of the existing Mechanical and Electrical systems capacity and requirements to accommodate 900 FTE's in the building.

A Class D planning estimate for a full fit-up to convert the Daniel J MacDonald Building to Workplace 2.0 space standards was in the range of \$33M using 12,200 m<sup>2</sup> and the proposed 900 FTE's. It is important to note that this estimate represents the "worst case scenario" of a full building Workplace 2.0 fit-it including the required upgrade costs to the Mechanical and Electrical systems in the base building estimate. At approximately \$12M, the M&E systems upgrade represent the majority of the base building estimate of \$16M (note, these upgrades are required regardless of whether a Workplace 2.0 fit-up proceeds), and are considered a necessary cost to include in this estimate as the occupancy of 900 FTE's could not be achieved in the DJM without the systems being upgraded. Some of the costs associated with a Workplace 2.0 fit-up on the building could be justified during the scheduled mid-life refit of the DJM.

There have not been significant potential cost savings identified for a Workplace 2.0 fit-up of the Daniel J MacDonald Building due to the age of the building, and because the current layout and existing shared support space does not provide efficiencies in the conversion to WP 2.0. However, there are pockets in the building that have undergone recent fit-up or furniture replacement that could provide opportunities for reducing the overall fit-up scope resulting in moderate savings. Consideration should also be made during any future fit-up design to maintain and reuse as much of the currently configured shared support space as much as possible.

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## 2.0 Project Scope

The purpose of this study is to determine if the total building capacity of the Daniel J MacDonald Building in Charlottetown PEI can be increased by applying the Workplace 2.0 Fit-up Standards. If the calculation results in a capacity increase, an evaluation will be made of the impacts of the potential increase on the existing mechanical and electrical systems, the NBC requirements for washrooms and exiting, Class D cost estimates, and high level recommendations made.

## 3.0 Workplace 2.0 Fit-up Standards Overview

Workplace 2.0 is a whole-of-government approach developed by PWGSC to provide innovative, affordable and flexible office design for government departments. The goal is to provide a more efficient use of space and better align the standards with the private sector and other government organizations which are moving toward the trend of efficiency in space utilization, more collaboration and smaller individual workstations that integrate new technologies. Sustainable design principles include increased daylight and use of green products and finishes. The Workplace 2.0 Standards include:

- Modern, flexible work environments;
- Technological infrastructure to support the “anywhere, anytime, and any device” concept;
- Streamlined and modern policies;
- Updated back office systems to support delivery of programs to Canadians;
- Tools that support collaboration; and
- Cost savings in line with fiscal restraint.

The Workplace 2.0 Space Allocation Standards Calculator is a tool designed to develop a high level estimate for fit-ups in compliance with the new Workplace 2.0 Standards.

The calculator allocates space based on the amount of time a worker spends in the workplace. Four worker profiles have been established:

- Leadership: 10 m<sup>2</sup> – maximum of 18.5 m<sup>2</sup>. Leadership workers can be allocated an enclosed office but it is not mandatory and it is an allowance not an entitlement. Examples: Director, Director General or higher.
- Fixed: maximum of 4.5 m<sup>2</sup>. Employees who are at their desk more than 60% of the day. Examples: Policy Analyst, Administrative Assistant, Call/Contact Centre operator, translator.
- Flexible: maximum of 3.0 m<sup>2</sup>. Employees who are at their desk approximately 40% of the day. Examples: Account executive, Auditor, part-time teleworker, inspector.
- Free Address: maximum of 1.5 m<sup>2</sup>. The nature of the employees' work does not require them to have an individual dedicated workstation in the office. They will generally only drop in for short amounts of time on a periodic basis. Examples: Consultants, remote workers, regional employees, full-time teleworkers. The free address workstations are not assigned to any specific employee.

Open workstations may vary in size up to a maximum of 4.5 m<sup>2</sup>. This reduced amount of space for individual workstations provides for additional support space with the flexibility to create collaborative, teaming and open meeting spaces. Panels may be used to provide visual privacy in open office environments at a maximum height of 1.37 m (54”), this allows for increased natural light distribution and airflow.



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The minimum enclosed office size is 10m<sup>2</sup> (10' x 10') for EX-1 positions and equivalents, senior departmental representatives, lawyers or Informal Conflict Management System (ICFS) employees. Enclosed office spaces of 14.0 m<sup>2</sup> are for EX-3 and EX-2 positions (e.g., directors general) or EX-1 positions no more than three levels below the DM or Associate DM. A maximum enclosed office space of 18.5 m<sup>2</sup> is for EX-5 and EX-4 positions (e.g., ADM's, members of boards, commissions and councils). Enclosed offices are to be located on the interior unless the building conditions do not allow.

The allocation of support spaces should relate to the allocation of the population on each floor. The support spaces include the following:

- hard walled meeting rooms (ex. 226-250+ FTE's = 8 meeting rooms of varying sizes)
- quiet rooms (ex. 230-250+ FTE's = 6 quiet rooms)
- kitchenettes (ex. 226-250+ FTE's = one 70-80 m<sup>2</sup> kitchenette)
- shared equipment areas (ex. 226-250 FTE's = three @ 14-20 m<sup>2</sup>)
- reception waiting areas
- storage & file rooms
- resource rooms and libraries
- server / LAN rooms
- breakout rooms
- open collaborative spaces (min. 5-10% of floor area)
- printer stations (max. 1 printer per 20-30 FTE's)
- first aid station (1 per 200 or more FTE's)

#### **4.0 The Daniel J MacDonald Building**

The Daniel J MacDonald Building (DJM) is located at 161 Grafton Street in Charlottetown PEI. This large five-storey building consists of office space, a central atrium, circulation space, a roof top mechanical room, loading dock and underground parking. The building, which is now about 28 years old was constructed in 1984, and is owned and operated by Public Works and Government Service Canada and serves as the National Headquarters of the department of Veterans Affairs Canada (VAC).

The current Occupancy Instrument (OI) for the Daniel J MacDonald identifies there are 700 full time employees (FTE's) in the building, although updated information from VAC indicates that there are currently workstations and offices for 800 VAC staff, with 743 FTE's currently in the building. According to the current Building Management Report there are 12,236.9 usable square meters in the building.

A 2011 Building Condition Report found the Architectural and Structural systems to be in good condition, the deficiencies noted in the report were primarily preventive maintenance or end of lifecycle replacement items which were relatively minor in nature.

The DJM was originally designed to house 450 occupants, but the occupancy has grown substantially up to approximately 800 FTE's. This increase has resulted in an overload on the existing mechanical and electrical systems, these base building systems would require an upgrade to fully accommodate the existing or proposed WP 2.0 occupancy.

Refer to *Appendix A* for the Daniel J MacDonald Building Existing Floor Plans. Note, full Space Management Plans are not available for the DJM at this time.

#### **5.0 Workplace 2.0 Calculation & Analysis**

The Daniel J MacDonald Building currently has 743 FTE's, 40 of which have been identified as having a leadership worker profile entitled to an enclosed office; the remainder of the employees are fixed workers which are entitled to a maximum of 4.5 m<sup>2</sup> usable.

The current Building Management Report identifies 12,236.9 usable square meters. Space Management Drawings are not available for the DJM to determine the Special Purpose Space (SPS). The Building

Management Report identifies a slightly lower area of SPS, however, a walk thru of the building indicated this area doesn't include the 3<sup>rd</sup> floor fitness and records area. 700 m<sup>2</sup> of Special Purpose Space (SPS) has been used for this calculation, this totals 5.7% of the total usable area.

The Workplace 2.0 calculator identifies a maximum capacity of 900 FTE's can be accommodated in the Daniel J MacDonald Building; therefore the building can accommodate 113 additional full time employees. In the final summary of the WP 2.0 calculator, 900 FTE's requires 12,249 m<sup>2</sup> usable and does not exceed the rentable or usable area per FTE/non-FTE.

A summary breakdown of space from the calculator is as follows:

<b>DJM WP 2.0 Summary</b>	<b>Total Area m<sup>2</sup></b>
Office and Workstation Space	4370.00
Designated Support Space	1612.00
Undesignated Support Space	160.00
Open Area Support	1193.93
Circulation & Design Contingency	2994.25
<b>Total Fit-up Standards Space Requirements</b>	<b>11549.25</b>
<b>Space Utilization Rate m<sup>2</sup>u per FTE/non-FTE</b>	<b>12.83</b>

Refer to *Appendix B* for the full Workplace 2.0 Space Allocation Standards Calculator results.

## **Mechanical and Electrical Systems**

The Daniel J MacDonald, which was built in 1984, was designed at a time when energy consumption was a significant design concern and the comfort of the building occupants was less of a priority. The DJM was originally designed to house 450 occupants, but the occupancy has grown substantially to approximately 800 FTE's. This increase has resulted in an overload on the existing mechanical and electrical systems, in particular the air handling units and their related components which are beyond their estimated useful life and provide insufficient cooling and ventilation.

