Office Space Planning Standards

ACCOMMODATION SERVICES DIVISION
Project Services

February 2018
1.0 Introduction
1.1 Background

In 2010 Accommodation Services Division (ASD) introduced an open office space planning initiative. An emphasis was put on accommodating staff in open areas comprised of screened workstations as opposed to private offices. This initiative was intended to:

• Align provincial accommodations with well-established trends in private and public sector office design.
• Take advantage of spatial efficiencies afforded by open office planning, which translates into ongoing accommodation cost savings.
• Increase the ease of communication and collaboration among staff.
• Incorporate practices of environmental sustainability based on the principles in the provincial Green Building Policy.
• Provide a consistent look and feel for all provincial accommodations.

In 2014/15, as a response to Treasury Board’s Footprint Reduction Strategy, ASD undertook a comprehensive review of the Office Space Planning Standards to ensure they continue to respond to the needs of the modern office environment while respecting current government policy and priorities. This document has therefore been updated to:

• Emphasize that the square footages described within these Standards are intended as maximums. Exploring the potential to meet department’s requirements in less space is encouraged.
• Prioritize the standardization of space allocations among all government departments by assigning support spaces based on the population of each floor. This allows spaces to change tenants with a minimum of modification.
• Encourage departments to seek partnerships and co-locations with other departments to realize efficiencies through shared facilities, equipment, furniture and resources.

These Standards have been established to provide a consistent approach to space programming. ASD is mandated to provide affordable and sustainable office accommodation and related services for government departments, agencies and Special Operating Agencies. These services include the fit-up of office space to meet client department program requirements within the limits of the Office Space Planning Standards.
1.2 Application

The Office Space Planning Standards apply to:

- All office accommodation under the administration of Accommodation Services Division (ASD), as provided to provincial departments and agencies, whether reimbursing or non-reimbursing, including any Special Operating Agencies or Crown Corporations seeking ASD’s services.

- Alterations to the above noted office accommodations, including:
  — initial fit-up of new space
  — requests for service initiated by the client. Note that client-funded work will not result in accommodations greater than that specified by the Standards
  — fit-up of existing space for backfill by a different client group
2.0 Funding Accountabilities
2.1 Project Delivery Cost Controls

It is not only the fit-up project, but also the delivery process that must be controlled to help constrain costs. Extensive changes or numerous revisions during the planning and design stages risk causing delays in the project schedule as well as overruns in the budget.

In order to ensure more timely and cost effective delivery of fit-up projects, the following controls and funding accountabilities will apply:

• A maximum of two (2) client requested revisions per deliverable during the schematic and design development stages prior to final approval. If the two revisions are not used at one stage, there is no provision to carry the allowance over to a subsequent stage. Anything over this limit is non-standard and billable to the client. If the project is already client-funded, additional consultant fees will apply.

• Timelines will be provided for each stage of the project, with due dates given for client input. If client input is not received by the due date, it will be assumed that no revisions are required and the project will proceed.

• Costs related to delays in reviewing and approving project documents (drawings, specifications) are billable to the client.

• Costs related to design changes following the design development stage (including design, management fees and the cost of delays during the construction drawing stages and all costs resulting from changes requested during the construction or post-occupancy stages) are billable to the client.

• Additional design and management services generated by specialized or enhanced client requirements, including accelerated project delivery, are billable to the client.

A “client requested revision” is deemed to be a requirement or preference not previously identified that necessitates a substantial re-examination of completed work (such as reworking of previous drawings and/or project documents) in order to find a solution that would accommodate the new requirement.

Minor adjustments to drawings that do not have a substantial impact on other areas, such as relocating a door or reorienting a workstation, are not considered a “revision” relative to the “two revision rule.” Similarly, work that is deemed by the Project Manager to be contractually incomplete or non-compliant with the standards is not considered a client responsibility.
3.0 Standards
3.0 Standards

The following Standards demonstrate the allocation of square footages for typical office space functions. They do not establish or imply minimum space entitlements and are intended as maximums. Exploring the potential to meet department’s requirements in less space is encouraged.

