

## **Request for Information (RFI)**

CMHC Fitness Facility  
700 Montreal Rd, Ottawa

RFI Issue Date: December 2<sup>nd</sup>, 2019

Questions Deadline Date: December 18<sup>th</sup>, 2019

Submittal Due Date: January 3<sup>rd</sup>, 2020 by 2pm EST

**Submit Responses to [EBID@cmhc-schl.gc.ca](mailto:EBID@cmhc-schl.gc.ca)**

**Submission line of transmission must state**

**RFx000135**

### **OPPORTUNITY**

The purpose of this Request for Information (RFI) is to solicit the submittal of responses for a new and innovative Fitness and Recreation solution to be provided as part of the CMHC workplace Transformation located at 700 Montreal Rd in Ottawa.

CMHC is seeking information from licenced, experienced, responsible and qualified Fitness and Recreation operators who have a proven history of operating and delivering such services to either public or private sector organization/companies.

This issuance of the RFI does not constitute a commitment to issue a request for bids/proposal, award a contract, or pay any cost incurred in preparation of a response to this RFI. It is intended to result in an Expression of Interest and determine each vendor interest in responding to this innovative program delivery and to a subsequent Request for Proposal.

### **BACKGROUND**

The ongoing project goal is to transform and revitalize CMHC's office spaces, critical infrastructure and adopt the Result-Only Work Environment (ROWE) methodology. It is to be completed early in 2021. This means that workers have the option of coming and going any time of day for as long as they need to work on site, 24 hours per day, 7 days per week. Total potential workforce is approximately 1,600 employees.

Expectations are to offer 24/7 access to state of the art fitness facility and equipment. Fitness instructors and classes to be available during regular business hours.

Note: Building C will also be complying with WELL standards (see Appendix A).

The proposed Fitness and Recreation operation will be both innovative and scalable to meet both the requirements of the CMHC employees and the service provider. All fitness outlets will have to be in compliance with WELL standards which are attached as part of this document. Please see below for details regarding the fitness area.

## **OPERATIONAL SPACES**

### **A) Fitness rooms**

- Indoor Running Track
  - i. 175 meters
  - ii. 2 lanes
  - iii. Rubber Sports Flooring (RBSF)
  - iv. Classic red with bright white track lines
- Cardio Room – 267 m<sup>2</sup>
- Weight Room – 266 m<sup>2</sup>
- Personal Fitness Room 1 – 14 m<sup>2</sup>
- Personal Fitness Room 2 – 12 m<sup>2</sup>
- Personal Fitness Room 2 – 12 m<sup>2</sup>
- Multipurpose Room 1 – 86 m<sup>2</sup>
- Multipurpose Room 2 – 86 m<sup>2</sup>
- Active Work Zone East – 90 m<sup>2</sup>
- Active Work Zone North – 51 m<sup>2</sup>
- Change Rooms
- Wellness Lounge / Juice Bar

### **B) Hours of operation**

- Given the nature of ROWE, the area will be accessible 24/7.
- The service provider will operate within regular business hours (for example, 8 am to 5 pm).

### **C) Personal training and group fitness**

- The multipurpose rooms will be home to various group fitness sessions
  - i. Yoga, Spinning Class, HIIT, etc.
- Personal fitness rooms can be reserved for personal training use.

## **EXHIBIT DESCRIPTION FOR REVIEW IN THIS DOCUMENT**

- A. Level 02 floor plans (PDF – attached)
- B. The WELL briefing and mandatory requirements in addition to optional optimization credits. (PDF - attached)
- C. Site Plan (PDF - attached)

## **CMHC RESOURCES AND RESPONSIBILITIES**

- A. HVAC
- B. Sewer
- C. Water
- D. Waste disposal bins
- E. Base building cleaning

## **VENDOR RESOURCES AND RESPONSIBILITIES**

- A. Provide the facility with commercial grade equipment.
- B. Equipment maintenance / cleaning
- C. Fitness classes
- D. Personal training option
- E. Juice bar management et replenishment of supplies.
- F. Towel service

## **VENDOR QUALIFICATIONS**

Provide a maximum two-page overview of your company's qualifications and experience in the fitness sector or similar size companies within the past three years.

Please include:

- A. Name of Company
- B. Name of Primary Contact Person
- C. Key Executives & Personnel
- D. Phone No.
- E. FAX No.
- F. Email
- G. Locations of examples of similar services
- H. Number of years your Company has been in business
- I. Your company's annual gross sales in fitness service in Ontario and in Canada

## **KEY PERSONNEL / STAFFING PLAN**

Using this operation style and model, describe your pro forma staffing plan by day/week. Please note that the expectation is that building populations will be lower on Mondays and Fridays. Include the staff positions and titles.

## **SCOPE OF SERVICES**

As CMHC's Fitness Center operator, please describe how you would work within the following scenarios:

Scenario A – As the Fitness Center operator, you are given the vacant space. You are responsible to furnish the space with state of the art fitness equipment. Describe how you would make this a sustainable operation and illustrate your proposed layout for the fitness equipment. (I.e. memberships, classes, personal training, etc.)

Scenario B – Propose what you think would be the best operation model for the Fitness Center.

Given the innovative style of this concept of fitness service delivery, briefly explain your ability to meet the program requirements and provide any challenges or difficulties that you may have with the operational model.

Describe any inventive marketing and promotional strategies that will engage new and repeat customers.

Given the operational model and the WELL requirements, suggest a sample fitness service concept and direction that your Company would bring forward for this operation.

From the time of building occupancy, and working backwards, describe your Company's plan for implementing fitness services. Describe how much time you will require to plan, staff, test, and mobilize this to a fully functional operation. In this, consideration should be given to the innovative operational model and the training required.

## **REFERENCES**

Please provide three client or business related references, and indicate their name and contact information (name, phone number and email address).

## **EVALUATION CRITERIA**

Vendors will be evaluated and scored based on the following criteria.

Compliance with the Program Definition and Direction (25 points)

Fitness Service Concept (25 points)

Reference (15 Points)

Company Qualifications (20 points)

Key Personnel (15 points)

## **APPENDIX A – WELL FITNESS-RELATED OPTIMIZATIONS**

The WELL Building Standard® is organized into seven categories of wellness called Concepts: Air, Water, Nourishment, Light, Fitness, Comfort and Mind.

Each Concept is comprised of multiple features, which are intended to address specific aspects of occupant health, comfort or knowledge. Each feature is divided into parts, which are often tailored to a specific building type. Within each part are one or more requirements, which dictate specific parameters that must be met.

Satisfying a feature requires that all applicable parts of that feature are met. The applicability of a part is determined by the project space type and scope. Tables indicating the applicability of each feature and part based on the project type and scope are included in the introduction to WELL and each WELL pilot standard.

WELL features are categorized as either Preconditions or Optimizations.

**Preconditions are necessary for all levels of WELL Certification.** Optimizations are additional features, a certain percentage of which must be attained depending on the level of achievement that is pursued.

Under the **FITNESS** part of the checklist, there are Preconditions and Optimizations that the food vendor shall follow.

### **Feature 66. Structured Fitness Opportunity**

#### Part 1 – Fitness Programs

The following is offered from a qualified professional at least once a month:

- a. Onsite fitness or training programs.

#### Part 2 – Fitness Education

Classes from a qualified professional are offered at least once every 3 months to cover the following:

- a. Different modes of exercise.
- b. Safe fitness techniques.
- c. Comprehensive exercise regimens.

## **Feature 68. Physical Activity Space**

### **Part 1 – Site Space Designation for Offices**

Spaces with more than 10 regular occupants provide the following:

- a. Dedicated exercise space that is at least 18.6 ml [200 ftl] plus 0.1 ml [1 ftl] per regular building occupant, up to a maximum of 370 ml [4,000 ftl].

### **Part 2 – External Exercise Spaces**

At least one of the following spaces is within 0.8 km [0.5 mi] walking distance of the building's main entrance with complimentary access:

- a. A green space or park with playground features.
- b. A workout station or fitness zone.
- c. A trail network.
- d. An accessible body of water or public swimming pool.
- e. A gym, fitness or training center.
- f. A recreational field.

## **Feature 70. Fitness Equipment**

### **Part 1 – Cardiorespiratory Exercises Equipment**

Some combination of the following is provided in the interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use:

- a. Treadmills.
- b. Elliptical machines.
- c. Rowing machines.
- d. Stationary exercise bicycles.

### **Part 2 – Muscle-Strengthening Exercise Equipment**

Some combination of the following is provided in the interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use:

- a. Multi-station equipment.
- b. Bench-press with a self-spotting rack.
- c. Full squat-rack.
- d. Pull-up bar

# APPENDIX B - WELL Checklist

## Project Checklist



### WELL Building Standard v1: New and Existing Interiors

Project:	CMHC - Building C Renovation
Location:	Ottawa, Ontario
Updated By:	BGIS Sustainability
Date:	10/11/2019

- P Precondition (required)
- O Optimization (optional)

			Verification Type	Pursuing	Notes	Responsibility	LEED Synergy
A I R	<b>P</b>	<b>Feature 01. Air Quality Standards</b>		<b>--&gt; Yes</b>			
		Part 1. Standards For Volatile Substances	The following conditions are met: a. Formaldehyde levels less than 27 ppb. b. Total volatile organic compounds less than 500 µg/m³.	Performance Test	Pending PV	Requires testing to confirm compliance	
		Part 2. Standards For Particulate Matter And Inorganic Gases	The following conditions are met: a. Carbon monoxide less than 9 ppm. b. PM2.5 less than 15 µg/m³. c. PM10 less than 50 µg/m³. d. Ozone less than 51 ppb.	Performance Test	Pending PV	Requires testing to confirm compliance	
		Part 3. Radon	The following conditions are met in projects with regularly occupied spaces at or below grade: a. Radon less than 0.148 Bq/L (4 pCi/L) in the lowest occupied level of the project.	Performance Test	Pending PV	Requires testing to confirm compliance	
	<b>P</b>	<b>Feature 02. Smoking Ban</b>		<b>--&gt; Yes</b>			
		Part 1. Indoor Smoking Ban	Building policy or local code reflects the following: a. Smoking and the use of e-cigarettes is prohibited inside the project.	Policy Document	Yes	Achievable based on Smoke Free Ontario (O.Reg 48/06)	CMHC IEQ-Environmental Tobacco Smoke Control
	<b>P</b>	<b>Feature 03. Ventilation Effectiveness</b>		<b>--&gt; Maybe</b>			
		Part 1. Ventilation Design	One of the following requirements is met for all spaces: a. Ventilation rates comply with all requirements set in ASHRAE 62.1-2013 (Ventilation Rate Procedure or IAQ Procedure). b. Projects comply with all requirements set in any procedure in ASHRAE 62.1-2013 (including the Natural Ventilation Procedure) and demonstrate that ambient air quality within 1.6 km [1 mi] of the building is compliant with either the U.S. EPA's NAAQS or passes the Air Quality Standards feature in the WELL Building Standard for at least 95% of all hours in the previous year.	Letter of Assurance	Yes	Should be met based on LEED certification, <b>must reference 2013 standard</b>	Mech IEQ- Minimum Indoor Air Quality
		Part 2. Demand Controlled Ventilation	For all spaces 46.5 m² [500 ft²] or larger with an actual or expected occupant density greater than 25 people per 93 m² [1,000 ft²], one of the following requirements is met: a. A demand controlled ventilation system regulates the ventilation rate of outdoor air to keep carbon dioxide levels in the space below 800 ppm (measured at 1.2-1.8 m [4-6 ft] above the floor). b. Projects that have met the Operable windows feature demonstrate that natural ventilation is sufficient to keep carbon dioxide levels below 800 ppm (measured at 1.2-1.8 m [4-6 ft] above the floor) at maximum intended occupancies.	Letter of Assurance	Maybe	Slide 38 of IDP15 notes that fresh air will vary based on number of occupants (CO2). <b>Unclear if this is for all spaces or just a select few. CO2 threshold unclear.</b>	Mech
		Part 3. System Balancing	After the HVAC system is installed, the following requirement is met: a. After substantial completion and prior to occupancy, the HVAC system has (within the last 5 years), or is scheduled to, undergo testing and balancing.	Testing and Balancing Re	Yes	Should be done as part of commissioning activities	Mechanical Contractor

