

Office Space Standards and Guidelines

Contents

Introduction	3
Principles.....	3
Definitions	4
Space Allocation Standards	6
Purpose	6
Space Envelope.....	6
Special Purpose Space.....	6
Space Estimate Example	7
Authorities.....	7
Implementation	8
Reporting	8
Office Design Guidelines.....	8
Purpose	8
Support Spaces	10
General Guidelines	11
Project Management Services	12

Appendix “A” - Sample Workstation Space Layouts

Appendix “B” - Sample Meeting Room Layouts

Introduction

These new and revised “GNWT Office Space Standards and Guidelines”¹, will be used when planning and designing space used by Government of the Northwest Territories departments, boards and agencies in general office accommodation owned and leased by the GNWT.

The space allocation standards, which were approved by the Financial Management Board², and the office design guidelines recognize the GNWT’s need to stay current with trends and best practices in space management and provide functional work environments for its employees.

Principles

The standards and guidelines incorporate the following key principles:

Departments should be empowered to plan their 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.

Standards and guidelines should be simplified. 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.

Space should be flexible. 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:

- using open space planning whenever practical
- reducing the number of different sizes of spaces
- standardizing the sizes of as many spaces as possible

¹ These standards and guidelines replace former standards titled “GNWT Office Space Allocation Standards”, approved by the Financial Management Board under FB-93-03-7(d).

² Approved by the FMB under FB-98-08-10.

Definitions

Circulation Space - Spaces, such as corridors and aisles, provided within an office to allow for access to various work areas.

Enclosed Workstation - A workstation with four-sided, floor-to-ceiling enclosures using drywall, demountable or removable partitions.

Department - The GNWT department, board or agency requiring office space.

Full-Time Equivalent (FTE) - A measure of labor utilization which approximates the number of persons employed by a department and requiring office space. Office space planning is based on the anticipated number of FTEs at the mid-point of an occupancy or a five year period, whichever is less.

Functional Program - A detailed statement describing what is needed by a department to perform its activities efficiently, safely and comfortably. 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 also describes how the areas relate to each other functionally and may describe the type and size of furniture and equipment that needs to be accommodated. A functional program is used by a designer to complete a space layout.

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 activities. General office space can usually be reallocated between departments with minimal changes required.

Guidelines -Statements designed to provide direction when planning office space. While not mandatory, guidelines should be followed unless there is good reason not to do so.

Office Project - A leasing and/or construction project for provision of office space for a department.- Office projects may be approved as part of a general office plan or on an ad hoc basis as a result of department requests.

Open Workstation - A workstation with no enclosures or two to three enclosures below ceiling height using screens or panels.

Space Envelope - The total amount of general purpose office space provided to a department, as determined under these standards.

Special Purpose Space - Additional, non-standard areas required by a department to accommodate specific activities which are unique and essential to delivery of the department's particular program. 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. Special purpose space is not included in the space envelope allocation determined under these standards.

Standards - A set of prescribed maximum space allocations which must be followed when planning office space. Standards do not establish or imply minimum space entitlement and consideration should be given by departments to meet their requirements using less space.

Support Space - Shared space containing furniture, equipment or materials used by a department. For example, photocopier rooms, file cabinets, meeting rooms, coffee counters, etc. These shared spaces are located near the people that use them on a regular basis and may be enclosed or open depending on the type of equipment and the work performed in them.

Tenant Improvements - The interior of an office building, designed and constructed to meet the requirements of the department. This includes partitions, screens, finishes, signs and modifications to telephone, lighting, electrical, heating and ventilation as necessary to service the office layout. The term 'fit up' is sometimes used to describe the construction of tenant improvements.

Useable Space - The space that is actually useable by a department. It does not include accessory areas such as washrooms, janitor closets, electrical and telephone closets, public corridors and elevator lobbies. Corridors within the boundaries of a department's space are included in the useable space.

Workstation Space - Spaces provided to people to accommodate their individual furniture and equipment and allow them to perform their job functions. Workstation space may be enclosed or open depending on the confidentiality, security, visual and acoustical privacy requirements of the job.

Space Allocation Standards

Purpose

These standards describe the allocation of office space to Government of the Northwest Territories departments, boards and agencies. The standards do not establish or imply minimum space entitlement and departments are encouraged to consider ways of meeting their requirements using less space.

Space Envelope

The space envelope for a department will be calculated using the following allocations:

Standard Space Envelope Allocations		
FTEs	Useable Space per FTE	
	m ²	ft ²
First 5	22.9	246
Next 5	18.1	195
Remaining	17.2	185

Special Purpose Space

In addition to general purpose space which is accommodated within the space envelope, most departments will require special purpose space. This space is not included in the space envelope calculation.

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.

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.