Offices are expected to comply with the following square footage per occupant allocations.

<table>
<thead>
<tr>
<th>OCCUPANCY</th>
<th>TARGET SQ FT PER OCCUPANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–5 people</td>
<td>250</td>
</tr>
<tr>
<td>6–10</td>
<td>220</td>
</tr>
<tr>
<td>11–20</td>
<td>215</td>
</tr>
<tr>
<td>21–40</td>
<td>200</td>
</tr>
<tr>
<td>40+</td>
<td>194</td>
</tr>
</tbody>
</table>

The total occupant count includes FTEs and non-FTE positions, including itinerant spaces, students and volunteers. In situations where two part time employees share a workstation, they will be counted as one workstation for the purposes of this calculation. If 14 field staff are given two shared workstations, they will count as two staff.

Approved special purpose spaces will be over and above the target square feet per occupant.

ASD utilizes open office space planning, so separating government workgroups into self-contained suites is considered non-compliant. Open office planning is intended to increase flexibility and eliminate the need to reconfigure space as workgroups shift.
3.1 Space Types

There are two basic types of space:

- **Staff Spaces** are occupied by individual members of a group. These spaces may be private offices, open workstations or screened workstations.
- **Support Spaces** provide a required function to the staff but are not part of the workstation. These are spaces such as meeting rooms, reception areas, photocopy rooms, fax and printer areas, file and storage rooms, etc.

Support spaces may be further classified as either dedicated or shared:

- **Shared support spaces** are functions common to multiple branches, divisions or departments. These typically include general reception areas, large meeting or training rooms, central photocopy rooms, etc. Shared support spaces should be conveniently located adjacent to major corridors and circulation paths to ensure that they are accessible to all groups.
- **Dedicated support spaces** are functions specifically allocated to a specific group. Files, equipment or storage required for a specific task that must be functionally located with the position but cannot be accommodated within the standard workstation space allotment is considered dedicated. Support spaces shared by a specific group of workers such as interview rooms, resource areas, hearing rooms, and storage rooms are also considered dedicated.
Office Space Planning Standards

Sec 3.1: Standards / Space Types
Staff are typically placed in 72 sq. ft. workstations (8'-0" x 9'-0"), which can either be open or surrounded by screens. The standard workstation is sized to accommodate an accessible, barrier free turning radius.

Private offices may be provided to Directors and above.

Where staff spend more than 60 per cent of their time out of the office and do not require individual, dedicated space, the standard workstation shall be shared. This may include part time, itinerant or field staff.

The provision of a single workstation size is intended to encourage greater flexibility and allow for a higher number of “suitcase” moves, where the furniture stays in place and only desk contents are reassigned.

Possession of confidential documents is not considered a justification for providing a private office. Confidential materials should be protected in cabinets equipped with locking devices, vaults, or shared file rooms specifically designed for secure storage. These Standards assume a clean desk policy in which sensitive documents are stored properly and consistently and not left out in the open.

Seated visual privacy is provided by standard 50” high screens. Acoustical privacy is provided by the installation of a soundmasking system throughout the workstation areas.
3.2.1 Screened Area Workstations

TYPICAL: 8’-0"x 9’-0" (72 SQ. FT.)

Screened area workstations are appropriate when functions require seated visual privacy from surrounding areas. Soundmasking is installed to provide acoustical privacy throughout all workstation areas. Workstations are available in either L or U shaped configurations.

L-shaped workstations are recommended for positions requiring additional storage space, as one lateral file can be accommodated within the screened area. U-shaped workstations provide more desk/layout space, but is limited in accommodating additional filing.
64"H wardrobe unit

Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below.

70'L x 29'D height adjustable worksurface

50'H panels (all)

Mobile pedestal w/ upholstered top for guest seating

64"H wardrobe unit

Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below.

