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INTRODUCTION

In the past, Manitoba Provincial Office Planning Guidelines have been based on position entitlements and typically included various hard constructed individual enclosed workspaces. These types of fit-ups do not allow for flexibility, nor are they environmentally friendly. In order to reduce our environmental impact and create more flexible and collaborate work spaces, changes have been made based on the principles of the provincial Green Building Policy and the functional requirements of the job. The objectives of these new guidelines are to enhance the flexibility of the work environment and to support that environment to meet evolving business requirements.

These new guidelines encourage the reduction in our usage of new materials thereby reducing our environmental footprint while at the same time providing office space that is streamlined, efficient and flexible.

These guidelines have been established to help ensure a disciplined, objective, and consistent approach to decision-making, monitoring and reporting on the implementation of space programming.

It is ASD’s goal to work with Clients to develop programming documents that reflect their needs and incorporate the office planning guidelines to the greatest degree possible.

Note that the new guidelines will contribute to cost savings for the Province of Manitoba and, as such, are supported by Treasury Board. Amongst the significant benefits for all stakeholders, the guidelines will result in an affordable common look and feel for all provincial accommodations and a consistent quality of work environment for provincial employees.

Compliance

Although there should be little deviation from the guidelines, we realize that under certain circumstances substitutions or adjustments may be warranted. As a means to maintain accountability in the provision of provincial accommodations, when a deviation is requested/required, it is the client’s responsibility to justify the proposed change to the guidelines. Prior to the project proceeding, the Deviation from Accommodation Standards Form located on the MIT intranet must be signed by the client’s Executive Financial Officer and Deputy Minister and forwarded to the MIT Client Contact (Project Planner/Project Manager).

http://gww2.internal/mit/formstemp.html

Workplace Etiquette

The new Planning Guidelines promote more open office workspaces and as a result, individuals now have to consider noise levels within the new space. Although the provision of quiet rooms and additional rooms as well as the installation of sound masking systems is a key strategy when planning new office accommodations, each individual working within the space must also play their part in controlling the noise factor and maintaining a clean and pleasant environment to work in. By considering the following guidelines, your workplace will be a comfortable and productive environment from which to conduct your business.
Workplace Etiquette (Cont’d)

Noise levels:

- Keep computer and telephone volumes at a low setting.
- If you need to talk to someone, go to their workstation; do not talk through partitions, walls. Talk in a volume that is conducive to a one-on-one conversation.
- Meetings should be held in meeting, interview, or quiet rooms. Impromptu discussions between two or more individuals should also be conducted away from workstations of individuals that are not partaking in the discussion.

Privacy:

- Remember, an open workstation or a screened workstation is still a private zone for the individual who occupies the space. Please respect people’s office space and privacy.
- Inevitably there will be times when you overhear the conversation of others in the area. Although it can be tempting at times, refrain from providing commentary unless invited to do so.
- If you see that the person is busy either doing “heads down” work or is on the phone, don’t stand at their workstation waiting to get their attention. Leave a note asking them to come and see you when they are available.
- Consider setting up a type of signaling system in your office that will allow you to let people know that you are available or that you do not wish to be disturbed.

Clutter:

- As most areas do not have a door which can be closed to hide one’s office space, it is important to consider the state of your work area. Keep clutter to a minimum.
- Consider implementing a “clean desk” policy in your workplace. Confidential material should be put away in locked drawers when you are away from your workstation.
- When adding a personal touch to your individual work area, be conscious of others sensibilities and refrain from displaying pictures or other items that could offend coworkers.
- When you are finished using a common area, remember to clean up and leave the room or area in the condition it was in before you entered.

Odours:

- Be conscious of other’s sensibilities when applying perfume or aftershave. Many individuals are sensitive to odours and some are highly allergic to these odours. Many offices are now establishing a no scent working environment.
- If possible, do not eat at your workstation. The smells generated from your lunch could be very distracting to others. Consider taking a break from your work and moving to an available lunchroom.
Workplace Finishes

Standard materials used are of good quality and will be selected to provide best value for money. Finishes are chosen for their durability, their recyclability, and their low toxicity. The following are the typical finishes that are used in the development of your office environment.

Flooring:
- General office areas will be installed with 100% recyclable carpet tile in a tufted multi-level loop pattern. Typically one colour would be used for the entire office, however 20% cut-in of accent colours can be considered for boardrooms, meeting rooms, reception areas, and circulation areas.
- All ‘wet’ areas will be installed with slip-resistant vinyl sheet flooring materials. This would include staff rooms, kitchenettes, lab areas etc.
- Base: 4” (104mm) high rubber is to be used throughout all office areas.