Space Estimate Example

Assuming a department requires office space for 50 FTEs and has justified a requirement for 56 square meters of special purpose space, the estimated space requirement would be calculated as follows:

Number of FTEs (A)	Space Allocation per FTE (B)		Space Allocation (A) x (B)	
	m ²	ft ²	m ²	ft ²
5	22.9	246	114.5	1,230
5	18.1	195	90.5	975
40	17.2	185	688.0	7,400
Space Envelope:			893.0	9,605
Plus Special Purpose Space:			56.0	600
Total Estimated Space Requirement:			949.0	10,205

Authorities

The Deputy Minister of the Department shall certify to the Deputy Minister of Public Works and Services that the FTEs for which office space is requested and the special purpose space that is requested are bona fide requirements of the Department.

Where the request can be accommodated within the existing funded office space inventory and the fit up can be funded by the Department, the Deputy Minister of Public Works and Services has the authority to proceed with the project.

Where additional funding is required for lease or fit up of space, the Minister of Public Works and Services and the Minister of the Department, will jointly submit a request to the Financial Management Board.

The Deputy Minister of the Department shall approve the functional program and the design of tenant improvements for the office space.

Implementation

The Department of Public Works and Services shall provide project management services for the design and construction of tenant improvements in all buildings under its care and custody. In addition, it will provide project management services for office space in other buildings when requested by the Department.

A functional program must be completed for each project to verify space requirements and confirm project costs.

The Office Space Guidelines, shall provide guidance to the Department of Public Works and Services and the Department on the cost effective design of the tenant improvements.

Reporting

The Department of Public Works and Services shall submit a report in the first quarter of each fiscal year, to the Financial Management Board which lists the inventory and allocation of office space as of the preceding March 31. The report will list:

- the Department
- the office building
- the number of FTEs, as certified by the Deputy Minister of the Department
- the allocation of general office space, as per the standard
- the allocation of special purpose space, as certified by the Deputy Minister of the Department
- the actual space occupied

Office Design Guidelines

Purpose

The following guidelines will provide direction when designing office space. Although adherence to the guidelines is not mandatory, they serve as a reference for sound management decisions and should be followed unless there are justified reasons for deviations.

Workstation Spaces³

The following is a list of recommended workstation sizes for various job functions. Using these workstation sizes will promote efficient space planning within building grids and provide flexibility for accommodating future organizational changes.

Space Type	Functional Assignment	Space Allocation	
		m ²	ft ²
Enclosed Type A	Frequent meetings with up to four others and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Deputy Minister or equivalent.	22.5	240
Enclosed Type B	Frequent meetings with up to two others and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Assistant Deputy Minister, Director, senior position in charge of a regional or district office or equivalent.	13.9	150
Enclosed Type C	Frequent meetings with up to two others and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for position involved with counseling, human resources management or other sensitive situations requiring ongoing visual and acoustical privacy.	9.3	100
Open Type D	Concentrated multi-source paperwork: compiling information, reading, writing, analyzing, calculating and referencing multiple sources of material; allows for manual and automated drafting functions. Typical assignment for managerial, professional or technical staff.	9.3	100
Open Type E	Multi-task paper intensive work: telephone work, keyboarding, filing, sorting documents, handling mail, editing, operating equipment, scheduling, receiving visitors. Typical assignment for secretary and administrative support staff.	6.5	70
Open Type F	Specific, task-oriented work, focusing on data input into electronic media. Typical assignment for clerical and data-entry staff.	4.5	50

³Appendix "A" of these Office Space Standards and Guidelines contains illustrations of workstation layouts with compatible furniture dimensions.

Support Spaces

The following is a list of recommended space planning allowances for office support functions.

Support Space	Typical Space Allocation and Functional Assignment
Filing Cabinet	Allow 1.0 m ² (11 ft ²) per filing cabinet.
Plan Cabinets	Allow 1.5 m ² (15 ft ²) per plan storage cabinet.
Storage Shelf Units, Storage Rooms	Allow up to 1 m ² (10 ft ²) per shelving unit either free-standing or within storage rooms.
Photocopier Area	Allow 5 m ² (50 ft ²) for standard photocopying requirements to include paper storage and work surface.
General Work Area	Allow up to 5 m ² (50 ft ²) for common/shared workstation for functions such as mail sorting, computer equipment, facsimile machine, etc.
Reference Library	<ul style="list-style-type: none"> Allow up to 1 m² (10 ft²) per shelving unit. Allow 5 m² (50 ft²) per reading and work table
Local Area Network (LAN) Computer Room	Space allocation determined on a case by case basis taking into account equipment footprint and other functional requirements.
First Aid Room	First Aid Room will be provided based on regulations under the Safety Act. For buildings with multiple departments, space for First Aid Room will be allocated based on number of FTEs in each department.
Reception Area	Space allocation based on functional needs; e.g., visitor/customer traffic, security requirements, reception activities, etc.
Quiet Rooms	Allow 1 Quiet Room of 9.3 m ² (100 ft ²) for every 10 open workstations.
Meeting Rooms ⁴	<ul style="list-style-type: none"> Meetings of 4 to 5 people allow 11.15 m² (120 ft²) Meeting of 6 to 7 people allow 13.90 m² (150 ft²) Meetings of 12 people allow 22.30 m² (240 ft²)
Coffee Counter/Nook	Allow 1 counter/nook of 1.16 m ² (12.5 ft ²): <ul style="list-style-type: none"> per 30-FTE department; or per floor, where departments each have less than 30 FTEs.