70'L x 29'D height adjustable worksurface

50'H panels (all)

Mobile pedestal w/ upholstered top for guest seating

Sec 4.2.1: Staff Spaces / Screened Area Workstations
3.2.2

Open Area Workstations

Typical: 8’-0”x 9’-0” (72 sq. ft.)

Open area workstations are appropriate when functions do not require seated visual privacy from surrounding areas. Soundmasking is installed to provide acoustical privacy throughout all workstation areas. Similar to screened area workstations, these workstations are available in either L or U shaped configurations.
### 3.2.3 Private Office

Private offices are provided to directors and above. Offices are to be located along the interior of the building unless conditions do not allow. Requests to locate offices along the perimeter windows would be considered non-compliant.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>MAXIMUM AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>10’ x 15’ (150 sq. ft.)</td>
</tr>
<tr>
<td>Assistant Deputy Ministers</td>
<td>10’ x 20’ (200 sq. ft.)</td>
</tr>
<tr>
<td>Approved Non-Compliant Request</td>
<td>TBD (based on functional requirements)</td>
</tr>
</tbody>
</table>
64"H wardrobe unit

Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below.

70"L x 29"D height adjustable worksurface

Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below.

64"H wardrobe unit

70"L x 29"D height adjustable worksurface

Office Space Planning Standards
Sec 4.2.3: Standards / Staff Spaces / Private Office
120 OR 150 SQ FT OFFICE

- 64"H wardrobe unit
- Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below
- 70"L x 29"D height adjustable worksurface
- 36" round meeting table

150 SQ FT OFFICE

- 64"H wardrobe unit
- Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below
- 70"L x 29"D height adjustable worksurface
- 36" round meeting table

Office Space Planning Standards
Sec 4.2.3: Standards / Staff Spaces / Private Office
Sec 4.2.3.1: Standards / Staff Spaces / Private Office
Office Space Planning Standards

Sec 4.2.3: Standards / Staff Spaces / Private Office

150 OR 200 SQ FT OFFICE

- 64"H wardrobe unit
- Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below
- 70"L x 29"D height adjustable worksurface
- 36" round meeting table

200 SQ FT OFFICE

- 64"H wardrobe unit
- Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below
- 70"L x 29"D height adjustable worksurface
- 36"x60" meeting table
Support spaces are allocated based on the population of each floor, which allows spaces to change tenants with a minimum of modification. Spaces are designed to provide a consistent look and feel for all provincial accommodations.
### 3.3.1 Meeting Rooms

Meeting Rooms are enclosed spaces which are considered a shared amenity to all provincial occupants of a building. All provincial occupants of the building are able to book this asset. Wherever possible, access to the meeting rooms should be off of a common corridor, elevator lobby, etc. and not located within a client’s dedicated space. If a client is the only provincial occupant of a building, access may be provided through the tenant space, however, consideration should be given to locating the room adjacent to common corridors/lobbies to allow for easy future conversion. Furniture layouts must allow for an accessible turning radius.

All equipment to be purchased and maintained by client group.

<table>
<thead>
<tr>
<th>Number of Occupants Per Floor</th>
<th>Small 150 sq ft Seats 6</th>
<th>Medium 300 sq ft Seats 12</th>
<th>Large 600 sq ft Seats 20</th>
<th>Total (sq ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10</td>
<td>1</td>
<td>–</td>
<td>–</td>
<td>150</td>
</tr>
<tr>
<td>11–20</td>
<td>–</td>
<td>1</td>
<td>–</td>
<td>300</td>
</tr>
<tr>
<td>21–40</td>
<td>2</td>
<td>2</td>
<td>–</td>
<td>900</td>
</tr>
<tr>
<td>40–100</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1200</td>
</tr>
<tr>
<td>100+</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1500</td>
</tr>
</tbody>
</table>
Space for credenza, coat storage, AV unit, projector screen, etc. as required.
Space for credenza, coat storage, AV unit, projector screen, etc. as required.