The lighting and power was also designed for a lower building population, and at a time prior to the mainstream use of computers in the workplace. Upgrades to the electrical systems are required to accommodate an increase in building occupancy and to meet the technology standards of today.

The upgrade of the DJM Mechanical and Electrical systems presents an opportunity to modernize the systems and assist in PWGSC's commitment to sustainable buildings as well as Workplace 2.0 sustainable design principles. Building system upgrades will also reduce the buildings O&M costs, and create a healthier more comfortable building overall.

It is recommended that a more detailed analysis of the DJM Mechanical and Electrical systems capacity be done to fully analyze the impact of the proposed building occupancy increase to 900 FTE's.

## **Washroom Requirements**

The washroom requirements under the 2010 National Building Code for a Business Occupancy are as follows:

- 3 water closets required for the first 50 building occupants.
- Plus 1 w/c for each additional increment of 50 persons of each sex.

Assuming our Workplace 2.0 occupant load of 900 FTE's is equally split between males and females, we would have 450 persons of each sex resulting in a total of 22 water closets (11 female and 11 male) required in

the building. The Daniel J MacDonald Building currently has 52 washroom fixtures in total (27 female and 24 male and 1 unisex), thus exceeding our total number required by WP 2.0 by 30 fixtures.

The exact demographic split in the DJM is not known, however indications are that the building is not a 50/50 split and that there is currently a higher proportion of females. Given the existing washroom count of 27 female to 24 male fixtures, and a code requirement of only 11 fixtures in total for each sex, a much higher proportion of females could be easily accommodated in the building, for example if 70% of the 900 FTE's in the building were female (630 females) 15 female water closet would be required.

Currently there are approximately 7 enclosed offices in the DJM with private washrooms attached. It should be noted that Workplace 2.0 allows private washrooms for Ministers and Deputy Heads only. The standards include a three-piece washroom with built-in shower, vanity and storage.

## Exiting Requirements

A review of the Daniel J MacDonald Building was done to determine if the proposed Workplace 2.0 occupant load of 900 FTE's exceeds the National Building Code (NBC) maximum occupant load for exiting.

The NBC maximum occupant load per floor for the DJM, confirmed by the Fire Commissioners Office, is as follows:

Fifth Floor	256 persons
Fourth Floor	256 persons
Third Floor	384 persons
Second Floor	384 persons
First Floor	1419 persons
<b>Total floors</b>	<b>2699 persons</b>

Based on these numbers, the current DJM exiting appears to be capable of accommodating the additional FTE's, provided none of the floors exceed the maximum allowable occupancy numbers identified above.

In any future fit-up design rooms or suites in which the occupant load exceeds 60 persons must have doors that swing out in the direction of exit travel. The occupant load may be restricted from the above numbers due to the provision of aisles, in order to meet travel distance the maximum length of an aisle serving workstation with a single way out is 7.5m.

Below is a table which compares the NBC occupant load for exiting, the approximate current floor populations, and the Workplace 2.0 estimated capacities for the DJM:

Floor	FTE Count		
	NBC maximum occupant load for exiting	Current**	WP 2.0
5	256	100 +/-	110 +/-
4	256	100 +/-	110 +/-
3	384	250 +/-	270 +/-
2	384	200 +/-	250 +/-
1	1419*	150 +/-	160 +/-
Total:	2699	800	900

\* The maximum number of 1419 for the exiting load on the 1st floor could not physically accommodate that number of standard workstations on that floor.

\*\* The exact current populations by floor were not available, the floor populations were approximated from the VAC supplied floor plans and information from VAC that there are currently 800 workstations and offices in the DJM.

## Elevator

This building is being serviced by two electric geared traction passenger elevators, rated at 2500 lb, 300 fpm, with centre parting single speed doors and one electric geared traction service/freight car rated at 4500 lbs, 300fpm which has a large three speed side opening 52" door that can accommodate large freight pallets. All cars were retrofitted with non-proprietary MCE controls in 2006. They all service 5 floors and the garage area. All cars are still in a very good state of repair and should continue to provide good quality service to the building occupants. Based on past commissioning data that was collected during the final inspection process, all cars were logged well below the minimum (25 seconds) waiting times specified in our specification documents, and based on this information it is believed that sufficient spare capacity is still available to accommodate additional building occupancy of between 150 to 175 persons.

In addition to the three electric elevating devices, in-ground hydraulic piston elevator with relay-based control was retrofitted by SNC-Lavalin and by ThyssenKrupp Elevator in 2011. The car capacity is 2500 pounds and car speed 100 fpm. The elevator serves four floors on the front side of the building. With hydraulic elevators, it is very difficult to predict how they react to heavier traffic patterns, since they rely on a high degree of oil cooling during high traffic demands. No data was made available on this unit.

## Shared Support Space

Below is a comparison of the existing building shared support spaces to what is required by Workplace 2.0 for shared space. It is important to note that Space Management Drawings are not currently available for the DJM with the current plan information so some assumptions have been made based on available plans and site visit information gathered. Although this number has some inaccuracies due to a lack of current plan information, it appears fair to say that there is generally a deficiency of shared support space in the Daniel J MacDonald. The total existing shared space in the DJM is approximately 713m<sup>2</sup>; the WP 2.0 calculator totaled 2965.9 m<sup>2</sup> of required shared support space. A further breakdown is as follows:

DJM Existing Support Space	Total #	Total Area m2u
Quiet/Touchdown Room	N/A	N/A
Small Meeting Room @ 15 - 21 m2u	5	70 +/-
Medium Meeting Room @ 24 - 35 m2u - seats 12	6	159 +/-
Large Meeting Room @ 60 m2u - seats 20+	3	190 +/-
Kitchenette	10	137 +/-
Shared Equipment Room	N/A	N/A
Telecommunications Room	13	157 +/-
Printer Stations/Copier Room	N/A	N/A
Open Collaborative Space (resource/library/lounge)	N/A	N/A
Undesignated Support Space		N/A
<b>Total</b>		<b>713 +/-</b>

Note: Space Management Drawings are not currently available for the DJM with the current plan information.



DJM Workplace 2.0	Total #	Total Area m2u
Quiet/Touchdown Room	20	100
Small Meeting Room @ 14 m2u - seats 6	20	280
Medium Meeting Room @ 30 m2u - seats 12	10	300
Large Meeting Room @ 60 m2u - seats 20+	5	300
Kitchenette	5	300
Shared Equipment Room	20	200
Telecommunications Room	15	132
Printer Stations	30	39
Open Collaborative Space	10%	1154.9
Undesignated Hard Walled Support Space	16	160
<b>Total</b>		<b>2965.9</b>

Overall the total existing building support space is less than what is required by Workplace 2.0 for all types of shared space including the following:

- Workplace 2.0 suggests a total of 35 meeting rooms of varying sizes should be accommodated in the building, currently there are 14 meeting room in total in the DJM.
- Quiet rooms are also an integral element to the success of Workplace 2.0 as they allow employees a retreat for quiet thought when required, the calculator identified 20 quiet rooms to be incorporated into the building, the existing DJM drawings do not identify any quiet rooms currently in the building.
- It appears the greatest deficiency in support space is the total area of Open Collaborative Space in the building. Collaborative space is important to the entire WP 2.0 concept, as the standards are fully based on assigning smaller individual workspaces (a maximum size of 4.5 m<sup>2</sup>), and include more collaborative group areas that encourage teamwork and idea sharing.

## Enclosed Offices

40 of the DJM employees have been identified as having a leadership worker profile entitled to an enclosed office, 25 of those are EX and 16 are EX eq. For our calculation we have assumed 25 enclosed offices to be 14 m<sup>2</sup> usable, and 16 enclosed offices entitled to 10 m<sup>2</sup>. The balance of the FTE's in the building are entitled to fixed open workstations at a maximum of 4.5 m<sup>2</sup> usable.

Currently the building has approximately 136 enclosed offices varying in size; many of these enclosed offices are on exterior walls. Efficiencies could be gained, and the overall requirements of Workplace 2.0 could be more easily met, by the reallocation of these office spaces to the required open workstations and shared support space.

It is important to note in any future Workplace 2.0 office layouts that all enclosed offices are to be located at the interior core unless building conditions do not allow.

## Daniel J MacDonald Building Typical Workplace 2.0 Floor Plan

To further analyze the impacts of a Workplace 2.0 fit-up on the Daniel J MacDonald Building a schematic floor plan was produced of the 3<sup>rd</sup> floor to give a visual of what a fit-up of the DJM might look like. Refer to *Appendix D* Daniel J MacDonald Building Typical Workplace 2.0 Floor Plan.

The plan differentiates by colour between Office/Workstation Space, Shared Support Space, Open Area Support Space, Special Purpose Space, and Building Services. An attempt was made in this scenario to keep as much of the Shared Support Space and Special Purpose Space intact and unchanged as possible. Additional meeting rooms, quiet rooms, undesignated support space and open collaborative space was added throughout the floor to accommodate the shared support space area requirements of Workplace 2.0.