⁴ Appendix "B" of these Office Space Standards and Guidelines contains illustrations of meeting room layouts.

General Guidelines

The following space planning and design guidelines are recommended:

- In 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.
- Enclosed 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. The supervision of staff and/or occasional confidential meetings is not usually considered sufficient cause for an enclosed workstation. The provision of meeting rooms and shared Quiet Rooms is a more efficient and functional solution.
- Enclosed offices should be positioned on the building core and provided with glazing to receive natural light. Screens should be 1.65m (65") or lower in height.
- Allocate approximately 25% of the space as circulation space.
- For periodic large group (12 or more people) meetings, conference rooms should be rented from the private sector rather than accommodated in general office space. However, if private conference facilities are not available locally, departments can provide for conference-size rooms by connecting adjoining meeting rooms with ceiling height, soundproof, moveable partitions.
- Departments should consider collocating in order to share support spaces and equipment and reduce costs.
- Plan space so that short term space requirements are isolated from longer term requirements to enable future space reductions.
- To promote open workstation planning, Quiet Rooms can be provided for small group meetings and work requiring privacy. To provide maximum functionality as shared workstations, Quiet Rooms should be equipped with furniture, computer equipment and communications connections.
- To create flexibility, apply a modular approach to planning; i.e., plan spaces which are compatible with building grids. Most existing facilities are built on a 5' x 5' grid.
- Plan the size of smaller support spaces so that they can be interchangeable with workstations for people.

- Attempt to standardize workstation furniture so that, when moves occur, only people need to move.

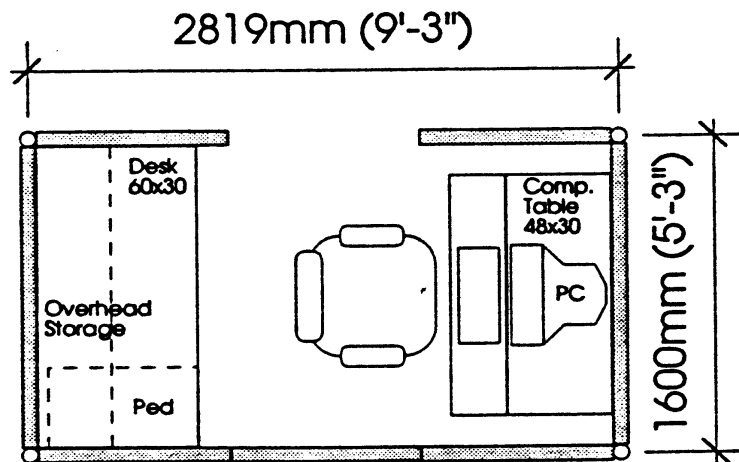
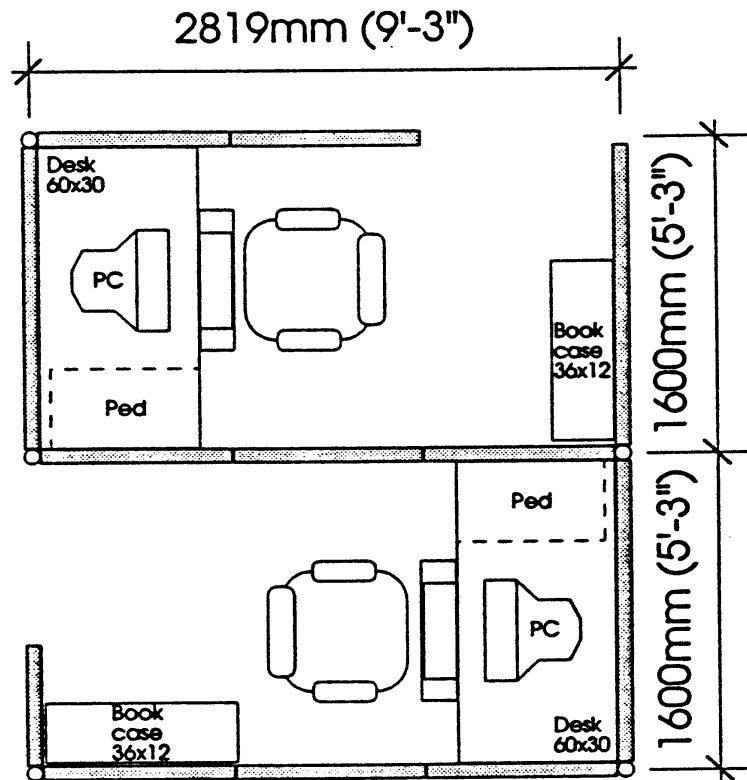
Project Management Services

The Department of Public Works and Services is responsible for providing project management services for the design and construction of tenant improvements in all office buildings under its care and custody. In addition, it will provide project management services for office space in other buildings when requested by the Department. A list of PWS regional contacts to obtain project management services is provided below.