P Feature 04. Part VOC Reduction		--> Yes				
Part 1. Interior Paints And Coatings	The VOC limits of newly applied interior paints and coatings meet one of the following requirements: a. 100% of installed products meet California Air Resources Board (CARB) 2007, Suggested Control Measure (SCM) for Architectural Coatings, or South Coast Air Quality Management District (SCAQMD) Rule 1113, effective June 3, 2011 for VOC content. b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions. c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.	Letter of Assurance	Yes	Contractor and sub contractors to follow LEED/WELL specs.	Contractor	IEQ- Low-emitting materials
Part 2. Interior Adhesives And Sealants	The VOC limits of newly applied interior adhesives and sealants meet one of the following requirements: a. 100% of installed products meet South Coast Air Quality Management District (SCAQMD) Rule 1168 for VOC content. Volatile organic compound (VOC) limits correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005. b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions. c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.	Letter of Assurance	Yes	Contractor and sub contractors to follow LEED/WELL specs.	Contractor	
Part 3. Flooring	The VOC emissions of all newly installed interior flooring must meet all limits set by the following, as applicable: a. California Department of Public Health (CDPH) Standard Method v1.1-2010.	Letter of Assurance	Yes	Contractor and sub contractors to follow LEED/WELL specs.	Contractor	
Part 4. Insulation	The VOC emissions of all newly installed interior thermal and acoustic insulation must meet all limits set by the following, as applicable: a. California Department of Public Health (CDPH) Standard Method v1.1-2010.	Letter of Assurance	Yes	Contractor and sub contractors to follow LEED/WELL specs.	Contractor	
Part 5. Furniture And Furnishings	The VOC emissions of at least 95% (by cost) of all newly purchased interior furniture and furnishings within the project scope must meet all limits set by the following, as applicable: a. ANSI/BIFMA e3-2011 Furniture Sustainability Standard sections 7.6.1 and 7.6.2, tested in accordance with ANSI/BIFMA Standard Method M7.1-2011. b. California Department of Public Health (CDPH) Standard Method v1.1-2010.	Letter of Assurance	Yes	Contractor and sub contractors to follow LEED/WELL specs. <b>Provide by Tender</b>	CMHC/ Contractor	
P Feature 05. Air Filtration		--> Yes				
Part 1. Filter Accommodation	If recirculated air is used, the following requirements are met in ventilation assemblies in the main air ducts for recirculated air: a. Rack space is available and rack location identified for future implementation of carbon filters or combination particle/carbon filters. b. The mechanical system is sized to accommodate the additional filters.	Letter of Assurance	Yes	Must be included in HVAC design. Unclear if this has been accounted for. <b>To be confirmed.</b>	Mech	
Part 2. Particle Filtration	One of the following requirements is met: a. MERV 13 (or higher) media filters are used in the ventilation system to filter outdoor air. b. Project demonstrates that for 95% of all hours in a calendar year, ambient outdoor PM10 and PM2.5 levels measured within 1.6 km [1 mi] of the building are below the limits set in the WELL Air Quality Standards Feature.	Letter of Assurance	Yes	Most likely met with MERV 13 filters. <b>To be confirmed.</b>	Operations	IEQ - Enhanced Indoor Air Quality Strategies
Part 3. Air Filtration Maintenance	To verify that the filtration system continues to operate as designed, projects must annually provide IWBI with: a. Records of air filtration maintenance, including evidence that filters have been properly maintained as per the manufacturer's recommendations.	Operations Schedule	Yes	Typical operations task	Operations	
P Feature 06. Microbe And Mold Control		--> Yes				
Part 1. Cooling Coil Mold Reduction	In buildings that rely on a mechanical system for cooling, one of the following requirements is met: a. Ultraviolet lamps (using a wavelength of 254 nm so as not to generate ozone) are employed on the cooling coils and drain pans of the mechanical system supplies. Irradiance reaching the cooling coil and drain pan, including the plenum corners, is modeled. b. Building policy states that all cooling coils are inspected on a quarterly basis for mold growth and cleaned if necessary. Dated photos demonstrating adherence are provided to the IWBI on an annual basis.	Operations Schedule or MEP Drawing	Yes	Can be formalized and implemented if task is not currently done. <b>To be confirmed.</b>	Operations	
Part 2. Mold Inspections	The following are not present: a. Signs of discoloration and mold on ceilings, walls or floors. b. Signs of water damage or pooling.	Visual Inspection	Pending PV			

P Feature 07. Construction Pollution Management		--> Yes				
Part 1. Duct Protection	To prevent pollutants from entering the ventilation system, all newly installed ducts are either: a. Sealed and protected from possible contamination during construction. b. Vacuumed out prior to installing registers, grills and diffusers.	Letter of Assurance	Yes	Follow IAQ Management required for LEED. <b>Weekly inspections to occur.</b>	Contractor	IEQ- Construction IAQ Management Plan
Part 2. Filter Replacement	To prevent pollutants from entering the air supply post-occupancy, if the ventilation system is operating during construction occurring within one year prior to Performance Verification, the following requirement is met: a. All filters are replaced prior to occupancy.	Letter of Assurance	Yes	Follow IAQ Management required for LEED. <b>Weekly inspections to occur.</b>	Contractor	
Part 3. Moisture Absorption Management	To prevent building materials from absorbing water or moisture during construction occurring within one year prior to Performance Verification, the following requirements are met: a. A separate area is designated to store and protect absorptive materials, including but not limited to carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery and furnishings.	Letter of Assurance	Yes	Follow IAQ Management required for LEED. <b>Weekly inspections to occur.</b>	Contractor	
Part 4. Dust Containment And Removal	The following procedures are followed during building construction occurring within one year prior to Performance Verification: a. All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers. b. Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants. c. Saws and other tools use dust guards or collectors to capture generated dust.	Letter of Assurance	Yes	Follow IAQ Management required for LEED. <b>Weekly inspections to occur.</b>	Contractor	
O Feature 08. Healthy Entrance		--> Maybe				
Part 1. Entryway Walk-Off Systems	To capture particulates from occupant shoes at all regularly used entrances to the project, one of the following is installed and is maintained on a weekly basis: a. Permanent entryway system comprised of grilles, grates or slots, which allow for easy cleaning underneath, at least the width of the entrance and 3 m [10 ft] long in the primary direction of travel (sum of indoor and outdoor length). b. Rollout mats, at least the width of the entrance and 3 m [10 ft] long in the primary direction of travel (sum of indoor and outdoor length). c. Material manufactured as an entryway walk-off system, at least the width of the entrance and 3 m [10 ft] long in the primary direction of travel (sum of indoor and outdoor length).	Visual Inspection	Maybe	Not currently shown on drawings. <b>Confirm entryway systems and length.</b>	Arch/Operations	IEQ- Enhanced Indoor Air Quality Strategies
Part 2. Entryway Air Seal	One of the following is in place to slow the movement of air from outdoors to indoors within mechanically ventilated main building entrances: a. Building entry vestibule with two normally-closed doorways. b. Revolving entrance doors. c. At least 3 normally-shut doors that separate occupied space from the outdoors. For example, a space on the fifth-floor could be separated by the exterior building doors, the first-floor elevator doors and the fifth-floor elevator doors. This option is applicable only for buildings whose entrance lobby is not a regularly occupied space.	Visual Inspection	Yes	There appears to be a main entry vestibule with two doorways. <b>To be confirmed.</b>	Arch/Operations	
P Feature 09. Cleaning Protocol		--> Yes				
Part 1. Cleaning Plan For Occupied Spaces	A cleaning plan is created that includes: a. The Cleaning Equipment and Training section of Table A4 in Appendix C. b. A list of approved product seals with which all cleaning, disinfection and hand hygiene products must comply in accordance with the Cleaning, Disinfection and Hand Hygiene Product section in Table A4 in Appendix C. c. A list of high-touch surfaces and schedule of sanitization or disinfection as specified in the Disinfection and Sanitization section in Table A4 in Appendix C. d. A cleaning schedule that specifies the extent and frequency of cleaning, including the Entryway Maintenance section of Table A4 in Appendix C. e. Dated cleaning logs that are maintained and available to all occupants.	Operations Schedule	Yes	Can be formalized and implemented if task is not currently done. <b>Confirm compliance of cleaning plan.</b>	Operations/Cleaning vendor	

N/A	Feature 10. Pesticide Management			-->N/A		
P	<b>Feature 11. Fundamental Material Safety</b>			--> <b>Maybe</b>		
	Part 1. Asbestos And Lead Restriction	All newly-installed building materials meet the following materials composition requirements: a. No asbestos. b. Not more than a weighted average of 0.25% lead in wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures, and 0.20% for solder or flux used in plumbing for water intended for human consumption. c. Not more than 100 ppm (by weight) added lead in all other building materials. For door hardware, project teams must document attempt to meet the requirement and demonstrate a petition or a formal request has been filed with manufacturers who were unable to meet their needs.	Letter of Assurance	Yes	Most likely practiced. Ellis Don indicated this will be addressed through submittals.	Contractor
	Part 2. Lead Abatement	For repair, renovation, demolition, or painting of projects constructed prior to any applicable laws banning or restricting lead paint, lead evaluation and abatement is conducted in accordance with the following guidelines: a. An on-site investigation of the commercial space conducted by a certified risk assessor or inspector technician to determine the presence of any lead-based hazards in paint, dust and soil using the definitions in U.S. EPA 40 CFR Part 745.65 for residential dwellings or child-occupied facilities. b. All commercial and institutional spaces found to have lead-based hazards must adhere to U.S. EPA 40 CFR Part 745.227 work practice standards for conducting lead-based paint activities, as outlined for multi-family dwellings. c. Adherence to final rules, as they are proposed by the U.S. EPA, regarding the lead renovation, repair and painting program for public and commercial buildings (RIN: 2070-AJ56) supersedes adherence to definitions and protocols outlined in U.S. EPA 40 CFR Part 745 for residential dwellings or child-occupied facilities.	Remediation Report	Maybe	Ellis Don to evaluate obtaining an inspector.	Contractor / Operations
	Part 3. Asbestos Abatement	To reduce hazards in projects constructed prior to any applicable laws banning or restricting asbestos, the following testing, evaluation and abatement is conducted: a. Inspection is conducted every three years through an accredited professional per Asbestos Hazard Emergency Response Act (AHERA)'s Asbestos Model Accreditation Plan (MAP), National Standards for Hazardous Air Pollutants (NESHAP), or accredited asbestos consultant (State or local equivalent). b. In accordance with the Asbestos Hazard Emergency Response Act (AHERA), development, maintenance and update of asbestos management plans, including all necessary actions to minimize asbestos hazards: repair, encapsulation, enclosure, maintenance and removal, follow protocol detailed in the Asbestos-Containing Materials in Schools Rule (40 CFR part 763). c. Projects conduct post-abatement clearance in accordance with Asbestos Hazard Emergency Response Act (AHERA) Asbestos-Containing Materials in Schools (40 CFR part 763).	Remediation Report	Yes	Most likely practiced, to be confirmed.	Operations
	Part 4. Polychlorinated Biphenyl Abatement	Any projects undergoing current renovation or demolition which were constructed or renovated between 1950 and the institution of any applicable laws banning or restricting PCBs carry out the following: a. Conduct evaluation and abatement of materials in accordance with the U.S. EPA Steps to Safe PCB Abatement Activities. b. Conduct removal and safe disposal of PCB-containing fluorescent light ballasts in accordance with the U.S. EPA guidelines.	Remediation Report	N/A		
	Part 5. Mercury Limitation	Mercury-containing equipment and devices are restricted in accordance with the below guidelines: a. Project does not specify or install new mercury containing thermometers, switches and electrical relays. b. Project does not install any lamps not compliant with the low-mercury limits specified in Appendix C, Table A5. Project develops a plan to upgrade any existing non-compliant lamps to low-mercury or mercury-free lamps. c. Illuminated exit signs only use Light-Emitting Diode (LED) or Light-Emitting Capacitor (LEC) lamps. d. No mercury vapor or probe-start metal halide high intensity discharge lamps are in use.	Letter of Assurance	Maybe	Most likely practiced, to be confirmed.	Operations
N/A	<b>Feature 12. Moisture Management</b>			-->N/A		
	<b>Feature 13. Air Flush</b>			--> <b>No</b>		
	<b>Feature 14. Air Infiltration Management</b>			--> <b>No</b>		
	<b>Feature 15. Increased Ventilation</b>			--> <b>No</b>		
	<b>Feature 16. Humidity Control</b>			--> <b>No</b>		