In this scenario there are approximately 266 workstations at 4.5 m<sup>2</sup> and 8 enclosed offices that can be accommodated on the floor for a total of 274 FTE's as well as the additional shared support spaces identified above. This floor population does not exceed the NBC maximum occupant load of 384 persons for the Third Floor.

### 6.0 Workplace 2.0 Fit-up Class D Cost Estimate

A Class D planning estimate has been calculated for the full fit-up costs to convert the Daniel J MacDonald Building to Workplace 2.0 space standards. The information used for this estimate is the known usable area of 12,200 m<sup>2</sup> and the proposed Workplace 2.0 FTE count for the buildings of 900.

Refer to *Appendix C* for the full cost estimate. It is important to note that this estimate is considered to be a "worst case scenario" cost associated with a full building fit-up of all usable area. There are not considered to be any significant potential cost savings identified for a Workplace 2.0 fit-up of the Daniel J MacDonald Building due to the age of the building, and because the current layout and existing shared support space does not provide efficiencies in the conversion to WP 2.0. However, consideration should be made during any future fit-up design to maintain and reuse as much of the currently configured shared support space as much as possible.

It is also important to note that the required upgrade costs to the Mechanical and Electrical systems are included in the base building estimate. At approximately \$12M, the M&E systems upgrade represent the majority of the base building estimate of \$16M (note, these upgrades are required regardless of whether a Workplace 2.0 fit-up proceeds), and are considered a necessary cost to include in this estimate as the occupancy of 900 FTE's could not be achieved in the DJM without the systems being upgraded. The remainder of the base building cost are attributed to demolition.

Some of the costs associated with a Workplace 2.0 fit-up on the building could be justified during the scheduled mid-life refit of the DJM.

A summary of the cost estimate is as follows:

<b>Base Building</b>	<b>\$16,977,200</b>	(Includes required base building upgrades to M&E)
<b>Fit-up</b>	<b>\$8,859,550</b>	
<b>Client Costs</b>	<b>\$3,921,000</b>	
<b>Swing Space</b>	<b>\$2,765,150</b>	(Allowance of 2900m <sup>2</sup> over 18 months)
<b><u>Allowances</u></b>	<b><u>\$732,000</u></b>	(Moving & Signage)
<b>Total</b>	<b>\$33,254,900</b>	(plus HST)

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It is important to consider the following when reviewing the Class D estimate:

- Taxes and escalation are not included. Prices are current to 4Q2012
- There have been no allowances for hazardous material remediation
- There are no credits included in this estimate for the reuse or salvage of any fit-up component, the estimate has been prepared assuming all fit-up is new.
- There have been no allowances for phasing, alternative leases. The estimate provided assumes the building is vacant and work is performed during regular working hours under one contract.
- No allowances are included for fit-up work required by Shared Services Canada.

The following notes are for clarity while reviewing the cost estimate:

#### Base Building

- The Base Building Construction cost includes demolition and upgrades to the base building Mechanical & Electrical systems requirements to meet the increased capacity of Workplace 2.0.

#### Fit-up

- The Standard Fit-up construction cost of \$541/um<sup>2</sup> is taken directly from the Workplace 2.0 Fit-up Standards. Of the \$8.8M for the Standard Fit-up, 50% of that cost is systems furniture (vertical components only). The estimated cost also includes the conduits, receptacles, voice and data.
- The Special Purpose Space costs are assuming a fit-up of 700 m<sup>2</sup> of SPS.
- The fees are calculated using the National Fee Schedule; additional services are estimated at 40% of the basic fee.

#### Client Costs

- The Client Costs are based on the 900 FTE's determined by the Workplace 2.0 calculator and includes items such as task lighting, horizontal work components (which totals approx. \$2.2M), chairs (which total approx. \$540,000), notice boards, name plates, etc.
- The Client Cost fees are calculated at 20% of the client construction costs.

#### Swing Space

- An allowance of \$275/m<sup>2</sup> was used for the swing space rental. It is assumed that 2900m<sup>2</sup> of swing space will be provided (equivalent to approximately 1 floor) for an 18 month period.
- The swing space fit-up allowance of \$514/m<sup>2</sup> includes fees and disbursements.
- The Swing Space, which was assumed as 2900m<sup>2</sup> over 12 months, could be reduced by the use of a smaller space. Depending upon the timing of the fit-up other PWGSC owned surplus space could be used for swing space if available.

#### Allowances

- The cost for moving includes 1 move out and 1 move in.

## 7.0 Summary / Recommended for Further Analysis

In summary, a Workplace 2.0 fit-up of the Daniel J MacDonald Building has the potential of increasing the building capacity by an additional 157 FTE's to a total of 900 FTE's in the building. The existing number of washrooms in the DJM and the maximum occupancy for exiting are not impacted by the potential WP 2.0 increase, although any future fit-up will be required to maintain the maximum number of FTE's required by the exiting on each floor.

The DJM is serviced by three passenger elevators and one freight elevator all of which were found to be in good condition and able to accommodate the proposed increased load.

The Mechanical and Electrical systems in the Daniel J MacDonald Building were originally designed in the 1980's to accommodate 450 building occupants. The systems are now beyond capacity and require


replacement to address current deficiencies. The M&E systems upgrades represent the majority of the base building estimate at approximately \$12M (note, these upgrades are required regardless of whether a Workplace 2.0 fit-up proceeds), and are considered a necessary cost as the occupancy of 900 FTE's could not be achieved in the DJM without the systems being upgraded. It is recommended that there be further analysis of the existing Mechanical and Electrical systems capacity and requirements to accommodate 900 FTE's in the building


There have not been significant potential cost savings identified for a Workplace 2.0 fit-up of the DJM, however, there are pockets in the building that have undergone recent fit-up or furniture replacement that could provide opportunities for moderate savings. Consideration should also be made during any future fit-up design to maintain and reuse as much of the currently configured shared support space as much as possible.

Some of the costs associated with a full Workplace 2.0 fit-up could be justified during the scheduled mid-life refit of the DJM.

Further analysis is required to determine if the Payback period of total project costs justify the investment. The Workplace 2.0 Manual defines the following regarding payback "A well substantiated and documented business case must demonstrate the benefits to the Crown with a payback period of not longer than 3 years for projects less than \$1M, up to 5 years for larger projects".

## 8.0 Approvals/Signatures

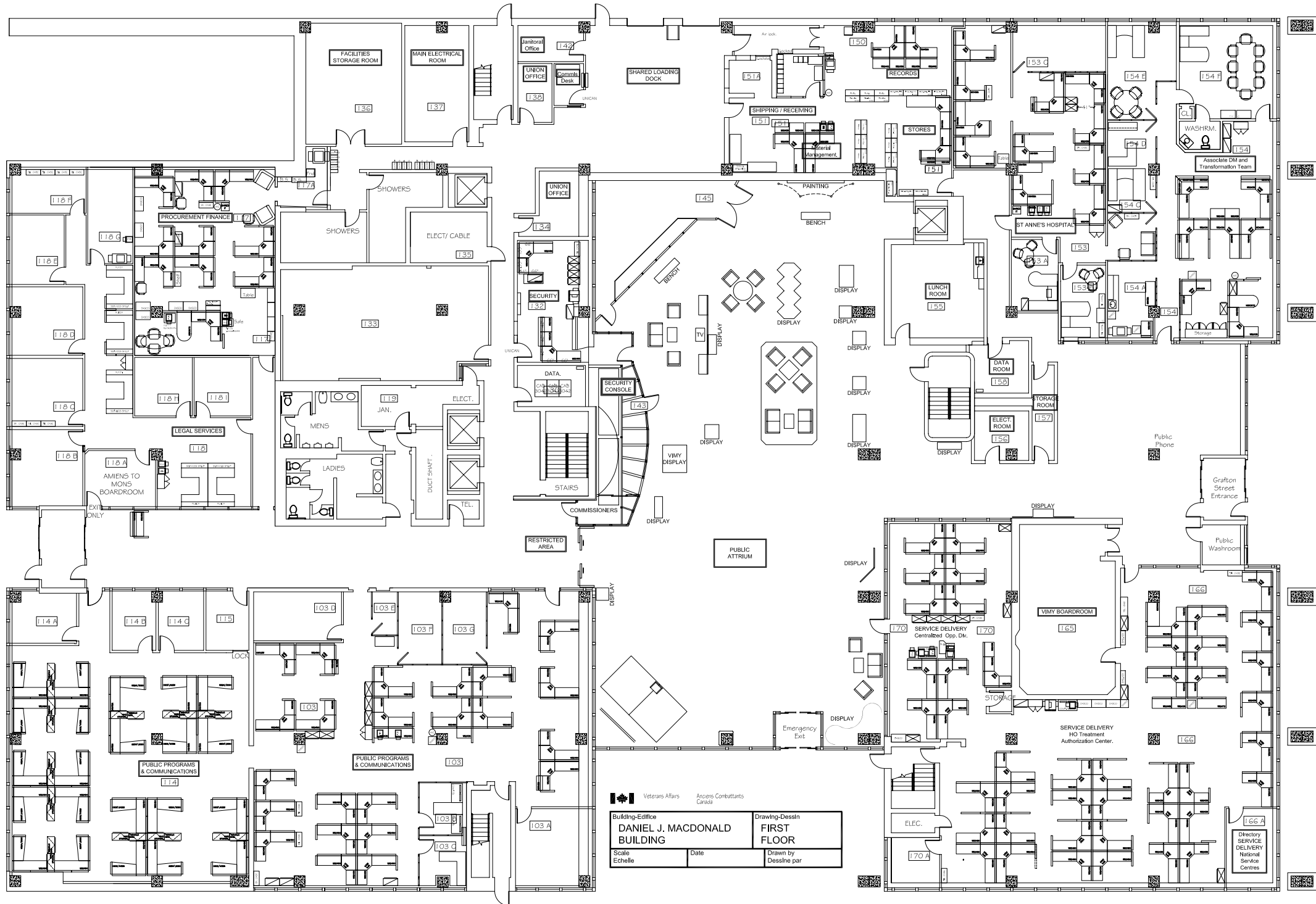
Prepared by:		Signature	
Please print:	<u>NICOLE COOLEN</u>	<u>ARCHITECT</u>	<u>DEC. 11/13</u>
	Name	Position	Date


