Standard metrics- : The standards and guidelines incorporate the following key principles: Departments should be empowered to plan their office space.The supervision of staff and/or occasional confidential meetings is not usually considered sufficient cause for an enclosed workstation.For example, laboratories, health units or clinics, courtrooms, hearing rooms, staffed libraries, mainframe computer rooms, workshops, central mail operations rooms, radio/communications centers, survey and mapping rooms, public assembly areas, exhibit areas, conference or training complexes, central storage/warehousing areas, trade shops, etc.This principle recognizes that fewer barriers to change, less disruption when change does occur, and lower costs in money and time can be accomplished by: ousing open space planning whenever practical oreducing the number of different sizes of spaces ostandardizing the sizes of as many spaces as possible Definitions: Circulation Space - Spaces, such as corridors and aisles, provided within an office to allow for access to various work areas.This principle recognizes that simplified, minimum standards and broad guidelines written in non-technical language will enable departments to plan their own office Space should be allocated according to functional requirements.This principle recognizes that the simply allocating office space to people based on their position or rank in an organizational hierarchy rather than the functional needs of their work may result in a less productive workplace and additional costs.This includes partitions, screens, finishes, signs and modifications to telephone, lighting, electrical, heating and ventilation as necessary to service the office layout.If a special purpose space will contain a workstation (e.g., librarian, lab technician), the position allocated the workstation will not be included in the FTE count used to calculate the department's space envelope Office Design Guidelines Purpose The following guidelines will provide direction when designing office space.This principle recognizes that, if office space is treated as an administrative resource and managers are given the opportunity to plan office space using simplified standards and guidelines, more creative, cost-effective solutions to satisfying office space needs will result.Enclosed Workstation - A workstation with four-sided, floor-to-ceiling enclosures using drywall, demountable or removable partitions.It includes a description about the occupant group's requirements for each workstation, support, circulation and special purpose spaces, based upon the approved space standards and guidelines .It does not include accessory areas such as washrooms, janitor closets, electrical and telephone closets, public corridors and elevator lobbies.The following space planning and design guidelines are recommended: oIn order to create flexibility, promote air quality, increase natural light penetration and reduce costs, attempt to limit the number of enclosed workstations to 45% of the total workstations on a floor.Full-Time Equivalent (FTE) - A measure of labor utilization which approximates the number of persons employed by a department and requiring office space.Workstation space may be enclosed or open depending on the confidentiality, security, visual and acoustical privacy requirements of the job.oEnclosed workstations may be provided to senior managers (e.g., director level and above) and positions which conduct continuous (e.g., on a daily basis for at least 3 to 4 hours during the day) confidential meetings.Functional Program - A detailed statement describing what is needed by a department to perform its activities efficiently, safely and comfortably.General Office Space - Office space used to accommodate general administrative functions (workstation, support, and circulation space) and does not require special design and construction because of other special program delivery

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activities.Open Workstation – A workstation with no enclosures or two to three enclosures below ceiling height using screens or panels.Standards do not establish or imply minimum space entitlement and consideration should be given by departments to meet their requirements using less space.Workstation Space – Spaces provided to people to accommodate their individual furniture and equipment and allow them to perform their job functions.Special purpose space requirements must be determined through a functional program and justified based on an inventory of the furniture, equipment, supplies and materials to be accommodated.

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