○ <b>Feature 17. Direct Source Ventilation</b>				--> <b>Maybe</b>		
Part 1. Pollution Isolation And Exhaust	All cleaning and chemical storage units, all bathrooms and all rooms that contain printers and copiers(except those meeting the low-emission criteria of Ecologo CCD 035, Blue Angel RAL-UZ 171, or Green Star) meet the following conditions: a. Are closed from adjacent spaces with self-closing doors. b. Air is exhausted so that all air is expelled rather than recirculated.	Mechanical and Architectural Drawing	Maybe	Confirm if printer rooms will be closed to adjacent spaces and chemical storage rooms and copy rooms will be exhausted. Drawings are unclear.	Mech/ Arch	IEQ - Enhanced Indoor Air Quality Strategies
○ <b>Feature 18. Air Quality Monitoring And Feedback</b>				--> <b>Maybe</b>		
Part 1. Indoor Air Monitoring	Monitors measure 2 of the following pollutants in a regularly occupied or common space (minimum one per floor) within the building, at intervals no longer than once an hour (measured at 1.2-1.8 m [4-6 ft] above the floor), and results are annually transmitted to the IWBI: a. Particle count (resolution 35,000 counts per m <sup>3</sup> [1,000 counts per ft <sup>3</sup> ] or finer) or particle mass (resolution 10 µg/m <sup>3</sup> or finer). b. Carbon dioxide (resolution 25 ppm or finer). c. Ozone (resolution 10 ppb or finer).	Letter of Assurance	Maybe	Can be done in conjunction with LEED credit for CO2 monitoring with the addition of another measure. Design appears to include OA damper to control air quantity based on CO2/occupancy. Specifics to be confirmed.	Mech/ Operations	IEQ- Enhanced Indoor Air Quality Strategies
Part 2. Air Data Record Keeping And Response	In an effort to consistently meet the WELL parameters, projects provide a written policy specifying: a. Detailed enforcement strategies for monitoring and record-keeping of parameters listed in Part 1: Indoor Air Monitoring. b. Records are to be kept for a minimum of 3 years, including full data from field inspectors or laboratory results where appropriate. c. Detailed plan for action and remediation of unacceptable conditions.	Operations Schedule	Maybe	Can be done, to be confirmed if pursuing Part 1	Operations	
Part 3. Environmental Measures Display	Real-time display of the following indoor environmental parameters are made available per 930 m <sup>2</sup> [10,000 ft <sup>2</sup> ] of regularly occupied space on a screen no smaller than 15 cm [5.9 in] by 13 cm [5.1 in]: a. Temperature. b. Humidity. c. Carbon dioxide concentration.	Visual Inspection	Maybe	Can be done, to be confirmed if pursuing Part 1	Operations	
○ <b>Feature 19. Operable Windows</b>				--> <b>Maybe</b>		
Part 1. Full Control	The following requirement is met: a. Every regularly occupied space has operable windows that provide access to outdoor air and daylight.	Letter of Assurance	Maybe	Confirm if there are operable windows.	Arch	
Part 2. Outdoor Air Measurement	Outdoor levels of ozone, PM10, temperature and humidity are monitored based on the following requirement, and data collected is made available to the building occupants: a. A data-gathering station located within 1.6 km [1 mi] of the building.	Policy Document	Maybe	Confirm if there are operable windows.		
Part 3. Window Operation Management	If the outdoor air measurement system indicates that outdoor air either (i) exceeds ozone levels of 51 ppb or PM10 levels of 50 µg/m <sup>3</sup> ; (ii) has a temperature of 8 °C [15 °F] above or below set indoor temperature; or (iii) has a relative humidity above 60%, then one of the following is used to discourage occupants from opening windows: a. Software on occupants' computers or smartphones. b. Indicator lights at all operable windows.	Letter of Assurance	Maybe	Confirm if there are operable windows.		
○ <b>Feature 20. Outdoor Air Systems</b>				--> <b>Yes</b>		
Part 1. Dedicated Outdoor Air Systems	Dedicated outdoor air systems are used for heating and/or cooling systems and verified as being adequate through one of the following: a. The system complies with local codes or standards regarding dedicated outdoor air systems. b. A detailed design review of the proposed system is conducted by an independent, qualified and registered professional mechanical engineer (not employed or compensated by the mechanical engineer on record). The review addresses thermal comfort (temperature, humidity, air velocity, etc.) and ventilation rates, as well as overall serviceability and system reliability. Report must demonstrate satisfactory compliance with ventilation standards used in Feature 03 Ventilation effectiveness.	Letter of Assurance	Yes	A dedicated outdoor air system has been included in the design. Specifics have not been provided.	Mech	

0 Feature 21. Displacement Ventilation		--> Maybe			
Part 1. Displacement Ventilation Design And Application	Projects implement a displacement ventilation system for heating and/or cooling in which one of the following is met: a. Low side wall air distribution with the air supply temperature slightly cooler or warmer than the desired space temperature. The system must use the System Performance Evaluation and ASHRAE Guidelines RP-949 as the basis for design. b. Underfloor Air Distribution (UFAD) with the air supply temperature slightly cooler or warmer than the desired space temperature. This system must use ASHRAE's UFAD Guide (Design, Construction and Operations of Underfloor Air Distribution Systems) as the basis of design. Displacement ventilation applied as part of an underfloor air distribution system must be installed at a raised floor height whereby the underfloor area can be cleaned on an annual basis.	Letter of Assurance	Maybe	Dependent upon HVAC system selection. <b>Compliance to be confirmed.</b>	Mech
Part 2. System Performance	The following requirements are met: a. A Computational Fluid Dynamics (CFD) analysis is conducted for the displacement ventilation system. b. The displacement ventilation system meets ASHRAE 55-2013 (Thermal Environmental Conditions for Human Occupancy) for comfort for at least 75% of all regularly occupied space.	Letter of Assurance	Maybe	Dependent upon HVAC system selection. <b>Compliance to be confirmed.</b>	Mech
0 Feature 22. Pest Control		--> Yes			
Part 1. Pest Reduction	The following are met: a. All non-refrigerated perishable food, including pet food, is stored in sealed containers. b. All indoor garbage cans (except paper recycling bins) less than 113 liters [30 gallons] have lids and hands-free operation, or are enclosed by cabinetry in an under-counter pull-out drawer, with a handle separate from the trash can. c. All indoor garbage cans greater than 113 liters [30 gallons] have a lid.	Operations Schedule	Yes	Most likely already practiced. <b>Confirm compliance.</b>	CMHC
Part 2. Pest Inspection	Visual inspections during Performance Verification show that the following are not present: a. Signs of infestation by cockroaches, termites or other pests.	Visual Inspection	Yes	Most likely already practiced. <b>Confirm compliance.</b>	Operations
0 Feature 23. Advanced Air Purification		--> Maybe			
Part 1. Carbon Filtration	To reduce VOCs in the indoor air, buildings which recirculate air use one of the following methods: a. Activated carbon filters or combination particulate/carbon filters in the main air ducts to filter recirculated air. Replacement is required as recommended by the manufacturer. b. A standalone air purifier with a carbon filter used in all regularly occupied spaces. Purifiers must be sized appropriately to the spaces they are serving. Filter replacement is required as recommended by the manufacturer.	Letter of Assurance	Yes	<b>Ensure HVAC systems can accommodate carbon filters.</b> Unclear from current information.	Mech/ Operations
Part 2. Air Sanitization	Spaces with more than 10 regular occupants, within buildings that recirculate air, use one of the following treatments or technologies to treat the recirculated air, either integrated within the central ventilation system or as a standalone device: a. Ultraviolet germicidal irradiation. b. Photocatalytic oxidation.	Letter of Assurance	Maybe	Several spaces have density of more than 10 regular occupants. <b>Confirm if air sanitization is being met.</b>	Mech/ Operations
Part 3. Air Quality Maintenance	As evidence that the selected filtration/sanitization system chosen continues to be fully operational, projects must annually provide IWBI with: a. Records of air filtration/sanitization maintenance, including evidence that the filter and/or sanitizer has been properly maintained as per the manufacturer's recommendations.	Operations Schedule	Maybe	Dependent on Part 1 and 2, can be easily implemented if pursued.	Mech/ Operations
0 Feature 24. Combustion Minimization		--> Yes			
Part 1. Appliance And Heater Combustion Ban	The following are forbidden in regularly occupied spaces: a. Combustion-based fireplaces, stoves, space-heaters, ranges and ovens.	Letter of Assurance	Yes	Most likely practiced	Operations
0 Feature 25. Toxic Material Reduction		--> No			

W A T E R	O	<b>Feature 26. Enhanced Material Safety</b>			--> <b>Maybe</b>		
		Part 1. Precautionary Material Selection	At least 25% of all furnishings, built-in furniture, interior finishes, and finish materials (calculated by cost) meet one or more of the following requirements: a. Have a Declare: Living Building Challenge Red List Free, Declare: Living Building Challenge Compliant, or Living Product Challenge label. b. Have a Cradle to Cradle™ Material Health Certified with a V2 Gold or Platinum or V3 Bronze, Silver, Gold or Platinum Material Health Score. c. Have no GreenScreen® Benchmark 1, List Translator 1 or List Translator Possible 1 substances over 1,000 ppm, as verified by a qualified Ph.D. toxicologist or Certified Industrial Hygienist.	Letter of Assurance	Maybe	Dependent on material selection. <b>Contractor to follow BGIS LEED/WELL specs.</b>  Ellis Don to evaluate further for millwork. Office furniture and work stations will have largest impact (supplier unknown).	Contractor
	O	<b>Feature 27. Antimicrobial Activity For Surfaces</b>			--> <b>Maybe</b>		
		Part 1. High-Touch Surfaces	All countertops and fixtures in bathrooms and kitchens, and all handles, doorknobs, lightswitches and elevator buttons are one of the following: a. Coated with or comprised of a material that is abrasion-resistant, non-leaching and meets EPA testing requirements for antimicrobial activity. b. Cleaned with a UV cleaning device, used as recommended by the manufacturer.	Architectural Drawing or Operations Schedule	Maybe	Dependent on material selection. <b>Contractor to follow BGIS LEED/WELL specs.</b>  Material selection to be confirmed by Arch.	Arch/ Contractor
	O	<b>Feature 28. Cleanable Environment</b>			--> <b>Yes</b>		
		Part 1. Material Properties	High-touch and non-porous surfaces (refer to Table A1 in Appendix C) meet the following requirements: a. Smooth and free of defects visible to the unaided eye. b. Finished to maintain smooth welds and joints. c. Free of crevices and other hard-to-reach places.	Letter of Assurance	Yes	Dependent on finish selection	Arch
		Part 2. Cleanability	The following requirements are met: a. No permanent wall-to-wall carpeting is used; only removable rugs, removable carpet tiles or hard surfaces are allowed. b. The building provides adequate flexible storage space for all permanent, movable items to allow high-touch surfaces to be completely cleared during cleaning. c. Right angles between walls and windows/floors are sealed.	Letter of Assurance	Yes	Dependent flooring selection. Arch to address through design.	Contractor/ Arch/ Cleaning vendor
	O	<b>Feature 29. Cleaning Equipment</b>			--> <b>Yes</b>		
		Part 1. Equipment And Cleaning Agents	All cleaning equipment meets the following: a. Mops, rags and dusters used to clean all non-porous surfaces consist of microfiber with a denier no higher than 1.0. b. Mops do not have to be wrung by hand. c. Vacuum cleaners contain filters with a HEPA rating.	Operations Schedule	Yes	Current cleaning contract through SNC Lavalin indicates: - microfiber clothes/rags are used, <b>but denier is unclear.</b> - mops have to be wrung, <b>but it is not clear if this is done by hand.</b> - Vacuum cleaners have HEPA filtration	Cleaning vendor
		Part 2. Chemical Storage	All cleaning equipment meets the following: a. In cleaning storage areas, bleach and ammonia-based cleaning products are kept in separate bins from one another. b. Any bins and bottles of bleach and ammonia-based cleaning products are affixed with large, color-coded labels indicating they are not to be mixed.	Visual Inspection	Yes	Most likely practiced, <b>to be confirmed.</b>	Cleaning vendor
P	<b>Feature 30. Fundamental Water Quality</b>				--> <b>Yes</b>		
	Part 1. Sediment	All water being delivered to the project area except water not designated for human contact meets the following requirements: a. Turbidity of the water sample is less than 1.0 NTU.	Performance Test	Pending PV	Yes, met based on 2017 City of Ottawa Drinking Water Quality		
	Part 2. Microorganisms	All water being delivered to the project area except water not designated for human contact meets the following requirements: a. Total coliforms (including E. coli) are not detected in the sample.	Performance Test	Pending PV	Yes, met based on 2017 City of Ottawa Drinking Water Quality		
P	<b>Feature 31. Inorganic Contaminants</b>				--> <b>Yes</b>		
	Part 1. Dissolved Metals	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Lead less than 0.01 mg/L. b. Arsenic less than 0.01 mg/L. c. Antimony less than 0.006 mg/L. d. Mercury less than 0.002 mg/L. e. Nickel less than 0.012 mg/L. f. Copper less than 1.0 mg/L.	Performance Test	Pending PV	Yes, met based on City of Ottawa Drinking Water Quality		

P	<b>Feature 32. Organic Contaminants</b>		--> Yes	
	Part 1. Organic Pollutants	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Styrene less than 0.0005 mg/L b. Benzene less than 0.001 mg/L c. Ethylbenzene less than 0.3 mg/L. d. Polychlorinated biphenyls less than 0.0005 mg/L. e. Vinyl chloride less than 0.002 mg/L. f. Toluene less than 0.15 mg/L. g. Xylenes (total: m, p and o) less than 0.5 mg/L. h. Tetrachloroethylene less than 0.005 mg/L.	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
P	<b>Feature 33. Agricultural Contaminants</b>		--> Yes	
	Part 1. Herbicides And Pesticides	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Atrazine less than 0.001 mg/L b. Simazine less than 0.002 mg/L c. Glyphosate less than 0.70 mg/L. d. 2,4-Dichlorophenoxyacetic acid less than 0.07 mg/L.	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
	Part 2. Fertilizers	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Nitrate less than 50 mg/L (10 mg/L as nitrogen).	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
P	<b>Feature 34. Part Public Water Additives</b>		--> Yes	
	Part 1. Disinfectants	All water being delivered to the project area for human consumption (at least one water dispenser per project) and showers/baths meets the following limits: a. Residual chlorine less than 0.6 mg/L. b. Residual chloramine less than 4 mg/L.	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
	Part 2. Disinfectant Byproducts	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Total trihalomethanes less than 0.08 mg/L. b. Total haloacetic acids less than 0.06 mg/L.	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
	Part 3. Fluoride	All water being delivered to the project area for human consumption (at least one water dispenser per project) meets the following limits: a. Fluoride less than 4.0 mg/L.	Performance Test	Pending PV Yes, met based on City of Ottawa Drinking Water Quality
O	<b>Feature 35. Periodic Water Quality Testing</b>		--> Maybe	
	Part 1. Quarterly Testing	All water being delivered to the project area for human consumption is tested quarterly (with reports submitted annually to the IWBI) for the presence of the following dissolved metals or metalloids: a. Lead. b. Arsenic. c. Mercury. d. Copper.	Operations Schedule	Maybe Requires regular potable water testing. Advise if this is conducted.
	Part 2. Water Data Record Keeping And Response	Projects provide a written policy specifying: a. Detailed enforcement strategies for monitoring and keeping record of water quality parameters listed in the WELL Building Standard. b. Records are kept for a minimum of 3 years, including full data from field inspections or laboratory results where appropriate. c. A detailed plan for action and remediation of unacceptable conditions.	Operations Schedule	Maybe Requires a plan, can be formalized if already done. To be confirmed.
O	<b>Feature 36. Water Treatment</b>		--> No	
O	<b>Feature 37. Drinking Water Promotion</b>		--> Maybe	
	Part 1. Drinking Water Taste Properties	All water being delivered to the project area for human consumption: a. Aluminum less than 0.2 mg/L. b. Chloride less than 250 mg/L. c. Manganese less than 0.05 mg/L. d. Sodium less than 270 mg/L. e. Sulfate less than 250 mg/L. f. Iron less than 0.3 mg/L. g. Zinc less than 5 mg/L. h. Total Dissolved Solids less than 500 mg/L.	Performance Test	Yes Yes, met based on City of Ottawa Drinking Water Quality