Approved by:		Signature	
Please print:	<u>Greg Goodkell</u>	<u>Acc + Manager</u>	<u>Dec 12/13</u>
	Name	Position	Date

Appendix A –

Daniel J MacDonald Building Existing Floor Plans





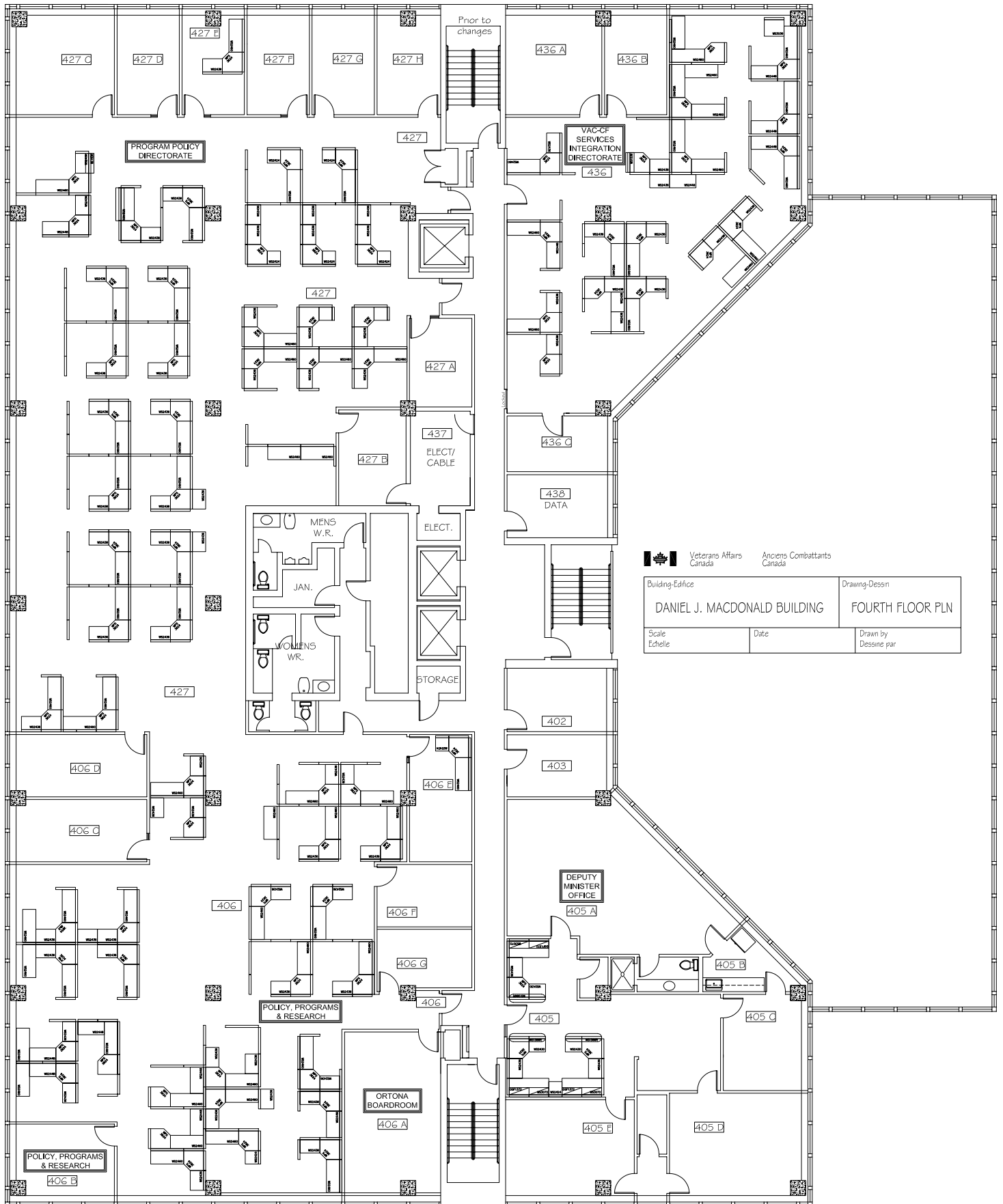

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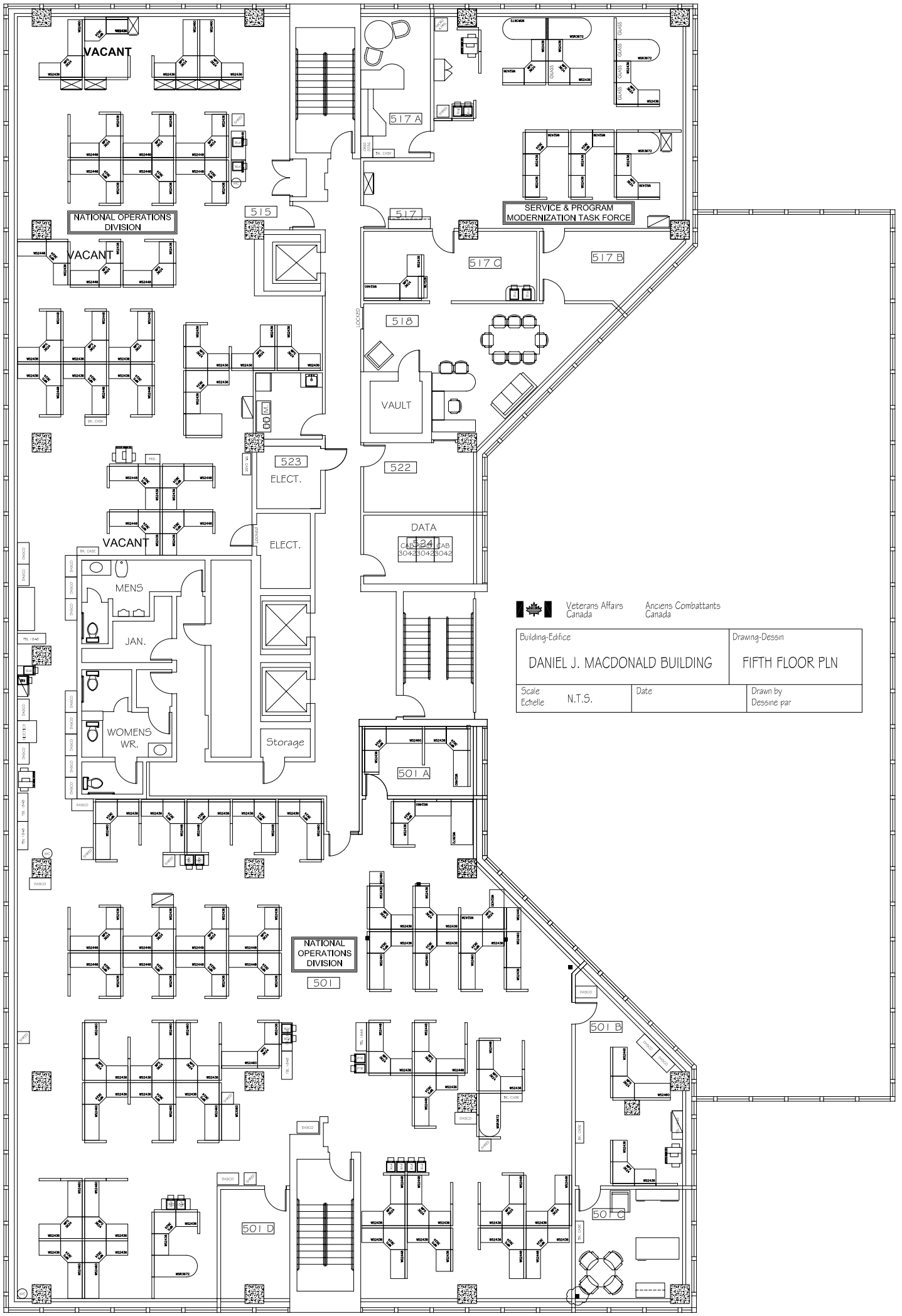
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Appendix B –