PWS Regional Contacts	
Region	Contact
Fort Smith	Regional Superintendent Tel: (867) 872-7260 Fax: (867) 872-2830
North Slave	Regional Superintendent Tel: (867) 873-7650 Fax: (867) 873-0257
Inuvik	Regional Superintendent Tel: (867) 979-7140 Fax: (867) 979-3463

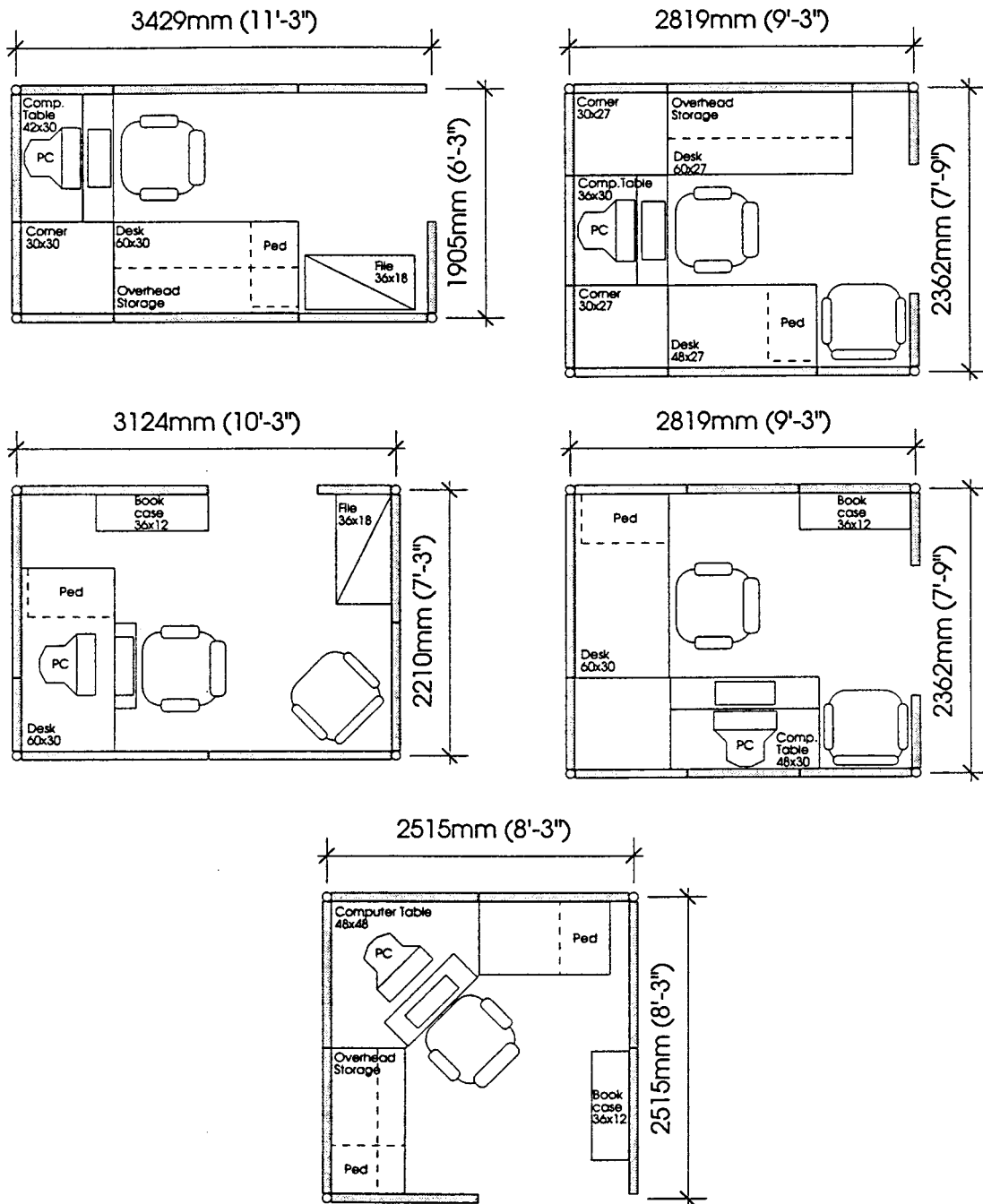
Workstation Space Type F - Open, 4.5 m² (50 ft²)