	Part 2. Drinking Water Access	To encourage water consumption, the following is met: a. At least one dispenser is located within 30 m [100 ft] of all parts of regularly occupied floor space (minimum one per floor).	Letter of Assurance	Maybe	Bottle fill stations are present throughout the facility. <b>Confirm distance between dispensers.</b>	Arch
	Part 3. Water Dispenser Maintenance	The components of dispensers that provide water for human consumption are cleaned with at least the following regularity: a. Daily, for mouthpieces, protective guards and collective basins, to prevent lime and calcium build-up. b. Quarterly, for outlet screens and aerators, to remove debris and sediment.	Operations Schedule	Maybe	Requires regular maintenance and cleaning schedule.	Operations
P	<b>Feature 38. Fruits And Vegetables</b>			<b>--&gt; Yes</b>		
	Part 1. Fruit And Vegetable Variety	If foods are sold or provided on a daily basis on the premises by (or under contract with) the project owner, then the selection includes at least one of the following: a. At least 2 varieties of fruits (containing no added sugar) and at least 2 varieties of non-fried vegetables. b. At least 50% of available options are fruits (containing no added sugar) and/or non-fried vegetables.	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
	Part 2. Fruit And Vegetable Promotion	Cafeterias operated or contracted by the project owner, if present, include the following design interventions: a. Salad bar or similar salad-providing section, positioned in a visible and accessible location. b. Fruits and vegetables are visually apparent, either through display or through color photographs on the menu. c. Vegetable dishes are placed at the beginning of the food service line. d. Fruits or fruit dishes are placed in a bowl or in a stand at the checkout location.	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
P	<b>Feature 39. Processed Foods</b>			<b>--&gt; Maybe</b>		
	Part 1. Refined Ingredient Restrictions	All foods, beverages, snacks and meals sold or provided on a daily basis on the premises by (or under contract with) the project owner, including in vending machines, meet the following conditions: a. Beverages do not contain more than 30 g of sugar per container. Bulk containers of 1.9 L (2 quart) or larger are exempt from this requirement. b. At least 50% of beverages have 1 g of sugar or less per 16 mL [1.87 g of sugar or less per 1 oz]. c. No non-beverage food item contains more than 30 g of sugar per serving. d. In at least 50% of food offerings where a grain flour is the primary ingredient by weight, a whole grain must be the primary ingredient.	Operations Schedule	Maybe	Dependent on food vendor contract (includes coffee/tea/sugar etc. provided to employees). May be difficult to achieve. <b>Provide by construction completion.</b>	CMHC
	Part 2. Trans Fat Ban	All foods, beverages, snacks and meals sold or provided on a daily basis on the premises by (or under contract with) the project owner, including in vending machines, do not contain: a. Partially-hydrogenated oil.	Operations Schedule	Yes	Achievable (includes coffee/tea/sugar etc. provided to employees). <b>Provide by construction completion.</b>	CMHC

P	Feature 40. Food Allergies			--> Yes		
	Part 1. Food Allergy Labeling	All foods sold or provided on a daily basis on the premises by (or under contract with) the project owner are clearly labeled on packaging, menus, signage, or electronic media to indicate if they contain the following allergens: a. Peanuts. b. Fish. c. Shellfish. d. Soy. e. Milk and dairy products. f. Egg. g. Wheat. h. Tree nuts. i. Gluten.	Operations Schedule	Yes	Achievable (includes coffee/tea/sugar etc. provided to employees).  <b>Provide by construction completion.</b>	CMHC
P	Feature 41. Hand Washing			--> Maybe		
	Part 1. Hand Washing Supplies	The following are provided, at a minimum, at all sink locations: a. Fragrance-free hand soap in accordance with the Cleaning, Disinfection and Hand Hygiene Product section in Table A4 in Appendix C. b. Disposable paper towels (air dryers are not forbidden, but are supplemented).	Operations Schedule	Yes	Most likely practiced, to be confirmed.	Arch/ Operations
	Part 2. Contamination Reduction	One of the following is provided, at a minimum, at all sink locations: a. Liquid soap in dispensers with disposable and sealed soap cartridges. b. Bar soap with a soap rack that allows for drainage.	Visual Inspection	Pending PV	Most likely practiced, to be confirmed.	Operations
	Part 3. Sink Dimensions	Bathroom and kitchen sinks meet the following requirements: a. The sink column of water is at least 25 cm [10 inches] in length. b. The handwashing basin is at least 23 cm [9 inches] in width and length.	Letter of Assurance	Maybe	Confirm specs for new and existing sinks and faucet.	Arch
P	Feature 42. Food Contamination			--> Yes		
	Part 1. Cold Storage	If raw meat, fish or poultry is prepared or stored on site, cold storage spaces contain the following: a. At least one removable, cleanable drawer or container located at the bottom of the unit, designated and labeled for storing raw meat, fish and poultry. b. A visual display of holding temperatures to ensure accurate representation of storage temperatures.	Letter of Assurance	Yes	Achievable.  <b>Provide by construction completion.</b>	CMHC
P	Feature 43. Artificial Ingredients			--> Yes		
	Part 1. Artificial Substance Labeling	All foods sold or provided on a daily basis on the premises by (or under contract with) the project owner are clearly labeled on packaging, nearby menus or signage to indicate if they contain the following: a. Artificial colors. b. Artificial flavors. c. Artificial sweeteners. d. Brominated vegetable oils. e. Potassium bromate. f. BHA (Butylated hydroxyanisole). g. BHT (Butylated hydroxytoluene). h. Monosodium glutamate (MSG). i. Hydrolyzed vegetable protein (HVP). j. Sodium nitrate and sodium nitrite. k. Sulfites.	Operations Schedule	Yes	Achievable (includes coffee/tea/sugar etc. provided to employees).  <b>Provide by construction completion.</b>	CMHC
P	Feature 44. Nutritional Information			--> Yes		
	Part 1. Detailed Nutritional Information	For foods and beverages sold or provided on a daily basis on the premises by (or under contract with) the project owner, the following are displayed (per meal or item) on packaging, menus or signage: a. Total calories. b. Macronutrient (total protein, total fat and total carbohydrate) in weight and as a percent of estimated daily requirements (Daily Values). c. Total sugar content.	Visual Inspection	Pending PV	Achievable (includes coffee/tea/sugar etc. provided to employees).  <b>Provide by construction completion.</b>	CMHC
P	Feature 45. Food Advertising			--> Yes		
	Part 1. Advertising And Environmental Cues	The following requirement is met: a. Advertisements for any food or beverage items that do not conform to the requirements set forth in the Processed Foods Feature are not displayed on the premises.	Visual Inspection	Pending PV	Achievable.  <b>Provide by construction completion.</b>	CMHC
	Part 2. Nutritional Messaging	Using prominent displays such as educational posters, brochures or other visual media, designated eating areas or common areas contain a total of at least 3 instances of messaging per project intended to achieve either or both of the following requirements: a. Encourage the consumption of whole, natural foods and cuisines. b. Discourage the consumption of sugary or processed foods and beverages.	Visual Inspection	Pending PV	Achievable.  <b>Provide by construction completion.</b>	CMHC

	<b>Feature 46. Safe Food Preparation Materials</b>			--> Yes		
	Part 1. Cooking Material	Pots, pans, dishware and other cooking tools used to prepare food (except cutting boards) are made entirely of one or more of the following inert materials: a. Ceramics, except those containing lead. b. Cast iron. c. Stainless steel. d. Glass. e. Coated aluminum. f. Solid (non-laminated) wood that is untreated or treated with food-grade mineral or linseed oil.	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
	Part 2. Cutting Surfaces	All cutting boards are made from the following materials, and are replaced when they become excessively worn or have deep grooves from cutting: a. Marble. b. Plastic. c. Glass. d. Pyroceramic. e. Solid (non-laminated) wood that is untreated or treated with food-grade mineral or linseed oil.	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
	<b>Feature 47. Serving Sizes</b>			--> Yes		
	Part 1. Meal Sizes	If food is sold or provided on a daily basis by (or under contract with) the project owner and is prepared to order, the following is available and listed on the menu for at least half of all available main course options: a. A version or portion of the main course that is 650 kcal [650 Cal] or less and at a lower cost compared to the larger, regular version.	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
	Part 2. Dishware	If food is sold or provided on a daily basis on the premises by (or under contract with) the project owner, is self-serve, and requires the use of serving plate, bowl, or cup, each of the following is met (as applicable): a. Circular plates: the diameter of a plate is no larger than 25 cm [10 in]. b. Non-circular plates: the total surface area of a plate does not exceed 507 cm <sup>2</sup> [79 inches <sup>2</sup> ]. c. Bowls are no larger than 473 mL [16 oz]. d. Cups are no larger than 473 mL [16 oz].	Operations Schedule	Yes	Achievable. <b>Provide by construction completion.</b>	CMHC
	<b>Feature 48. Special Diets</b>			--> Yes		
	Part 1. Food Alternatives	Meals or catering provided by (or under contract with) the project owner include at least one main course option for each of the following criteria (as necessary, by request): a. Peanut-free. b. Gluten-free. c. Lactose-free. d. Egg-free. e. Contains no animal, seafood or dairy products. f. Contains no animal products, except for eggs and dairy.	Operations Schedule	Yes	Achievable (includes coffee/tea/sugar etc. provided to employees). <b>Provide by construction completion.</b>	CMHC
	<b>Feature 49. Responsible Food Production</b>			--> No		
	<b>Feature 50. Food Storage</b>			--> Yes		
	Part 1. Storage Capacity	The space provides cold storage that meets one of the following requirements: a. Total volume of at least 20 L [0.7 ft <sup>3</sup> ] per occupant (no more than 7,000 L [247 ft <sup>3</sup> ] of combined space is required). b. Evidence that the volume provided exceeds occupant demand by at least 20%.	Letter of Assurance	Yes	Achievable. <b>Provide by Tender.</b>	CMHC
	<b>Feature 51. Food Production</b>			--> No		
	<b>Feature 52. Mindful Eating</b>			--> Maybe		
	Part 1. Eating Spaces	Eating spaces for occupants adhere to the following requirements: a. Contain tables and chairs to accommodate at least 25% of total occupants at a given time.	Architectural Drawing	Yes	Several café/eating spaces are present throughout the facility, accommodating a combined capacity of ~450 people. With a total occupancy of 1200, this represents over 37% of total occupants. <b>Provide details by Tender.</b>	Arch
	Part 2. Break Area Furnishings	Eating spaces for occupants contain all of the following: a. Refrigerator, device for reheating food (such as microwave or toaster oven), and sink. b. Amenities for dish washing. c. At least one cabinet or storage unit available for occupant use. d. Eating utensils, including spoons, forks, knives and microwave-safe plates and cups.	Letter of Assurance	Maybe		CMHC/ Operations
	<b>Feature 53. Visual Lighting Design</b>			--> Maybe		
	Part 1. Visual Acuity For Focus	The following requirements are met at workstations or desks: a. The ambient lighting system is able to maintain an average light intensity of 215 lux [20 fc] or more, measured on the horizontal plane, 0.76 m [30 inches] above finished floor. The lights may be dimmed in the presence of daylight, but they are able to independently achieve these levels. b. The ambient lighting system is zoned in independently controlled banks no larger than 46.5 m <sup>2</sup> [500 ft <sup>2</sup> ] or 20% of open floor area of the room (whichever is larger). c. If ambient light is below 300 lux [28 fc], task lights providing 300 to 500 lux [28 to 46 fc] at the work surface are available upon request.	Letter of Assurance	Maybe	<b>Must meet requirements</b> Compliance unclear from current information.	Elec

