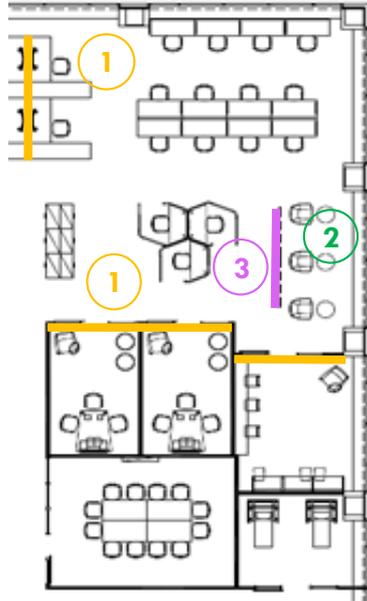


GCWORKPLACE DESIGN BEST PRACTICES CHECKLIST



ENVIRONMENTAL LEADERSHIP



- 1 Panels perpendicular to windows and glazing on enclosed rooms allow maximum light infiltration
- 2 Unobstructed views to the outdoors
- 3 Consider using planters or other natural elements as space dividers

DAYLIGHT AND ARTIFICIAL LIGHTING:

- Optimize daylight infiltration to the floorplate to reduce the need for artificial lighting during peak daylight hours
- Avoid obstructing windows to allow equal access to views of outdoors
- Plan open Reflection Point near windows with views to outdoors, to provide occupants with a way to relieve stress and refocus between high-cognitive tasks
- Install lighting on occupancy sensors in enclosed spaces that turn off automatically when not in use
- Optimize employee comfort by including task lights in individual workpoints
- Install adequate lighting in such a way as to guarantee consistent levels of illumination in hallways and circulation areas
- Boardrooms are equipped with different intensities of lighting and/or sets of lights that can be used independently or together
- Include light switches and dimming control in enclosed Reflection Points to support a range of health and wellness needs

ENVIRONMENTAL LEADERSHIP:

- Incorporate interior green walls, plantings and greenery
- Provide easy access to exterior spaces such as terraces whenever possible
- Provide centralized waste and recycling centres rather than at each workpoint

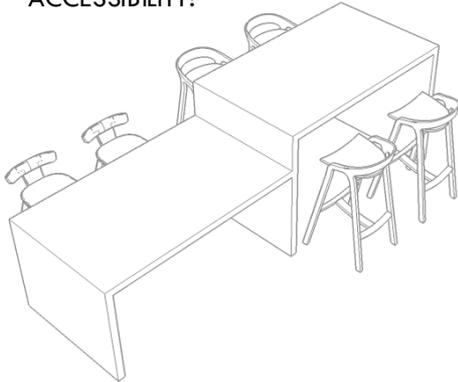
FINISHES:

- Specify materials with low Volatile Organic Compound (VOC) properties where possible, to reduce air quality contaminants or respiratory irritants
- Specify non-porous or easily cleanable materials for counters, tables and work surfaces
- Specify finishes that are durable in high use areas such as kitchen counters
- Since workpoints are shared, specify easily cleanable materials and consider anti-microbial properties when selecting fabrics and finishes
- Hard surfaces are minimized in the Quiet zone to avoid excess sound reverberation

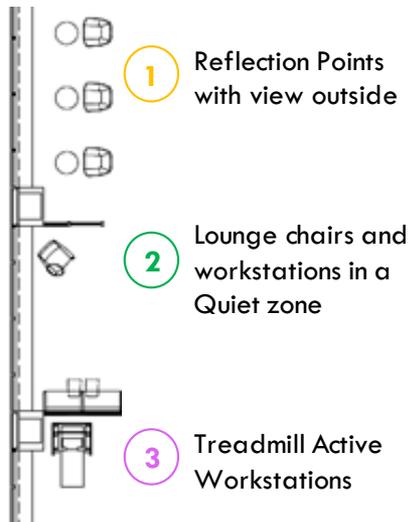
UNIVERSAL DESIGN AND ACCESSIBILITY:

- Ensure appliances such as microwaves, and any fixtures such as soap dispensers are installed at an accessible height
- Placement and size of furniture must allow people who use wheeled mobility devices to navigate the entire space easily
- All light switches and controls for audio/visual equipment are positioned at a height on the wall that is appropriate for persons using wheelchairs or motorized scooters

UNIVERSAL DESIGN AND ACCESSIBILITY:



PHYSICAL ACTIVITY AND WELLBEING:



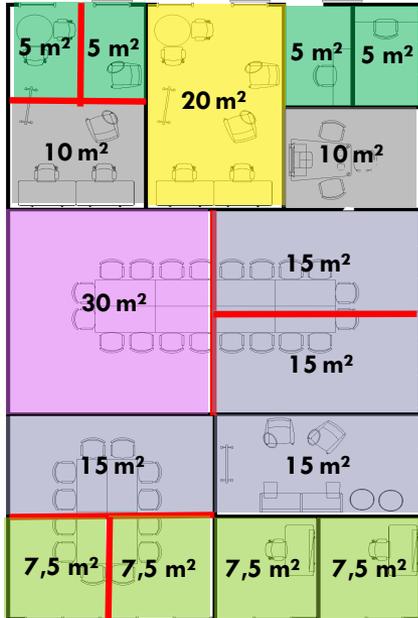
UNIVERSAL DESIGN AND ACCESSIBILITY (Cont'd):

- All workpoint categories offer accessible options (i.e. standing-height tables or counters, are height-adjustable or have a portion at barrier-free height. Focus Pods are large enough that a wheelchair or scooter could pull in and use the desk surface in place of a task chair. Lounge and Teaming Areas are configured to include variety of seating)
- Main circulatory paths are clear and without obstructions (i.e. doors opening out into corridors)
- Color schemes help people with visual impairments to navigate throughout a workplace (i.e. Patterns on the walls and floors are avoided in favor of uniform colors, and spatial changes like the turning of a hallway may be indicated by using contrasting colors and textures on the walls and/or floors)
- All circulation and clearances meet or exceed minimum standards (i.e. where space permits, path of travel between workpoint groupings should be 1200-1500mm; primary circulation should be 1500mm or wider)
- All primary circulation paths are wide enough to accommodate two people who use motorized scooter to pass each other safely
- All secondary circulation pathways allow a person using a motorized scooter to move through the space easily
- Pathways are clear of any potential impediments, such as cords and wires
- Boardrooms and Meeting Rooms are large enough to accommodate people who use motorized scooters or manual wheelchairs
- Counters and sinks are installed at barrier-free height
- Door openers are conveniently located near the door they are meant to open and at a height easily reached by someone using a wheelchair or motorized scooter
- When using keypads on doors or lockers, ensure tactile buttons can be easily used by non-visual users
- Workplace design follows or exceeds standards such as the Treasury Board Accessibility Standard for Real Property and CAN/CSA-B651-12 Accessible Design for the Built Environment as well as the accessibility criteria set out by the local and National Building Codes

SAFETY:

- To supplement the standard audible alarm systems, visual alarms (for instance, flashing lights) are installed to signal an emergency to people with hearing impairments
- Include floor warnings at major space transitions to support non-visual users (i.e. tactile indications on the floor outside of workstations, hallways, equipment rooms, kitchen and/or washroom areas, etc.)
- Provide a cue that indicates a spatial change, such as a room change or a perpendicular hallway

MODULARITY AND GROWTH:



PHYSICAL ACTIVITY:

- Business centres and shared support spaces are centralized to encourage movement
- Integrate Active Workstations such as Treadmill or Stationary Bicycle Workstation and Smart Pods to promote movement throughout the day

ERGONOMICS:

- Provide adjustable task chairs (lumbar, back, seat, arm, height, etc.)
- Majority of workpoint surfaces are height-adjustable to accommodate seated and standing work
- Workpoints, with technological tools such as monitors or digital whiteboards, are equipped with adjustable mounts to modify the height or viewing angle for various users
- Workpoint furnishings offer a variety of user control options (i.e. adjustable arms or seat heights, standing desk and collaborative table, adjustable monitor arm, etc.)
- No seating to be fixed to the floor or table

ZONING:

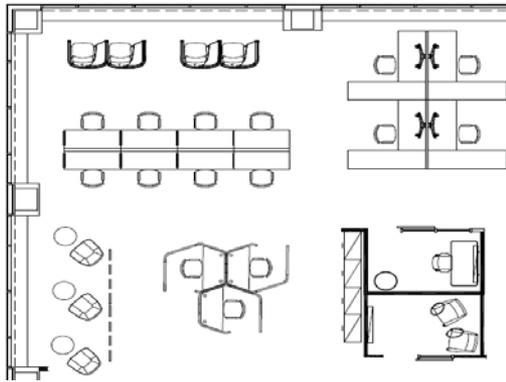
- Include three distinct zones (Interactive, Transitional and Quiet)
- Transitional Zones are located at main entrances where there may be excessive movement and disruptions. This zone is an ideal location for coat closets and lockers

- Transitional Zones are used as buffers between Quiet and Interactive Zones
- Transitional and Interactive Zones have workstations and touchdowns for those who intend to work more collaboratively
- Provide individual workpoints with varying levels of privacy in Quiet Zone
- Plan noisier workpoints away from Focus Pods, Reflection Points or Quiet Zone to mitigate noise spill-over
- Provide enclosed spaces such as Work Rooms, Reflexion Points and Phonebooths near Quiet Zone, to encourage people to take phone calls away from open individual workpoints
- The Quiet Zone is furthest from main point of floor access
- The Quiet Zone is not only comprised of workstations, nor is it the only place that workstations are located. Quiet Zones include a variety of quiet individual workpoints

MODULARITY AND GROWTH:

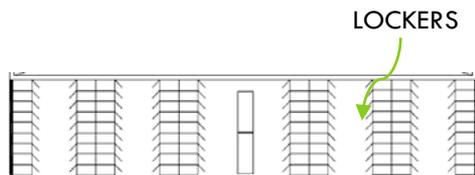
- Plan enclosed spaces using a modularity framework (as shown in diagram to the left), by standardizing wall dimensions across a project and by limiting built-in furnishings. This will better facilitate the grouping of enclosed spaces and will enable workpoints to be converted to those that are most in demand as the workplace evolves over time.

FLEXIBILITY AND VARIETY:



Several different individual workpoint choices in a Quiet zone and flexible furniture allows users to customize the space to suit various group sizes and functions (above).

FURNITURE:



COAT CLOSETS

MODULARITY AND GROWTH
(Cont'd):

- ❑ Consider planning up to 5% additional individual workpoints where total space allocation allows, to accommodate fluctuations in employee numbers
- ❑ Specify demountable partitions where possible, to increase ease of reuse and reconfiguration when the needs of a population change with the exception of enclosed support spaces

FLEXIBILITY AND VARIETY:

- ❑ Provide multipurpose spaces with a wide assortment of reconfigurable workpoints, and vary the furnishings and settings within workpoint categories where possible to optimize space utilization
- ❑ Within workpoint categories, vary the furnishings to suit different preferences and lengths of use – i.e. Provide casual seating for shorter-term activities and ergonomic chairs for longer-term activities
- ❑ Use furnishings that can be grouped into different configurations or moved within collaborative areas
- ❑ Use different sizes and layouts of workstations in the same zone (i.e. I-shaped or straight-run)
- ❑ Provide ample options of workpoints for both focused work and collaborative work, in the appropriate zones

throughout a space. Variety can be accomplished by introducing various postures, formal or casual, as well creating different settings (i.e. lounge, task, collaboration, etc). While we typically think of a Meeting Room as a formal setting, creating some casual Meeting Rooms with a variety of soft seating and small mobile surfaces can create a completely different type of work environment

FURNITURE:

- ❑ Provide some additional small lockers (up to 10%) beyond the one per target occupancy calculation, to support visitors or casual day use
- ❑ Provide lockers (personal storage) with integrated code or digital locks to avoid the need for key administration, and simplify changes resulting from moves or growth (keypads feature tactile markers on the buttons or other tactile distinction between buttons for non-visual users)
- ❑ Lockers and closets are near main access point (main point of entry to floor, such as off elevator lobby), and away from the Quiet Zone
- ❑ Ideal locker dimensions are at least 15” wide (38 cm) and 18” deep (46 cm) to store a laptop, keyboard, mouse, folders/printed documents and personal belongings such as a purse or a backpack

FURNITURE:



PHOTO COURTESY OF STEELCASE INC.