Dimensions are measured center to center



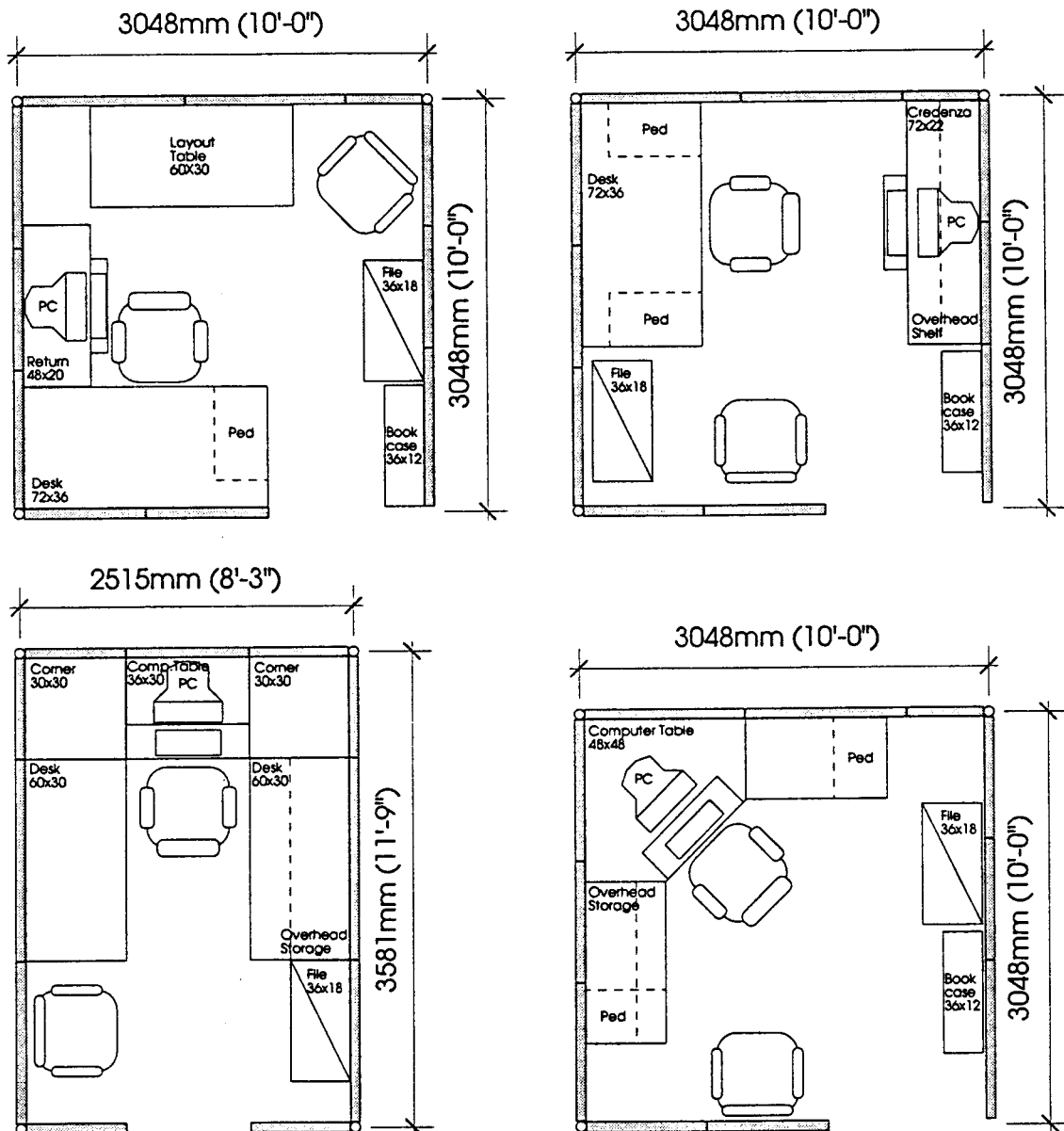
Workstation Space Type E - Open, 6.5 m² (70 ft²)