Daniel J MacDonald Workplace 2.0 Space Allocation Calculator Results

**Step 1 - General Administrative/Call Center Office/Ministerial - Space Allocation Standard**

Office Population	Employees (FTEs)	900
	Consultants and Temp. Help (Non-FTEs)	0
Special Purpose Space Population	Employees (FTEs)	0
	Consultants and Temp. Help (Non-FTEs)	0
<b>Total</b>		<b>900</b>

	Population	Total m <sup>2</sup> u
<b>Workstation Area (5.45 m<sup>2</sup>u per FTE/non-FTE)</b>	<b>900.00</b>	<b>4905.00</b>
Support Area	First 5 FTEs/non-FTEs (10 m <sup>2</sup> u)	5.00
	Next 10 FTEs/non-FTEs (6 m <sup>2</sup> u)	10.00
	Remainder (4.0 m <sup>2</sup> u)	885.00
	<b>Support Total</b>	<b>900.00</b>
Sub-total - General Administrative Office (m <sup>2</sup> u)		8,555.00
Circulation 35%		2,994.25
<b>Total - General Administrative Office (m<sup>2</sup>u)</b>		<b>11,549.25</b>

**Public Contact Office - Space Allocation Limits**

Office Population	Employees (FTEs)	0
	Consultants and Temp. Help (Non-FTEs)	0
Special Purpose Space Population	Employees (FTEs)	0
	Consultants and Temp. Help (Non-FTEs)	0
<b>Total</b>		<b>0</b>

	Population	Total m <sup>2</sup> u
<b>Workstation Area (5.45 m<sup>2</sup>u per FTE/non-FTE)</b>	<b>0.00</b>	<b>0.00</b>
Support Area	First 5 FTEs/non-FTEs (15 m <sup>2</sup> u)	0.00
	Next 10 FTEs/non-FTEs (10 m <sup>2</sup> u)	0.00
	Remainder (6.0 m <sup>2</sup> u)	0.00
	<b>Support Total</b>	<b>0.00</b>
Sub-total - Public Contact Office (m <sup>2</sup> u)		0.00
Circulation 35%		0.00
<b>Total - Public Contact Office (m<sup>2</sup>u)</b>		<b>0.00</b>
<b>Public Contact Support Space Delta m<sup>2</sup>u</b>		<b>0.00</b>

**Quasi-Judicial Office - Space Allocation Limits**

Office Population	Employees (FTEs)	0
	Consultants and Temp. Help (Non-FTEs)	0
Special Purpose Space Population	Employees (FTEs)	0
	Consultants and Temp. Help (Non-FTEs)	0
<b>Total</b>		<b>0</b>

	Population	Total m <sup>2</sup> u
<b>Workstation Area (5.45 m<sup>2</sup>u per FTE/non-FTE)</b>	<b>0.00</b>	<b>0.00</b>
Support Area	First 5 FTEs/non-FTEs (15 m <sup>2</sup> u)	0.00
	Next 10 FTEs/non-FTEs (10 m <sup>2</sup> u)	0.00
	Remainder (6.0 m <sup>2</sup> u)	0.00
	<b>Support Total</b>	<b>0.00</b>
Sub-total - Quasi-Judicial Office (m <sup>2</sup> u)		0.00
Circulation 35%		0.00
<b>Total - Quasi Judicial Office (m<sup>2</sup>u)</b>		<b>0.00</b>

Totals	
Total - General Administrative Office (m <sup>2</sup> u)	11,549.25
+	
Total - Public Contact Office (m <sup>2</sup> u)	0.00
+	
Total - Quasi Judicial Office (m <sup>2</sup> u)	0.00
=	
Total - Standard Space Allocation (m <sup>2</sup> u)	11,549.25
Number of Floors	
Employees per Floor (must not exceed 250)	180.00
Office Space per floor	2,309.85
m <sup>2</sup> usable / FTE/Non-FTE	
	12.83
Step 2 - Fit-up Standard Floor 1	

## Workplace2.0: Fit-up Standards Space Requirements Floor 1

Do not insert information into the grey cells	Quantity	Space m <sup>2</sup> u	Totals
This page can be used for a combination of general, quasi-judicial and public contact office OR call center office on its own. If your project requires call center office, insert all of your call center employees on this page only. Do not include general, quasi-judicial or public contact employees.			

### Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

<b>Ministerial only</b>	Minister (48 m <sup>2</sup> u max) + (9m m <sup>2</sup> u washroom)		0.00	
	Deputy Minister (37 m <sup>2</sup> u max) + (9m m <sup>2</sup> u washroom)		0.00	
	Associate Deputy Minister (37 m <sup>2</sup> u max)		0.00	
	Offices for Ministerial Exempt Staff (10 m <sup>2</sup> u max)		0.00	
<b>Call Center only</b>	Call/Contact Supervisors and Equivalents (5.9 m <sup>2</sup> u max)		0.00	Will accommodate up to 400 Call Center/Contact employees. Do not exceed 400.
	Call/Contact Agents (3.7 m <sup>2</sup> u max)		0.00	
<b>General Office, Quasi-Judicial, Ministerial and Public Contact</b>	Leadership EX 4- EX 5 (18.5 m <sup>2</sup> u max)		0.00	
	Leadership EX 2 - EX 3 (14 m <sup>2</sup> u max)		0.00	
	Leadership EX 1 - 3 levels below the DM (14 m <sup>2</sup> u max)	5	70.00	
	Leadership EX 1 - 10 or more direct funded reports (10 m <sup>2</sup> u max)	3	30.00	
	Leadership EX 1 - less than 10 funded reports (4.5 m <sup>2</sup> u max)		0.00	
	Governor in Council Appointees (14 m <sup>2</sup> u max)		0.00	
	Fixed (4.5 m <sup>2</sup> u max)	172	774.00	
	Flex (3.0 m <sup>2</sup> u max)		0.00	
	Free Address (1.5 m <sup>2</sup> u max)		0.00	
	SPS FTE (0m <sup>2</sup> u)		0.00	
<b>Total Office and Workstation Space m<sup>2</sup>u</b>		<b>0.00</b>	<b>874.00</b>	<b>Error Messages:</b>
<b>Total Population</b>			<b>180.00</b>	<b>Population is equal to Step 1</b>

### Section 2: Support Space

[View National Fit-up Standards](#)

Description

<b>Ministerial Only</b>	Deputy Head Kitchenettes (10-20 m <sup>2</sup> u per suite)			
	Deputy Head Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12			
<b>Quasi Judicial Only</b>	Employee Washrooms			
	Reception and Waiting Areas			
	Waiting/Detention Rooms			
	Council Rooms/Interview Rooms (max 14m <sup>2</sup> u)			
	Small Work Room @ 14 m <sup>2</sup> u - seats 6			
<b>General Office, Quasi-Judicial, Ministerial and Public Contact (office only)</b>	Medium Work Room @ 30 m <sup>2</sup> u - seats 12			
	Large Work Room @ 60 m <sup>2</sup> u - seats 20+			
	1 Quiet/Touchdown Room for every 45 FTE at 5 m <sup>2</sup> u	4	20.00	
	Small Meeting Room @ 14 m <sup>2</sup> u - seats 6	4	56.00	
	Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12	2	60.00	
	Large Meeting Room @ 60 m <sup>2</sup> u - seats 20+	1	60.00	
	Kitchenette	1	60.00	
Shared Equipment Area	4	40.00		
Telecommunications Room	3	26.40		
<b>Total Standard Support Space m<sup>2</sup>u</b>			<b>322.40</b>	<b>Population is within Support Space tables</b>

### Section 2: Call Center Support Space

Quiet Rooms @ 5 m <sup>2</sup> u		
Small Meeting Rooms @ 30 m <sup>2</sup> u - seats 12		
Medium Meeting Room @ 50m <sup>2</sup> u - seats 18		
Large Meeting Room @60 m <sup>2</sup> u - seats 20+		
Training Rooms		
Coaching/Interview Rooms @ 10 m <sup>2</sup> u		
Lunchroom/Lounge/Kitchenette @ 60 m <sup>2</sup> u		
Locker Areas @ 14 m <sup>2</sup> u		
Shared Equipment Areas @ 14 m <sup>2</sup> u		
Telecommunications Room		
<b>Total Call Center Support Space m<sup>2</sup>u</b>		<b>0.00</b>

### Section 2: Public Contact Support Space

Item	Space Requirement	Remaining Space m <sup>2</sup> u (do not exceed this number)
<b>Total</b>	<b>0.00</b>	

### Section 3: Undesignated Support Space

[View National Fit-up Standards](#)

Description

Undesignated Hard Walled Support Space 10m <sup>2</sup> u	0	0.00
<b>Total Undesignated Support Space m<sup>2</sup>u</b>		<b>0.00</b>