	Part 2. Brightness Management Strategies	<p>Provide a narrative that describes strategies for maintaining luminance balance in spaces, which takes into consideration at least two of the following:</p> <p>a. Maximum brightness contrasts between main rooms and ancillary spaces, such as corridors and stairwells, if present. For example, projects may establish that, while still maintaining lighting variety, a main room cannot exhibit 10 times greater or lesser luminance than an ancillary space.</p> <p>b. Maximum brightness contrasts between task surfaces and immediately adjacent surfaces, including adjacent visual display terminal screens. For example, projects may establish that, while still maintaining lighting variety, a surface cannot exhibit 3 times greater or lesser luminance than an adjacent surface.</p> <p>c. Brightness contrasts between task surfaces and remote, non-adjacent surfaces in the same room. For example, projects may establish that, while still maintaining lighting variety, a surface cannot exhibit 10 times greater or lesser luminance than another remote surface in the same room.</p> <p>d. The way brightness is distributed across ceilings in a given room that maintains lighting variety but avoids both dark spots, or excessively bright, potentially glaring spots. For example, projects may establish that, while still maintaining lighting variety, one part of the ceiling cannot be 10 times greater or lesser luminance than another part of the ceiling in the same room.</p>	Professional Narrative	Maybe	Requires narrative describing luminance balance in spaces.	Elec/ Arch
P	<b>Feature 54. Circadian Lighting Design</b>		--> <b>Maybe</b>			
	Part 1. Melanopic Light Intensity For Work Areas	<p>Light models or light calculations demonstrate that at least one of the following requirements is met:</p> <p>a. At 75% or more of workstations, at least 200 equivalent melanopic lux is present, measured on the vertical plane facing forward, 1.2 m [4 ft] above finished floor (to simulate the view of the occupant). This light level may incorporate daylight, and is present for at least the hours between 9:00 AM and 1:00 PM for every day of the year.</p> <p>b. For all workstations, electric lights provide maintained illuminance on the vertical plane facing forward (to simulate the view of the occupant) of 150 equivalent melanopic lux or greater. Projects may use the lux recommendations in the required amount in place of 150.</p>	Letter of Assurance	Maybe	Requires light model to be performed.	Elec
P	<b>Feature 55. Electric Light Glare Control</b>		--> <b>Maybe</b>			
	Part 1. Lamp Shielding	<p>The following shielding angles (<math>\alpha = 90^\circ</math> - cutoff angle) must be observed for lamps in regularly occupied spaces with luminance values in the ranges specified:</p> <p>a. No shielding required for less than 20,000 cd/m<sup>2</sup> (including reflected sources).</p> <p>b. <math>\alpha</math>: 15° for 20,000 to 50,000 cd/m<sup>2</sup>.</p> <p>c. <math>\alpha</math>: 20° for 50,000 to 500,000 cd/m<sup>2</sup>.</p> <p>d. <math>\alpha</math>: 30° for 500,000 cd/m<sup>2</sup> and above.</p>	Letter of Assurance	Maybe	Dependent on fixture selection. To be confirmed.	Elec
	Part 2. Glare Minimization	<p>At workstations, desks, and other seating areas the following requirement is met:</p> <p>a. Luminaires more than 53° above the center of view (degrees above horizontal) have luminances less than 8,000 cd/m<sup>2</sup>.</p>	Letter of Assurance	Maybe	Dependent on fixture selection. To be confirmed.	Elec

P	<b>Feature 56. Solar Glare Control</b>		--> <b>Maybe</b>			
	Part 1. View Window Shading	At least one of the following is present for all glazing less than 2.1 m [7 ft] above the floor in regularly occupied spaces: a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare. b. External shading systems that are controllable by the occupants or set to automatically prevent glare. c. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more.	Letter of Assurance	Maybe	Operable blinds are in place, with the exception of the skylights. Window shading devices to be added, and set on an automatic timer.	Arch/ CMHC
	Part 2. Daylight Management	At least one of the following is required for all glazing greater than 2.1 m [7 ft] above the floor: a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare. b. External shading systems that are set to automatically prevent glare. c. Interior light shelves to reflect sunlight toward the ceiling. d. A film of micro-mirrors on the window that reflects sunlight toward the ceiling. e. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more.	Letter of Assurance	Maybe	Operable blinds are in place, with the exception of the skylights. Window shading devices to be added, and set on an automatic timer.	Arch/ CMHC
O	<b>Feature 57. Low-Glare Workstation Design</b>		--> <b>Maybe</b>			
	Part 1. Glare Avoidance	The following requirements are met: a. To minimize glare caused by incoming sunlight, all computer screens at desks located within 4.5 m [15 ft] of view windows can be oriented within a 20° angle perpendicular to the plane of the nearest window. b. Overhead luminaires are not aimed directly at computer screens.	Visual Inspection	Maybe	Dependent on design. To be confirmed.	Arch
O	<b>Feature 58. Color Quality</b>		--> <b>Yes</b>			
	Part 1. Color Rendering Index	To accurately portray colors in the space and enhance occupant comfort, all electric lights (except decorative fixtures, emergency lights and other special-purpose lighting) meet the following conditions: a. Color Rendering Index Ra (CRI, average of a. R1 through R8) of 80 or higher. b. Color Rendering Index R9 of 50 or higher.	Letter of Assurance	Yes	Most likely met (complete LED fixture design), dependent on fixture selection.	Elec
O	<b>Feature 59. Surface Design</b>		--> <b>Maybe</b>			
	Part 1. Working And Learning Area Surface Reflectivity	The following Light Reflectance Values (LRV) are met: a. Ceilings have an average LRV of 0.8 (80%) or more for at least 80% of surface area in regularly occupied spaces. b. Vertical surfaces have an average LRV of 0.7 (70%) or more for at least 50% of surface area directly visible from regularly occupied spaces. c. Furniture systems have an average LRV of 0.5 (50%) or more for 50% of surface area directly visible from regularly occupied spaces.	Letter of Assurance	Maybe	Dependent on design. To be confirmed.	Arch
O	<b>Feature 60. Automated Shading And Dimming Controls</b>		--> <b>Maybe</b>			
	Part 1. Automated Sunlight Control	All windows larger than 0.55 m <sup>2</sup> [6 ft <sup>2</sup> ] have the following: a. Shading devices that automatically engage when light sensors indicate that sunlight could contribute to glare at workstations and other seating areas.	Letter of Assurance	Maybe	Dependent on window size. Confirm shading devices/window sizes.	Operations
	Part 2. Responsive Light Control	The following requirements are met in all major workspace areas: a. All lighting except decorative fixtures is programmed using occupancy sensors to automatically dim to 20% or less (or switch off) when the zone is unoccupied. b. All lighting except decorative fixtures has the capacity and is programmed to dim continuously in response to daylight.	Letter of Assurance	Maybe	Occupancy and photosensors located throughout - confirm program operations for sensors.	Elec
O	<b>Feature 61. Right To Light</b>		--> <b>Maybe</b>			
	Part 1. Lease Depth	The following requirement is met: a. 75% of the area of all regularly occupied spaces is within 7.5 m [25 ft] of view windows.	Architectural Drawing	Maybe	Dependent on design and space layout. To be confirmed.	Arch
	Part 2. Window Access	The following conditions are met: a. 75% of all workstations are within 7.5 m [25 ft] of an atrium or a window with views to the exterior. b. 95% of all workstations are within 12.5 m [41 ft] of an atrium or a window with views to the exterior.	Architectural Drawing	Maybe	Dependent on design and space layout. To be confirmed.	Arch
O	<b>Feature 62. Daylight Modeling</b>		--> <b>Maybe</b>			
	Part 1. Healthy Sunlight Exposure	Lighting simulations demonstrate that the following conditions are expected: a. Spatial daylight autonomy (sDA300,50%) is achieved for at least 55% of regularly occupied space. In other words, at least 55% of the space receives at least 300 lux [28 fc] of sunlight for at least 50% of operating hours each year. b. Annual sunlight exposure (ASE1000,250) is achieved for no more than 10% of regularly occupied space. In other words, no more than 10% of the area can receive more than 1,000 lux [93 fc] for 250 hours each year.	Modeling Report	Maybe	Requires daylight model.	Arch

O		Feature 63. Daylighting Fenestration		--> Maybe		
	Part 1. Window Sizes For Working And Learning Spaces	The following conditions are met on facades along regularly occupied spaces: a. Window-wall ratio as measured on external elevations is between 20% and 60%. Percentages greater than 40% require external shading or adjustable opacity glazing to control unwanted heat gain and glare. b. Between 40% and 60% of window area is at least 2.1 m [7 ft] above the floor.	Architectural Drawing	Maybe	Dependent on window size. Calculations to be performed.	Operations
	Part 2. Window Transmittance In Working And Learning Areas	The following visible transmittance (VT) conditions are met for all non-decorative glazing: a. All glazing (excluding skylights) located higher than 2.1 m [7 ft] from the floor has VT of 60% or more. b. All glazing located 2.1 m [7 ft] or lower from the floor has VT of 50% or more.	Letter of Assurance	Maybe	Dependent on window size. Calculations to be performed.	Operations
	Part 3. Uniform Color Transmittance	All windows used for daylighting meet the following requirement: a. The visible light transmittance of wavelengths between 400 and 650 nm does not vary by more than a factor of 2.	Letter of Assurance	Maybe	Dependent on window size. Calculations to be performed.	Operations
O		Feature 64. Interior Fitness Circulation		--> N/A		
P		Feature 65. Activity Incentive Programs		--> Maybe		
	Part 1. Activity Incentive Programs	At least two of the following are implemented for all full-time employees: a. Tax-exempt payroll deductions relating to active transportation (e.g., a subsidy to purchase a personal bicycle) or mass transit (includes public transportation) use. Direct subsidies of an equivalent amount are also acceptable. b. Meaningful reimbursements or incentive payments (including non-monetary) offered for every 6-month period that an employee meets a 50-visit minimum to the gym or physical activity program. c. A meaningful subsidy offered at least yearly towards participation or membership costs for fitness activities such as races, group fitness classes, sports teams, fitness centers, training centers, gyms, or studios. Direct subsidies of an equivalent amount are also acceptable. d. A meaningful subsidy offered at least yearly towards the cost of an annual bicycle share membership e. No cost or discounted physical activity opportunities or memberships, in which it can be demonstrated that 30% of occupants have utilized on a regular basis (at least weekly) over the last six months.	Policy Document	Maybe	Options offered in CMHC benefits package.  CMHC to share by construction completion.	CMHC
O		Feature 66. Structured Fitness Opportunities		--> Yes		
	Part 1. Fitness Programs	The following is offered from a qualified professional at least once a month: a. Onsite fitness or training programs.	Policy Document	Yes	Facility has two multipurpose drop in rooms, intended for various fitness activities, including yoga, zumba, cross-fit etc.  Specific fitness/training programs to be provided by construction completion.	CMHC
	Part 2. Fitness Education	Classes from a qualified professional are offered at least once every 3 months to cover the following: a. Different modes of exercise. b. Safe fitness techniques. c. Comprehensive exercise regimens.	Policy Document	Yes	Dependent on gym operations. Specifics to be confirmed.  Provide by construction completion.	CMHC

0.0 m Z - 1.4 m

○ Feature 67. Exterior Active Design		--> Yes	
Part 1. Pedestrian Amenities	Sites in which the building takes up less than 75% of the total lot size provide at least one of the following within highly-trafficked areas, such as building entrances, public transportation stops, walking paths and plazas: a. A bench. b. A cluster of movable chairs and tables. c. A drinking fountain or water refilling station.	Letter of Assurance	N/A
Part 2. Pedestrian Promotion	To encourage more pedestrian activity, sites in which the building takes up less than 75% of the total lot size include at least two of the following in the outdoors: a. A water fountain or other water feature. b. A plaza or open air courtyard. c. A garden or other landscaped elements. d. Public art.	Letter of Assurance	N/A
Part 3. Neighborhood Connectivity	To encourage neighborhood connectivity and daily activity, at least one of the following requirements is met: a. The building address has a Walk Score® of 70 or greater. b. At least four existing and publicly available diverse uses (listed in LEED BD+C: Surrounding Density and Diverse Uses, Appendix 1) are present within 800 m [0.5 mi] of the main building entrance.	Annotated Map	Yes
			Walk Score is 67. Can be met following path b.
			BGIS Sustainability
			LtC Surrounding Density and Diverse Uses
○ Feature 68. Physical Activity Spaces		--> Yes	
Part 1. Site Space Designation For Offices	Spaces with more than 10 regular occupants provide the following: a. Dedicated exercise space that is at least 18.6 m <sup>2</sup> [200 ft <sup>2</sup> ] plus 0.1 m <sup>2</sup> [1 ft <sup>2</sup> ] per regular building occupant, up to a maximum of 370 m <sup>2</sup> [4,000 ft <sup>2</sup> ].	Architectural Drawing	Yes
			Fitness area appears to be ~13,700 ft <sup>2</sup> .
			CMHC
Part 2. External Exercise Spaces	At least one of the following spaces is within 0.8 km [0.5 mi] walking distance of the building's main entrance with complimentary access: a. A green space or park with playground features. b. A workout station or fitness zone. c. A trail network. d. An accessible body of water or public swimming pool. e. A gym, fitness or training center. f. A recreational field.	Annotated Map	Yes
			LeBoutillier park is approximately 180 meters from the main entrance, and includes playground features.
			BGIS Sustainability
○ Feature 69. Active Transportation Support		--> No	
○ Feature 70. Fitness Equipment		--> Yes	
Part 1. Cardiorespiratory Exercise Equipment	Some combination of the following is provided in the interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use: a. Treadmills. b. Elliptical machines. c. Rowing machines. d. Stationary exercise bicycles.	Letter of Assurance	Yes
			Fitness area includes rowing machines, treadmills, upright bikes, recumbent bikes, elliptical etc.
			CMHC
Part 2. Muscle-Strengthening Exercise Equipment	Some combination of the following is provided in the interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use: a. Multi-station equipment. b. Bench-press with a self-spotting rack. c. Full squat-rack. d. Pull-up bar.	Letter of Assurance	Yes
			Fitness area includes free weight benches, lifting benches, power rack etc.
			CMHC