Sound rated sliding partition as required.
Sound rated sliding partition as required
3.3.2

Interview Rooms

TYPICAL: (116 SQ. FT.)

Interview rooms are enclosed rooms for meeting with the public and should be located in close proximity to the reception area. They are considered a shared amenity to all occupants within a dedicated tenant space.

The quantity of interview rooms provided is based on the functional requirements of the program. Interview Rooms are considered Special Purpose Spaces.
3.3.3

Break-out Rooms

TYPICAL: 7'-6" x 7'-6" (56 SQ. FT.)

Break-out rooms are enclosed spaces intended for use by personnel who occupy workstations. They are considered a shared amenity to all occupants within a dedicated tenant space. These rooms provide a quiet area to support work requiring a high level of concentration and private telephone conversations.

One break-out room is provided for every 20 staff accommodated in a workstation.

It is considered non-compliant to fit out a breakout room for a different function. The Non-Compliance process must be followed to grant approval for this type of request.
Sec 4.3.3: Standards / Support Spaces / Break-out Rooms

56 SQ FT BREAK-OUT ROOM

Worksurface with data, phone and power

Data, phone and power in the wall

Seating with tablet writing surface

7'-6"
Collaborative Space

Typical: 8'-0" x 9'-0" (72 sq. ft.)

Collaborative spaces are open or screened areas located throughout the workstation area and provide a place to go for quick informal or team meetings, without having to book a boardroom. They also provide additional layout space to spread out work which may be too large for a staff workstation.

Collaborative spaces are designed to occupy the same footprint as the workstations to maximize modularity and flexibility. When larger collaborative spaces are required, two or more 72 sq ft units may be grouped together as required.

The quantity of collaborative spaces provided is based on the functional requirements of the program and must fall within the square footage per occupant allocation.
File and/or Storage Areas

File and/or storage areas may be open, semi-enclosed or enclosed spaces. File areas may require structural review for floor loading capacity. Built in millwork is not provided in these areas.

The general area allowance is:

- 10 sq. ft. (1 m²) per file or storage unit located within an open area
- 15 sq. ft. (1.4 m²) per file or storage unit located within an enclosed area
- 20 sq. ft. (1.9 m²) per plan storage cabinet

The quantity and size of file and/or storage areas provided is based on the functional requirements of the program.

Departments are to minimize their on-site storage needs by archiving, purging and exploring digital storage solutions. All premises are subject to audits by ASD to ensure that space is being used efficiently. The yearly accommodation cost to store a single lateral file or storage unit is approximately $250–$300.
3.3.6 Reception Area

**Typical: 90 sq. ft.**

A reception workstation may be located in an open or secure area, depending on client requirements. For secure reception zones, Lexan barriers may be required. The reception workstation is dimensioned based on the typical 72 sq ft workstation with an additional 36” wide section added for barrier free access as per Universal Design Guidelines.
Open binder storage w/ 1 adjustable shelf above worksurface & filing unit below.

64"H wardrobe unit

Wheelchair accessible surface

90 SQ FT RECEPTION AREA

9'-0"

11'-0"

Sec 4.3.6: Standards / Support Spaces / Reception Area
3.3.7 Waiting Areas

Waiting areas may include chairs, coat storage, display material (bulletin board, pamphlet rack etc.), child play area, and public access workstations. Wheelchair accessible areas include open space for a minimum of one wheelchair to wait complete with a seven foot six inch (7'-6") turning radius.

Waiting areas are sized based on client requirements and required functionality.
3.3.8

Copy Rooms

TYPICAL: 150 SQ FT

Copy Rooms are enclosed spaces which are considered a shared amenity. Access to the copy room should be off of a common corridor, elevator lobby, etc. and not located within a client’s dedicated space if possible. If a client is the only provincial occupant on a floor, access may be provided through the tenant space, however consideration should be given to locating the room adjacent to common corridors/lobbies to allow for easy future conversion.