### Section 4: Open Area Support Space

[View National Fit-up Standards](#)

Description

Printer Stations (1.3 m <sup>2</sup> u) one for every 20-30 FTE's	6	7.80
Visitor Coat Storage (1.5 m <sup>2</sup> u) accommodates 15	0	0.00
Secondary Reception Waiting Areas (7.4 m <sup>2</sup> u) optionally one per floor	0	0.00
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	230.99
<b>Total Open Area Support Space m<sup>2</sup>u</b>		<b>238.79</b>

### Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	598.85
Design Contingency ( 0% to 10%)	0%	0.00
<b>Total Circulation and Design Space m<sup>2</sup>u</b>		<b>598.85</b>

### Section 6: Totals

Description

Section 1: Office and Workstation Space		<b>874.00</b>
Section 2: Designated Support Space		<b>322.40</b>
Section 2: Call Center Support Space		<b>0.00</b>
Section 2: Public Contact Support Space		<b>0.00</b>
Section 3: Undesignated Support Space		<b>0.00</b>
Section 4: Open Area Support		<b>238.79</b>
Section 5: Circulation and Design Contingency		<b>598.85</b>
<b>Total Fit-up Standards Space Requirements</b>		<b>2309.85</b>
<b>Space Utilization Rate m<sup>2</sup> usable per FTE /non-FTE</b>		<b>12.83</b>
<b>Total Remainder for Additional Open Area Support allocated in Step 3 Non-compliance within the SAS</b>		<b>275.82</b>
		<b>Meets Standards</b>

Floor 2

Skip to Summary

## Workplace2.0: Fit-up Standards Space Requirements Floor 2

*Do not insert information into the grey cells*

Quantity	Space m <sup>2</sup> u	Totals
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### Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

Minister (48 m2u max) + (9m m2u washroom)		0.00	
Deputy Minister (37 m2u max) + (9m m2u washroom)		0.00	
Associate Deputy Minister (37 m <sup>2</sup> u max)		0.00	
Offices for Ministerial Exempt Staff (10 m2u max)		0.00	
Leadership EX 4- EX 5 (18.5 m <sup>2</sup> u max)		0.00	
Leadership EX 2 - EX 3 (14 m <sup>2</sup> u max)		0.00	
Leadership EX 1 - 3 levels below the DM (14 m <sup>2</sup> u max)	5	70.00	
Leadership EX 1 - 10 or more direct funded reports (10 m <sup>2</sup> u max)	3	30.00	
Leadership EX 1 - less than 10 funded reports (4.5 m <sup>2</sup> u max)		0.00	
Governor in Council Appointees (14 m <sup>2</sup> u max)		0.00	
Fixed (4.5 m <sup>2</sup> u max)	172	774.00	
Flex (3.0 m <sup>2</sup> u max)		0.00	
Free Address (1.5 m <sup>2</sup> u max)		0.00	
SPS FTE (0m2u)		0.00	
<b>Total Office and Workstation Space m<sup>2</sup>u</b>	<b>0</b>	<b>874.00</b>	<b>Error Messages:</b>
<b>Total Population</b>		<b>180.00</b>	<b>Population is equal to Step 1</b>

### Section 2: Support Space

[View National Fit-up Standards](#)

Description

<b>Ministerial Only</b>	Deputy Head Kitchenettes (20 m2u per suite)		
	Deputy Head Medium Meeting Room @ 30 m2u - seats 12		
<b>Quasi Judicial Only</b>	Employee Washrooms		
	Reception and Waiting Areas		
	Waiting/Detention Rooms		
	Council Rooms/Interview Rooms (max 14m <sup>2</sup> u)		
	Small Work Room @ 14 m <sup>2</sup> u - seats 6		
	Medium Work Room @ 30 m <sup>2</sup> u - seats 12		
Large Work Room @ 60 m <sup>2</sup> u - seats 20+			
<b>General Office, Quasi-Judicial and Ministerial</b>	1 Quiet/Touchdown Room for every 45 FTE at 5 m <sup>2</sup> u	4	20.00
	Small Meeting Room @ 14 m <sup>2</sup> u - seats 6	4	56.00
	Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12	2	60.00
	Large Meeting Room @ 60 m <sup>2</sup> u - seats 20+	1	60.00
	Kitchenette	1	60.00
	Shared Equipment Area	4	40.00
	Telecommunications Room	3	26.40
<b>Total Standard Support Space m<sup>2</sup>u</b>		<b>322.40</b>	

### Section 3: Undesignated Support Space

[View National Fit-up Standards](#)

Description

Undesignated Hard Walled Support Space 10m <sup>2</sup> u	4	40.00	
<b>Total Undesignated Support Space m<sup>2</sup>u</b>		<b>40.00</b>	

### Section 4: Open Area Support Space

[View National Fit-up Standards](#)

Description

Printer Stations (1.3 m <sup>2</sup> u) one for every 20-30 FTE's	6	7.80	
Visitor Coat Storage (1.5 m <sup>2</sup> u) accommodates 15	0	0.00	
Secondary Reception Waiting Areas (7.4 m <sup>2</sup> u) optionally one per floor	0	0.00	
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	230.99	
<b>Total Open Area Support Space m<sup>2</sup>u</b>		<b>238.79</b>	

### Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	598.85	
Design Contingency ( 0% to 10%)	0%	0.00	
<b>Total Circulation and Design Space m<sup>2</sup>u</b>		<b>598.85</b>	

### Section 6: Totals

Description

Section 1: Office and Workstation Space		<b>874.00</b>	
Section 2: Designated Support Space		<b>322.40</b>	
Section 4: Undesignated Support Space		<b>40.00</b>	
Section 5: Open Area Support		<b>238.79</b>	
Section 6: Circulation and Design Contingency		<b>598.85</b>	
<b>Total Fit-up Standards Space Requirements</b>		<b>2309.85</b>	
<b>Space Utilization Rate m<sup>2</sup> usable per FTE /non-FTE</b>		<b>12.83</b>	
Total Remainder for Additional Open Area Support allocated in Step 3 Non-compliance within the SAS		<b>235.82</b>	<b>Meets Standards</b>

Floor 3

Skip to Summary

Non-Compliance space within the SAS

## Workplace2.0: Fit-up Standards Space Requirements Floor 3

*Do not insert information into the grey cells*

Quantity	Space m <sup>2</sup> u	Totals
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### Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

Minister (48 m2u max) + (9m m2u washroom)		0.00
Deputy Minister (37 m2u max) + (9m m2u washroom)		0.00
Associate Deputy Minister (37 m <sup>2</sup> u max)		0.00
Offices for Ministerial Exempt Staff (10 m2u max)		0.00
Leadership EX 4- EX 5 (18.5 m <sup>2</sup> u max)		0.00
Leadership EX 2 - EX 3 (14 m <sup>2</sup> u max)		0.00
Leadership EX 1 - 3 levels below the DM (14 m <sup>2</sup> u max)	5	70.00
Leadership EX 1 - 10 or more direct funded reports (10 m <sup>2</sup> u max)	3	30.00
Leadership EX 1 - less than 10 funded reports (4.5 m <sup>2</sup> u max)		0.00
Governor in Council Appointees (14 m <sup>2</sup> u max)		0.00
Fixed (4.5 m <sup>2</sup> u max)	172	774.00
Flex (3.0 m <sup>2</sup> u max)		0.00
Free Address (1.5 m <sup>2</sup> u max)		0.00
SPS FTE (0m2u)		0.00

<b>Total Office and Workstation Space m<sup>2</sup>u</b>	<b>0</b>	<b>874.00</b>	<b>Error Messages:</b>
<b>Total Population</b>		<b>180.00</b>	<b>Population is equal to Step 1</b>

### Section 2: Support Space

[View National Fit-up Standards](#)

Description

<b>Ministerial Only</b>	Deputy Head Kitchenettes (20 m2u per suite)		
	Deputy Head Medium Meeting Room @ 30 m2u - seats 12		
<b>Quasi Judicial Only</b>	Employee Washrooms		
	Reception and Waiting Areas		
	Waiting/Detention Rooms		
	Council Rooms/Interview Rooms (max 14m <sup>2</sup> u)		
	Small Work Room @ 14 m <sup>2</sup> u - seats 6		
	Medium Work Room @ 30 m <sup>2</sup> u - seats 12		
	Large Work Room @ 60 m <sup>2</sup> u - seats 20+		
<b>General Office, Quasi-Judicial and Ministerial</b>	1 Quiet/Touchdown Room for every 45 FTE at 5 m <sup>2</sup> u	4	20.00
	Small Meeting Room @ 14 m <sup>2</sup> u - seats 6	4	56.00
	Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12	2	60.00
	Large Meeting Room @ 60 m <sup>2</sup> u - seats 20+	1	60.00
	Kitchenette	1	60.00
	Shared Equipment Area	4	40.00
	Telecommunications Room	3	26.40
	<b>Total Standard Support Space m<sup>2</sup>u</b>		<b>322.40</b>