Wall Treatments:
- Walls are typically painted surfaces. All Interior paint is CGSB listed products, and meet Green Seal requirements. Volatile organic compound (VOC) emissions from paints will not exceed the VOC and chemical component limits of Green Seal requirements.
- Light colours are used on large walls and ceiling surfaces to reflect as much natural light as possible.
- Stronger accent colours can be used in smaller quantities. 20% cut-in of accent colours is allowed for interior drywall walls and circulation areas.

Window Coverings:
- Where new window coverings are being considered, the standard is manual roller blinds with a sunscreen fabric with an openness factor of 1%.

Furniture for all workstations is to be the approved government standard available through the Material Distribution Agency (MDA). Contact the Material Distribution Agency at 945-3000 for detailed information on these and other furniture products.
Typical Workstation Components

The Guidelines are based on an 9’ x 8’ (72 sq. ft.) workstation module. The module is comprised of furniture components that meet the basic needs of most positions within government providing for work surface, shelving, filing, general and personal storage. The number and type of components comprising a workstation is dependent on the individual’s work function.

Description of Workstation Components:

- 72” x 30” work surface
- 54” x 24” work surface
- 48” x 24” work surface
- 24” x 24” corner
- 30” x 24” corner
- 72” x 36” P-Top work surface
- 24” x 24” wardrobe/storage unit
- 42” - 54” overhead
- mobile site/file pedestal
- ergonomic fully adjustable keyboard tray

Full Height Movable Walls/Partial Height Panels

- Movable walls / panels are used as the alternative to drywall construction. This alternative supports sustainable practices and allows for future flexibility of office re-configurations and reduced waste.

- The size, height and number of panels used to define a workstation or workspace area vary to suit proximity to major corridors or windows. For example, panels parallel to exterior windows will be lower to allow for the transfer of natural light to interior spaces.

- Selection of panel heights should reflect the optimum balance between visual privacy for the occupant and lighting efficiency (transfer of daylight and uniform illumination from overhead lighting fixtures). Where appropriate, graduated panel heights and/or glazed screen panels will be considered.

Fit-Up Workstation Electrical

- Each workstation is provided with one duplex power outlet, one voice / data outlet, and one power bar.

- The power bar provides for an additional six power receptacles. This accommodates typical workstation requirements for telephone, computer, computer monitor, cell phone charger and a task light.

Individual electrical fans and heating units are not included as part of a workstation requirement and are discouraged due to their excessive draw on the building electrical systems. This often results in the loss of power to several workstations and/or general office equipment.

If you experience uncomfortable temperatures in your area, please Contact your MIT Facility Manager (in government owned facilities) or the MIT Lease Administrator (945-7565)
SPACE TYPES

There are two basic categories of space types: Staff Spaces and Support Spaces. Support Spaces are further defined as being either ‘dedicated’ or ‘shared’.

Staff Space

Staff space refers to an area that is usually assigned to an individual’s workstation equipment requirements.

Support Space

Support Space refers to spaces that provide a required function to the general office and staff such as meeting rooms, reception areas, photocopy rooms, fax and printer areas, file and storage rooms, etc.

Dedicated Support Space

Dedicated support space refers to support functions that are specifically allocated to an individual or specific group.

For example, items such as files, equipment or storage that are required to perform the specific tasks of a position and must be functionally located with the position but which cannot be accommodated within the standard workstation space allotment or, support spaces that are shared by a specific group of workers such as meeting rooms, resource areas, hearing rooms, file and general storage rooms.

Shared Support Space

Shared support space refers to functions that are common to multiple branches, divisions or departments. These typically include general reception areas, large meeting or training rooms, central photocopy rooms, etc.

Shared support space should be conveniently located adjacent to major corridors and circulation paths to ensure that they are accessible to all groups.
Office Space Planning Guidelines

LEGENDS

Space Type Legend

OA  Staff workstations in open areas with no enclosures. Typical size: 72 square feet.

SA  Individual workstations in an open area with screen enclosures. Typical size: 72 square feet.

PO  A private office with full height enclosure accommodating one person. Typical size: either 120, 150 or 200 square feet.

O   Office equipment or other support function in an open area.

EM  Enclosed meeting spaces including interview and break-out rooms.

EA  Enclosed areas for support functions not considered meeting spaces such as file and storage areas, lunch facilities, etc.

Workstation Components

The number and type of components comprising a workstation is dependent on the individual's work function.

Description of Workstation Components:
- 72” x 30” work surface
- 54” x 24” work surface
- 48” x 24” work surface
- 24” x 24” corner
- 30” x 24” corner
- 72” x 36” P-Top work surface
- 24” x 24” wardrobe/storage unit
- 42” - 54” overhead
- mobile site/file pedestal
- ergonomic fully adjustable keyboard tray
The following drawings in this document illustrate planning and layout guides based on the 9’ x 8’ (72 square feet) workstation module.