<table>
<thead>
<tr>
<th>#OCCUPANTS PER FLOOR</th>
<th>ROOM QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–50</td>
<td>1</td>
</tr>
<tr>
<td>50+</td>
<td>2</td>
</tr>
</tbody>
</table>

NOTE: ALL EQUIPMENT TO BE PURCHASED AND MAINTAINED BY CLIENT GROUP.
Sec 4.3.8: Standards / Support Spaces / Copy Rooms
Mail Area

TYPICAL: 25 SQ FT

A Mail Area is an open area used to house mailboxes and mail supplies and is typically located close to the suite reception area.
3.3.10 Coffee Stations

TYPICAL: 63 SQ. FT.

A coffee station is an open area which is considered a shared amenity to all occupants on a floor. It may be allocated when a staff room is not provided.

The following fit up is standard:

- 7.5 linear feet of millwork
- enclosed upper and lower cabinets with one sink and faucet
- space for a microwave, under-counter fridge, garbage/recycling zone and water cooler
- electrical to suit small appliances, including toasters, tea kettles and coffee machines

NOTE: ALL APPLIANCES TO BE PURCHASED AND MAINTAINED BY CLIENT GROUP. UNDER COUNTER FRIDGE MUST BE ADA COMPLIANT TO FIT UNDERNEATH ACCESSIBLE HEIGHT COUNTER.
6) SQ FT COFFEE STATION

Space to accommodate water cooler, waste & recycling station.

Built in counter complete with sink & lower cabinets.

Counter height and all clearances per current accessibility standards.

Space for coffee system

Space for ADA compliant fridge

Space for microwave

Sec 4.3.10: Standards / Support Spaces / Coffee Stations
Staff Rooms are enclosed spaces which are considered a shared amenity to all provincial occupants of a floor. Access to the staff room should be off of a common corridor, elevator lobby, etc. and not located within a client’s dedicated space if possible. If a client is the only provincial occupant on a floor, access may be provided through the tenant space, however, consideration should be given to locating the room adjacent to common corridors/lobbies to allow for easy future conversion.

Staff Rooms may be provided when the occupant counts exceed ten to fifteen (10–15) staff, depending on program requirements.

The following fit up is standard:

- 7.5 linear feet of millwork
- enclosed upper and lower cabinets with one sink and faucet
- space for a microwave, fridge, garbage/recycling zone and water cooler
- electrical to suit small appliances, such as toasters, tea kettles and coffee machines

Dishwashers are considered non-compliant.

**NOTE:** ALL APPLIANCES TO BE PURCHASED AND MAINTAINED BY CLIENT GROUP. IF PROVIDED, A DISHWASHER MUST BE ADA COMPLIANT TO FIT UNDERNEATH THE ACCESSIBLE HEIGHT COUNTER.

Staff room size to be based on \( \frac{1}{3} \) the occupant count of the floor.
Office Space Planning Standards

Sec 4.3.11: Standards / Support Spaces / Staff Rooms

Space to accommodate water cooler, waste & recycling station.

Built in counter complete with sink & lower cabinets

Fridge

Space for coffee system

Space for microwave

Counter height and all clearances per current accessibility standards

3'-0" to 5'-0"

7'-6"

3'-0"
3.3.12

Printer Stations

Typical: 25 SQ. FT.

Printer stations are open areas which are considered a shared amenity to all occupants within a dedicated tenant space. Built in millwork is not provided in these areas.

Typically one equipment/printer station is provided for every seven to twelve (7-12) occupants. Exact requirements to be determined in consultation with the department’s Desktop Coordinator.

Note: All equipment to be purchased and maintained by client group.
3.3.13
Local Area Network (LAN) Room

TYPICAL: 70 SQ. FT.