COMFORT	O	<b>Feature 71. Active Furnishings</b>			--> No		
	P	<b>Feature 72. Accessible Design</b>			--> Yes		
		Part 1. Accessibility and Usability	The projects must demonstrate compliance with one of the following: a. Current ADA Standards for Accessible Design or comparable local code or standards. b. ISO 21542:2011 - Building Construction - Accessibility and Usability of the Built Environment.	Letter of Assurance	Yes	Most likely meet AODA.	Arch / Operations
	P	<b>Feature 73. Ergonomics: Visual And Physical</b>			--> Yes		
		Part 1. Visual Ergonomics	The following requirement is met: a. All computer screens, including laptops, are adjustable in terms of height and distance from the user.	Letter of Assurance	Yes	Most likely. <b>Confirm by Tender.</b>	CMHC
		Part 2. Desk Height Flexibility	At least 30% of workstations have the ability to alternate between sitting and standing positions through a combination of the following: a. Adjustable height sit-stand desks. b. Desk-top height adjustment stands. c. Pairs of fixed-height desks of standing and seated heights (which need not be located adjacent to each other).	Letter of Assurance	Yes	All desks are height adjustable. <b>Confirm by Tender.</b>	CMHC
		Part 3. Seat Flexibility	Occupant furnishings are adjustable in the following ways: a. Workstation chair height adjustability is compliant with the HFES 100 standard or BIFMA G1 guidelines. b. Workstation seat depth adjustability is compliant with the HFES 100 standard or BIFMA G1 guidelines.	Letter of Assurance	Yes	Most likely. <b>Confirm by Tender.</b>	CMHC
	O	<b>Feature 74. Exterior Noise Intrusion</b>			--> Yes		
		Part 1. Sound Pressure Level	Each regularly occupied space meets the following sound pressure level as measured when the space and adjacent spaces are unoccupied, but within 1 hour of normal business hours: a. Average sound pressure level from outside noise intrusion does not exceed 50 dBA.	Performance Test	Yes	Requires sound pressure testing. Likely achievable.	Operations
	P	<b>Feature 75. Internally Generated Noise</b>			--> Yes		
	Part 1. Acoustic Planning	An acoustic plan is developed that identifies the following spaces and potential sources of disruption: a. Loud and quiet zones. b. Noisy equipment in the space.	Professional Narrative	Yes	Acoustic considerations made - SDRreport (May 29) includes section with relevant information.	Arch / Acoustics	
	Part 2. Mechanical Equipment Sound Levels	The mechanical equipment system meets the following requirements once interior build-out is complete in the following spaces: a. Open office spaces and lobbies that are regularly occupied and/or contain workstations: maximum noise criteria (NC) of 40. b. Enclosed offices: maximum noise criteria (NC) of 35. c. Conference rooms and breakout rooms: maximum noise criteria (NC) of 30 (25 recommended).	Performance Test	Pending PV	Page 79 of SDRreport includes recommended NC levels that align with WELL requirements.	Mech	
P	<b>Feature 76. Thermal Comfort</b>			--> Yes			
	Part 1. Ventilated Thermal Environment	All spaces in mechanically-ventilated projects (including circulation areas) meet the design, operating and performance criteria: a. ASHRAE Standard 55-2013 Section 5.3, Standard Comfort Zone Compliance.	Letter of Assurance	Yes	Refer to 2013 standard.	Mech	IEQ- Thermal Comfort
	Part 2. Natural Thermal Adaptation	All spaces in naturally-conditioned projects meet the following criteria: a. ASHRAE Standard 55-2013 Section 5.4, Adaptive Comfort Model.	Letter of Assurance	N/A			
O	<b>Feature 77. Olfactory Comfort</b>			--> Maybe			
	Part 1. Source Separation	All restrooms, janitorial closets, kitchens, cafeterias and pantries prevent strong odors from migrating to workspaces through one or more of the following separation methods: a. Negative pressurization. b. Interstitial rooms. c. Vestibules. d. Hallways. e. Self-closing doors.	Architectural Drawing	Maybe	Fire rated doors are self closing. <b>Confirm if compliance is achieved with remaining doors.</b>	Arch	

O Feature 78. Reverberation Time			--> Maybe		
Part 1. Reverberation Time	The following spaces have maximum reverberation time (RT60) as described: a. Conference rooms: 0.6 seconds. b. Open workspaces: 0.5 seconds.	Performance Test	Maybe	Recommended reverberation times on page 79 of SDRReport list 0.7s for conference rooms, and 0.8s for open workspaces. Values to be adjusted to align with WELL criteria.	Operations / Acoustics
O Feature 79. Sound Masking			--> Maybe		
Part 1. Sound Masking Use	All open office workspaces use the following: a. Sound masking systems.	Letter of Assurance	Maybe	Sound masking has been added as a recommendation in the Acoustic summary (SDRReport page 79). Confirm if this is being implemented.	Arch / Acoustics
Part 2. Sound Masking Limits	If sound masking systems are used, sound levels fall within the following range, when measured from the nearest workspace: a. Open workspaces: 45 - 48 dBA. b. Enclosed offices: 40 - 42 dBA.	Performance Test	Maybe	Dependent on part 1. Would require testing.	Operations
O Feature 80. Sound Reducing Surfaces			--> Maybe		
Part 1. Ceilings	The following spaces, if present, have ceilings that meet the specifications described: a. Open workspaces: minimum NRC of 0.9 for the entire surface area of the ceiling (excluding lights, skylights, diffusers and grilles). b. Conference and teleconference rooms: minimum NRC of 0.8 on at least 50% of the surface area of the ceiling (excluding lights, skylights, diffusers and grilles).	Letter of Assurance	Maybe	Page 79 of SDRReport recommends NRC of 0.8 or higher for ceiling tiles in private meeting spaces. Confirm recommendation for open workspaces.	Arch / Acoustics
Part 2. Vertical Surfaces	The following spaces, if present, have vertical surfaces that meet the NRC specifications described: a. Enclosed offices, conference and teleconference rooms: minimum NRC of 0.8 on at least 25% of the surface area of the interior surrounding vertical surfaces. b. Open workspaces: minimum NRC of 0.8 on at least 25% of the surface area of the surrounding vertical surfaces. c. Partitioned office spaces: partitions reach at least 1.2 m [48 inches] and have a minimum NRC of 0.8.	Letter of Assurance	Maybe	Confirm NRC for vertical surfaces.	Arch / Acoustics
O Feature 81. Sound Barriers			--> Maybe		
Part 1. Wall Construction Specifications	The following spaces, if present, have interior partition walls that meet the Noise Isolation Class (NIC) described: a. Enclosed offices: minimum NIC of 35 when a sound masking system is present, or minimum NIC of 40 when no sound masking system is used. b. Conference rooms and teleconference rooms: minimum NIC of 53 on walls adjoining private offices, conference rooms or other teleconference rooms.	Letter of Assurance	Maybe	NIC recommendations not listed in the SDRReport. Include criteria in acoustic considerations.	Arch / Acoustics
Part 2. Doorway Specifications	Doors connecting to private offices, conference rooms and teleconference rooms are constructed with at least one of the following: a. Gaskets. b. Sweeps. c. Non-hollow core.	Letter of Assurance	Maybe	Page 78 of SDRReport recommends acoustic door seals and door bottoms for doors in STC rated partitions. Confirm this is implemented, and that all respective areas noted in WELL feature are	Arch / Acoustics
Part 3. Wall Construction Methodology	All interior walls enclosing regularly occupied spaces are constructed for optimal performance by reducing air gaps and limiting sound transmission through the following: a. Properly sealing all acoustically rated partitions at the top and bottom tracks. b. Staggering all gypsum board seams. c. Packing and sealing all penetrations through the wall.	Letter of Assurance	Maybe	Recommendations are included on page 77 of SDRReport. Ensure these are implemented.	Arch / Acoustics
O Feature 82. Individual Thermal Control			--> Maybe		
Part 1. Free Address	Projects over 200 m <sup>2</sup> [2,150 ft <sup>2</sup> ] meet the following free address requirement: a. The building provides a thermal gradient of at least 3 °C [5 °F] across open workspaces and between floors or rooms with more than 10 people. b. All open office spaces with occupants performing tasks that require similar workstations allow for at least 50% free address to allow occupants to select a work space with a desired temperature.	Policy Document	Maybe	Possible - to be evaluated.	Mech
Part 2. Personal Thermal Comfort Devices	The following condition is met in spaces with 10 or more workstations in the same heating or cooling zone: a. Occupants have access to personal thermal comfort devices such as fans (excluding space heaters).	Letter of Assurance	Maybe	Unsure of desired level of occupant control. To be confirmed.	CMHC/Mech
O Feature 83. Radiant Thermal Comfort			--> Yes		
Part 2. Offices And Other Regularly Occupied Spaces	At least 50% of the floor area in all offices and other regularly occupied spaces meets the requirements set forth in ASHRAE Standard 55-2013 for thermal comfort through the use of one of the following systems: a. Hydronic radiant heating and/or cooling systems. b. Electric radiant systems.	Letter of Assurance	Yes	SDRReport (page 56) notes the design is to be in accordance with ASHRAE 55-2013.	Mech

M I N D	P	<b>Feature 84. Health And Wellness Awareness</b>			--> Yes		
		Part 1. Well Building Standard® Guide	Explanatory guides allow occupants to familiarize themselves with and benefit from features that are incorporated into the project, as well as gain a broader understanding of health and wellness factors beyond the built environment. The following is provided: a. A guide (available to all occupants) describing the WELL Building Standard features pursued by the project.	Visual Inspection	Pending PV	To be created by construction completion (with input from CMHC).	BGIS Sustainability
		Part 2. Health And Wellness Library	A digital and/or physical library of resources is provided that focuses on mental and physical health and meets the following criteria: a. Contains at least one book title or one magazine subscription for every 20 occupants (no more than 20 titles are required). b. Is prominently displayed and readily available to all occupants.	Visual Inspection	Pending PV	Requires literature selection. Implement by construction completion.	CMHC / BGIS Sustainability
	P	<b>Feature 85. Integrative Design</b>			--> Yes		
		Part 1. Stakeholder Charrette	Project stakeholders, including at a minimum the owner, architects, engineers and facilities management team, meet to: a. Perform a values assessment and alignment exercise within the team to inform any project goals as well as strategies to meet occupant expectations. b. Discuss the needs of the occupants, focusing on wellness. c. Set future meetings to stay focused on the project goals and to engage future stakeholders who join the process after the initial meeting, such as contractors and sub-contractors.	Policy Document	Yes	Document to be created by BGIS with input from CMHC. Requirements likely met. Create by construction completion.	CMHC / BGIS Sustainability
		Part 2. Development Plan	A written document detailing the building's health-oriented mission is produced with the consent of all stakeholders, incorporating all of the following: a. Building site selection, taking into account public transportation. b. WELL Concepts of air, water, nourishment, light, fitness, comfort and mind. c. Plans for implementation of the above analyses and decisions. d. Operations and maintenance plans for facility managers and building policy requirements related to wellness.	Policy Document	Yes	Document to be created by BGIS with input from CMHC. Requirements likely met. Create by construction completion.	CMHC / BGIS Sustainability
		Part 3. Stakeholder Orientation	Upon construction completion, the designers, owners, managers and facilities staff must: a. Tour the building as a group. b. Discuss how building operations will support adherence to the WELL Building Standard.	Policy Document	Yes	Tour to be performed upon building completion.	CMHC / BGIS Sustainability
	P	<b>Feature 86. Post-Occupancy Surveys</b>			--> Maybe		
		Part 1. Occupant Survey Content	In buildings with 10 or more occupants, the Occupant Indoor Environmental Quality (IEQ) Survey™ from the Center for the Built Environment at UC Berkeley (or approved alternative) is completed by a representative sample of at least 30% of occupants at least once per year unless otherwise noted. The survey covers the following topics of occupant satisfaction: a. Acoustics. b. Thermal comfort, including humidity and air flow, at least twice a year (once during the cooling season and once during the heating season). c. Furnishings. d. Workspace light levels and quality. e. Odors, stuffiness and other air quality concerns. f. Cleanliness and maintenance. g. Layout.	Policy Document	Maybe	Survey to be created.	Operations / BGIS Sustainability
		Part 2. Information Reporting	Aggregate results from surveys are reported within 30 days to the following groups: a. Building owners and managers. b. Building occupants (upon request). c. The International WELL Building Institute.	Policy Document	Maybe	Dependent on part 1.	Operations
P	<b>Feature 87. Beauty And Design I</b>			--> Maybe			
	Part 1. Beauty And Mindful Design	The project contains features intended for all of the following: a. Human delight. b. Celebration of culture. c. Celebration of spirit. d. Celebration of place. e. Meaningful integration of public art.	Professional Narrative	Maybe	Key artifacts will be rolled into meaningful architectural features. Specific artifacts and tie-in with WELL criteria to be confirmed.	Arch	