**STAFF SPACES:**

**Open Area Workstation (OA)**

Typical size: 9’ x 8’ (72 sq. ft.) (6.7 m²)
Screened Area Workstation (SA)

Typical size: either 9’x 8’ (72 sq. ft.) (6.7 m²)

Screened area workstations are appropriate when functions require additional visual privacy from surrounding areas i.e. when workstations are located in high traffic areas. Doors, as required, will be provided.

Typical L-shape workstation

Typical U-shape workstation
Clustered Workstation - Sample Layout 4 Workstations

Typical workstation size: 9’ x 8’ (72 sq. ft.) (6.7 m²)

Typical four workstation pod size: 20’ x 18’ (360 sq. ft.) (33.4 m²)

Clustered workstations foster a team environment that facilitates the convenient sharing of work surfaces and equipment and provides a feeling of openness by reducing the number of screens required.
Private Office (PO)

Private offices are defined as individual spaces requiring full height enclosure based on the following criteria:

- Positions conducting unscheduled and sensitive Human Resource related conversations on a frequent and daily basis.
- Positions requiring confidentiality frequently dealing directly with the public if separate interview and/or meeting rooms are not provided for that function.

Private offices require the additional considerations:

- Separate light switching and light controls.
- Supply and return air diffuser grill.

Private offices are typically available in three different sizes:

- 120 square feet (10’ x 12’) (11.1m²)
- 150 square feet (10’ x 15’) (13.9m²)
- 200 square feet (10’ x 20’) (18.6m²)

Clean Desk Policy

The application of secure documents are not considered a justification for providing a private office. Storage of such materials should be secured within cabinets equipped with locking devices, vaults, or shared file rooms specifically designed for such secure storage.

These Guidelines assume a clean desk policy in which sensitive documents are stored properly and consistently and not left out in the open.

To maximize the transfer of daylight into the general office area, private offices are to be located along the interior of the building.

Private offices will be provided with glazing to provide access to natural light.
Private Office (PO)

Typical: 10’ x 12’ (120 sq. ft.) (11.1m²)

Although a number of layouts are possible, the illustration below shows one that accommodates positions that deal with highly sensitive information on a daily basis. The following illustrations show examples of a 'formal' 'accessible' and 'secure' layout.
Private Office (PO)

Typical: 10’ x 15’ (150 sq. ft.) (13.9 m²)
Private Office (PO)

Typical: 10’ x 20’ (200 sq. ft.) (18.6 m²)
SUPPORT SPACES

Enclosed Meeting Rooms (EM) - Planning Guideline

Space guidelines for meeting rooms are based on the number of people they are to accommodate. As a guide, an area allowance of 1.85 m² (20 sq. ft.) per person for table seating is used for room calculations. Consideration should be given to the requirements for: window coverings, lighting, electrical, map rails, Smart Board, audio visual, equipment etc. The following are examples of meeting room sizes:

- **Small Meeting Rooms**: to accommodate meeting table and chairs for 4 - 6 people.

- **Medium Meeting Rooms**: to accommodate meeting table and chairs for 8 - 14 people with possible storage space for audio/visual equipment and a possible horizontal surface for refreshment layout.

- **Large Meeting Rooms (Boardrooms / Training Rooms)**: to accommodate meeting table and chairs for 20+ people with storage space for audio/visual equipment and a horizontal surface for refreshment layout.

Consideration for folding / sliding partition separations should be considered for rooms exceeding 400 square feet.
Examples of 4 person meeting room layouts
Examples of medium to large meeting / training rooms
Example of a large training room
Interview Rooms (EM) - Typical: 14'-6" x 8' (116 sq. ft.) (10.7 m²)

Interview rooms are defined as secure rooms for meeting with the public and should be located in close proximity to the reception area. All interview rooms should include two doors - one accessing the secure staff side of the office and the other accessing the public side. Depending on the client requirements, locking mechanisms on staff access doors may include dead bolts, card readers or proximity readers. Other security requirements may include a wall to wall desk secured to the adjacent walls with full gable below and Lexan barrier above. Duress alarms should also be considered in these situations. Data drop, power and phone lines should also be considered.
Break-out (EA) - Typical: 10’ x 8’ (80 sq. ft.) (7.4 m²)

Break-out rooms are spaces intended for use by personnel who normally occupy open area workstations. These rooms provide a quiet area to support work requiring a high level of concentration, private telephone conversations. Data drop, power and phone lines should also be considered.