The LAN room is a secure, enclosed area. If the staff load of a location is sufficiently small, a wall mounted MDC in a lockable cabinet may be provided instead of a dedicated LAN room.
Recycling Stations

Typical: 25 sq. ft.

Recycling stations are designated zones containing small recycling bins to collect materials, often located close to printer stations. Approximately one recycling station is provided per 50 occupants.
3.3.15 Recycling Storage Room

Typical: 50 sq. ft.

A Recycling Storage Room is a designated zone containing large recycling bins to collect material prior to disposal. A recycling station is typically provided off of a common corridor, elevator lobby, etc.
3.3.16

**Washrooms**

**TYPICAL: 85 SQ. FT. (BARRIER FREE)**

Washrooms will be provided within the client space if not provided within the building core. Quantity and size will be determined by the National Building Code and the client’s requirements.
Sec 4.3.16: Standards / Support Spaces / Washrooms
3.3.17 Janitor’s Closet

TYPICAL: 50 SQ FT

The landlord is required to provide a Janitor’s Closet to service the client space. If not provided as part of the building core the Janitor’s Closet may be provided within the client space.
Sec 4.3.18: Standards / Support Spaces / Vestibule

The landlord is required to provide a barrier-free vestibule in a client space with street access.
Special Purpose Spaces

Special Purpose Spaces will be provided based on a client's program requirements and sized accordingly.
3.4 Furniture
3.4.1 Desks and Workstations

The standard furniture is comprised of components that meet the basic needs of most positions within government and provide for work surface, shelving, filing, general and personal storage.

Typical workstation components include:

• 70” x 29” height adjustable work surface
• 84” x 24” work surface
• 72” x 24” work surface (if U-shaped)
• 24” x 24” wardrobe/storage unit
• mobile box/file pedestal with upholstered seat cushion
• computer sling
• height adjustable monitor arm

When reusing furniture, existing pieces will be redeployed based on a “best fit” consideration and will not necessarily be retained by the current occupant.
3.4.2

Height Adjustable Work Surfaces

An increasing body of evidence is documenting the benefits of providing a sit/stand work surface, both to employee health and to decreasing employee absenteeism and turnover. The standard workstation includes a height adjustable work surface as a typical furniture component.

This freestanding surface can be moved from 27”–46.5” high (sitting height to standing height) at the push of a button. A monitor arm is provided so that the alignment of the monitor can be adjusted to support a broad range of work environments. Since this flexibility allows for the complete customization of the work surface to accommodate individual ergonomic requirements, a separate keyboard tray is not provided.
3.4.3 Typical 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 (6) power receptacles. This accommodates the typical workstation requirements for telephone, computer, computer monitor, cell phone charger and task light.

The power module mounted on the workstation is rated for 15 amps and can only provide power to a calculator, adding machine, desk lamp, phone charger, etc. Heaters and other appliances which draw more power cannot be plugged in to the module as they will damage the unit and pose a safety risk.

Individual electric fans and heating units are not included as part of the workstation requirements 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.
3.4.4 Screens

Screens are used in open office environments to provide visual privacy. The standard height of screens used to define a workstation area is 50". This provides visual privacy while seated and allows for maximum daylight transfer. Soundmasking is installed to provide acoustical privacy throughout all workstation areas.

screens to a maximum of 64" high are available to provide additional visual privacy for workstations immediately adjacent to print areas, washrooms, coffee stations and staff rooms.

There is no significant increase in acoustic value from 50" to 64" screens.
4.0 Sample Plans and Renderings
10,900 Usable Sq Ft
56 Occupants
194 Sq Ft Per Person
Location of future door to convert into shared meeting room if additional provincial tenants move into the building.