**Population is within Support Space tables**

### Section 3: Undesignated Support Space

[View National Fit-up Standards](#)

Description

Undesignated Hard Walled Support Space 10m <sup>2</sup> u	4	40.00
<b>Total Undesignated Support Space m<sup>2</sup>u</b>		<b>40.00</b>

### Section 4: Open Area Support Space

[View National Fit-up Standards](#)

Description

Printer Stations (1.3 m <sup>2</sup> u) one for every 20-30 FTE's	6	7.80
Visitor Coat Storage (1.5 m <sup>2</sup> u) accommodates 15	0	0.00
Secondary Reception Waiting Areas (7.4 m <sup>2</sup> u) optionally one per floor	0	0.00
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	230.99
<b>Total Open Area Support Space m<sup>2</sup>u</b>		<b>238.79</b>

### Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	598.85
Design Contingency ( 0% to 10%)	0%	0.00
<b>Total Circulation and Design Space m<sup>2</sup>u</b>		<b>598.85</b>

### Section 6: Totals

Description

Section 1: Office and Workstation Space	<b>874.00</b>
Section 2: Designated Support Space	<b>322.40</b>
Section 4: Undesignated Support Space	<b>40.00</b>
Section 5: Open Area Support	<b>238.79</b>
Section 6: Circulation and Design Contingency	<b>598.85</b>
<b>Total Fit-up Standards Space Requirements</b>	<b>2309.85</b>
<b>Space Utilization Rate m<sup>2</sup> usable per FTE /non-FTE</b>	<b>12.83</b>
Total Remainder for Additional Open Area Support allocated in Step 3 Non-compliance within the SAS	<b>235.82</b>
<b>Meets Standards</b>	

Floor 4

Skip to Summary

Non-Compliance space within the SAS



## Workplace2.0: Fit-up Standards Space Requirements Floor 4

*Do not insert information into the grey cells*

Quantity	Space m <sup>2</sup> u	Totals
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### Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

Minister (48 m2u max) + (9m m2u washroom)		0.00	
Deputy Minister (37 m2u max) + (9m m2u washroom)		0.00	
Associate Deputy Minister (37 m <sup>2</sup> u max)		0.00	
Offices for Ministerial Exempt Staff (10 m2u max)		0.00	
Leadership EX 4- EX 5 (18.5 m <sup>2</sup> u max)		0.00	
Leadership EX 2 - EX 3 (14 m <sup>2</sup> u max)		0.00	
Leadership EX 1 - 3 levels below the DM (14 m <sup>2</sup> u max)	5	70.00	
Leadership EX 1 - 10 or more direct funded reports (10 m <sup>2</sup> u max)	3	30.00	
Leadership EX 1 - less than 10 funded reports (4.5 m <sup>2</sup> u max)		0.00	
Governor in Council Appointees (14 m <sup>2</sup> u max)		0.00	
Fixed (4.5 m <sup>2</sup> u max)	172	774.00	
Flex (3.0 m <sup>2</sup> u max)		0.00	
Free Address (1.5 m <sup>2</sup> u max)		0.00	
SPS FTE (0m2u)		0.00	
<b>Total Office and Workstation Space m<sup>2</sup>u</b>	<b>0</b>	<b>874.00</b>	<b>Error Messages:</b>
<b>Total Population</b>		<b>180.00</b>	<b>Population is equal to Step 1</b>

### Section 2: Support Space

[View National Fit-up Standards](#)

Description

<b>Ministerial Only</b>	Deputy Head Kitchenettes (20 m2u per suite)		
	Deputy Head Medium Meeting Room @ 30 m2u - seats 12		
<b>Quasi Judicial Only</b>	Employee Washrooms		
	Reception and Waiting Areas		
	Waiting/Detention Rooms		
	Council Rooms/Interview Rooms (max 14m <sup>2</sup> u)		
	Small Work Room @ 14 m <sup>2</sup> u - seats 6		
	Medium Work Room @ 30 m <sup>2</sup> u - seats 12		
Large Work Room @ 60 m <sup>2</sup> u - seats 20+			
<b>General Office, Quasi-Judicial and Ministerial</b>	1 Quiet/Touchdown Room for every 45 FTE at 5 m <sup>2</sup> u	4	20.00
	Small Meeting Room @ 14 m <sup>2</sup> u - seats 6	4	56.00
	Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12	2	60.00
	Large Meeting Room @ 60 m <sup>2</sup> u - seats 20+	1	60.00
	Kitchenette	1	60.00
	Shared Equipment Area	4	40.00
	Telecommunications Room	3	26.40
<b>Total Standard Support Space m<sup>2</sup>u</b>		<b>322.40</b>	

### Section 3: Undesignated Support Space

[View National Fit-up Standards](#)

Description

Undesignated Hard Walled Support Space 10m <sup>2</sup> u	4	40.00	
<b>Total Undesignated Support Space m<sup>2</sup>u</b>		<b>40.00</b>	

### Section 4: Open Area Support Space

[View National Fit-up Standards](#)

Description

Printer Stations (1.3 m <sup>2</sup> u) one for every 20-30 FTE's	6	7.80	
Visitor Coat Storage (1.5 m <sup>2</sup> u) accommodates 15	0	0.00	
Secondary Reception Waiting Areas (7.4 m <sup>2</sup> u) optionally one per floor	0	0.00	
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	230.99	
<b>Total Open Area Support Space m<sup>2</sup>u</b>		<b>238.79</b>	

### Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	598.85	
Design Contingency ( 0% to 10%)	0%	0.00	
<b>Total Circulation and Design Space m<sup>2</sup>u</b>		<b>598.85</b>	

### Section 6: Totals

Description

Section 1: Office and Workstation Space		<b>874.00</b>	
Section 2: Designated Support Space		<b>322.40</b>	
Section 4: Undesignated Support Space		<b>40.00</b>	
Section 5: Open Area Support		<b>238.79</b>	
Section 6: Circulation and Design Contingency		<b>598.85</b>	
<b>Total Fit-up Standards Space Requirements</b>		<b>2309.85</b>	
<b>Space Utilization Rate m<sup>2</sup> usable per FTE /non-FTE</b>		<b>12.83</b>	
Total Remainder for Additional Open Area Support allocated in Step 3 Non-compliance within the SAS		<b>235.82</b>	<b>Meets Standards</b>

Floor 5

Skip to Summary

Non-Compliance space within the SAS

## Workplace2.0: Fit-up Standards Space Requirements Floor 5

*Do not insert information into the grey cells*

Quantity	Space m <sup>2</sup> u	Totals
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### Section 1: Office and Workstation Space

[View National Fit-up Standards](#)

Description

Minister (48 m2u max) + (9m m2u washroom)		0.00	
Deputy Minister (37 m2u max) + (9m m2u washroom)		0.00	
Associate Deputy Minister (37 m <sup>2</sup> u max)		0.00	
Offices for Ministerial Exempt Staff (10 m2u max)		0.00	
Leadership EX 4- EX 5 (18.5 m <sup>2</sup> u max)		0.00	
Leadership EX 2 - EX 3 (14 m <sup>2</sup> u max)		0.00	
Leadership EX 1 - 3 levels below the DM (14 m <sup>2</sup> u max)	5	70.00	
Leadership EX 1 - 10 or more direct funded reports (10 m <sup>2</sup> u max)	3	30.00	
Leadership EX 1 - less than 10 funded reports (4.5 m <sup>2</sup> u max)		0.00	
Governor in Council Appointees (14 m <sup>2</sup> u max)		0.00	
Fixed (4.5 m <sup>2</sup> u max)	172	774.00	
Flex (3.0 m <sup>2</sup> u max)		0.00	
Free Address (1.5 m <sup>2</sup> u max)		0.00	
SPS FTE (0m2u)		0.00	
<b>Total Office and Workstation Space m<sup>2</sup>u</b>	<b>0</b>	<b>874.00</b>	<b>Error Messages:</b>
<b>Total Population</b>		<b>180.00</b>	<b>Population is equal to Step 1</b>

### Section 2: Support Space

[View National Fit-up Standards](#)

Description

<b>Ministerial Only</b>	Deputy Head Kitchenettes (20 m2u per suite)		
	Deputy Head Medium Meeting Room @ 30 m2u - seats 12		
<b>Quasi Judicial Only</b>	Employee Washrooms		
	Reception and Waiting Areas		
	Waiting/Detention Rooms		
	Council Rooms/Interview Rooms (max 14m <sup>2</sup> u)		
	Small Work Room @ 14 m <sup>2</sup> u - seats 6		
	Medium Work Room @ 30 m <sup>2</sup> u - seats 12		
Large Work Room @ 60 m <sup>2</sup> u - seats 20+			
<b>General Office, Quasi-Judicial and Ministerial</b>	1 Quiet/Touchdown Room for every 45 FTE at 5 m <sup>2</sup> u	4	20.00
	Small Meeting Room @ 14 m <sup>2</sup> u - seats 6	4	56.00
	Medium Meeting Room @ 30 m <sup>2</sup> u - seats 12	2	60.00
	Large Meeting Room @ 60 m <sup>2</sup> u - seats 20+	1	60.00
	Kitchenette	1	60.00
	Shared Equipment Area	4	40.00
	Telecommunications Room	3	26.40
<b>Total Standard Support Space m<sup>2</sup>u</b>		<b>322.40</b>	