As a guide, the recommended planning ratio is one break-out room for every 45 staff. As a minimum, one break-out room per floor must accommodate the accessibility guideline for required turning radius.
**File / Storage Areas (O or EA)**

File and/or storage rooms may be open, semi-enclosed or enclosed spaces. File areas may require structural review for floor loading capacity. For storage areas, free standing shelving units are recommended.

As a guide, allow:

- Area allowance of 10 sq. ft. (1 m²) per file or storage unit
- Area allowance of 20 sq. ft. (1.9 m²) per plan storage cabinet

**Reception (O or EA)**

Reception areas should be programmed as two separate components consisting of the Waiting Area and the other being the Reception Workstation.

**Waiting Area (sized to suit requirements)**

Waiting areas may include chairs, coat storage, display material (bulletin board, pamphlet rack etc.), child play area, and public access workstations.

Wheelchair accessible areas should include open space for a minimum of one wheelchair to wait complete with a 7’-6” turning radius.

**Reception Workstation (8.4m² or 90 square feet)**

For secure reception workstations, built in millwork counters with Lexan barriers may be required. Reception workstations must provide a minimum of one 36” wide section for barrier free access as per Universal Design Guidelines.

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Lexan barriers are a brand of highly durable polycarbonate resin intended to replace glass where the need for strength and security justifies its higher cost.
Examples of a wheelchair accessible reception workstation
Centralized Shared Office Equipment Room (EA)

Sized to suit program requirements

Where possible, an enclosed centrally located equipment room should be provided as a shared function for various groups and be located such that it is accessible from a common corridor. The space should be sized to suit the Client's needs & equipment sizes.

Requirements may include photocopiers, fax, printers, shredder, recycling, scanner, work tables, mail sorting slots, and/or supply storage. Appropriate clearances and electrical should be noted.

Supplementary Equipment / Printer Stations (O)

Typical: 25 sq. ft (2.3 m²)

In addition to centralized office rooms, supplementary equipment / printer stations may be provided in common open areas.
Staff Rooms (EA)

Staff Rooms may be provided when staff counts exceed 10 staff and a government contracted cafeteria is not provided.

Only one staff room will be provided when multiple government tenants occupy an entire floor plate and a government contracted cafeteria is not provided.

Staff Room size should be based on one third of the staff count.

Each Staff Room should provide 7’-6” linear feet of built-in counter, complete with cabinets, sink, microwave area, optional under counter dishwasher, and area for fridge.

Counters exceeding the typical 7’-6” counter length, must adjust sink height to meet accessibility standards.

Electrical provision to be provided for all equipment including small appliances.

**Note: all equipment to be purchased and maintained by client group.**

The drawing below shows an example of a typical Staff Room layout:
The drawings below show a plan and elevation of the counter area including fridge and recycling:

Area as required to accommodate recycling, waste and water cooler

Area for fridge

Built-in counter complete with sink & cabinets (allow area for microwave and optional under counter dishwasher)

Area as required to accommodate recycling and waste

Dishwasher optional

Note: Client responsible for purchasing & maintaining all appliances
Coffee Stations (O)

Typical: 63 sq. ft. (5.8 m²)

A Coffee Station may be provided when a Staff Room is not provided (i.e. when the staff count is less than ten).

Supplementary Coffee Stations in addition to Staff Rooms may be considered where the floor plate is greater than 20,000 square feet.

A Coffee Station should include built-in counter, complete with cabinets, sink, microwave area, and under counter fridge.

Consideration should be given for recycling waste and the inclusion of a water cooler.

Electrical provision is to be provided for all equipment including small appliances.

Note: all equipment to be purchased and maintained by client group.

The drawing below shows an example of a typical Coffee Station layout:
Washrooms

Typical: 85 sq ft. (7.89 m²)

Washrooms will be provided within the client space if not provided for as part of the building core. Quantity and size will be determined by the National Building Code and the Client’s requirements.

Custodian Closet / Janitor Room (if required)

Typical: 50 sq. ft. (4.65 m²)

Custodian Closets will be provided within the client space if not provided as part of the building core.

Vestibule (if required - when exterior door entry occurs)

Typical: 85 sq. ft. (7.89 m²)

Will be provided within the client space when direct street access is required.

Specialized Spaces

Specialized spaces will be provided based on a clients program requirements.

Examples of such spaces may include:

- Hearing Rooms
- Training Rooms
- Court Rooms
- Family Rooms
- Viewing Rooms
- Library / Resource Rooms
FLOOR LAYOUT AND ILLUSTRATIONS

Typical Floor Layout
Typical Open Office Layout
Typical Four Person Clustered Workstation