Office Space Planning Standards
Sec 4.0: Sample Plans and Renderings

1,800 Usable Sq Ft Total
8 Occupants
225 Sq Ft Per Person
5.0 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.
5.1 Demountable Walls

Interior walls are typically specified as a demountable system instead of traditional drywall. This is a prefabricated modular system which can be disassembled and relocated as required. Since demountables are easy to move and reconfigure, construction timelines are reduced and disruption during renovation is minimized.
6.0 Approvals and Governance
6.1 Compliance

The Office Space Planning Standards were developed by ASD in consultation with industry professionals to reflect current developments in office space planning. These Standards are supported by Treasury Board.

It is the responsibility of ASD, client departments and any Special Operating Agencies or Crown Corporations seeking ASD’s services to maintain compliance with the Office Space Planning Standards. When a non-compliant item is requested, it is the client’s responsibility to justify the proposed deviation and accept accountability for any project delays and financial costs as a result of the approvals process. Refer to Appendix A for the “Request for Non-Compliant Accommodations Form”.

Modifications to the Standards which result from building conditions or heritage considerations are considered compliant. It is considered best practice to reuse existing construction wherever possible. For example, it may be economically and environmentally beneficial to retain private offices sized either larger or smaller than the Standards permit. Similarly, it may not be practical to demolish surplus existing offices to be consistent with the Standards. Cases such as these would be considered compliant, though care must be taken to ensure that the total area occupied falls within the target square footage per occupant range.
6.2 Process for Non-Compliance Approval

The following flowchart describes the process for managing requests for exemptions to the Office Space Planning Standards. Anticipated timelines are noted for ASD responses. Exact timelines may vary depending on the complexity of the request and project requirements. The client is the lead in preparing and submitting documentation and accepts accountability for project delays.
6.2 Process for Non-Compliance Approval

**STEP 1:** Client makes request for non-compliant item(s) to PP.

**STEP 2:** PP reviews and advises the client on the necessity of the request and explains the impact on the project delivery by continuing with the non-compliance process.

**STEP 3:** Client decides whether or not to pursue the request.

**STEP 4:** Client documents the business case and returns the form to PP.

**STEP 5:** PP documents the anticipated cost implications for the requests on the Request for Non-Compliant Accommodations Form and sends to the client. (Two weeks)

**STEP 6:** Client gets ADM and DM approval and returns the form to PP.

**STEP 7:** PP presents the request to the SC.

**STEP 8:** SC reaches decision (by end of meeting)

- **APPROVES:**
  - PP documents the outcome on the Request for Non-Compliant Accommodations Form and project proceeds.

- **DENIES**
  - Client decides whether or not to pursue the request.

**STEP 9:** PP documents the outcome on the Request for Non-Compliant Accommodations Form and advises the client of SC’s decision. (Within one week of ASC decision)

**STEP 10:** Client decides whether or not to pursue the request.

- **REQUEST CANCELLED**

**STEP 11:** Client and ASD prepare a joint TB Submission documenting their respective positions.

**STEP 12:** TB reaches a decision (Confirm time)

- **PROJECT PROCEEDS**

**ABBREVIATIONS:**

- **ADM:** Assistant Deputy Minister
- **ASD:** Accommodation Services Division
- **DPS:** Director of ASD Project Services
- **DM:** Deputy Minister
- **PP:** ASD Project Planner
- **SC:** Standards Committee
- **TB:** Treasury Board

**LEGEND:**

- □ **ASD ACTION**
- □ **CLIENT ACTION**
- □ **TB ACTION**
Sec 6.3: Approvals and Governance / Criteria for Evaluating Non-compliance Requests

The following criteria will be used to evaluate all non-compliance requests:

- Is the non-compliance item a program requirement? Have alternative solutions been appropriately considered?
- Is the request in the best economic interest of the taxpayer?
- Does the request demonstrate sound judgment and common sense?
- Will the approval of the non-compliance item set a negative precedent for the delivery of future projects?
APPENDIX A

Request for Non-Compliant Accommodations
APPENDIX A

Request for Non-Compliant Accommodations

DOWNLOAD THE FORM AT:

http://cserv.internal/sites/mit/ASD/Project_Services/Pages/default.aspx