Dimensions are measured center to center



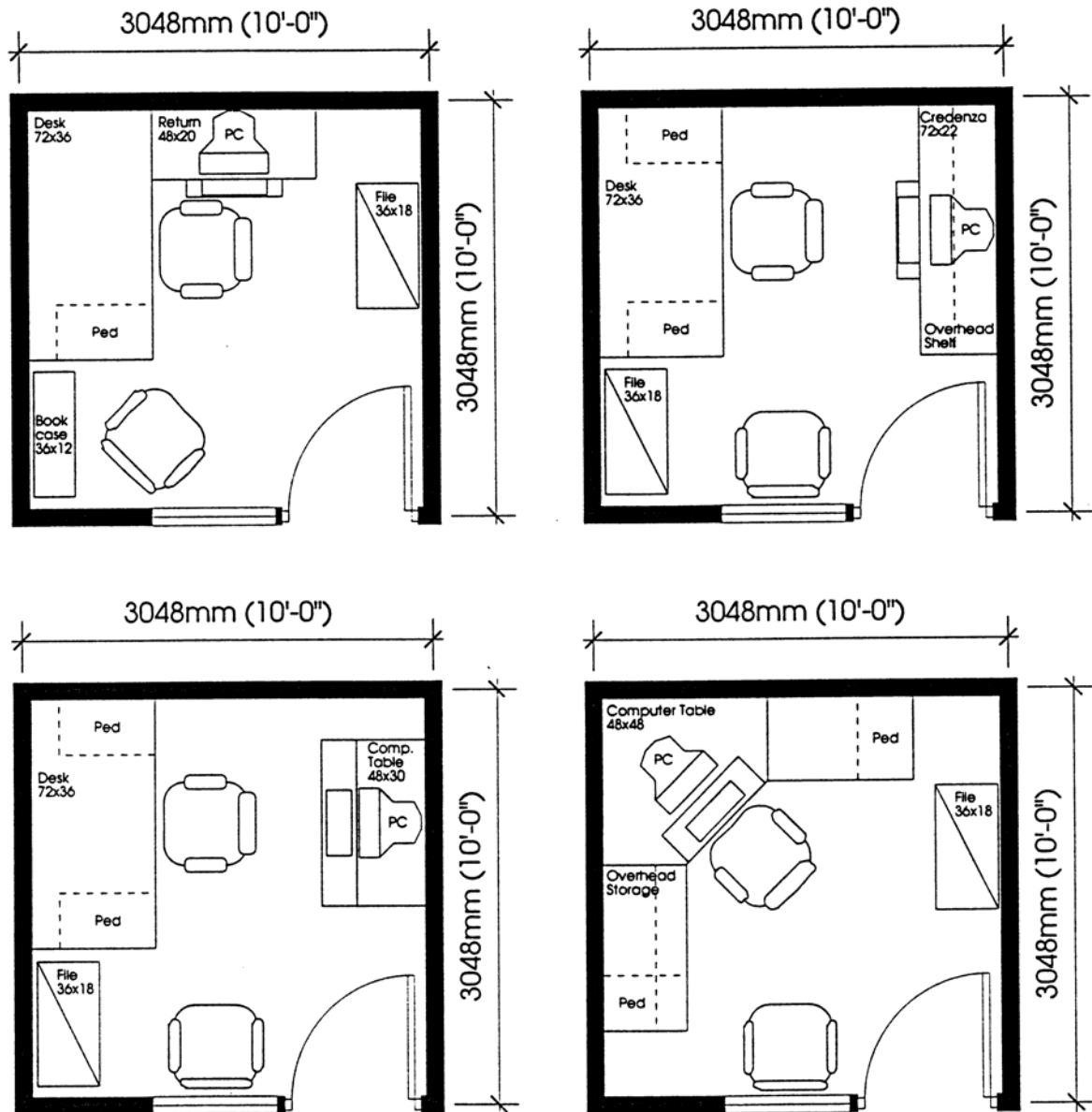
Workstation Space Type D - Open, 9.3 m² (100 ft²)

Dimensions are measured center to center



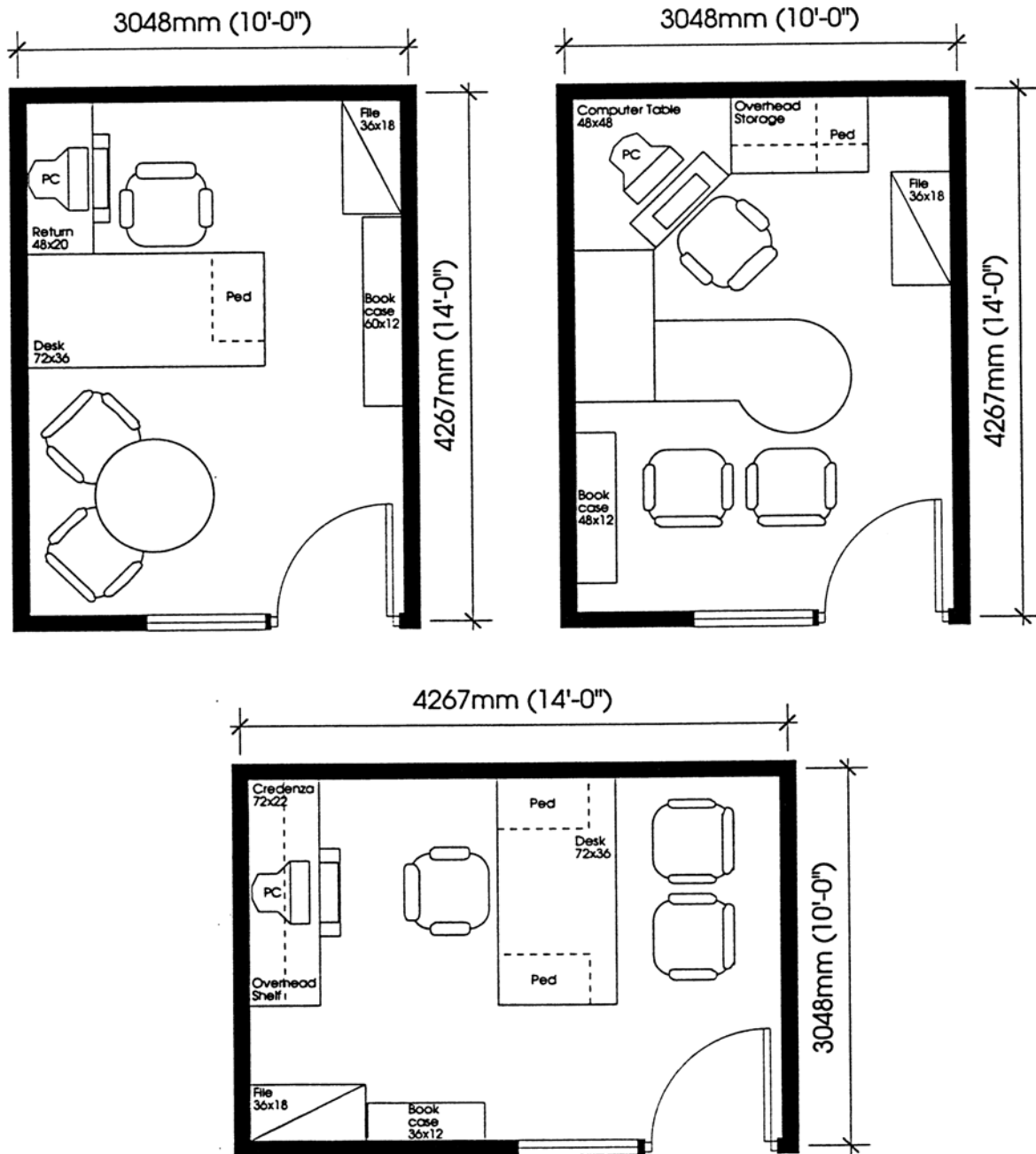
Workstation Space Type C - Closed, 9.3 m² (100 ft²)