FURNITURE PANELS/SCREENS AND PRIVACY:



PHOTO COURTESY OF STEELCASE INC.

FURNITURE (Cont'd):

- Provide various accessories to support tasks within the workplace such as white boards, writable walls, screens and task lights
- Technology and tools such as large monitors and writable surfaces are provided in the Interactive Zone
- Chat Points are located outside large and medium Meeting Rooms, for pre-/post-meeting spillover
- No personal storage is provided at workpoints

FURNITURE PANELS/SCREENS AND PRIVACY:

- Furniture panels that are integrated to workpoints, in particular workstation panels, are not to exceed 54" in height in order to allow access to daylight and unobstructed views
- Provide writable surfaces, higher mobile dividers or screens to contribute to managing acoustics in Open Teaming areas, Work Rooms and Meeting Rooms
- Equip workpoints with a variety of user-adjustable privacy controls such as moveable dividers or acoustic partitions in open areas, or treatments to provide visual privacy for enclosed spaces which include glass windows
- Reflection Points are enclosed, semi-enclosed or have visual privacy

ACOUSTICS

- Use hard-walled spaces as a buffer between Quiet, Transitional and Interactive zone
- Small enclosed spaces feature acoustic partitions, and/or sound-absorptive surface materials at speech height(i.e. felt, cork, or other acoustical engineered products)
- Support spaces that tend to attract higher sound levels, such as lounges and kitchenettes, are planned away from quiet zones; Kitchenettes can be partially or fully enclosed with full-height partitions to minimize disruption to nearby workpoints
- Spaces where visitors may arrive or gather on a floor have acoustic control (i.e. areas outside large Meeting Rooms should be separated from Quiet Zone by using Transitional Zone as a buffer)
- If using sound masking, make sure the system is professionally designed as part of the electrical system and is used in combination with other acoustic strategies
- Locate high-noise workpoints, such as kitchenettes/lounges, away from Quiet Zone and individual workpoints (i.e. Focus Pods, Focus Rooms, Studies and Reflection Points)
- Active Workstations are located in an enclosed or semi-enclosed space to reduce sound disruption

ACOUSTICS:



PHOTO COURTESY OF KNOLL INC.

POWER AND DATA:



PHOTO COURTESY OF STEELCASE INC.

ACOUSTICS (Cont'd):

- Position Meeting Rooms, Project Rooms and Work Rooms in such a way as to not have doors or openings directly onto Quiet Zones
- Partitions between adjacent enclosed workpoints are sufficiently sound attenuated to prevent sound transfer between rooms
- Use soft materials and acoustic panels where appropriate to reduce sound reverberation, particularly in small enclosed spaces and high-traffic areas such as circulation path
- Use sound masking to provide a baseline level of ambient noise in quieter areas

POWER AND DATA:

- Provide power sources in or near soft seating to recharge mobile devices
- Provide power receptacles at the height of a work surface or counter height to allow easier access and prevent stooping or overstretching to reach devices
- Choose furniture with built-in charging plugs (USB or electrical outlet) such as task lights, tables or ottomans

SIGNAGE:

- Identify zones and their respective etiquette with the use of signage at key entry points to each zone
- Use a color-coding scheme for finishes and furniture to further distinguish zones
- Identify the Quiet zone and, if possible, the expected etiquette in order to limit disruption to employees performing highly focused work in this zone
- Signage should be positioned so that it is easily viewed or touched (in the case of tactile signage), at a height that is within reach by those in wheelchairs, and without visual obstructions
- Enclosed Meeting Rooms, Focus Rooms, Reflection Points and Phonebooths permit users to see if the room is occupied (i.e. By incorporating glass that is partially unobstructed by privacy film, or by making use of 'occupied/unoccupied' signage or door hardware
- Signage feature tactile elements, using Braille and/or raised letters and numerals