### Section 3: Undesignated Support Space

[View National Fit-up Standards](#)

Description

Undesignated Hard Walled Support Space 10m <sup>2</sup> u	4	40.00	
<b>Total Undesignated Support Space m<sup>2</sup>u</b>		<b>40.00</b>	

### Section 4: Open Area Support Space

[View National Fit-up Standards](#)

Description

Printer Stations (1.3 m <sup>2</sup> u) one for every 20-30 FTE's	6	7.80	
Visitor Coat Storage (1.5 m <sup>2</sup> u) accommodates 15	0	0.00	
Secondary Reception Waiting Areas (7.4 m <sup>2</sup> u) optionally one per floor	0	0.00	
Open Collaborative/Teaming Areas (minimum 10% of total space requirements)	10%	230.99	
<b>Total Open Area Support Space m<sup>2</sup>u</b>		<b>238.79</b>	

### Section 5: Circulation and Design Contingency

Description

Standard Circulation (fixed amount based on SAS)	35%	598.85	
Design Contingency ( 0% to 10%)	0%	0.00	
<b>Total Circulation and Design Space m<sup>2</sup>u</b>		<b>598.85</b>	

### Section 6: Totals

Description

Section 1: Office and Workstation Space		<b>874.00</b>	
Section 2: Designated Support Space		<b>322.40</b>	
Section 4: Undesignated Support Space		<b>40.00</b>	
Section 5: Open Area Support		<b>238.79</b>	
Section 6: Circulation and Design Contingency		<b>598.85</b>	
<b>Total Fit-up Standards Space Requirements</b>		<b>2309.85</b>	
<b>Space Utilization Rate m<sup>2</sup> usable per FTE /non-FTE</b>		<b>12.83</b>	
Total Remainder for Additional Open Area Support allocated in Step 3 Non-compliance within the SAS		<b>235.82</b>	<b>Meets Standards</b>

Floor 6

Skip to Summary

Non-Compliance space within the SAS

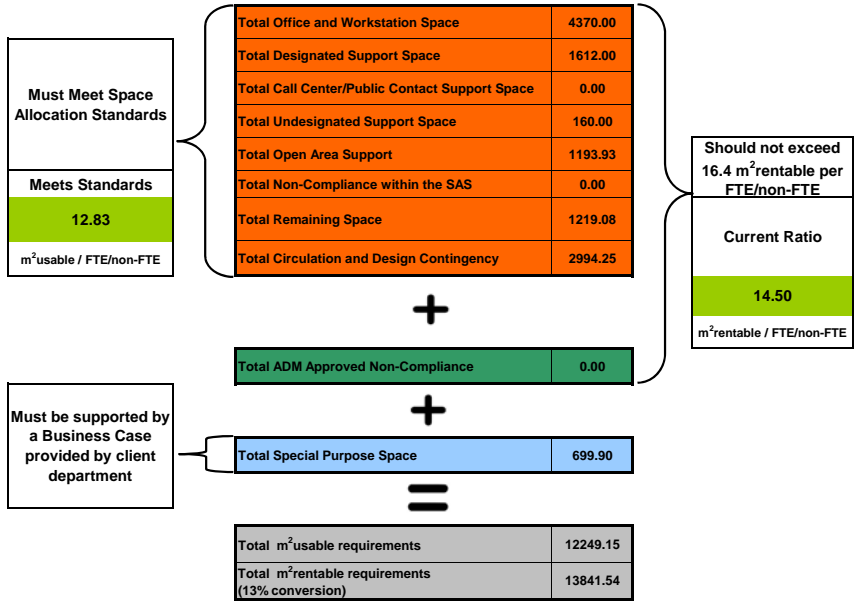


### Special Purpose Space (SPS) Requirements

	Quantity	Description (pick list)	Business Case Provided (y/n)	Space Requirements m <sup>2</sup> u	Outside Circulation 0 - 10%	Total Space Requirements m <sup>2</sup> u (Quantity x Space requirements)	Comments
Special Purpose Space (SPS) m <sup>2</sup> u 1	1	F: SPS - PROCESS/MAILROOM		181.4	0%	181.40	Area Summary drawings are not available at this time.
Special Purpose Space (SPS) m <sup>2</sup> u 2	1	G: SPS - EDUCATIONAL		83.9	0%	83.90	SPS has been determined using the Building
Special Purpose Space (SPS) m <sup>2</sup> u 3	1	TELECOMMUNICATION/EMERGENCY FACILITIES		36.8	0%	36.80	Management Report and a review of the building & plans.
Special Purpose Space (SPS) m <sup>2</sup> u 4	1	H: SPS - CONFERENCE CENTRE		65.1	0%	65.10	
Special Purpose Space (SPS) m <sup>2</sup> u 5	1	RESIDENCE/MINISTERIAL AREA/HEARING		231.3	0%	231.30	
Special Purpose Space (SPS) m <sup>2</sup> u 6	1	C: SPS - INSIDE STORAGE/RECORDS		52.4	0%	52.40	
Special Purpose Space (SPS) m <sup>2</sup> u 7	1	P: SPS - FITNESS/SHOWERS/LOCKERS		49	0%	49.00	
Special Purpose Space (SPS) m <sup>2</sup> u 8					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 9					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 10					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 11					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 12					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 13					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 14					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 15					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 16					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 17					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 18					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 19					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 20					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 21					0%	0.00	
Special Purpose Space (SPS) m <sup>2</sup> u 22					0%	0.00	

Step 5- Summary	Total Special Purpose Space m <sup>2</sup> u	Totals
		699.90

**Space Requirements Summary**



Appendix C –

Daniel J MacDonald Workplace 2.0 Fit-up Class D Estimate



SUMMARY COSTS	
Name of Project	DJM WP 2.0 option
Project Number	
Date	Feb, 2012
Cost Estimate	Class D Indicative
Constant	4Q2012

Item No.	Description	Constant \$	Notes
<b>Base Building</b>		<b>\$16,977,200</b>	
1	Base Building Construction	\$13,860,000	BB Mech and Elec work to support WP2.0
2	Sitework Allowance	\$0	No site work included
3	Fees & Disbursements - PWGSC	\$910,000	Based on national fee schedule + Additional services
4	Fees & Disbursements - Consultants	\$1,930,000	Based on national fee schedule + Additional services
6	Commissioning	\$277,200	2% comissioning on Base Building work
7	Project Leader Fees	\$0	
8	Escalation Allowance	\$0	None included, schedule unknown
<b>Fitup</b>		<b>\$8,859,550</b>	
1	Standard Fitup	\$6,600,200	assumes base building meets standards
2	Special Purpose Fitup	\$189,350	assumes base building meets standards
3	Fit-up Fees & Disbursements - Design	\$1,410,000	Based on national fee schedule + Additional services
4	Fit-up Fees & Disbursements - Management	\$660,000	Based on national fee schedule + Additional services
5	Project leader fees		To be determined
6	Accomodation Manager		To be determined
7	Landlord Management fee	\$0	Not included
<b>Client Costs Total</b>		<b>\$3,921,004</b>	
1	Client costs	\$3,193,000	Based on 900 fte
2	Client Cost fees	\$728,004	Allowance for fees at 20%
<b>Swing Space/Lease</b>		<b>\$2,765,150</b>	Not included in this estimate
1	Swing Space Rent Payments	\$1,196,250	Allowance of \$275/m2 for 2900m2 of space over 18 months
2	Swing Space Fit-up	\$1,568,900	Allowance of \$541/m2, includes fees and disbursements
3	Swing Space Fees & Disbursements	\$0	
4	Swing Space Moving & Signage	\$0	
5	Lease Space Rent Payments	\$0	
6	Lease Space Fit-up	\$0	
7	Lease Space Fees & Disbursements	\$0	
8	Lease Space Moving & Signage	\$0	
<b>Allowances</b>		<b>\$732,000</b>	
1	Moving	\$610,000	Standard Allowance \$25/m2u moved in and moved out
2	Signage	\$122,000	Standard Allowance \$10/m2u
<b>Land</b>		<b>\$0</b>	Not Required for this option
1	Site Acquisition	\$0	
2	Site Acquisition Fees	\$0	
<b>Risk</b>		<b>\$0</b>	To be determined by Project Leader
1	Risk Management Plan (PAAA)	\$0	PM to include
2	Risk Allowance for fees	\$0	
<b>Total Project Costs</b>		<b>\$33,254,904</b>	HST Extra

Major known risk items;  
No Shared Service included  
Building assumed vacant

Appendix D –

Daniel J MacDonald Building Typical Workplace 2.0 Floor Plan