Dimensions are measured center to center



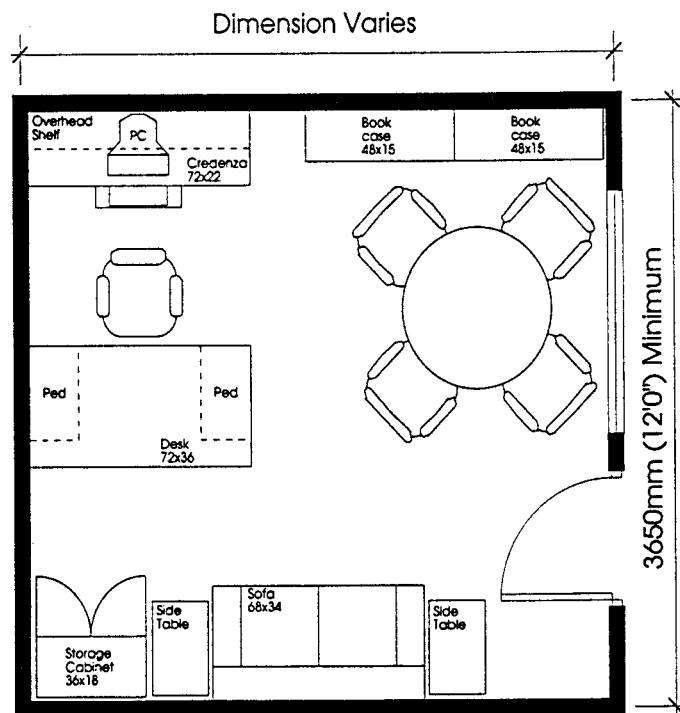
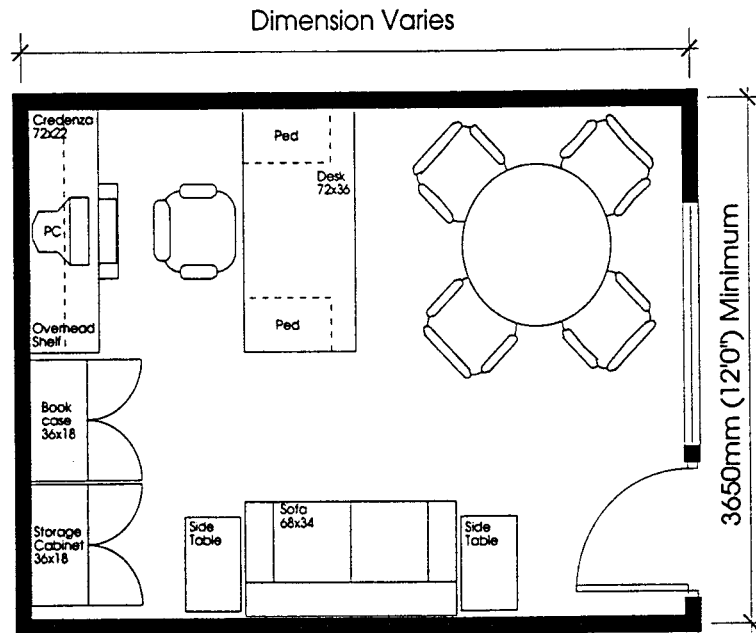
Workstation Space Type B - Closed, 13.9 m² (150 ft²)