P	<b>Feature 88. Biophilia I - Qualitative</b>		--> <b>Maybe</b>			
	Part 1. Nature Incorporation	A biophilia plan is developed that includes a description of how the project incorporates nature through the following: a. Environmental elements. b. Lighting. c. Space layout.	Professional Narrative	Maybe	Incorporate design elements as noted on the left. Unclear how this is incorporated throughout current design.	Arch
	Part 2. Pattern Incorporation	A biophilia plan is developed that includes a description of how the project incorporates the following: a. Nature's patterns throughout the design.	Professional Narrative	Maybe	Trees and plantings will be included in the atrium space. <b>Confirm strategy for remaining floors.</b>	Arch
O	<b>Feature 89. Adaptable Spaces</b>		--> <b>No</b>			
O	<b>Feature 90. Healthy Sleep Policy</b>		--> <b>Maybe</b>			
	Part 1. Non-Workplace Sleep Support	The following requirements are met: a. For non-shift work, introduce organizational cap at midnight for late night work and communications. b. Provide employees with a 50% subsidy on software and/or applications that monitor daytime sleep-related behavior patterns such as activity levels, caffeine and alcohol intake, and eating habits.	Policy Document	Maybe	Confirm if CMHC has a sleep policy. <b>Provide by construction completion.</b>	CMHC
O	<b>Feature 91. Business Travel</b>		--> <b>Maybe</b>			
	Part 1. Travel Policy	In order to reduce stress related to business travel, employers promote the following policies: a. Employees are provided the option to select non red-eye flights or are given the option to work remotely on the day of arrival from a red-eye flight. b. Employees are not required to take business trips for which the total travel time (including lay-overs, wait times and travel to and from terminals) exceeds both 5 hours and 25% of the total trip duration. c. During long business trips (domestic travel lasting more than 2 weeks and international travel lasting more than 4 weeks), employees are given the time off and a budget to fly home for at least 48 hours or to fly a friend or family member to meet them. d. Employees are booked at hotels with free fitness centers or reimbursed for any gym usage fees incurred during their travel.	Policy Document	Maybe	Confirm if CMHC has a travel policy. <b>Provide by construction completion.</b>	CMHC
O	<b>Feature 92. Building Health Policy</b>		--> <b>Maybe</b>			
	Part 1. Health Benefits	Employers provide at least three of the following to employees: a. Employer-based health insurance for part- and full-time workers, as well as their spouses and dependents, or subsidies to purchase individual insurance through an exchange. b. Flexible spending accounts or any other employer-established benefit plan designed to reimburse employees for qualified medical expenses. c. Health savings accounts. d. On-site immunizations or time off during the workday to receive immunizations. e. Workplace policies that encourage ill employees to stay home or work remotely.	Policy Document	Maybe	Confirm CMHC's health benefits policy. <b>Provide by construction completion.</b>	CMHC

○ Feature 93. Workplace Family Support		--> Maybe			
Part 1. Parental Leave	Employers provide the following: a. Paid paternity and maternity leave for 6 workweeks during any 12-month period. b. Additional 12 workweeks of paternity or maternity leave during any 12-month period.	Policy Document	Maybe	Confirm if CMHC has a workplace family support policy.  <b>Provide by construction</b>	CMHC
Part 2. Employer Supported Child Care	Employers provide at least one of the following: a. On-site child care centers compliant with local child care licensure. b. Subsidies or vouchers for child care.	Policy Document	Maybe	Confirm if CMHC has a workplace family support policy.  <b>Provide by construction</b>	CMHC
Part 3. Family Support	Employers provide the following: a. At least 12 workweeks of leave during any 12-month period for the care of a seriously ill child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling. b. The option to use paid sick time for the care of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling. c. All nursing mothers with break times of at least 15 minutes, every 3 hours.	Policy Document	Maybe	Confirm if CMHC has a workplace family support policy.  <b>Provide by construction completion.</b>	CMHC
○ Feature 94. Self-Monitoring		--> No			
○ Feature 95. Stress And Addiction Treatment		--> Yes			
Part 1. Mind And Behavior Support	A program that addresses psychological and behavioral distress is made available to workplace occupants through: a. Employee Assistance Programs (EAPs) offering short-term treatment and referrals to qualified professionals for depression, anxiety, substance use, addiction and co-occurring mental health issues.	Policy Document	Yes	EAP program at CMHC:	CMHC
Part 2. Stress Management	A stress management program is made available to occupants through: a. A qualified counselor offering group or private workshops and referrals.	Policy Document	Yes	As part of CMHC's EAP contract, they subscribe to Lifespeak. Through their website, employees have access to over 700 training videos including some on stress management. They can also make use of the Ask the Expert feature.	CMHC
○ Feature 96. Altruism		--> Maybe			
Part 1. Charitable Activities	Individuals are given the option to take paid time off work to participate in volunteer activities as follows: a. 8 hours of paid time organized by the employer for a registered charity twice a year.	Policy Document	Maybe	Confirm if CMHC has an altruism policy.  <b>Provide by construction</b>	CMHC
Part 2. Charitable Contributions	Employers commit to the following: a. Contributing annually to a registered charity to match employee donations.	Policy Document	Maybe	Confirm if CMHC has an altruism policy.  <b>Provide by construction</b>	CMHC
○ Feature 97. Material Transparency		--> Maybe			
Part 1. Material Information	At least 50% (as measured by cost) of interior finishes and finish materials, furnishings (including workstations) and built-in furniture have some combination of the following material descriptions (in order to contribute, the product must indicate that all ingredients have been evaluated and disclosed down to 1,000 ppm): a. Declare Label. b. Health Product Declaration. c. Any method accepted in USGBC's LEED v4 MR credit: Building Product Disclosure and Optimization - Material Ingredients, Option 1: material ingredient reporting.	Letter of Assurance	Maybe	Depends on materials selection. Furniture and workstations will likely be the bulk of the cost (vendor and purchaser not yet confirmed).	Contractor
Part 2. Accessible Information	The following condition is met: a. All declaration information is compiled and made readily available to occupants either digitally or as part of a printed manual.	Visual Inspection	Maybe	Depends on part 1.	Operations

O Feature 98. Organizational Transparency		--> Maybe		
Part 1. Transparency Program Participation	<p>The entity seeking WELL certification must participate in one of the following programs, and results must be publicly available within the project premises and on the entity's website:</p> <p>a. The JUST program operated by the International Living Future Institute (for more information, see www.justorganizations.com).</p> <p>b. Sustainability reporting following the G4 Sustainability Reporting Guidelines organized by the Global Reporting Initiative (for more information, see www.globalreporting.org).</p>	Policy Document	<p>Maybe</p> <p>Confirm if CMHC has a CSR report.</p> <p><b>Provide by construction completion.</b></p>	CMHC
O Feature 99. Beauty And Design II		--> Maybe		
Part 1. Ceiling Height	<p>Ceiling height that is proportional to room dimensions provides an expansive, comfortable and open feel to the interior space. Floor to ceiling heights for regularly occupied spaces meet the following requirements:</p> <p>a. Rooms of 9 m [30 ft] width have ceiling height of at least 2.7 m [8.8 ft]</p> <p>b. Rooms of greater than 9 m [30 ft] width have ceiling height of at least 2.75 m [9 ft] plus at least 0.15 m [0.5 ft] for every 3 m [10 ft] over 9 m [30 ft]</p> <p>c. Rooms that provide a full wall view to the outdoors or an atrium space (with at least twice the ceiling height of the room) have a minimum ceiling height of 2.75 m [9 ft] for a room width of 12 m [40 ft] plus at least 0.15 m [0.5 ft] for every 4.5 m [15 ft] over 12 m [40 ft].</p>	Architectural Drawing	<p>Maybe</p> <p>Incorporate design elements as noted on the left. Unclear how this is incorporated in current design.</p>	Arch
Part 2. Artwork	<p>Integration of artwork to interior space adds complexity to the visual field. A plan is developed that includes a description of how the project incorporates meaningfully integrated artwork in:</p> <p>a. Entrances and lobbies.</p> <p>b. All regularly occupied space greater than 28 m<sup>2</sup> [300 ft<sup>2</sup>].</p>	Professional Narrative	<p>Maybe</p> <p>Artifacts to be incorporated into meaningful architectural features. <b>Artwork incorporation unclear.</b></p>	Arch
Part 3. Spatial Familiarity	<p>Design elements can be used to establish way-finding, aid in orientation and provide spatial familiarity. A plan is developed that includes a description of how the project incorporates way-finding elements in projects with floor plates 929 m<sup>2</sup> [10,000 ft<sup>2</sup>] or larger through use of the following elements:</p> <p>a. Artwork that is distinct in shape and color.</p> <p>b. Visually grouped zones or areas that use the following unifying design components: (i) lighting, (ii) furniture color and (iii) flooring pattern/color.</p> <p>c. Corridors over 9 m [30 ft] in length end in artwork or a view window to the exterior with a sill height no taller than 0.9 m [3 ft] from the floor and with at least a 30 m [100 ft] vista.</p>	Professional Narrative	<p>Maybe</p> <p>Incorporate design elements as noted on the left. Unclear how this is incorporated in current design.</p>	Arch
O Feature 100. Biophilia II - Quantitative		--> No		

# APPENDIX C - Floor Plans

## FURNITURE PLAN LEGEND



## FURNITURE PLAN GENERAL NOTES

- FOR GENERAL NOTES, SYMBOLS AND ARCHITECTURAL ABBREVIATIONS, REFER TO SHEET A00-01
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UL CLEB  
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THE ATTAIN GROUP  
208-1680 WOODWARD DR. OTTAWA, ON  
K2C 3R7

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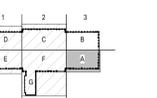
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### KEYPLAN



### ISSUE CHART



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Checked	Checker
Approved	Approver

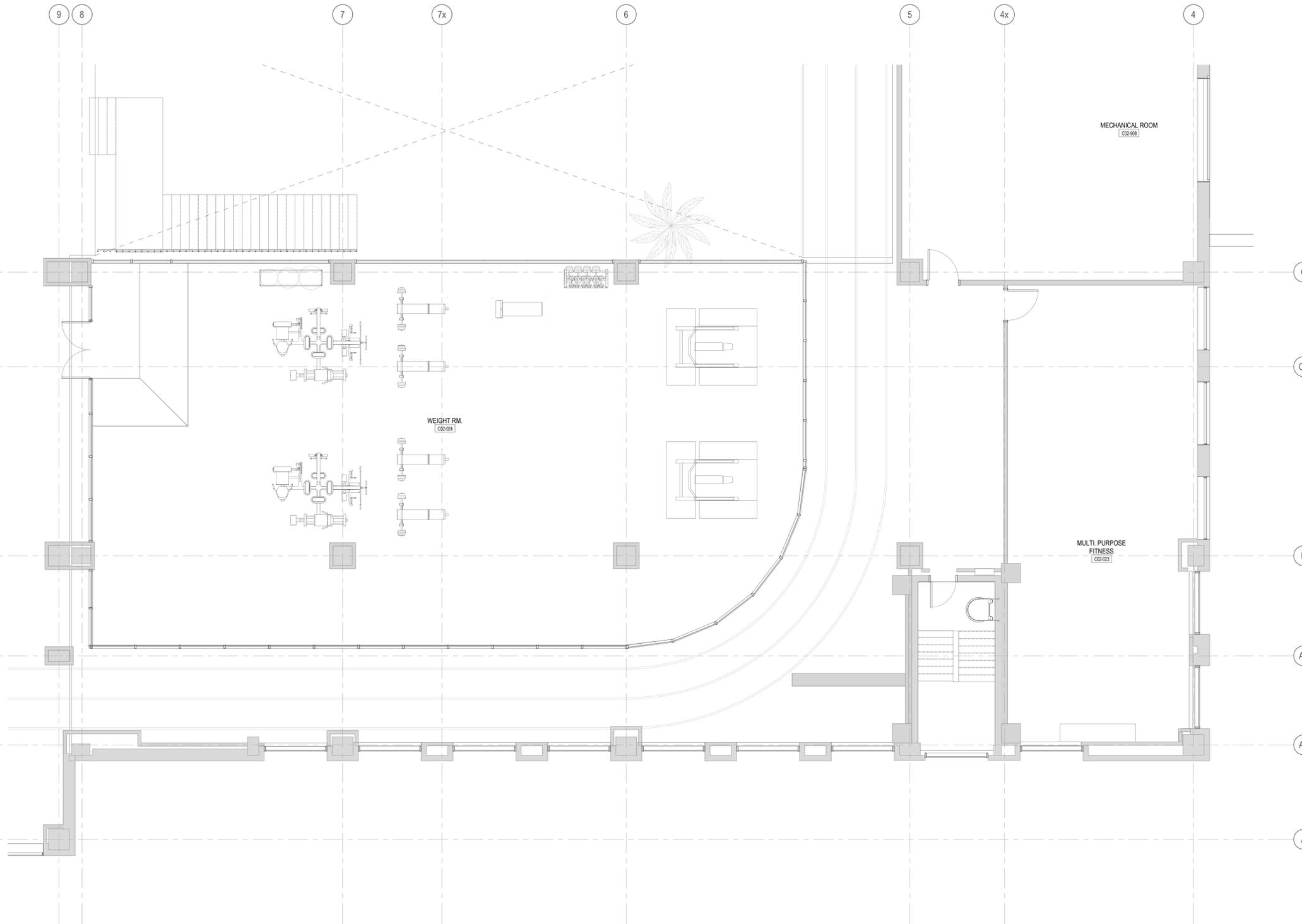
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LEVEL C02 FURNITURE  
PLAN - SOUTH A