Dimensions are measured center to center



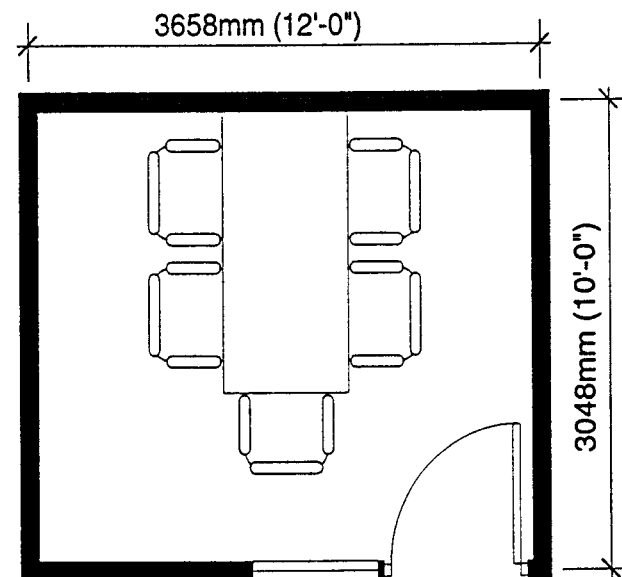
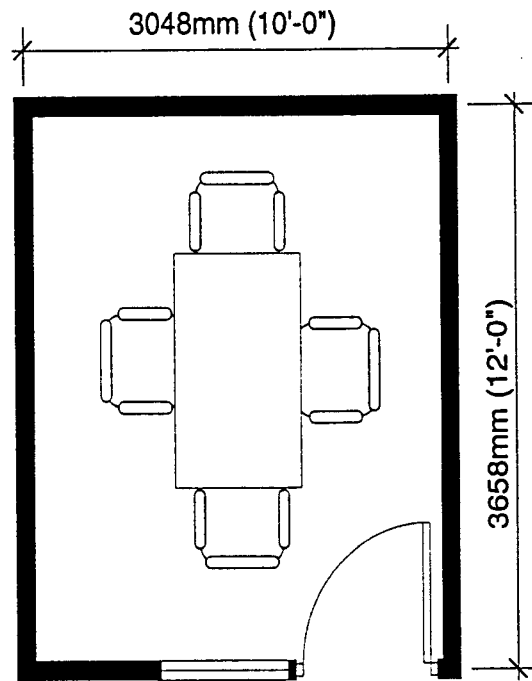
Workstation Space Type A - Closed, 22.5 m² (240 ft²)

Dimensions are measured center to center



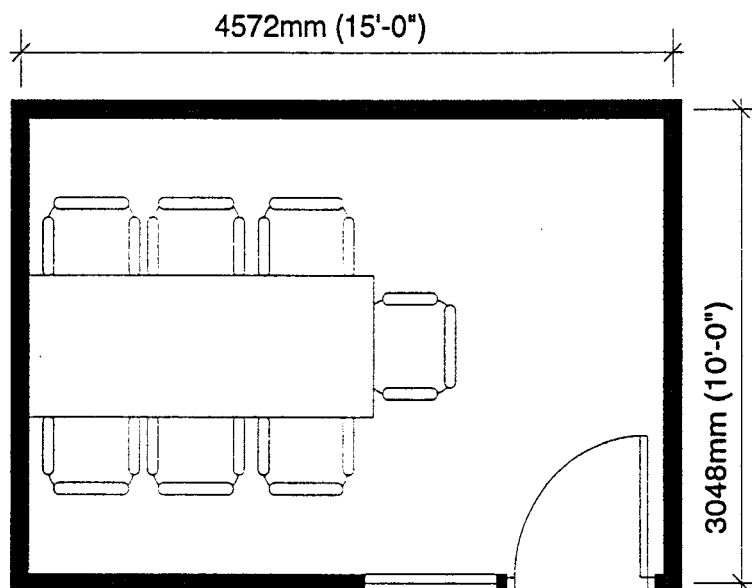
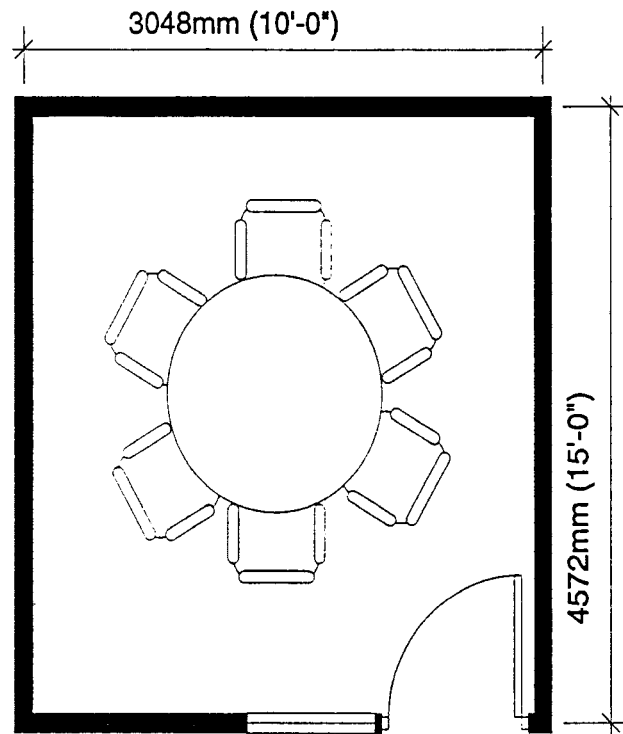
Meeting Room - 4 to 5 people, 11.15 m² (120 ft²)

Dimensions are measured center to center



Meeting Room - 6 to 7 people, 13.9 m² (150 ft²)

Dimensions are measured center to center



Meeting Rooms - 8 to 12 people, 17.8 m² (192 ft²) & 22.3 m² (240 ft²)

Dimensions are measured center to center