SHEET NUMBER

**A15-02a**

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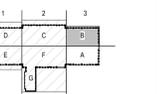
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**KEYPLAN**



**ISSUE CHART**



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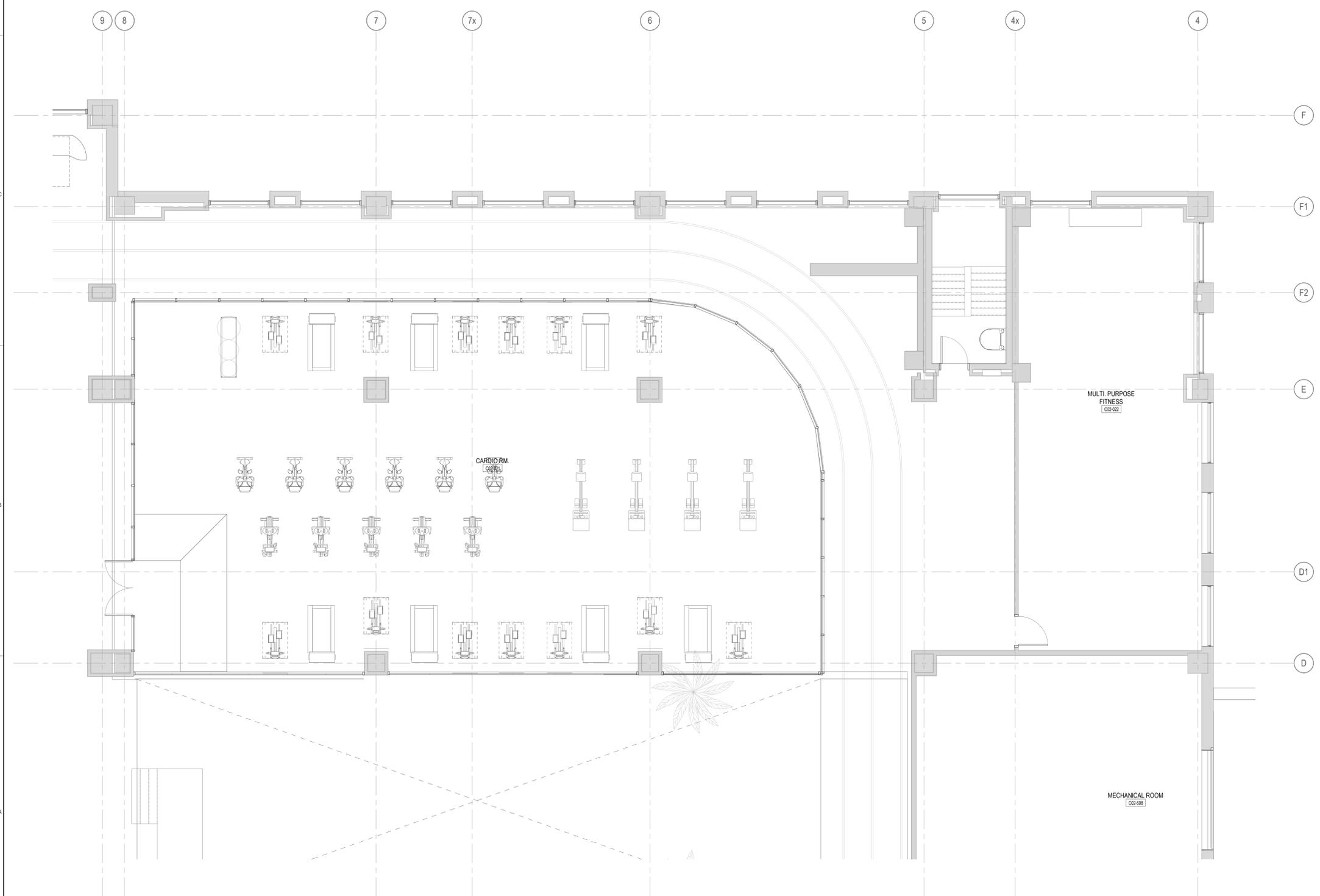
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**LEVEL C02 FURNITURE  
PLAN - SOUTH B**

SHEET NUMBER

**A15-02b**

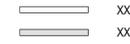
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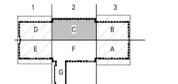
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- SWALLOW ACOUSTIC  
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OTTAWA, ON K1P 5G3
- UL CLEB  
29 CAPITAL DRIVE, SUITE 200,  
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- THE ATTAIN GROUP  
208-1680 WOODWARD DR. OTTAWA, ON  
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- LRI  
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**KEYPLAN**



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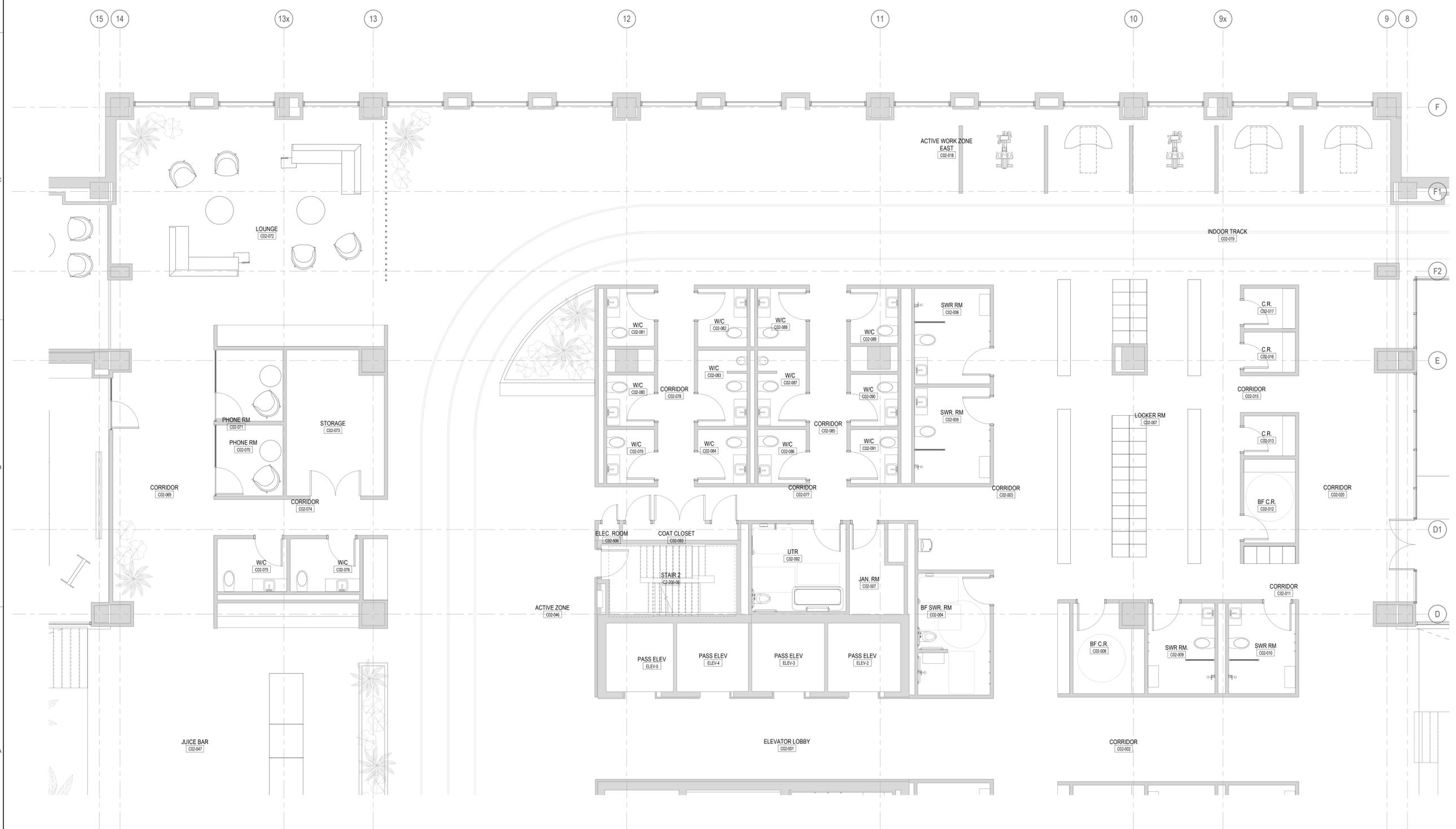
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Approved	Approver

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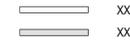
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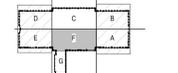
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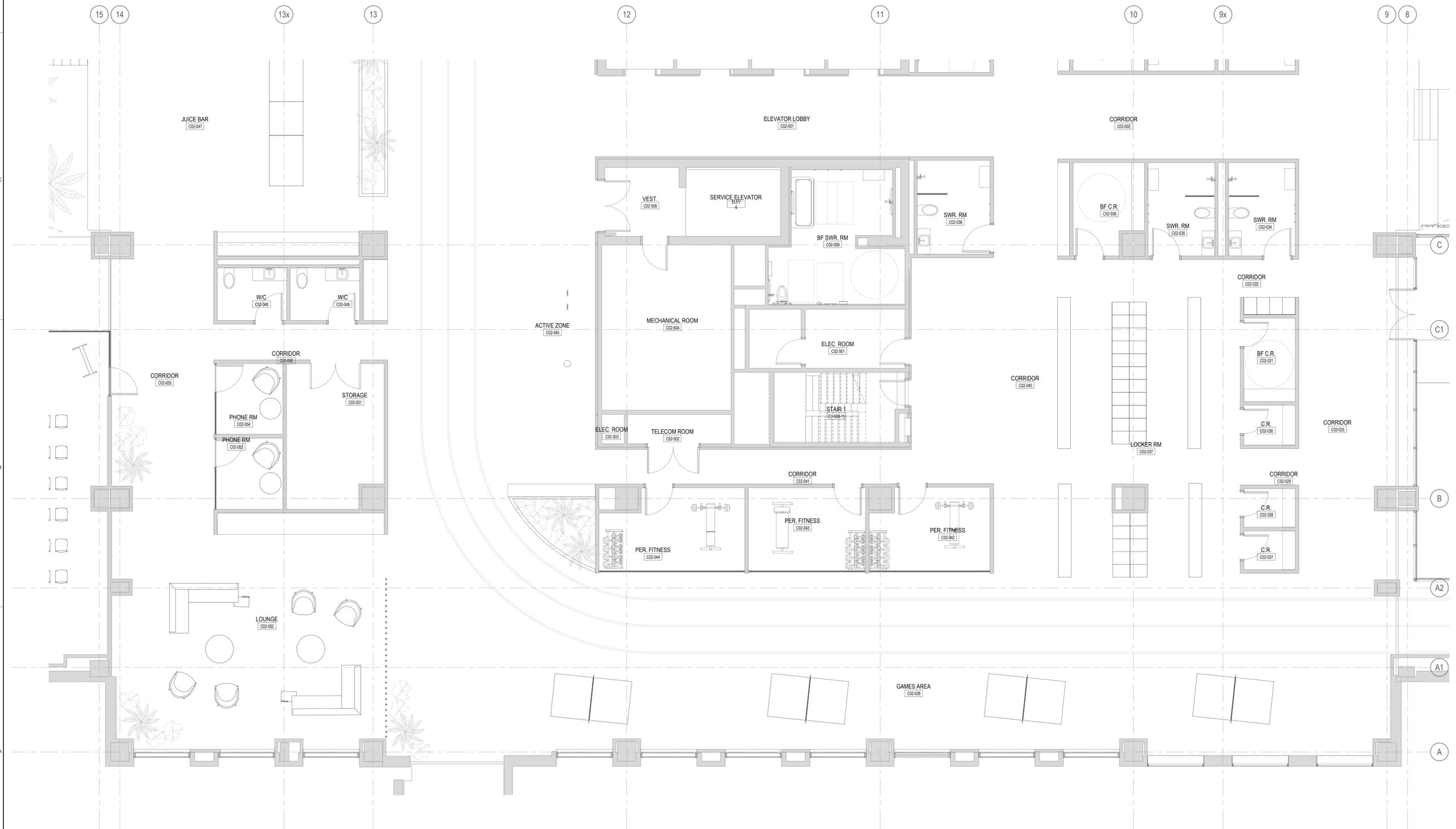
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TITLE	

**LEVEL C02 FURNITURE  
PLAN - CENTRE F**

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